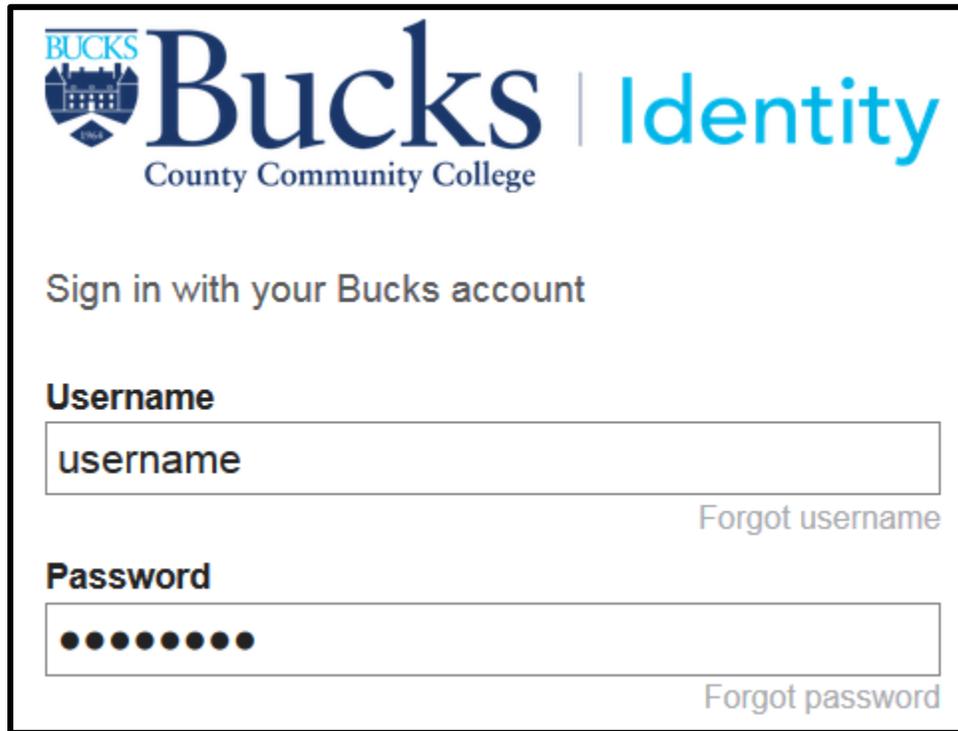


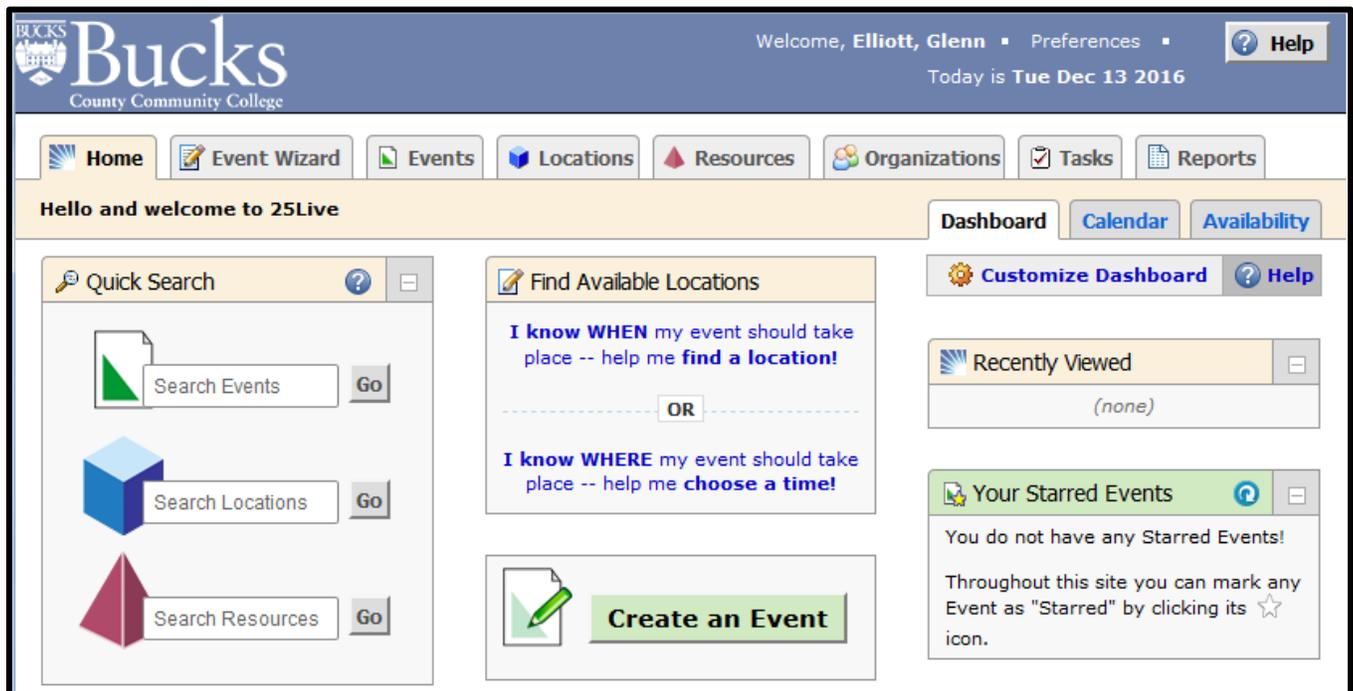
25Live! Room Reservation – General Overview

1. Start by opening the 25Live! website: <https://25live.collegenet.com/bucks/>. If you are not already signed into MyBucks, you will be prompted to login.



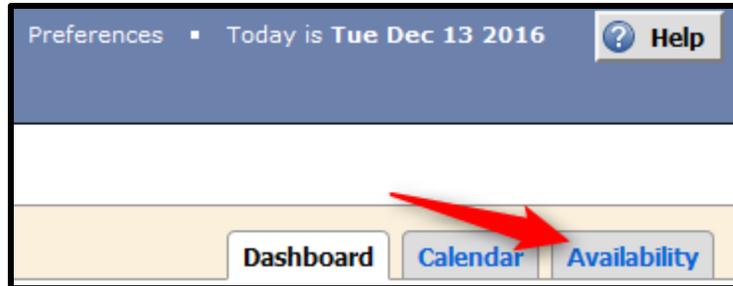
The screenshot shows the login interface for Bucks County Community College. At the top left is the Bucks logo with the text "BUCKS County Community College". To the right of the logo is the word "Identity" in a large, blue, sans-serif font. Below the logo and "Identity" text is the instruction "Sign in with your Bucks account". There are two main input fields: "Username" and "Password". The "Username" field contains the text "username" and has a "Forgot username" link to its right. The "Password" field is filled with ten black dots and has a "Forgot password" link to its right.

2. The 25Live! dashboard is the default view when you login. Features of the dashboard include finding a location based on when it will take place, searching for events that have already been scheduled, and much more.

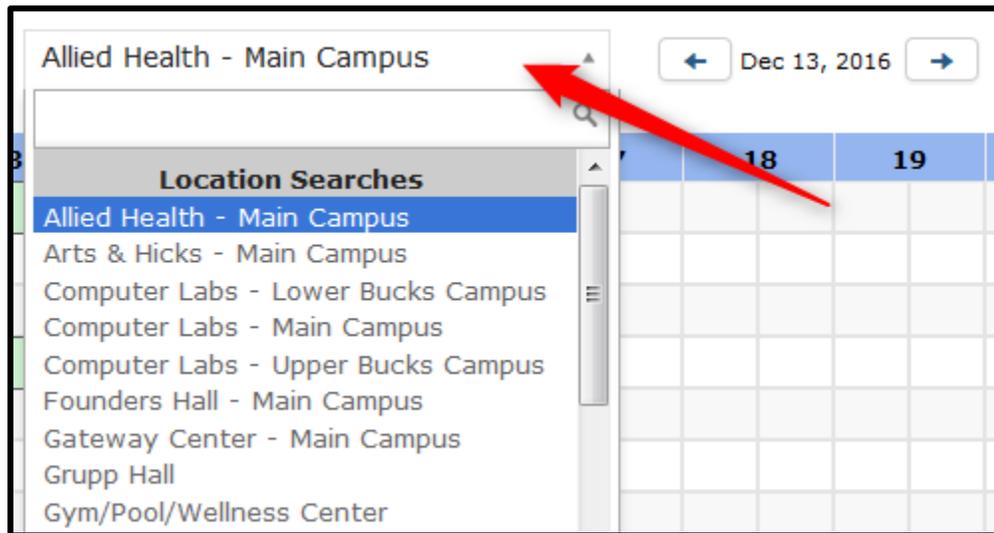


The screenshot displays the 25Live! dashboard for a user named Elliott, Glenn. The top navigation bar includes the Bucks logo, the user's name "Welcome, Elliott, Glenn", a "Preferences" link, and a "Help" button. Below this, a secondary navigation bar contains links for "Home", "Event Wizard", "Events", "Locations", "Resources", "Organizations", "Tasks", and "Reports". The main content area is titled "Hello and welcome to 25Live" and features several widgets. On the left is a "Quick Search" widget with three search boxes: "Search Events", "Search Locations", and "Search Resources", each with a "Go" button. In the center is a "Find Available Locations" widget with two options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!", separated by an "OR" button. Below this is a "Create an Event" button. On the right side, there are three more widgets: "Customize Dashboard" and "Help", "Recently Viewed" (showing "(none)"), and "Your Starred Events" (showing "You do not have any Starred Events!").

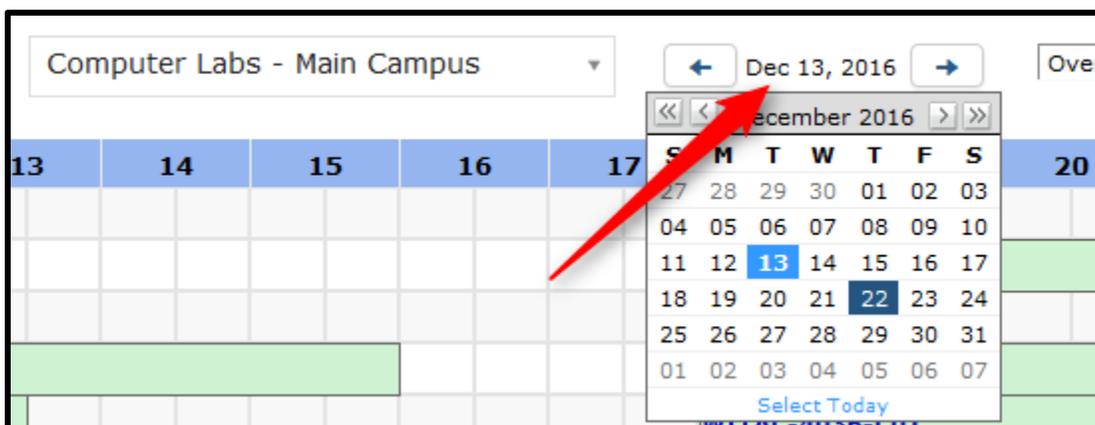
- To create your own reservations, click the **Availability** tab in the upper right corner.



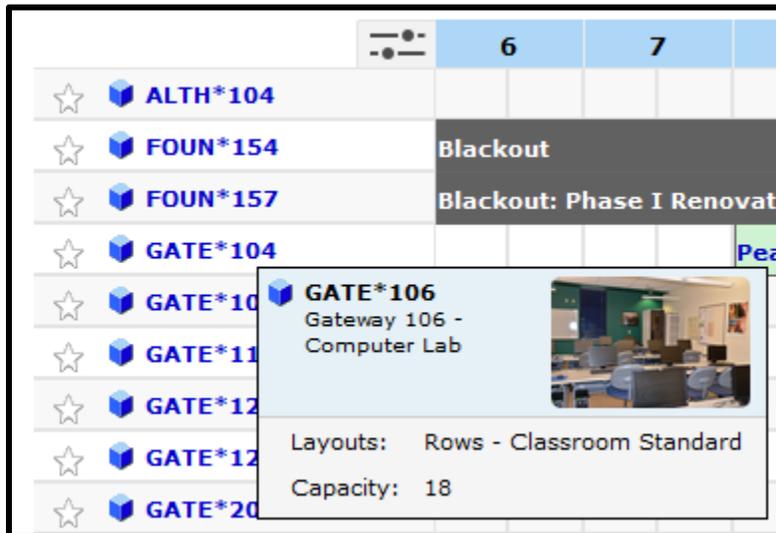
- Click the dropdown menu for Location Searches (may default to Allied Health) to choose a different campus or building for your reservation.



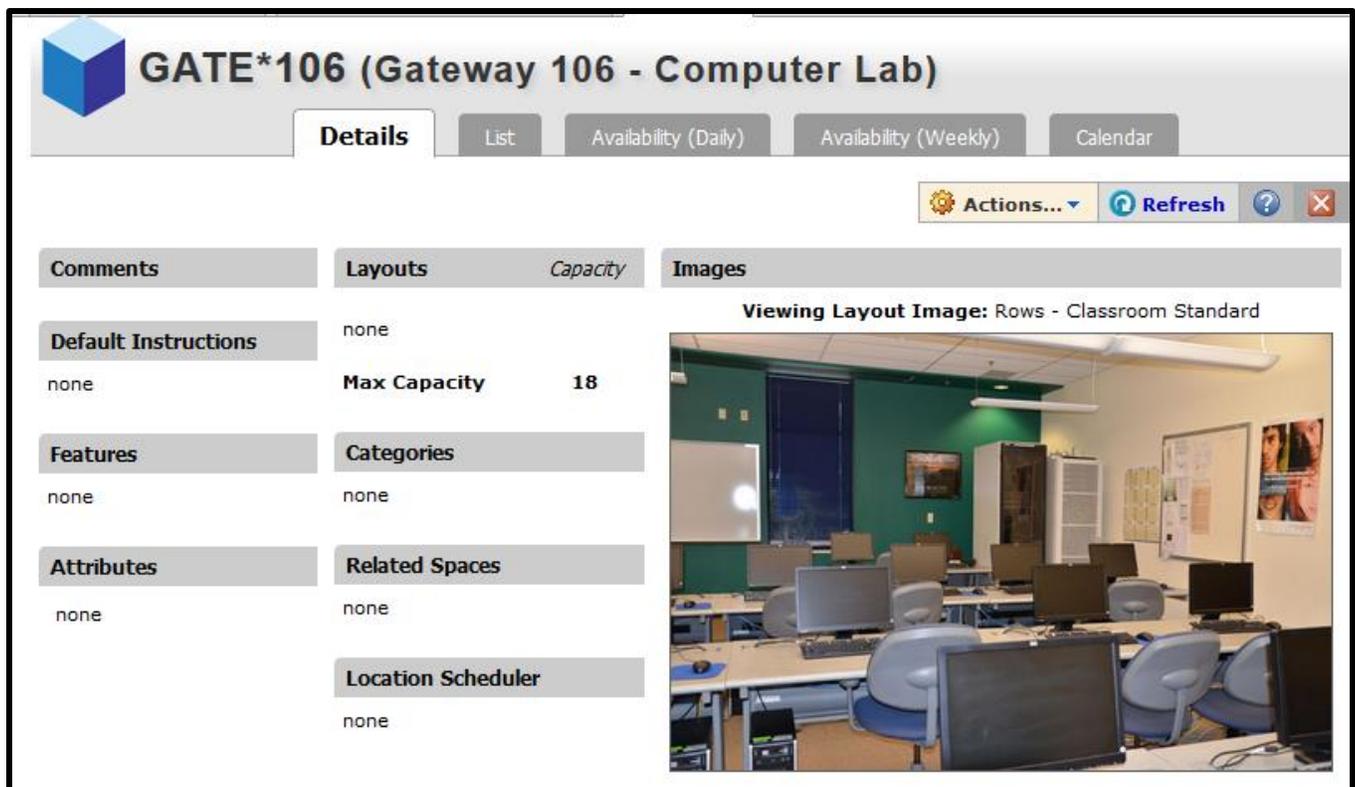
- Click the current date to choose a date for your reservations. This will present you with a calendar where you can find the appropriate date.



- After choosing your date, you can look at the available rooms on the left hand side. If you hover your mouse cursor over a room, a small popout will display additional details including a photo.



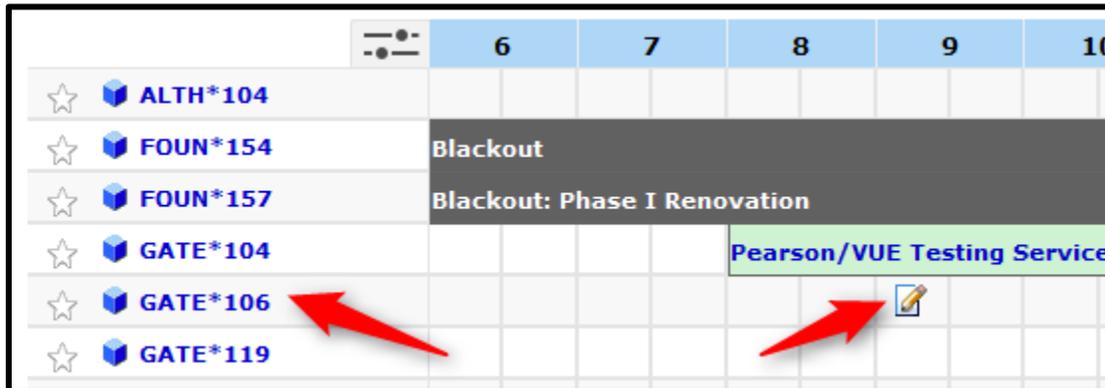
- If you click on the classroom, expanded details will be displayed.



- To return to the Availability area, click the red X to close the current room.



9. To request a room at a specified time, hover your cursor over the room and the time that you are requesting. A pencil icon  will appear to indicate which room and what time. In the example below, GATE*106 at 9AM is being selected.



	6	7	8	9	10
☆ ALTH*104					
☆ FOUN*154	Blackout				
☆ FOUN*157	Blackout: Phase I Renovation				
☆ GATE*104				Pearson/VUE Testing Service	
☆ GATE*106				✎	
☆ GATE*119					

10. The room and time will automatically be filled out on the left. You must enter the required fields indicated by the red asterisk *. (Event Name, Event Type, Primary Organization) to proceed.

- **Event Name:** Something descriptive that will be displayed under the availability.
- **Event Title:** Not required but can further describe the event.
- **Event Type:** Choose the appropriate option based on the list (Training, Arts & Culture, Maintenance, etc.)
- **Primary Organization:** Not necessarily your department but the area the event is focused on.

Start by entering the basic event information.

Event Name

*

This field is required.

Event Title

Event Type

Search for an Event Type ▼

*

Primary Organization

Search for an Organization ▼

*

11. After all required fields have been entered (a green checkmark ✓ will appear next to each one), click the **Next** button.

Event Type

Training / Professional Development ☆ ▼ ✓

Primary Organization

LEARNING RESOURCES ☆ × ▼ ✓

Next ►

12. Enter the expected head count for your event and click **Next**. **Note:** If you try to enter a head count that is more than the room capacity, an error message will appear.

Expected Head Count

15 ▲ ▼

I Don't Know

13. You will decide if this event is repeating. Choose **Yes** or **No**.

No

This event happens only once.
Any other related events are separate and distinct.

Yes

This event occurs multiple times.
It repeats daily, weekly, monthly, or irregularly (ad hoc).

14. You can edit the dates, times, or pre/post event here if necessary. Click **Next** to continue.

Select the dates and times of the *actual* event.

Event Start: Thu Dec 22 2016  1:00 pm

Event End: Thu Dec 22 2016  2:00 pm

The event begins and ends on the **same day**.

Does this event require **Setup or Pre-Event** time? **Yes** **No**

Does this event require **Post-Event or Takedown** time? **Yes** **No**

15. In this step, you can select your desired location. You can search for a room, use a starred location (a favorite you use frequently), or access Saved Searches from previous reservations. A green checkmark ✓ will indicate that the selected room is available for this date and time. Click **Next** to continue.

★ [Your Starred Locations...](#)

Selected Locations

GATE*106 ✓ ☆ ✕

Gateway 106 - Computer Lab

Max Capacity: 18

Features: COMPUTING, PC / WINDOWS; FLOOR COVERING, CARPET; INSTRUCTOR RESOURCES, COMPUTER PROJECTION; INSTRUCTOR RESOURCES, SYMPODIUM; INSTRUCTOR RESOURCES, WHITEBOARD; PRINTER, BLACK AND WHITE; PRINTER, COLOR; SEATING, CHAIRS, MOVEABLE; STORAGE/PREP, COUNTERS; TABLES, SMALL GROUP; WINDOW COVERING, BLINDS

Conflicts: None

Layout: Rows - Classroom Standard [18]

Setup Instructions:

Attendance:

Share?

Search by Location Name...

GATE*106 ✓
Gateway 106 - Computer Lab
Max Capacity: 18

Show only my authorized locations that have no time conflicts

Enforce head count

[Saved Searches...](#)

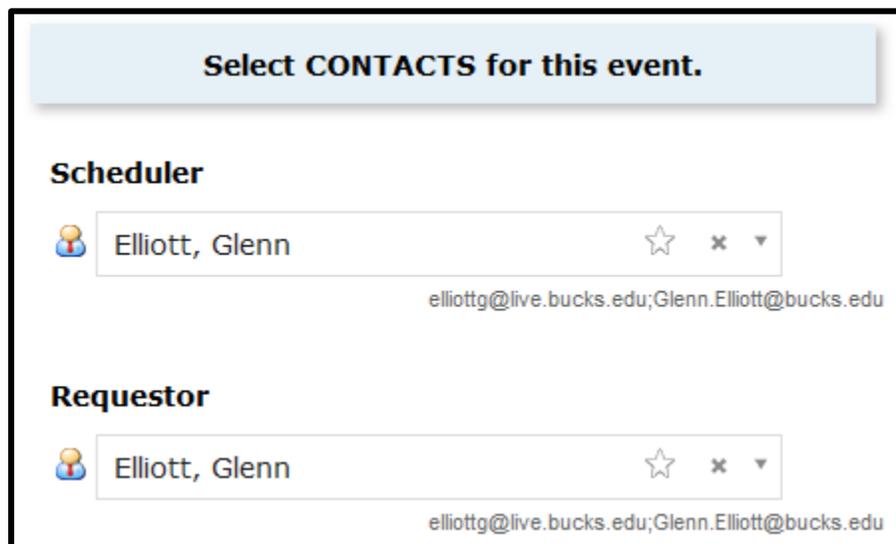
16. The Resources section is currently not utilized. If you require additional resources for your event (catering, cleanup, audio setup, etc.), please contact those areas directly. Click **Next** to continue.



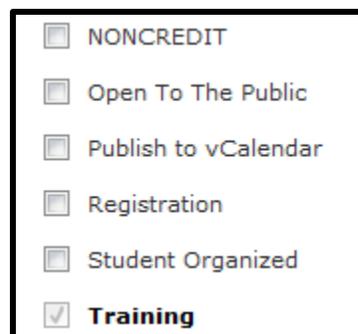
17. Again, Custom Attributes are not currently utilized. Click **Next** to continue.



18. You can leave the Contacts area as in. Click **Next** to continue.



19. Different categories based on the event type can be selected from the list. The Event Type (from Step 11) you have chosen previously should be selected here automatically. Click **Next** to continue.



20. Enter any additional comments for your event here. These are optional but can be helpful for others looking at your event. Click **Next** to continue.

Add additional COMMENTS and NOTES for this event.

21. Finally, choose your Event State to finalize your reservation.

Verify or change the EVENT STATE.

 **Draft**
Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state.

 **Tentative**
The event is scheduled, but is awaiting Confirmation from its Scheduler.

22. A preview of the event will appear on the left side giving you all pertinent details of your reservation. You can click on any of the options here (room, title, date, etc.) to change their details.

 **25Live!**
Event Title

Training / Professional Development

LEARNING RESOURCES

15 Attendees Expected

Event Description

Thu Dec 22 2016
1:00pm - 2:00pm

Event Repeats

 GATE*106

Resources

Custom Attributes

 Elliott, Glenn
Scheduler

 Elliott, Glenn
Requestor

23. After selecting an event state, a details window will show all information about the event.

This event was successfully created.

Here's Some Information About Your Event

Locations Saved as Event Preferences
Location 'GATE*106' was removed from Dec 22 2016 and converted to a preference.

<p>What's Next?</p> <table border="0"><tr><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">View Details</td><td>View the Event Details page for this event. The full range of actions are available to you from there.</td></tr><tr><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">Edit</td><td>Need to make some more edits to this event? Click this button to start editing.</td></tr><tr><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">Copy</td><td>Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts.</td></tr><tr><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">Email</td><td>Email the details of this event to its stakeholders or anyone else.</td></tr></table>	View Details	View the Event Details page for this event. The full range of actions are available to you from there.	Edit	Need to make some more edits to this event? Click this button to start editing.	Copy	Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts.	Email	Email the details of this event to its stakeholders or anyone else.	<p>More Event Options</p> <table border="0"><tr><td> Print Confirmation</td><td><input checked="" type="checkbox"/> Create "To Do"</td></tr><tr><td> Manage Relationships</td><td> Manage Bindings</td></tr><tr><td> Take Ownership of this Event</td><td></td></tr><tr><td> Add to Starred?</td><td></td></tr></table>	 Print Confirmation	<input checked="" type="checkbox"/> Create "To Do"	 Manage Relationships	 Manage Bindings	 Take Ownership of this Event		 Add to Starred?	
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