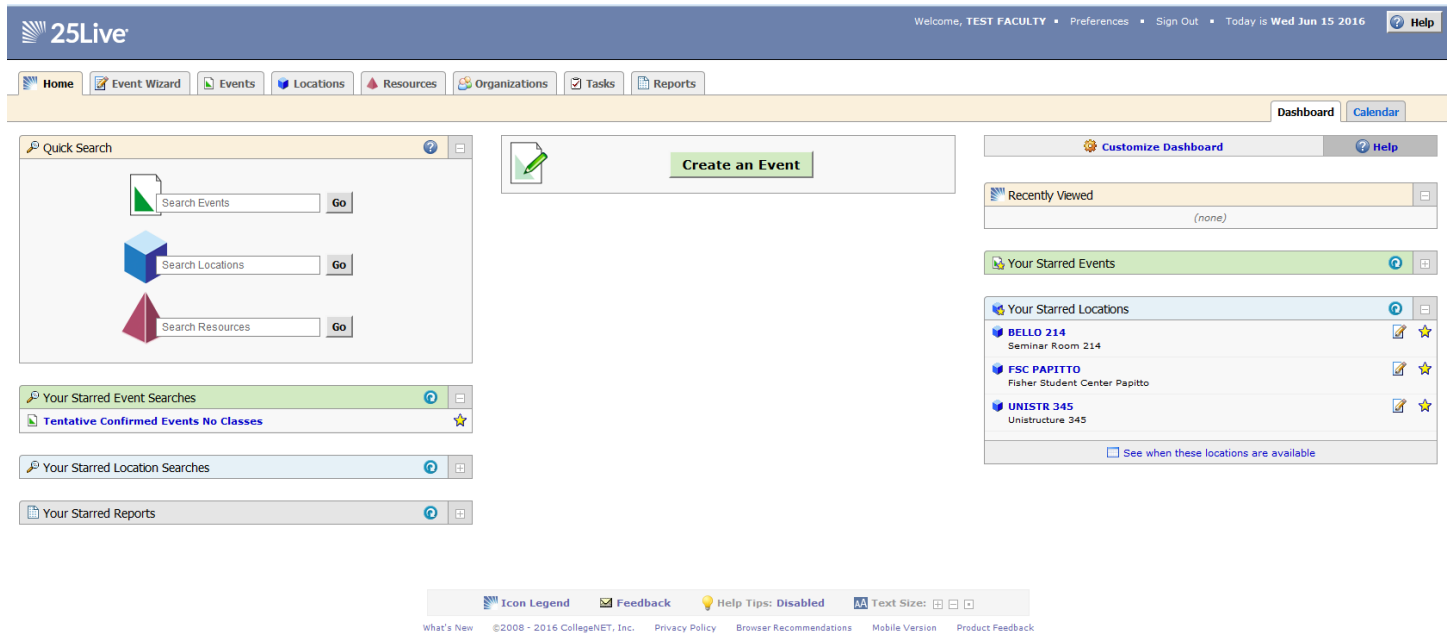



Using either **Chrome** or **Firefox**, enter 25live.bryant.edu .

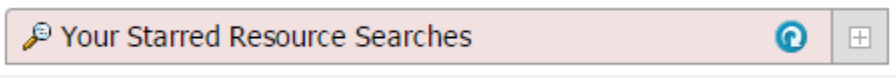
The Welcome screen appears. Sign in using your **Organization's** credentials. There are two views: Dashboard or Calendar. It is recommended that you have the Dashboard as your default view, as the Calendar view can take time to load. (*Tabs in 25Live are sticky, so whichever one you leave it on when you sign out is the one that will appear when you sign back in.*) The picture below shows a Dashboard that was customized to remove some dialog boxes that aren't necessary for this user.



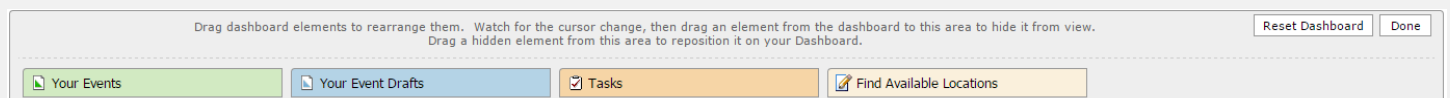
 From the Dashboard screen, customize your dashboard to 'tidy' it up by removing some of the boxes that you do not use. Anything you remove from this view can be brought back. To change your dashboard, click



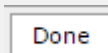
Then, for any of the boxes you do not want on your screen (for example Your Starred Resource Searches,



click and hold on the box's banner and drag up to the gray area at the top then release:



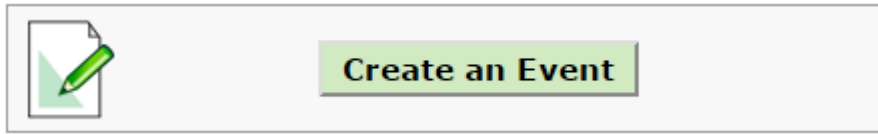
When you are done, click



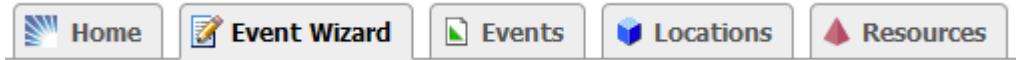
To bring back something you put in this gray area, just click *Customize Dashboard* and click, hold, and drag it back.

To Create an Event Request


From the **Dashboard** view, click either



Or click the **Event Wizard** tab



When the wizard appears, complete each field, clicking **Next** to move to the next page.

Required fields are denoted with a .


The **Name** of your event should be descriptive. If it is an event that happens every year, put the month and/or year at the end of the name. For example, *SASS Speaker Feb 2017*.

What is the Name of Your Event

Clicking in the **Event Type** field brings up a dropdown box of one Type – **Student Org Event**. Click this type.

Event Type

To choose your **Primary Organization**, click on the Down Arrow in the search box, then type your Organization's name. When it appears as an option, click on it to select it.

Primary Organization for this Event

Once you've made your selection you can make your selection a Favorite by clicking on the white star so that it turns yellow.

Primary Organization for this Event

Your organization's name will now appear automatically as an option. You still need to click on it to select it.

Click to go to the next page.

Enter the expected Head Count.

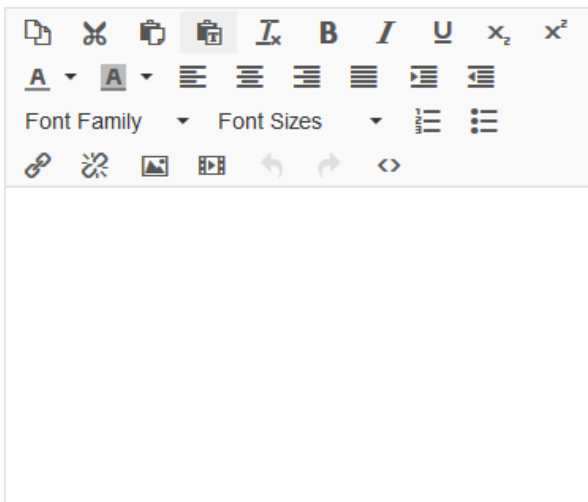
Enter additional basic event information.

Expected Head Count

 *

Event Description is a future feature so you do not need to enter anything in here.

Event Description



A rich text editor toolbar with various icons for text formatting and editing. The toolbar includes icons for copy, paste, undo, redo, bold, italic, underline, subscript, superscript, font color, background color, bulleted list, numbered list, indent, outdent, font family, font size, link, unlink, insert image, insert table, undo, redo, and source code. Below the toolbar is a large empty text area for entering the event description.

Click .

If your event will repeat on additional dates, choose **Yes** on this screen; otherwise, choose **No**.



Does this event have more than one occurrence?

No

This event has only one occurrence.
Any other related events are separate and distinct.

Yes


This event has more than one occurrence.
It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.


Enter the date of the event (*start and end dates are the same unless the event spans midnight*) and the start and end times.



Tell us WHEN this event takes place.

Select the dates and times of the **actual event**.
Setup, takedown, pre- or post-event times can be specified below.

Event Start: Wed Jun 15 2016  11:00 am

Event End: Wed Jun 15 2016  12:00 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**

University Scheduling enters the setup and takedown times so leave those as **No**.

Click .

Choose your Location or Locations (you can choose more than one for the same event as long as the date and start/end times are the same).



Find and select EVENT LOCATIONS.

★ Your Starred Locations...

BELLO 214 Seminar Room 214 Max Capacity: 20	✓
FSC PAPITTO Fisher Student Center Papitto Max Capacity: 115	✓
UNISTR 345 Unistructure 345 Max Capacity: 36	✓

Show only my authorized locations that have no time conflicts

Refresh

Enforce head count

Search by Location Name...

[Saved Searches...](#)

[Advanced Search...](#)

Locations that are available have a green check mark ✓ . Locations that have a conflict (another event is using the space or your event is taking place during a time when the location is closed) will have a red triangle ⚠ .

Make sure you click on your Location selection so it moves to the right part of the screen:

Find and select EVENT LOCATIONS.

★ **Your Starred Locations...**

🔍 **Search by Location Name...**

pap

FSC PAPIITTO Fisher Student Center Papitto Max Capacity: 115	✓
FSC PAPIITTO/HERITAGE Fisher Student Center Papitto and Heritage Max Capacity: 234	✓

Show only my authorized locations that have no time conflicts Refresh

Enforce head count

Selected Locations

FSC PAPIITTO ✓ ☆ ✕

Fisher Student Center Papitto

Max Capacity: 115

Features: BLU RAY DVD PLAYER; BUILT-IN PC; CD PLAYER; DIGITAL PHONE LINE(S); LCD PROJECTOR (BRING LAPTOP TO USE); LAPTOP HOOKUP; MICROPHONE HOOKUP; SCREEN

Subdivision Of:

📍 FSC PAPIITTO/HERITAGE

Conflicts: None

Layout: Rounds [80]

Setup Instructions:

Rounds for 50
Head table
Podium with mid

💡 Setup instructions go in the **Setup Instructions** box.

If you need to request Parking Spaces for outside guests coming to campus (*only* for events occurring during the fall and spring semesters) or if your event spans midnight, choose the appropriate Resource: Parking Spaces and/or Public Safety.

Find and select EVENT RESOURCES.

★ **Your Starred Resources...**

A/V	∞
Parking Spaces	93/115
Public Safety (If Event Spans Midnight)	1/1

Refresh


💡 Make sure you click on the Resource in the above box so that it moves to the right side of the screen.


Internal Notes will only be seen by the person scheduling your event. You should list your name and phone number here in the event we need to get in touch with you directly.

 **Remember, room setup instructions go with the Location, not in this field.**

Add additional COMMENTS and NOTES for this event.

Internal Notes

If your request is complete, click ; otherwise, modify your request or Cancel it altogether.

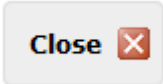
 **NOTE:** If you need to go back and forth between pages, **DO NOT** use the back arrow at the top of the screen (next to the URL). Use the **Next** and **Back** arrows in 25Live:



If you have done everything correctly, you will see (drum roll, please):

Since you are only requesting a space and not assigning a space, you will see the message above regarding converting your location to a preference. This is normal.

You can edit a request as long as it is a *Draft*, meaning it has not yet been processed by a scheduler.

If you are done, click the  box to close this request:



Important Things to Remember:

You must log in with your Student Organization's credentials.

You **MUST** click the location and resources (if needed) you want so they move into the right column. If you do not do this, your request will be incomplete.

If you request the Bello Grand Hall, you must complete the GH forms (they will be attached to your event summary email): Fill out the approval form and give it to your organization's OCE advisor. Once it is signed by the University President, University Scheduling receives a scanned copy. The GH setup diagram can be sent to University Scheduling at any time, ***but at least two weeks prior to your event***. When the signed GH approval form and the completed setup diagram are received, your event will go from Tentative to Confirmed.

If you need to make a modification to an existing reservation (you want to change the date, time, location, etc.) do not submit a new request. Email sruthven@bryant.edu (or for spaces in the FSC khughes8@bryant.edu) the Reference ID (ex. 2016-AAIXYZ) and what needs to be changed.