25Live Pro

General User Manual

A Guide for General Users Utilizing 25Live PRO
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Creating a Request in 25Live Pro

Log in to 25Live Pro (luc.edu/campus_reservations) using your University ID or student org’s credentials.

Click on the Event Wizard tab (upper right-hand corner) or the Create an Event button located in the middle of the homepage.

Complete the form with all necessary event information.

Note: if you are creating an event that requires setup, be sure to add setup and takedown time to your start and end times using the Setup or Pre-Event and Post-Event or Takedown sections below the start and end time fields, see Important Considerations - Setup and Takedown Time.

Summary Page

What’s Next?

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.

Review your event details. Click on the View Details button in the center of the event summary page.
You will be forwarded to the event Details sub-tab. Review these details thoroughly and make sure that all information is accurate. If Campus Reservations has processed your request, you can also double-check that the space has been properly assigned by reviewing the Occurrences sub-tab (next to the Details sub-tab).

**Event Occurrences**

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon Oct 14 2019</td>
<td>11:00 am</td>
<td>12:00 pm</td>
<td><strong>PIP Hall Spaces is awaiting approval</strong></td>
</tr>
<tr>
<td>Tue Oct 15 2019</td>
<td>11:00 am</td>
<td>12:00 pm</td>
<td><strong>PIP Hall Spaces</strong></td>
</tr>
<tr>
<td>Wed Oct 16 2019</td>
<td>11:00 am</td>
<td>12:00 pm</td>
<td><strong>PIP Hall Spaces is awaiting approval</strong></td>
</tr>
</tbody>
</table>

A blue cube should appear in the Additional Details column if a space has been assigned, and upon expansion the assigned room should be listed. If the cube appears gray or no location is listed, a room has not been assigned or it is pending departmental approval.
Finding an Existing Reservation

Searching for the reference number (e.g., 2019-ACKLMN) within the **Search Events** section of the **Events** tab is the easiest way to find a reservation. If you do not have this information, you can follow the steps below.

Click on the top-right **More** tab and navigate to the **Search** drop-down option.

Within the "**Select Object**" drop-down, choose **Locations**. Enter the name of the space where the event is scheduled to occur in the **Search Locations** field and click **Search** or press enter.

Click on the **Availability** sub-tab.

Click on the **Date** link and select the date when the event is scheduled to occur.

The reservation will populate as a green rectangle. Click on the event to be forwarded to the event details (make sure the **Details** sub-tab is selected).
Finding Events You Have Requested

From the 25Live Pro homepage, click on the Go to Search button (next to the Recently Viewed drop-down).

Within the “Select Object” drop-down, choose Events. Click on the Saved Searches (optional) drop-down and navigate to Events You Have Requested.

Make sure the List button is selected. You will see a list of all requests you have placed. The state of these requests (draft, tentative, confirmed, or canceled) will appear on the far right-hand side of this list.

To only see your upcoming requests, select the Future Only button. You can also see your events in a Calendar View by selecting the Calendar button next to the List button.
Reviewing Location Details

Click on the top-right More tab and navigate to the Search drop-down option.

Within the “Select Object” drop-down, choose Locations. Enter the name of the space where the event is scheduled to occur in the Search Locations field and click Search or press enter.

Within the List or Availability sub-tabs, click on the name of the location to be forwarded to the information page for that space.

You can now select the Details sub-tab to view all location details present in 25Live. Location details include comments, features, layouts, categories, images, etc.

Note: the Availability (Daily) and Calendar sub-tabs can be helpful in reviewing upcoming events.
Viewing Upcoming Reservations

Click on the top-right More tab and navigate to the Search drop-down option.

Within the “Select Object” drop-down, choose Locations. Enter the name of the space where the event is scheduled to occur in the Search Locations field and click Search or press enter.

Note: if you are interested in viewing the availability of multiple spaces, choose a general search term (e.g., building name).

Within the List or Availability sub-tabs, click on the name of the location to be forwarded to the information page for that space.

Select the Calendar sub-tab.

A calendar of upcoming events will load. You can change the span of this calendar by clicking on the date range, adjusting the start date and the number of weeks.

Note: you can select the Availability (Daily) sub-tab to view this data in a different format.

If you wish to view more information for an upcoming event, right-click on the event name and select Details or simply click the name of the event. This will forward you to the Details sub-tab.
Important Considerations

It is extremely important to always verify that a room has been properly booked. You can do this by navigating to the Details sub-tab, see Finding an Existing Reservation. Once there, expand the date in the Occurrences sub-tab.

All requests are considered drafts until you receive a confirmation email from Campus Reservations. If the cube is gray, under the Additional Details column, then the request is still in a draft state or it is pending for departmental approval.

Note: space is not assigned until a confirmation email is received and your reservation is no longer in a draft state.

If the cube is blue, under the Additional Details column, and you received a confirmation email from Campus Reservations, then the room has been properly reserved for your use.
However, if the cube is blue, under the Additional Details column, and you have not received a confirmation from Campus Reservations, then the space has been tentatively reserved. Please check for correspondence from our office and respond accordingly.

**Setup and Takedown Time**

For all events requesting custom setup accommodations, at least 1 hour of setup time and 1 hour of takedown time are mandatory (occasionally more depending on the space you request); however, you may submit requests without any setup or takedown time listed. When reviewing the event details of a request, pay particular attention to the Occurrences sub-tab, layout, and setup instructions fields, see Creating a Reservation in 25Live - Review Your Event Details. If setup is requested in the layout and setup instructions fields, then setup and takedown time should be designated.

Expand the occurrence list within the Occurrences sub-tab to see if setup and takedown time has been designated. If setup and takedown are not listed, you will need to modify the reservation by emailing Campus Reservations or the space will come as-is.

*Note: modifying the time of a reservation can impact availability. If the room is only available without setup/takedown time, the space will come “as is” or you can email Campus Reservations to explore other options.*
Last-Minute Setup Requests
If Campus Reservations does not receive room setup information at least 3 business days before your event, then the room will come as is.

If you have any questions or feedback about the material contained in this manual, please contact Melissa at campus-reservations@luc.edu.