



25LIVE®

Campus Reservations

25Live

Training Manual

What is 25Live?

25Live is our web-based scheduling application. It can be accessed from any computer with an internet connection and is available for all Loyola faculty, staff, and student organization officers needing to reserve space on the Lake Shore Campus or Water Tower Campus. Users are able to create customizable search preferences, including favorite spaces, favorite events, and favorite departments. 25Live also offers space suggestions based on head count and availability to ensure that you always have a perfect space for your event!

Using 25Live

You can find a link to 25Live on the Campus Reservations website (luc.edu/campus_reservations).

1. There is module with the blue 25Live logo on the left-hand side of the Campus Reservations home page. Click the image or the “LEARN MORE” link and you will be forwarded to <https://campusres.luc.edu/25live>.

You are now in 25Live! You can bookmark this page for future reference, or continue to navigate to it through our website.

Please note: Mozilla Firefox and Google Chrome are the recommended browsers for accessing 25Live; Internet Explorer is strongly discouraged. Because Internet Explorer is the default web browser on all university computers, the 25Live link on our website may automatically open in Internet Explorer.

2. You will not be able to begin using 25Live until you log in. Click on the white “Sign In” link on the upper right-hand side of the page to do so.
3. Enter your username and password and click “Sign In.” If you are a faculty or staff member, this will be your university ID and password (the same login you use for LOCUS and Outlook). If you are a student organization officer, this will be the username and password issued to you by Campus Reservations.

You are now ready to begin using 25Live.

The 25Live Home Page

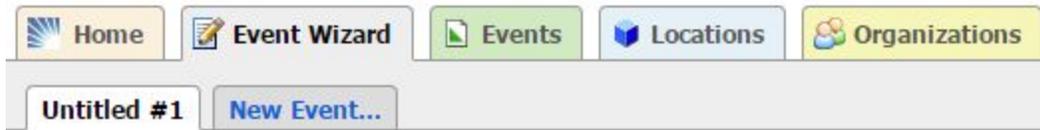
The screenshot shows the 25Live Home Page interface. At the top left is the Loyola University Chicago logo (6). The top right navigation bar includes 'Welcome, TEST IT CLUB', 'Preferences', 'Sign Out', and 'Help'. Below this is a header with 'Event Wizard' (1), 'Events', 'Locations', and 'Organizations' tabs. A welcome message states: 'Welcome to 25Live! To get started with your request, please click on the Event Wizard tab at the top-left of your screen.' Below the message are 'Dashboard' and 'Calendar' buttons. The main content area is divided into several sections: 'Quick Search' (3) with 'Search Events' and 'Search Locations' fields; 'Find Available Locations' (2) 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!'; 'Create an Event' (5) button; 'Your Starred Event Searches' and 'Your Starred Location Searches' (4) sections; and 'Your Starred Events' and 'Your Starred Locations' (5) sections. The 'Your Starred Events' section shows 'FALL 2017: Important Meeting' and 'MUND1410' (Mundelein Center - Room 1410). A 'See when these locations are available' link is also present.

Many valuable tools in 25Live are featured on the home page. From here you can access the ...

1. **Event Wizard**, the first step to creating a request from scratch (pp. 4-7).
2. **Find Available Locations** menu, which will help find an available space to fit your head count (p. 8).
3. **Quick Search**, which lets you easily search for and browse events and spaces (pp. 9-10).
4. **Event Drafts** menu, which forwards you to an outline of your pending requests (pp. 10-11).
5. **Starred Events** and **Starred Locations** menus, which you can tailor to fit your own unique preferences (p. 12).
6. **Campus Reservations Website**, which you can access by clicking the Loyola seal in the top-left corner of the page. You will be automatically forwarded to our website, where you can view our room inventory, help page, policies, and more!

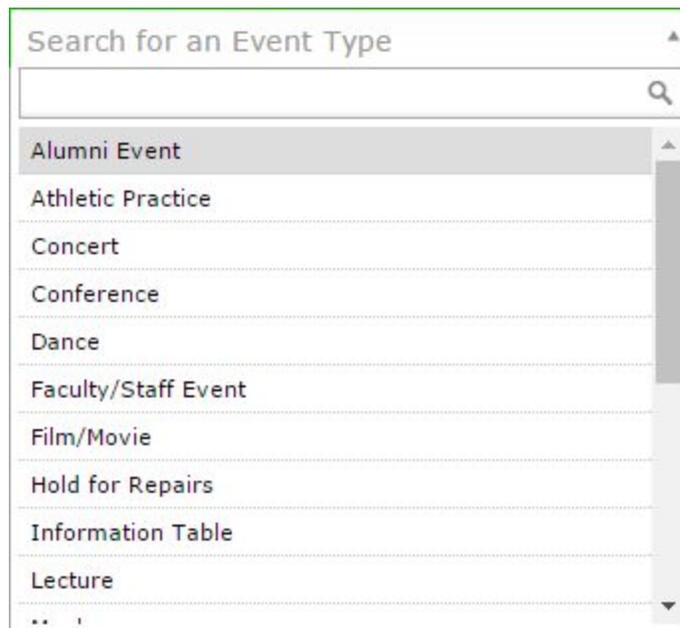
1. The Event Wizard

This tab is located below the Loyola University Chicago seal on the upper left-hand side of the screen.



If you are planning an event and already have a date and location in mind, the Event Wizard will be your first step to requesting the room you need.

1. **Click on the Event Wizard tab.** You will be forwarded to the event creation form.
2. **Title your event.** This title will show up on our internal reports, so make sure it is descriptive and appropriate to the event you're creating (e.g., "Halloween Dance").
3. **Select your event type.** Click on the drop-down arrow and try to find an event type that most closely resembles the event you are planning.



- Click on the event type you wish to select. You can change the event type by clicking on the drop-down arrow and selecting a different event type.
 - You can "star" event types you use most often by clicking on the star icon next to the event type name. Once starred, these will show up at the top of the Event Type list, which will expedite the process of navigating through the Event Wizard in the future.
4. **Select your Primary Organization.**
 - Click on the drop-down arrow and a search box will appear.
 - Enter the name of your department/organization. 25Live will autofill matching organization names as you type. Once you see the name of your department/organization, click on it.
 - As with Event Type, you can star frequently used departments, and they will appear below the search box for future reference/use.
 - Once all three fields are complete, click "Next."

5. **Enter Your Expected Head Count.**

- Type the number of expected attendees in the Expected Head Count box and click “Next.”

6. **Enter Your Event Date and Time.**

- Determine whether your event has one occurrence or multiple occurrences and select the appropriate option.
- Add the start date, start time, end date, and end time of your event. For repeating events, only enter information that pertains to the first occurrence of your event.
Note: your start and end dates should always be the same.
- If you need additional setup time for your event, click the Yes bubble where the form asks, “Does this event require Setup or Pre-Event time?” Enter the amount of setup time you need in the Setup drop-down options. We recommend adding at least 1 hour of setup time for any space requiring custom configuration. For these events, please also add 30 minutes of takedown time by following the same process in the Post-Event or Takedown section.
- Click “Next.”
- **If your event repeats**, you will be forwarded to a page that will allow you to select a repeating pattern. Campus Reservations recommends utilizing the Ad Hoc option. After selecting Ad Hoc, click on the calendar to add additional dates to your request. You will notice that as you add dates, they will show up on the “Occurrence List” below the calendar. You can remove these dates by clicking the small icon next to the dates’ Status drop-down menus. When you have finished, click “Next.”

Ad Hoc Repeats ▼

Click on any date to add it to the Occurrence List.

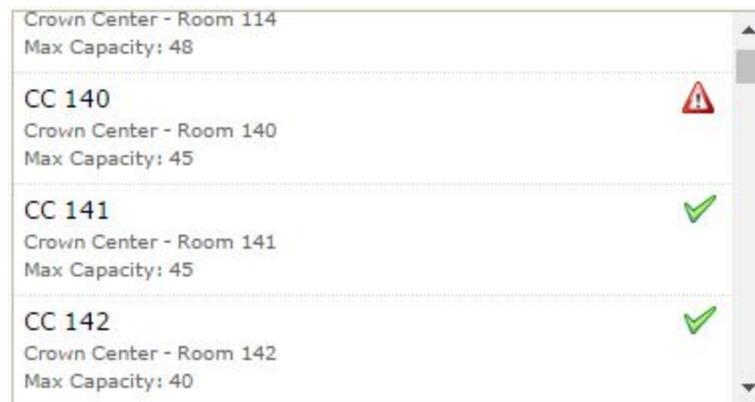


Occurrence List		
Date	Comments	Status
Fri Jun 09 2017	<input type="text"/>	Active ▼ <input type="checkbox"/>
Tue Jun 13 2017	<input type="text"/>	Active ▼ <input checked="" type="checkbox"/>
Thu Jun 15 2017	<input type="text"/>	Active ▼ <input checked="" type="checkbox"/>
Fri Jun 16 2017	<input type="text"/>	Active ▼ <input checked="" type="checkbox"/>

7. Select Your Event Locations.

- You can search for locations by name or use the public or category searches available to you. Click on the Saved Searches link and select “Public Searches” to view a list of popular search criteria that may help you find an appropriate space for your event. Additionally, select the Advanced Search link to utilize category searches.
- Once you select your criteria, a box will appear in the bottom part of this field.

Note: next to each location there will either be a green check mark or a red triangle with an exclamation point inside. The green check mark means that the space is currently available. The red triangle means the space is not available. You will not be able to submit your request with an unavailable space listed as your “Selected Location.”



- If you select a space, it will show up to the right as your “Selected Location.”
Note: you can choose to “Show only my authorized locations that have no time conflicts” and “Enforce head count” to limit your options to available rooms that can accommodate your head count. This will speed up your location search.

If you are hosting an event that repeats or has multiple occurrences, spaces will show up with the red triangle even if they are unavailable for only some of the dates you are requesting.

- You can still select this space assignment for all available dates by selecting the space and clicking on the “View and Modify Occurrences” link (located below the “Selected Locations” menu to the right of the search field).
- Uncheck the dates when there are events listed in the “Conflicts?” column, and you will be able to process the room as your space preference.

Note: if you uncheck dates with conflicts, please be sure to indicate whether or not you would like Campus Reservations to look for an alternate room on those dates. You can do so within the Event Description and Setup field detailed below in step 8.

8. Entering Event Description and Setup.

- You must enter your room setup information in this field.
- If we run into an issue confirming the room you are requesting and need to assign a different space, please be sure to provide us with any setup modifications that the new room assignment might require by emailing us at campus-reservations@luc.edu.
- We will be compiling reports for Facilities using the information in this field. If you need to modify this information after receiving your room assignment, email us with the reference number (e.g., 2017-ABCDEF) of your request and we will modify it for you.
- Please refrain from changing your room setup information within 3 business days of your event.

Note: if you are requesting a setup configuration that does not come standard in the room you are requesting, you must allocate an appropriate amount of setup and takedown time. If this time is not allocated, your room may come “as is.” Please see step 6 of this section for more information.

9. Finish Your Request.

- Once you are done entering your event information, click the “Save” button located in the center of the screen. Once you have completed all required fields, you will be forwarded to a summary page.
- This is a good opportunity to note your reference number, which will appear on the top-left side of the page. This reference number must be included in any emails you send to Campus Reservations regarding event modifications, cancellations, setup, etc.



Sample Banquet

Conference
Campus Reservations
80 Attendees Expected

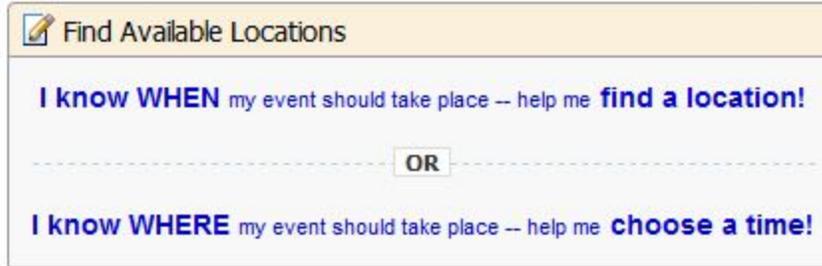
**Thu Jun 15 2017 6:00 pm -
Thu Jun 15 2017 9:00 pm**

Setup: 2 hours
Takedown: 1 hour

Round tables and chairs for 80 people, please.

ID: 2016-AATZPB

2. The Find Available Locations Menu



Find Available Locations

I know **WHEN** my event should take place -- help me **find a location!**

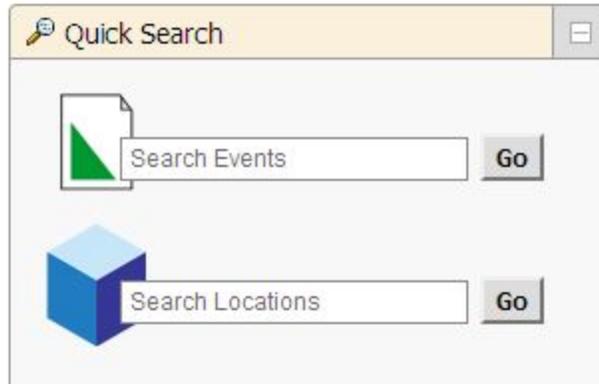
----- **OR** -----

I know **WHERE** my event should take place -- help me **choose a time!**

If the location or date of your event is flexible, the Find Available Locations menu is a valuable tool to help you find an open space or time to fit your needs.

1. The Find Available Locations menu will appear at the top-center of the Home Dashboard.
2. You will have a choice to “find a location” (if you already know the date and time of your event) or to “choose a time” (if you already know the room you would like to use). Please see the image above.
 - **If you know the date of your event**, click on the top link.
 - Five fields will appear — the date of your event, the start and end times, the number of attendees, and the location criteria.
 - Fill out these fields to the best of your ability. 25Live will recommend spaces that are:
 - available at the time you’re requesting
 - large enough to fit your head count
 - part of the location search criteria you select (which can range in specificity from preferred campus to preferred building)
 - You will have the opportunity to add additional dates after the preliminary space search if your event will be spanning multiple dates.
 - Click the **Show me what's available!**  button.
 - A field will appear listing all spaces that fit the criteria you entered.
 - If you see a location you would like to use, click “Use This Location” and you will be forwarded to the Event Wizard to complete your request (the head count, date and time, and locations fields will already be completed). For more information about using the Event Wizard, please see pages 4-7 of this manual.
 - If your search yields no results, try to change your head count to include spaces that may be slightly larger.
 - **If you know the room you would like to reserve for your event**, click the bottom link.
 - Enter the name of a room or building and click “Go.”
 - A drop-down menu will appear. Select the name of the room you would like to reserve. You can change the date range of this search by clicking on the dates listed beneath the location drop-down menu.
 - Click the **Show me this location's availability**  button.
 - You will automatically be forwarded to the Locations tab, where you will see a calendar of events scheduled in that room for the span of time selected. For more information about using the Locations tab, please see pages 9-10 of this manual.

3. Quick Search



The Quick Search menu is located on the left-hand side of the 25Live home page, beneath the Welcome Banner. You can use the Quick Search fields to look for tentative/confirmed events or to see what's going on in specific spaces.

1. To search for events ...

- Enter the event name in the "Search Events" field and click "Go."
 - You will be automatically forwarded to the Events tab and will see a list of events that match the event name you entered into the search field.
Note: this field is not case-sensitive and yields results for full event names and partial event names (like "meeting").
- If you click on an event name, you will be linked to the Details page for the event.
Note: you can also search for events by clicking the Search For Events sub-tab under the main Events tab.



2. To search for locations ...

- Enter the building or room number/name into the "Search Locations" field and click "Go."
 - You will be automatically forwarded to the Locations tab and will see a calendar of events scheduled in that room/building for today's date.
 - There may be multiple rooms listed if you used more general search criteria (such as building name).
Note: this field is not case-sensitive and yields results for both building names (like "Crown Center") and building codes (like "CC").
- Click on the name of the room you are interested in reserving.
 - You will be linked to a calendar showing the availability of that room for the next week. To change the dates of this calendar, simply click the dates listed in blue in the upper left-hand corner of the page.

- Click on this linked date range, and two calendars will drop down, one for the first date of your date range and one for the second.
- If you would like to change your date-range interval, you can do so using the drop down below the calendars. Click “Update Availability.”

CC LOBBY (Crown Center - Lobby)

◀ Fri Oct 26 2012 through Thu Nov 1 2012 ▶

Start Date:

◀◀ ◀ October 2012 ▶ ▶▶

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Select Today

End Date:

◀◀ ◀ November 2012 ▶ ▶▶

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Select Today

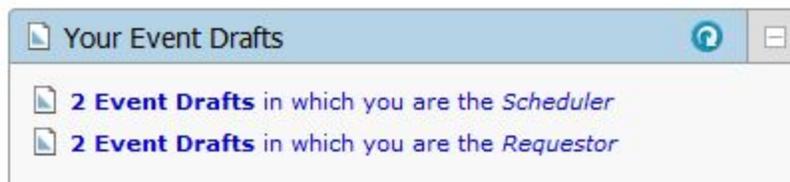
Enforce a Date Range Interval of

Update Availability

Note: as with the Events Quick Search, you can also search for locations by clicking the Search For Locations sub-tab under the main Locations tab.



4. Event Drafts Menu



The Event Drafts link is a quick and easy way to review the requests you currently have pending. It is located in the center of the 25Live home page, below the Find Available Locations menu and “Create and Event” button.

1. Click on the [2 Event Drafts in which you are the Requestor](#) link.
Note: the number of “Event Drafts” listed in this field will vary depending on how many requests you have submitted.
2. You will be forwarded to a list of event requests (*note: you are now in the Events tab under the “Pre-Defined Event Searches” sub-tab*). The requests listed on this page have not yet been confirmed by our department and will all still be in a “Draft” state.

- If you're wondering why a request is still a "Draft," check the title:

		Name	Reference	Start Date	State
		 EMAIL: Harvest Festival	2012-AAKERH	May 19 2012	Draft
		 FALL 2012: Department Meeting	2012-AAKEWB	Oct 27 2012	Draft
		 Halloween Dance	2012-AAKEUF	Oct 27 2012	Draft

- "EMAIL" means that we ran into a problem processing your request and have emailed you to try to resolve the issue.
 - A season followed by a year (e.g., "FALL 2017") means that your request is for an academic space and is now on our Academic Waiting List. We will always email you about this designation and will process these requests after the first two weeks of the semester.
3. If you would like to see a list of all requests you have submitted (including draft, confirmed, tentative, and canceled reservations), change the Pre-Defined Group that is selected from "Event Drafts You Have Requested" to "Events You Have Requested" and click "Run."

Search Groupings

Pre-Defined Groups

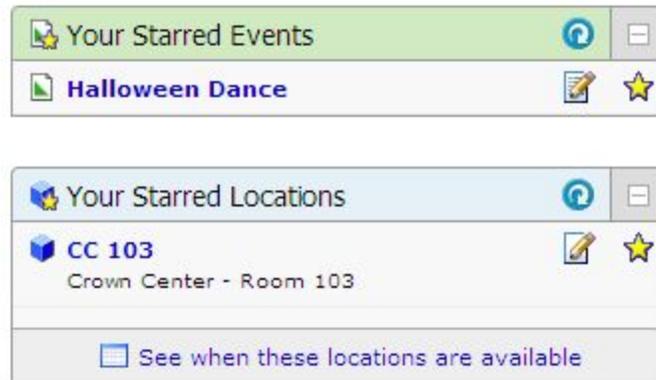
- Your Starred Event Searches
- All of Your Event Searches
- Public Event Searches
- All of Your Location Searches
- Public Location Searches

Select a Search Grouping (left) to browse existing searches.

- Events Sponsored By Your Starred Organizations
- Events Sponsored By Organizations To Which You Belong
- Events You Have Requested**
- Events You Are Scheduling
- Event Drafts You Have Requested
- Event Drafts You Are Scheduling
- Events With Tasks Assigned To You
- Individual Events You Have Open



5. Starred Events and Starred Locations



Starring events and locations is a great way to bookmark them for quick reference. All starred events and locations will show up on the right-hand side of the 25Live home page.

You may have noticed that small gray stars ☆ show up all over 25Live. We saw them on the Event Wizard, in the results of the Quick Search, and in the results of the Event Drafts link. Any time you see this icon, you can click it and it will become gold ★. This is how you star an event or location. If you wish to un-star an event or location, simply click on the gold star and it will become gray again.

Why star an event?

If you want certain events to show up on your home page every time you sign into 25Live, starring them will allow you to always be one click away from the event details page (which will load if you click on the event title). If you wish, you can star all events you've requested to have a convenient summary of your events visible upon login.

Why star a location?

If you find yourself often requesting a certain room and want to be able to check its availability from the 25Live home page, you can star it and, in one click, check to see when it's free. This location will also appear in the "Your Starred Locations" menu within the Locations section of the Event Wizard.