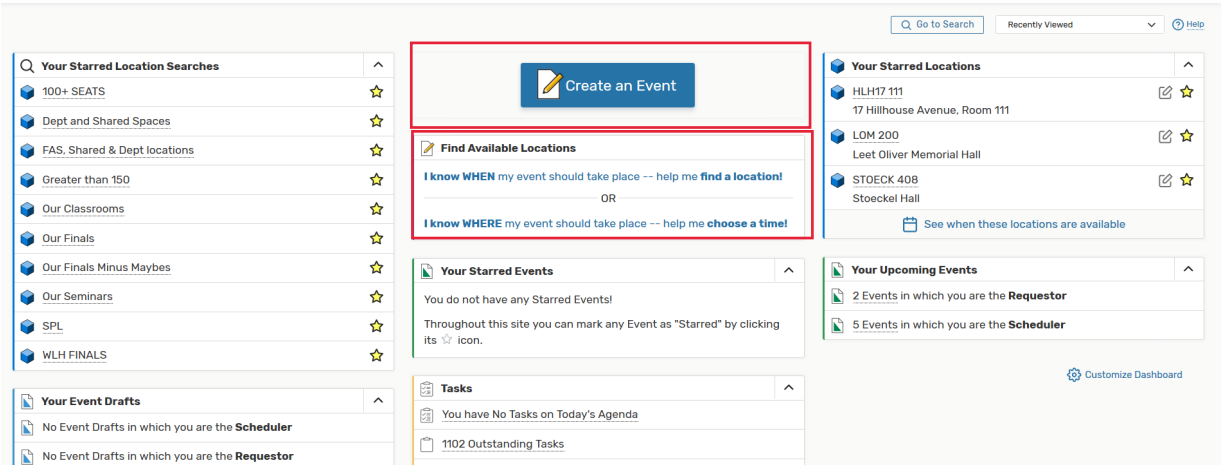
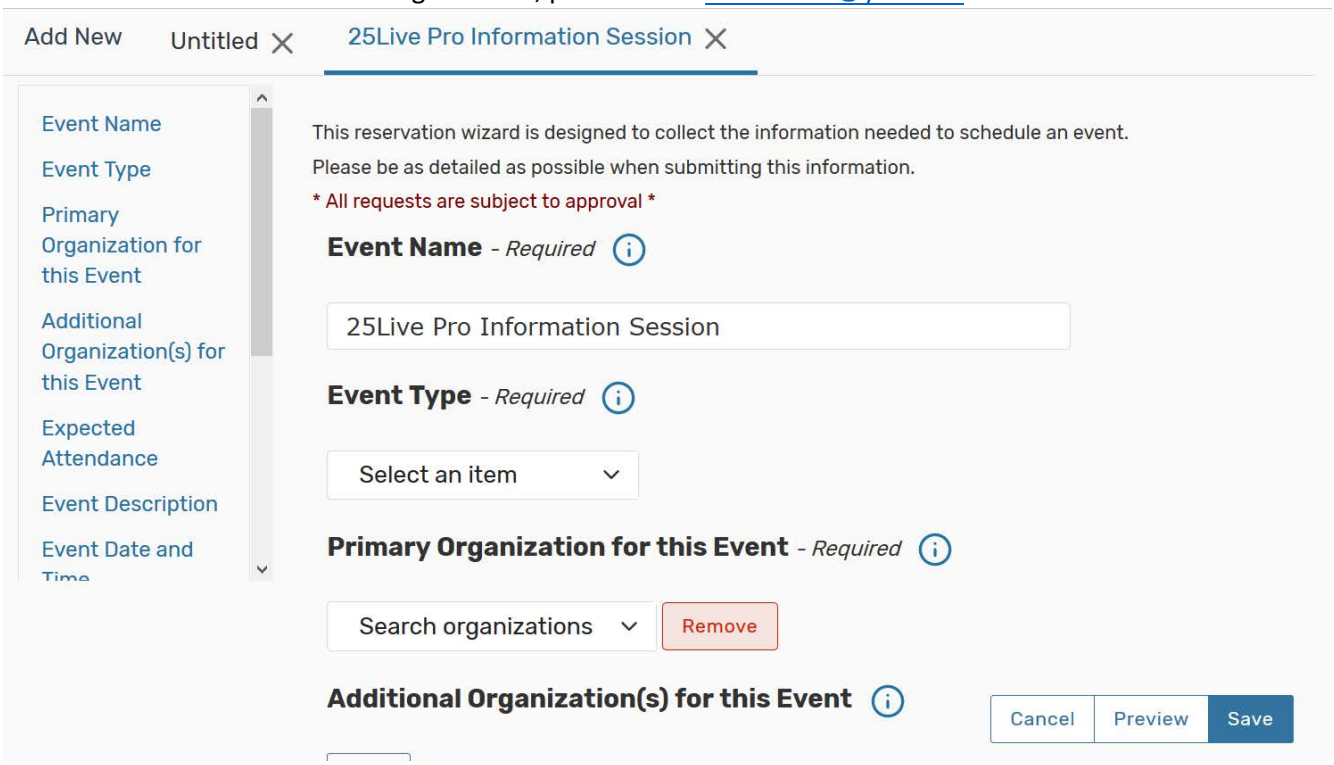
25Live User Guide: How to Make Reservation Requests

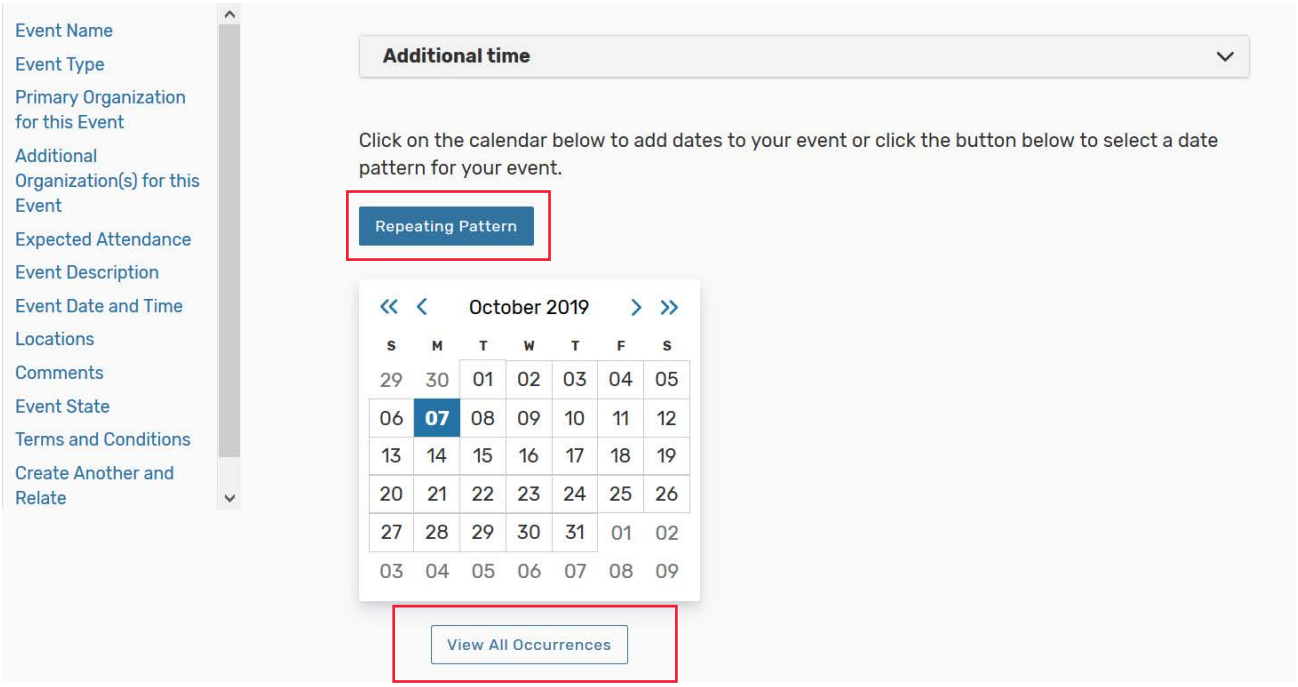
1. Go to https://25live.collegenet.com/pro/yale/, and sign in with your NetID and NetID password. (Note: the preferred browser is Firefox.)
2. Once signed in, there are several ways to create an event. You Can click **Create an Event**, you can **Find A Location**, or you can click the icon that can be found in various availability views throughout 25Live.



3. Use the **Event Form** to enter the details for your event. Click the ⓘ icon for additional information about any field. Jump to any field in the Event form by using the sidebar on the left of your screen. You can cancel or save your event at any time. **Undergraduates must be part of a Registered Undergraduate Organization to request rooms controlled by the Registrar's Office. Undergraduates requesting spaces in their own college should select their college as the organization.** All other requestors should select their department or school. If you do not see your organization, please email classrooms@yale.edu.

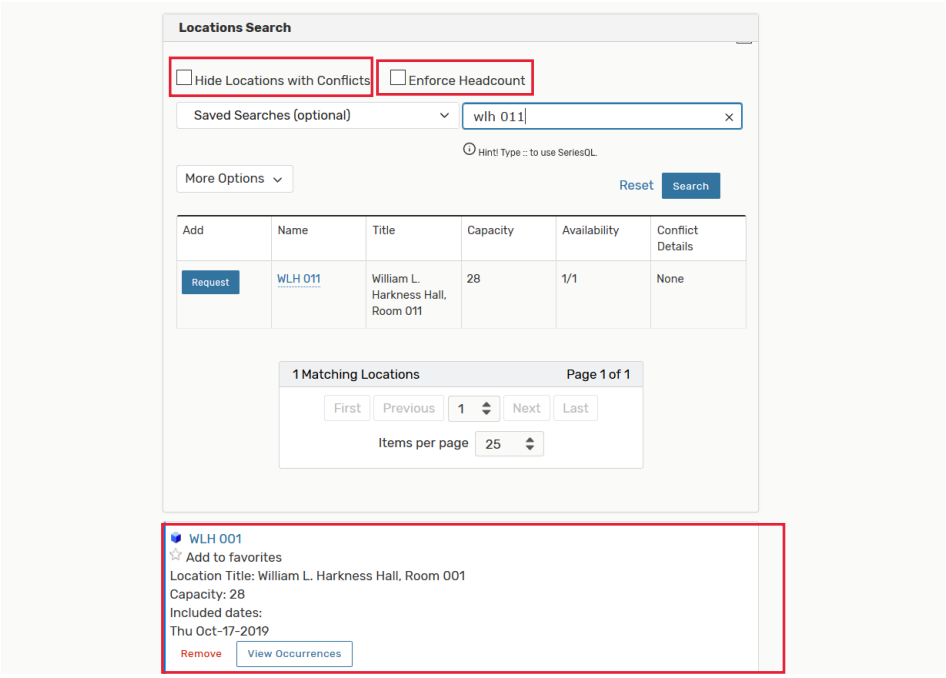


4. A single event can have multiple locations and date. If an event will have multiple occurrences, click the "Repeating Pattern" button to select if the event will occur on a daily, weekly, monthly or ad hoc pattern. Ad hoc dates can be specified by clicking the appropriate date on the displayed calendar.
5. If you need to change the start and end time for individual event occurrences click on the "View all Occurences" button and change the time as needed.

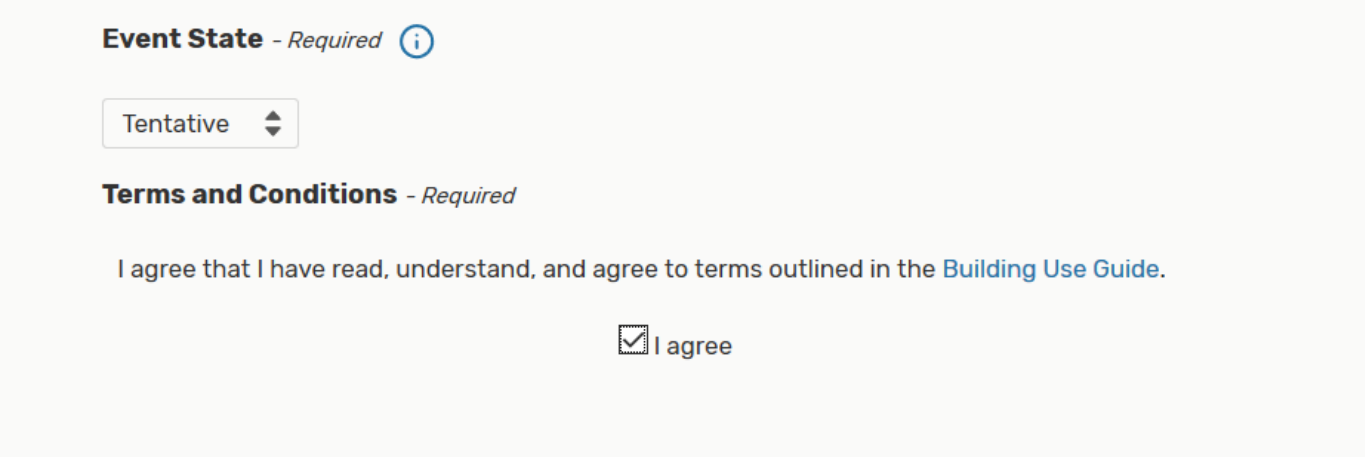


6. Use the "Search Locations" box to search the name of the location you wish to reserve. From the results list, click the "Request" button next to the location you wish to reserve. After you click the location it will appear below the Locations Search under Selected Locations. You can remove rooms by clicking remove under the location name.

Above the search results are two check boxes for limiting your search results to locations with no conflicts and by enforcing headcount. You may wish to deselect either to see rooms that may be smaller than your expected headcount or to see what conflicts exist and possibly adjust the time of your event. If a location is available it will have have "None" listed under conflict details . If conflicts exist, a "Conflict Details" link will appear that shows information about the conflict.



7. Continue filling in all required information a until you get to the end of the Event Form. On the last field, you can either save the event as a Draft or as Tentative. Most times you will want to save as Tentative, which will prompt an approver to review your request. If you save as a Draft, you will need to eventually save again as Tentative to submit the event for approval.



8. Throughout 25Live you still see star icons ( ). You can click these icons at any time to mark locations, organizations, and events as favorites.
9. If you have questions about using 25Live, please email classrooms@yale.edu.