
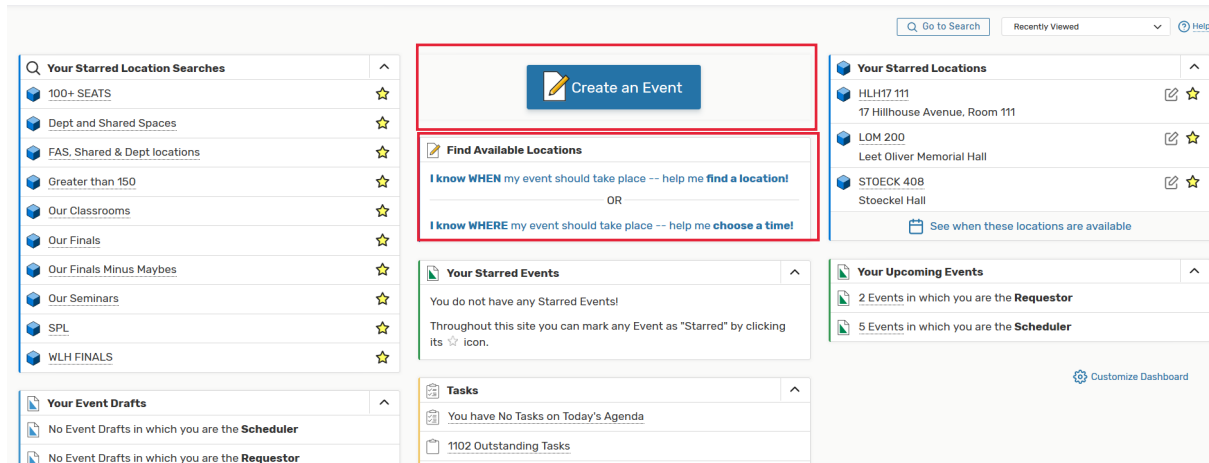

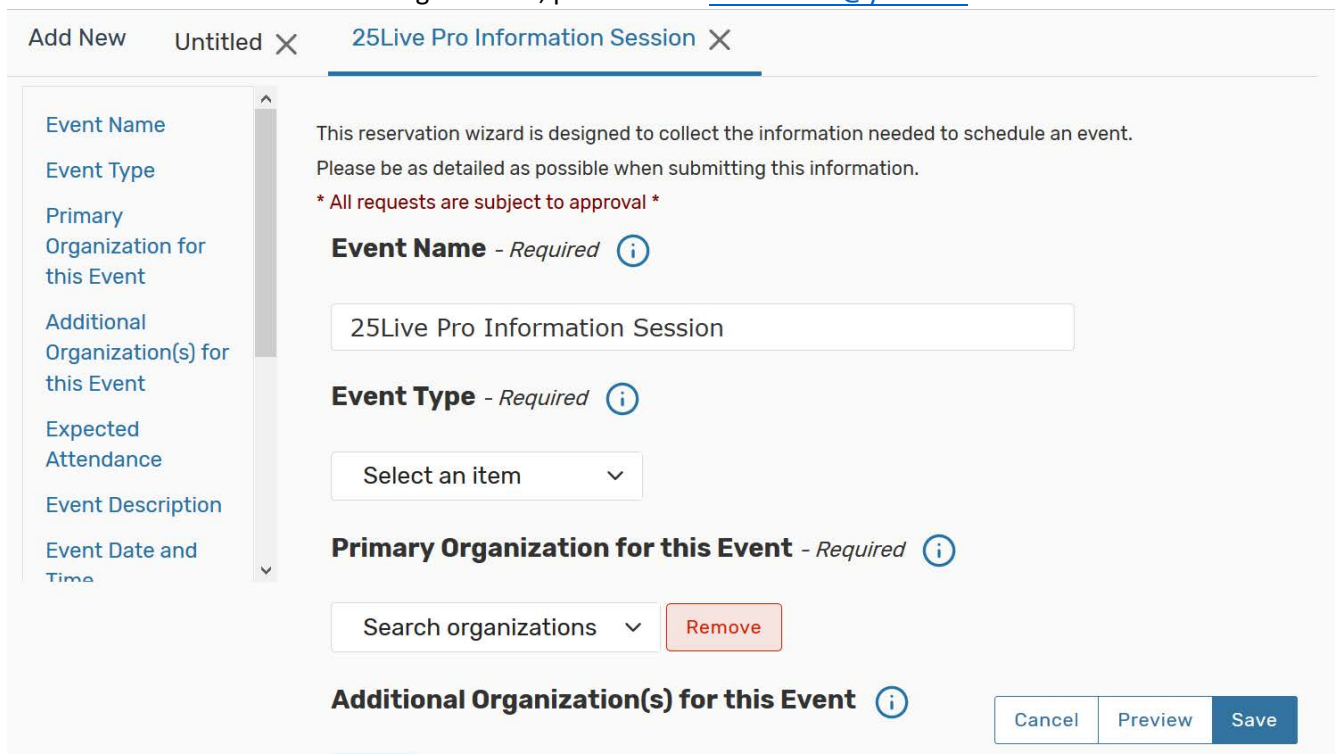


## 25Live User Guide: How to Make Reservation Requests

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](mailto:classrooms@yale.edu).

A screenshot of the 25Live Event Form. The top bar shows 'Add New', 'Untitled', and the current event title '25Live Pro Information Session'. The left sidebar lists various fields: 'Event Name', 'Event Type', 'Primary Organization for this Event', 'Additional Organization(s) for this Event', 'Expected Attendance', 'Event Description', and 'Event Date and Time'. The main form area contains the following fields: 'Event Name - Required' with a value of '25Live Pro Information Session'; 'Event Type - Required' with a dropdown menu showing 'Select an item'; 'Primary Organization for this Event - Required' with a dropdown menu showing 'Search organizations' and a 'Remove' button; and 'Additional Organization(s) for this Event' with an information icon. At the bottom right, there are three buttons: 'Cancel', 'Preview', and 'Save'. A note at the top of the form states: 'This reservation wizard is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information. \* All requests are subject to approval \*'.

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 Occurrences" button and change the time as needed.

Event Name  
 Event Type  
 Primary Organization for this Event  
 Additional Organization(s) for this Event  
 Expected Attendance  
 Event Description  
 Event Date and Time  
 Locations  
 Comments  
 Event State  
 Terms and Conditions  
 Create Another and Relate

**Additional time**

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

**Repeating Pattern**

October 2019

S	M	T	W	T	F	S
29	30	01	02	03	04	05
06	<b>07</b>	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02
03	04	05	06	07	08	09

**View All Occurrences**

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 "None" listed under conflict details. If conflicts exist, a "Conflict Details" link will appear that shows information about the conflict.

**Locations Search**

Hide Locations with Conflicts  Enforce Headcount

Saved Searches (optional)

Hint: Type : to use SeriesQL

More Options

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Request"/>	WLH 011	William L. Harkness Hall, Room 011	28	1/1	None

1 Matching Locations Page 1 of 1

First Previous 1 Next Last

Items per page 25

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**WLH 001**


★ Add to favorites


Location Title: William L. Harkness Hall, Room 001

Capacity: 28

Included dates:  
Thu Oct-17-2019

7. Continue filling in all required information 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.

**Event State** - Required 

Tentative 

**Terms and Conditions** - Required

I agree that I have read, understand, and agree to terms outlined in the [Building Use Guide](#).

I agree

- 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](mailto:classrooms@yale.edu).