REQUESTING SPACE IN 25LIVE

All space requests must be submitted through 25Live.

TO REQUEST SPACE

1. Using either Chrome or Firefox as your internet browser, go to https://25live.collegenet.com smith and click the “Sign in” link in the upper right-hand corner of the 25Live window. Log in using your network user name and password.

2. By default, 25Live opens to the Dashboard screen, which provides several easy ways to get to the events or locations you need to see or access. Note the row of tabs near the top of the window. Click the tab that says ‘Event Wizard.’ This opens the request form.

3. Note that the request form has required fields, indicated by a red asterisk. The request cannot be submitted if these fields are not completed.

4. Start by entering a descriptive and accurate event name, truncating as needed to fit the 40-character limit. You can use the ‘Title’ field for information that doesn’t fit here, such as the name of the lecturer or film. Tab to the event type field.

5. Choose an event type that describes the nature or purpose of the event. If this is a type you will use frequently, you can “star” the type you choose (click on the white star to the right of the type) so that you can select it more easily from a list of ‘Your Starred Event Types’ the next time you submit a request. NOTE: The event type cannot be changed once your event is processed so please choose an accurate type. Tab to the department/organization field.

6. Choose your department/program/office, where the same principle applies with regard to starring an organization: if you’ll be entering requests in the future, ‘star’ the organization after you select it. If you haven’t yet starred the department you’re submitting the request for, type first three letters of the department name in the organization field, and 25Live will auto-select matching organization. Select the correct department from the list that results, then ‘Star’ it if you haven’t! Click ‘Next.’

7. On the next screen, enter the expected number of attendees (if known). If you have information that people coming to the event may want to see, enter it in the Event Description field. Otherwise, click ‘Next.’
8. On the next screen, if the event meets on more than one date, click ‘Yes’; if not click ‘No.’ Then enter the date of the event. Unless the event ends after midnight, the end date will be the same as the start date. Enter the time the event begins, paying attention to am/pm distinction. If you want to get in the room before the event begins (for example, to put out brochures), indicate this in Pre-event Time. Use Post-event Time the same way (for example, if you think a lecturer will want to stay and talk privately with people after the lecture). **Do not indicate either setup or takedown time.** Click ‘Next.’

9. If there is more than one date/occurrence, indicate additional dates by selecting ‘Repeats ad hoc’ from the drop-down list and clicking on the remaining dates. Click ‘Next.’

10. To find a location, click ‘Find by Location Name’ and enter the first three letters of the space name in the field, then press your keyboard ‘Enter’ key. Select the space you want, then ‘star’ this space so that it can be easily selected next time. When you select the space, if the font turns red, this indicates the space is not available, and you must choose another. Repeat these steps until you find an available location. Click ‘Next.’

11. If you know at the time you’re submitting your space request what services you’re going to need, indicate these by selecting Resources. (You can return to this request to add resources after you submit the request and even after the space has been scheduled). Having starred resources will allow you to select what you need from the ‘Your Starred Resources’ list. Otherwise, you can use ‘Find by Resource Name’ or click ‘Advanced Search’ and select a resource category. Select the services from the lists that appear when you click these categories. **NOTE: If your event is taking place in the Campus Center, choose ‘Campus Center Spaces ONLY’ to choose both technical and other types of equipment needed.** If it is taking place elsewhere, select either Facilities Management or Technical Equipment and Services category, depending on what kind of services you need. Make sure to adjust quantities. ‘Star’ these items so you can select them more easily next time. If you want your event publicized off-campus, select the ‘Publicity’ category to request local media calendars. Click ‘Next.’

12. Custom attributes are a way of indicating more information about your event that the scheduler, service providers, or someone attending the event (if it's open to the public) need to know, such as if food will be served, if the event is free, or admission prices if it is not. Note that depending on the type of information you are providing, when you click in a custom attribute checkbox, some will open a text field or a field for a dollar amount, others for a ‘yes’ or ‘no’ selection. Be sure to complete these additional fields.

13. Once all the information is complete and accurate, click ‘Save.’ This sends your request in a queue where it will be retrieved and acted on by a space scheduler. **Note that this is a REQUEST only.**

14. Remember to “Star” your event! This will make it easy to go back into to add services.

15. Now you can ‘Close this event’ by clicking the ‘x’ in the small red box in the upper right corner of the event details window.

16. Go back to Home dashboard to see the event in the “Your Starred Events” box (you may need to first refresh this box); this is how you will retrieve the event when needed at a later time for adding resources or just checking on the event details.
PLEASE NOTE

Listed below is contact information for the few remaining spaces that cannot be requested online and are reserved by special permission:

- Bass 209 (Gale Curtis Room): Laura Fountain-Cincotta, ext. 3349
- Seelye B4: Jo Cannon-Carlson, jcannon@smith.edu
- Seelye B2: Liane Hartman, ext. 4582

FOR QUESTIONS AND TROUBLESHOOTING

Please contact Information Technology Services, ext. 4487.