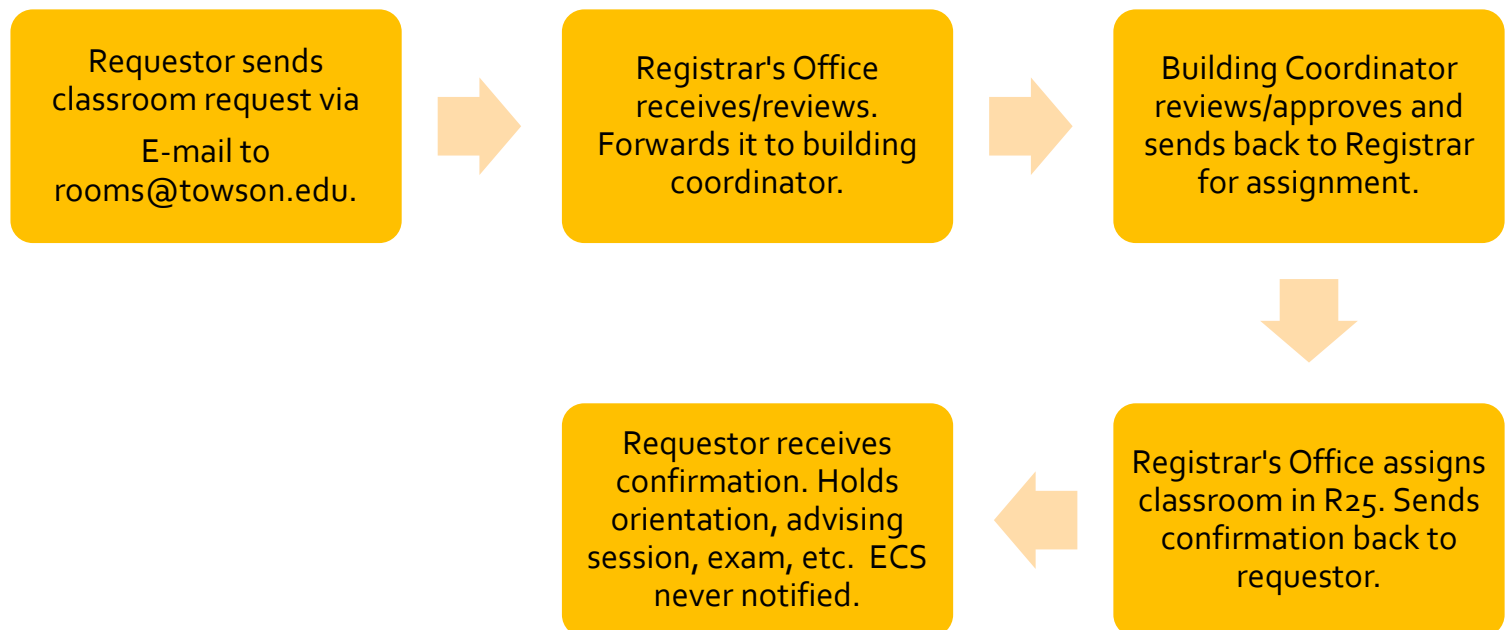


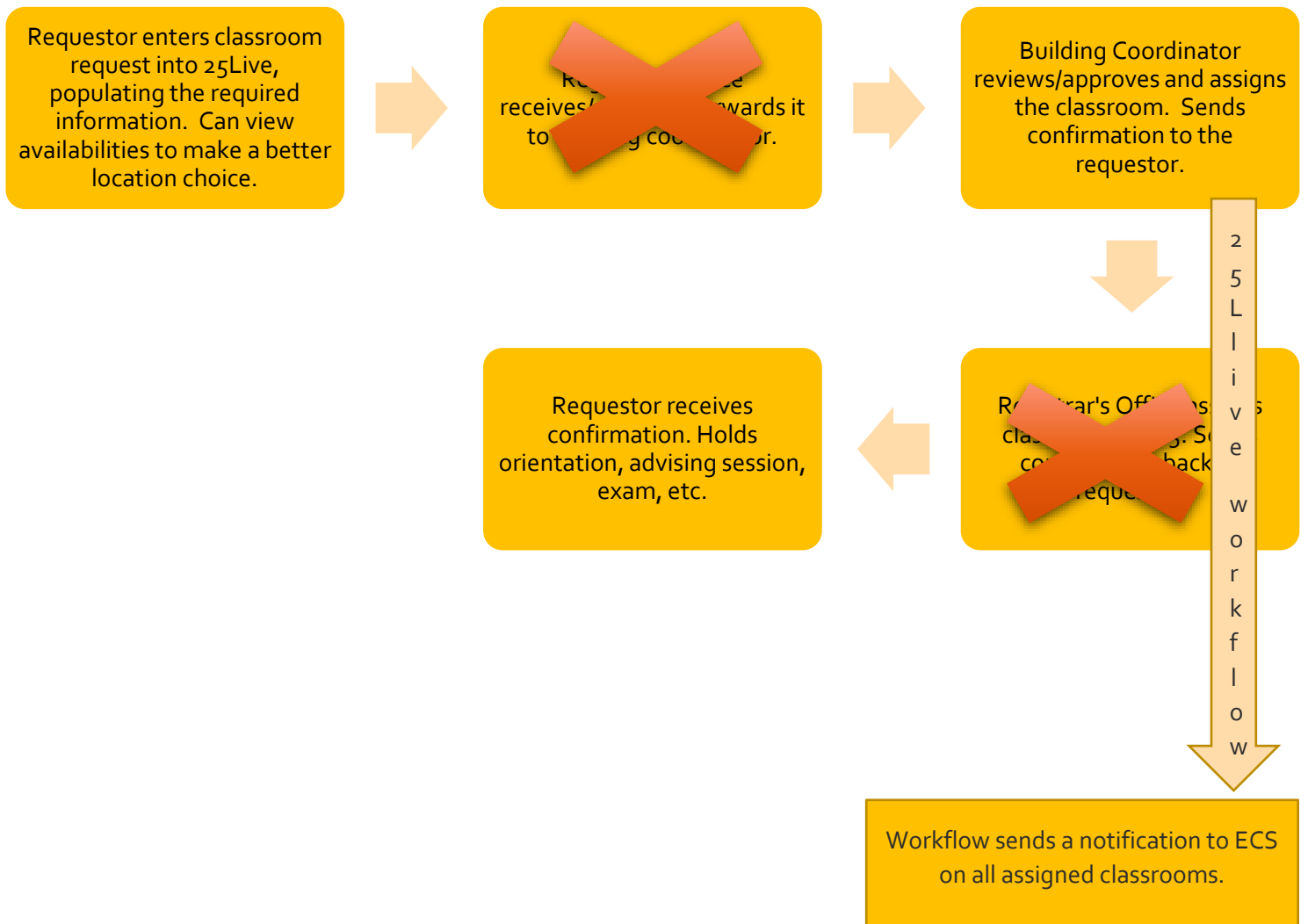
### *Classroom assignment in R25.*

- E-mail
- Time
- Many Hands



### Classroom assignment in 25Live.

- No E-mail Messages
- Real Time/Less Time
- Less Hands



## REQUESTING A SPACE – CHOOSE THE CORRECT EVENT TYPE

### Event Types

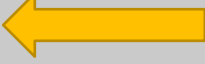

- Help identify the event
- Limited to “catch most”
- Further identify event in the Event Name field or Comments Section
- Each asks Specific and/or Different Questions
- Geared toward Requestor

#### COMPLETE ALL EVENT QUESTIONS



#### INTERNAL USE ONLY



Event Types Created to Support Events and Meetings	When To Use 	When To Use 	Event Types Created to Support Departments
Academic Class in UU or WC	Use when requesting space in UU or WC for a one-day Academic Class.		Advising Session
Department Event	Use when the Department is hosting an Event—food, parking, staffing, housekeeping, etc.		Orientation Session
Department Meeting	Use when a Meeting is by the Department—may have food, parking, staff, housekeeping, etc.	Use when blocking out classrooms for Facilities Mngt repairs; OTS technical support/installs, etc.	Service/Maintenance
Department Sport/Recreation	Only use when a Department is requesting Campus Rec Sports space—BU Field, BU Gyms, etc.		Study Session / Makeup Exam
Department Tabling	Use when a Department is Tabling in your building.		Training Session
External*	Use when an outside agency, company is requesting your space---*should come through ECS first to ensure university contractual and insurance requirements are met.		
Student Org Event	Use when an Event is being planned by a University Registered Student Organization—food, parking, staffing, contract, licensing agreements, etc.		
Student Org Meeting	Use when a Meeting is being planned by a University Registered Student Organization—food, parking, staffing, contract, licensing agreements, etc.		
Student Org Sport/Recreation	Only use when a student organization is requesting Campus Rec Sports space—BU Field, BU Gyms, etc.		
Student Org Tabling	Use when a University Registered Student Organization is requesting tabling in your building.		
Yes, Answer the two sections of event related Questions			Only answer three required questions. Indicate “INTERNAL USE ONLY”

## LIST OF EVENT QUESTIONS

### *Event Questions (are tied to the Event Type selected and requestor's Security Group)*

- Two sections, "Additional Event Information" and "Requirements"
- Helps Building Coordinator identify what is going on in the building
- Helps ECS, COFAC, Campus Rec Sports, and Sports Complex determine which services are needed to support the event or meeting
- Identifies which events or meetings require a contract and insurance
- Each Security Group has different "Required" Fields within the Wizard/Form

The event questions differ for each event type selected; and are "required" for some security groups and not others. For example, Building Coordinators and Academic Schedulers have limited "required" questions to answer (due to the number of requests made by them to support their academic department). **Note:** The event questions are visible but are not "required" for the form to successfully submit; allowing them the ease of requesting academic space and the opportunity to complete the questions when hosting an event.

Remember, the **two sections of questions should be answered for all event related use**; while **they can be omitted for all other classroom use related to academic departments.**

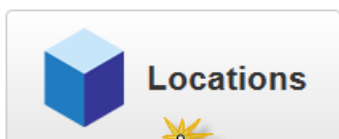
**Important!** When **you reserve** a classroom or when **you approve/assign** a classroom to support academic departments (those event types listed on page 3), indicate **Internal Use Only** in the Event Title field. No other event questions need to be answered.

The screenshot displays a form with several input fields and sections:

- Event Name:** A text input field with a red border and an asterisk. Below it, the text "This field is required." is displayed in red.
- Event Title:** A text input field containing "Internal Use Only". A blue arrow points from this field to the "Event Name" field.
- Event Type:** A dropdown menu with "Search for an Event Type" selected. It has a red border and an asterisk. Below it, the text "Event Type is required." is displayed in red.
- Primary Organization for this Event:** A dropdown menu with "Search for an Organization" selected.
- Additional Organization(s) for this Event:** A dropdown menu with "Search for Additional Organizations" selected.
- Additional Event Information:** A light blue header box with the text "Select ADDITIONAL EVENT INFORMATION for this event." Below this are three sections:
  - \* 001. Are You Having Food Or Beverages?** with radio buttons for "Yes" and "No".
  - \* 002. If So, Please Detail:** followed by a large text area with a scroll bar.
  - \* 003. Detail Additional Needs Required:** followed by another large text area with a scroll bar.

<https://25live.collegenet.com/towson/mobile.html>

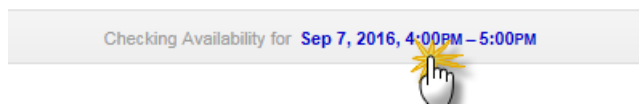
- Sign in using your TU credentials



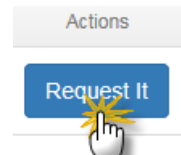
Do you already know which classroom you wish to reserve? Click *Locations* first.



Type the room you want in "*Find Locations by Name,*" enter room number, e.g., UU 0208 or Potomac, navigate to the correct date/time by clicking "*Checking Availability for...*"



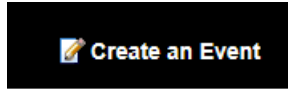
If available, click "*Request It*" to open the *Event Wizard*.



<https://25live.collegenet.com/towson/mobile.html>

- Or, you can always start with *Create an Event*

Starting with *Create an Event* will open the *Event Wizard*.



Follow the *Event Wizard*, entering the information accordingly.

Remember, few required fields (\*). Simply answer the few required questions for any classroom requests that are **Internal Use Only** (see event types on page 3, right side of table). **Important!** Answer both sections of questions when the request is for an event (see event types on page 3, left side of table).

Enter the **Date and Time** by navigating the calendars and times.

### Event Date and Time


#### Date Restrictions


Event occurrences that you create are restricted to:

- No later than 2018-05-31

Select the dates and times of the **actual event**.

Setup, takedown, pre- or post-event times can be specified below.

Event Start: Sep 12, 2016  4:00pm

Event End: Sep 12, 2016  5:00pm

The event begins and ends on the **same day**.

Event Duration: **1 Hour**

### Before and After

Select the **Start Date**, **Start Time**, **End Date**, and **End Time** for the event. Please use the **ACTUAL** start and end times for events.

If additional time is needed for setup, takedown, or for mingling before or after the event, click on the *Pre-Event/Setup* and *Post-Event/Takedown* editors and add the appropriate number of minutes or hours desired.

Does this event require **Setup or Pre-Event** time?  Yes  No

Does this event require **Post-Event or Takedown** time?  Yes  No

Does your meeting need any time for setup or take down?  
**Yes** will allow you to add days, hours, or minutes.



<https://25live.collegenet.com/towson/mobile.html>

**Event Repeats.** Is it a recurring session?

**Search for Locations.** Use two-letter building code and partial or exact room number.

### Event Repeats

Does Not Repeat

Occurrence List		
Date	Comments	Status
Sep 12, 2016		Active

Choices Are

### Event Repeats

Does Not Repeat  
Ad Hoc Repeats  
Daily Repeats  
Weekly Repeats  
Monthly Repeats

Date	Comments	Status
Sep 12, 2016		Active

### Locations

Select the **Location(s)** for your event from the list of favorite locations or search by location name. Example, UU will return all University Union locations. UU 0208 will return a specific room. Multiple **Locations** can be requested.

**Note:** If the search does not return the expected result, try limiting the search term to a key word in the location name such as the building name.

**Search for Locations** - Enter the two-letter Building Code and Room Number; e.g., LA 5303. Or, enter the two-letter Building Code and **partial number code to see a list of rooms.**

Enter "*Find Me a Space*" if you're unsure of an appropriate location. Enter as much information, including comments, so we can find you the most appropriate, available location. Note: this request will be sent to ECS's queue.

Click on the desired classroom(s) to select it.

**Yield Sign is a conflict.**

(click on View Conflicts to see what is in the classroom).

**Green Check is available.**

Search for Locations

- UU 0200 Susquehanna Room 2  
University Union Susquehanna 2  
Max Capacity: 150
- UU 0200I Susquehanna Conference Room  
University Union Susquehanna Conference Room  
Max Capacity: 15
- UU 0200J Susquehanna Room 1  
University Union Susquehanna 1  
Max Capacity: 150
- UU 0201 Susquehanna Terrace  
University Union Susquehanna Terrace  
Max Capacity: 150
- UU 0203 Second Floor Lobby

UU 0200I Susquehanna Con...  
University Union Susquehanna Conference Room  
Max Capacity: 15  
Occurrences: Sep 12

UU 0108F  
UU 0108F  
Max Capacity: 0  
Occurrences: Sep 12

<https://25live.collegenet.com/towson/mobile.html>

Continue with the *Event Wizard*.

For frequent requestors, the additional questions are not “required” in order for the request to save and submit to the building coordinator.

You may omit the answers to the event questions if this is a department “session.”

You must answer both sections of questions if this is a department event.


See the Event Types table on page 3, (left side events; right side internal use only).

Remember to SAVE the request.



### Navigating repeat occurrences.

While in the *Event Wizard* repeat occurrences will show up in a couple of areas. First, it will show up in the *Event Details* (to the left). You may click on the *Repeats every week on...* link to open the occurrences (\*) *desktop version*. *Mobile version scroll to Event Repeats*.


CRU Weekly Meeting  
Event Title

Weekly Meeting

CAMPUS CRUSADE FOR CHRIST  
Additional Organization(s) for this Event

120 Attendees Expected  
 120 Attendees Registered

Event Description

**Thu Sep 01 2016 7:30pm -  
 Thu Sep 01 2016 9:30pm**

Setup: 2 hours  
 Pre-Event: 1 hour

Repeats every week on Thursday through Dec 08 2016

**UU 0201 - Misquehanna Terrace**  
 9/1, 9/8, 9/15, 9/22, 9/29, 10/6, 10/13, 10/20, 10/27, 11/3, 11/10, 11/17, 12/1, 12/8

**Setup - Other/TBD**  
 9/1, 9/8, 9/15, 9/22, 9/29, 10/6, 10/13, 10/20, 10/27, 11/3, 11/10, 11/17, 12/1, 12/8


**ECS - Add to Smartsheet: Erin**  
 9/1, 9/8, 9/15, 9/22, 9/29, 10/6, 10/13, 10/20, 10/27, 11/3, 11/10, 11/17, 12/1, 12/8

Event Benefits Students/Parents

**Walsh (scheduler), Beth**  
Scheduler



Event Details within the Event Wizard - Link Opens to Occurrences



Add, remove or edit repeat occurrences.

**Weekly Repeats** ▾

Repeats every

Repeats on  Mon  Tue  Wed  Thu  
 Fri  Sat  Sun

---

Repeats through  


Ends after  iterations


Occurrence List		
Date	Comments	Status
Thu Sep 01 2016	<input type="text"/>	Active ▾
Thu Sep 08 2016	<input type="text"/>	Cancelled
Thu Sep 15 2016	<input type="text"/>	Active ▾
Thu Sep 22 2016	<input type="text"/>	Active ▾
Thu Sep 29 2016	<input type="text"/>	Active ▾
Thu Oct 06 2016	<input type="text"/>	Active ▾
Thu Oct 13 2016	<input type="text"/>	Active ▾
Thu Oct 20 2016	<input type="text"/>	Active ▾
Thu Oct 27 2016	<input type="text"/>	Active ▾
Thu Nov 03 2016	<input type="text"/>	Active ▾
Thu Nov 10 2016	<input type="text"/>	Active ▾
Thu Nov 17 2016	<input type="text"/>	Active ▾
Thu Nov 24 2016	Thanksgiving	Cancelled ▾
Thu Dec 01 2016	<input type="text"/>	Active ▾
Thu Dec 08 2016	<input type="text"/>	Active ▾

### *Navigating repeat occurrences.*

While in the *Event Wizard* repeat occurrences will show up in a couple of areas. It will also appear when you scroll to *Event Repeats* or when you click on the link for Locations All Occurrences (left hand side of saved request). You may unselect dates here.

*Event Description*  
**Sep 12, 2016 8:00am -  
Sep 12, 2016 9:00am**  
Repeats on **9/18, 9/25, 10/2, 10/9**

 **UU 0108G Paws Conf Room**  
[All Occurrences](#)



*Locations within  
the Event Wizard -  
Link Opens to  
Occurrences*

### Locations

Select the **Location(s)** for your event from the list of favorite locations or search by location name. Example, UU will return all University Union locations UU 0208 will return a specific room. Multiple *Locations* can be requested.

**Note:** If the search does not return the expected result, try limiting the search term to a key word in the location name such as the building name.

UU 0108G Paws Conf Room \* ☆ ▾  
PAWS Conference Room  
Max Capacity: 8

Occurrences: Collapse

<input checked="" type="checkbox"/> September 12	✓ No Conflicts
<input checked="" type="checkbox"/> September 18	✓ No Conflicts
<input checked="" type="checkbox"/> September 25	✓ No Conflicts
<input checked="" type="checkbox"/> October 2	✓ No Conflicts
<input checked="" type="checkbox"/> October 9	✓ No Conflicts

### **Exercise 1:**

**From:** Walsh, Beth

**Sent:** Saturday, September 10, 2016 3:06 PM

**To:** Walsh, Beth <bwalsh@towson.edu>

**Subject:** Sunday, Oct 2 and Oct 9, 2016 – Advising Session

Hi Department Administrative Assistant,

I'm planning a Sunday advising session with my students. Please schedule (one of your classrooms) on Sunday, October 2 from 2p to 4p and then again on Sunday, October 9, same time. Thank you very much.



**Beth Walsh** · Professor Kool

Test Message to Frequent Requestors to schedule a classroom through 25Live

<https://25live.collegenet.com/towson/mobile.html>

### **Steps to Exercise 1:**

1) Home Page → Create an Event

2) Follow Wizard → Enter an Event Name that anyone would Understand → Use correct Event Type → Enter Correct Primary Organization → Repeats YES → Navigate Dates → Search by Location Name... → Click on the desired Classroom → Enter the correct Requestor's Name → Any Comments → Save

### ***Editing Events - Changing room assignments and working with occurrences.***

- You may edit your requests as long as they are in a “tentative” state. Once confirmed, you will not have access to edit them.

### ***Exercise 2:***

**From:** Walsh, Beth

**Sent:** Saturday, September 10, 2016 3:26 PM

**To:** Walsh, Beth <bwalsh@towson.edu>

**Subject:** Sunday, Oct 2 and Oct 9, 2016 – Advising Session

Hi Department Administrative Assistant,

This message is to notify you of several changes to my scheduled advising session. First, I can no longer make the October 9<sup>th</sup> session, please release the classroom on the 9<sup>th</sup>.

I will, however, offer simultaneous advising sessions on October 2 and therefore am in need of (a second classroom) on Sunday, October 2 from 2p to 4p. Please reserve both classrooms for this session on the 2<sup>nd</sup>.



**Beth Walsh** · *Professor Kool*

Test Message to Frequent Requestors to schedule a classroom through 25Live

<https://25live.collegenet.com/towson/mobile.html>

### ***Steps to Exercise 2:***

- 1) Home Page → Events → Enter the Event's Name → Locate and click on the Correct Event
- 2) Click Edit → Scroll to the Date and Time Field → Type a comment in correct date → Change Status to Cancelled → Scroll to Locations → Click Search by Location → Enter the Building and Room number, click on the desired location → Save

## AT A GLANCE - CHECKING THE DAILY SCHEDULE OF YOUR CLASSROOMS

*What's going on in your classrooms? At a glance...*

First, Location Searches must be created to include all of your classrooms (Suzanne and Beth can assist). Or star your favorite locations for ease of quick searching.

From the Home Tab (upper left), click on the Availability Tab (to the right). Using the drop down menu, select the correct search, "Your Starred Locations." Navigate the date. Mouse over events to get further details.

**This view is available in the Desktop Version Only.**

The screenshot displays the 25LIVE desktop interface. At the top, the TOWSON UNIVERSITY logo is on the left, and user information 'Welcome, Walsh, Beth' and 'Today is Sat Sep 10 2016' is on the right. Below the navigation bar, a calendar grid shows dates from 6 to 11. A 'Location Searches' dropdown menu is open, listing starred locations such as '2nd Floor Union', '4 WVC Conference Rooms', and '7 conference rooms'. A date selector is set to 'Sep 10, 2016'. A detailed event pop-up for 'African Disapora Club Event' is visible, showing reference, title, event time, and organization information.

### *Your friends, are...*

Chrome or Mozilla Firefox	<i>Refresh</i> button	Toggle between <i>Mobile Version</i> and <i>Desktop Version</i>
Starred Rooms (your favorites)	Starred Searches and Reports	Suzanne Hill, Registrar's Office, 410.704.4347
Yolanda Carter, Registrar's Office, 410.704.5236	Ali Vallespin, ECS, 410.704.2058	Beth Walsh, ECS, 410.704.2318
Charles Smallwood, ECS, 410.704.2246	<a href="https://25live.collegenet.com/towson/mobile.html">https://25live.collegenet.com/towson/mobile.html</a>	

### *Watch out for...*

	<p><b>What?</b> Strange error messages regarding assignment policy, e.g., "Locations can't be approved...there is not security group..."</p> <p><b>Help:</b> Call a friend.</p>
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