Reserving space for events in SpaceQuest is accomplished via hosted web-based scheduling system called **25Live**. This system encompasses scheduling spaces in the University Center, Tepper School of Business, Posner Center Telepresence Room, Computing Services Clusters, Heinz College, Mellon Institute and all University Registrar classrooms.

Members of the Carnegie Mellon community (with a valid Andrew ID) can request spaces using this application. **Requests must be submitted 2-3 business days in advance.** Scheduling offices respond to requests during regular business hours, Monday through Friday.

**IMPORTANT:** For better performance of this scheduling system, we strongly suggest that you use one of the following browsers: Mozilla Firefox, Google Chrome, Safari (on Apple products).

**Logging into SpaceQuest (25Live)**
1. Open up your browser and go to https://25live.collegenet.com/cmu.
2. Log in with your Andrew ID and password.
3. When you log in, you will be brought to the Dashboard.
   
   At the bottom of the Dashboard, in the middle of the page, are helpful icons with information about navigating 25Live. The Icon Legend is a breakdown of the symbols and their meanings you will see throughout the web application. An email addresses is provided for questions and any feedback you would like to share. To change the text size of your data, increasing or decreasing the size. **Note: At this time, Help Tips may not be activated for all users.**

**Home Tab**

From the Dashboard Home Tab, view you can view the following:

- **Quick Search:** Allows you to search for events and locations. Please note: most events are private and may not appear on the events search.

- **Create an Event:** Create an event and book a room.

- **Your Starred Events and Your Starred Locations:** Users can “star” their frequently requested spaces or events for quick access. To star events, organizations, types or locations, click on the star to turn it yellow.
Requesting Spaces

There are two ways to create a room request from the Dashboard:

1. Click on the Create an Event button within the Dashboard

   ![Create an Event button]

OR

2. Click on the Event Wizard tab on the top menu

   ![Event Wizard button]

Both the options will bring display a custom form. This form provides our scheduling offices with the necessary information for confirming space requests.

- **Step 1: Enter the event name.** Include the requestor’s name, if known.

   ![Step 1: Enter the Event Name]

   - Please be specific. Include course numbers, if any.
   - Examples: 79104 Review Session; Student Senate General Body Meeting; TSB Exam; Alumni Reunion, DARM meeting, etc.
   - For Tepper School of Business Affiliates and Mellon Institute Affiliates: The requestor’s name must also appear in the event name.
   - Examples: CBI Case Competition / John Doe

- **Step 2: Select the event type.** Event types are either appropriate for your college affiliation (if you are a Tepper School of Business or Heinz College affiliate) OR based on the location you wish to request such as the University Center, Registrar Classrooms or Clusters.

   ![Step 2: Select the Event Type]

   - Please notice the following event type changes!
   - Under Find by: click on All Event Types, then under Choose from: select one event type that best identifies your college affiliation, such as Tepper or Heinz OR the intended space, such as University Center, Cluster, Mellon Institute, Telepresence Room or Registrar Classroom.
   - For University Center spaces: choose a University Center event type.
   - For Cluster Reservations: choose a Cluster event type.
   - For Petter Center Telepresence Room: choose Immersive Telepresence.
   - For Tepper School of Business Affiliates (faculty, staff or student): choose a Tepper event type.
   - For Heinz College Affiliates (faculty, staff or student): choose a Heinz event type.
   - For Mellon Institute Affiliates: choose a Mellon Institute event type.
   - For Registrar Classrooms: choose a Registrar Classroom event type.

   ![Selected Event Type]

   - Note: Changing the Event Type reverts the options available for:
     - Additional Information
➢ **Step 3: Select your organization.** Find your department or organization using search or Index. Star your organization for future use by clicking on the star under the selected organization.

![Image of Step 3: Select a Primary Department or Organization](image)

➢ **Step 4: Enter the Date and Time.** Enter the exact time of your event. Do not include set up times. There is a repeating ad hoc, weekly, monthly, etc. options. Note: Registrar classrooms will only be booked through the last day of classes.

![Image of Step 4: Enter the Date and Time](image)
Step 5: Find a location. The easiest way to search for a pool of spaces is to choose a category of spaces you are interested in reserving. Upon choosing a category, spacequest will review all spaces for that category for availability.

- Please heed to the icons. A green checkmark means that the space is available for your indicated date and time.
- Please take note of instructions or messages about the space in the right hand side after you select the space.

- Tip: Choose Hide Unavailable Locations box so you are seeing and selecting only available spaces.
Step 6: Enter Space Requirements. If you selected a University Center space, please give details about your room layout or oracle string.

For University Center Spaces Only: You must enter additional set-up time and/or room layout styles, if applicable. Please be specific with set-up needs. For more information about room styles in University Center spaces, refer to Room Layout Styles.

If your event requires an Oracle string, please enter it here.

Step 7: Enter Additional Information. This step pertains to Cluster and Posner Telepresence Rooms only.

This information must be filled out. Your event type must either begin with Cluster or Immersive Telepresence. And the location you selected should be either a Cluster or Posner Center Telepresence spaces.

For Clusters Reservations and Posner Center Telepresence Room only: Click on the check box next to each field to enter the necessary information. Do not submit a request with incomplete information, or a new request will be required.

Ensure the appropriate meeting type is selected in Step 2 to see applicable fields. If you have any questions about what to enter in these fields, refer to the Space Policies.

- Designated Coordinator Andrew Id
- Designated Coordinator Name
- Designated Coordinator Phone
- Designated Coordinator Email
- Additional Participant 1 Andrew Id
Step 8: Enter Cluster Software. This step pertains to cluster reservations. Clusters require all software needed for any cluster reservation. Otherwise, they cannot complete the reservation.

Step 9: Enter a headcount. This is necessary information for space utilization and for room capacity validation. At this time, the headcount does not check against the room you are requesting for adequate size.
Step 10: Agree to the terms and conditions of reserving space. Space policies are noted on the Spacequest webpage for each scheduling office.

![Step 10 of 11: Agree to Space Policy](image)

University Policies for Reserving Spaces

- Computing Services Clusters
- Heinz College
- Mellon Institute - coming soon
- Posner Center Telepresence Room
- Tepper School of Business
- University Center
- University Registrar’s Office

Step 11: Review and Save the event

- First, be sure to check the event type.
  - If you are an affiliate for Tepper School of Business, Heinz College (meaning faculty, staff or student) or Mellon Institute, please be sure you choose a Tepper or Heinz or Mellon Institute event type.
  - For other affiliates, please be sure you choose the event type based on your requested location. For instance, if you requested a University Center space, be sure the event type states: University Center.
**Confirmation**

Once a request is submitted through the web application, our schedulers will assign or deny your request. The status of your request will change from Tentative to either Confirmed or Denied. AND an email confirmation or denial confirmation will be sent to your Andrew email address.

Generally, most scheduling offices reply between 1-3 days depending on the time of the semester and the extent of the event. Same day requests may not be replied too.

Do NOT assume you have a confirmed reservation without hearing from a scheduling office first.

**Changes to Events**

- For events in **Computing Services Clusters**, send email to cluster-reservations@andrew.cmu.edu.
- For events in **Heinz College**, send email to hnzrooms@andrew.cmu.edu.
- For events in **Mellon Institute (Affiliates only)**, send email to fj10@andrew.cmu.edu.
- For events in **Posner Center Telepresence Room**, send email to both jillanc@andrew.cmu.edu and mreilly@andrew.cmu.edu.
- For events in **Tepper School of Business** spaces, send email to tepperrm@andrew.cmu.edu.
- For events in **University Center** spaces, send email to ucres@andrew.cmu.edu.
- For events in **University Registrar’s Office-controlled classrooms**, send email to esrooms@andrew.cmu.edu.

**Events Tab**

All events that are scheduled within Spacequest are private and cannot be viewed by the public except for your own event.

The Events Tab offers two ways of performing event searches:
- **By keywords**: At this time you can only pull up information on a course number.
  - **Tip**: Use the “More search options” feature to refine your search based on Cabinets or Organizations.
- **By pre-defined searches**: Gives you the opportunity to create your own searches of all the events that you may have scheduled with in this system.

Once your search results are loaded, you can toggle between List View, Availability View, or Calendar View.
Locations Tab

Searching for locations provides some greater flexibility in starring your favorite locations or just reviewing spaces on campus. This tab offers a search by keyword (ie Scaife) or pre-defined searches.

- **Tip:** Use the “More search options” feature to refine your search based on Category, Features, Layout, or Capacity.

Once your search results are loaded, you can toggle between List View, Availability View, or Calendar View.

**Questions or Technical Issues regarding SpaceQuest**

Question can be directed to any scheduling office listed above or university-registrars-office@andrew.cmu.edu