Basic 25live (Room Reservation) User Guide

25live is a room scheduling application for the Carnegie Mellon University Pittsburgh campus. Members of the Carnegie Mellon community (with a valid Andrew ID) may create events and search for available locations for the following buildings.

- Cohon University Center
- University lecture halls and classrooms
- Computing Services Computing Labs
- Athletics
- Mellon Institute
- Tepper School of Business (for Tepper affiliates)
- Heinz College (for Heinz affiliates)

*Requests must be submitted 2 business days in advance.* Scheduling offices respond to requests during regular business hours, Monday through Friday.

Login to 25live

2. Login with your Andrew ID and password

25live scheduling tool will display a dashboard. This is also known as Home.

Search for Organizations

Find your organization by typing in the organization name or selecting a search. Star your organization name. Starring any organization, location or event will assist with faster event creation.
See Available Locations

If you wish to see available locations for a single day, either type your desired location OR select from the public location searches. The date will always default to today and at the current time.

The scheduling tool will match your location and reveal if it’s available to request. In this example, computer labs was chosen. All computer labs are displayed for October 29, 2019 from 5:00 to 6:00 p.m.

- Click on the date to change the date and time and search for room availability.
- Click on the location to see schedule, events, summary or layouts.
- Star your favorite locations.
- By selecting Request It, the scheduling tool will ask if want to continue.

- After confirming the request, the event wizard form will load and request more information. Follow the directions. Save your request.
All events are saved as a TENTATIVE state which means a scheduler will contact you to confirm or deny the request.

Create an Event

Creating an event will invoke the event wizard form directly without an initial location search. Follow the instructions for each field.

Warning: Your starred orgs and locations may NOT appear. This form requires a bit more manual searching by typing in locations for instance.

Example:

Suggestion: It is advisable to start searching for locations with the See Available Locations function first so it will populate locations.
Help
To get help, choose icon. What you can do and see depends upon specific permissions.

Navigation
To navigate the 25live scheduling tool, click on the hamburger icon on the far right.

Questions
For questions regarding 25live Scheduling tool, please contact:

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