

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, 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

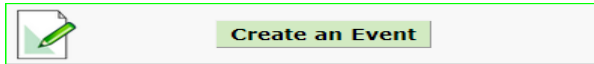
From the Dashboard Home Tab, view you can view the following:

- **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

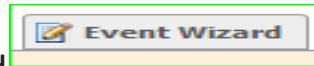
There are two ways to create a room request from the Dashboard:

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



OR

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



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.

A screenshot of a web form titled "Step 1 of 11: Enter the Event Name". The form includes a header with a red asterisk and a question mark icon. Below the header, there is instructional text: "Please be specific. Include course numbers, if any. Examples: 79104 Review Session; Student Senate General Body Meeting; 15xxx Exam; Alumni Reunion, DARN meeting, etc. For Tepper School of Business Affiliates and Mellon Institute Affiliates: The requestor's name must also appear in the event name. Example: CBI Case Competition / John Doe". A large text input field is present, with a note "(maximum length is 40 characters)" below it. At the bottom of the form, there are four buttons: "Cancel" (with a red X icon), "Previous" (with a left arrow icon), "Next" (with a right arrow icon), and "Finish" (with a blue square icon).

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.

A screenshot of a web form titled "Step 2 of 11: Select an Event Type - NOTE CHANGES!". The form includes a header with a red asterisk and a question mark icon. Below the header, there is instructional text: "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 the your college affiliation, such as Tepper or Heinz OR the intended space, such as University Center, Cluster, Mellon Institute, Telepresence Room or Registrar Classroom." Below this, there are several lines of instructions for different affiliations and locations. At the bottom, there are two dropdown menus: "Find by..." and "Choose from...". The "Find by..." dropdown is set to "All Event Types". The "Choose from..." dropdown is set to "Registrar Classroom Course Event". To the right of these dropdowns, there is a section titled "SELECTED EVENT TYPE" which displays "Registrar Classroom Course Event" with a star icon and a close icon. Below this, there is a note: "Note: Changing the Event Type resets 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.

*** Step 3 of 11: Select a Primary Department or Organization**

Select only one primary department or recognized organization.

Under **Find by...**, click on **Index**, to browse for your department or organization by first letter **OR** choose **Search** and enter the first few letters of your department or organization name; click the **Search** button and click your department or organization that appears in the **Choose from...** section.

For Tepper School of Business Affiliates: The department or organization must begin with *Tepper*. For example, if you are a Tepper Student, choose *Tepper Student*.

For Heinz College Affiliates: The department or organization must begin with *Heinz*. For example, if you are a Heinz Master Student, choose *Heinz Master Student*.

Find by...

- ★ Your Starred Organizations
- 🔍 Search
- Index**
- Types
- Categories

Index

- 0-9
- A
- B
- C**
- D
- E
- F
- G
- H

Choose from...

- CHEMICAL ENGINEERING
- CHEMISTRY**
- CHESS CLUB
- CHI ALPHA CHRISTIAN FELLOWSHIP
- CHILD CARE CENTER
- CHILDREN'S SCHOOL
- CHINESE STUDENT ASSOCIATION
- CHINESE STUDENTS & SCHOLAR ASSOC

SELECTED ORGANIZATION

CHEMISTRY ★ ✕

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.

*** Step 4 of 11: Enter the Date and Time**

Enter the date and the actual time checking carefully for AM and PM indications. This time will be listed on space door signs and calendars, if applicable. Do **NOT** select the pre-event or post-event duration.

For the University Center spaces: If you need extra time for set-up, note that in Step 6.

For Tepper School Students: Events are booked on the hour or half hour for a 60 minute minimum. Events must end at 11:59 p.m.

Start:
Pre-Event/Setup durations?

End:
Post-Event/Takedown durations?

Occurrence Duration: 1 Hour

Event Repeats? ▼

Occurrence List		
Date	Comments	Status
Sun Jan 12 2014	(none)	Active ▼

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 5 of 11: Search and Select a Space**

Under **Find by...**, select **Categories** to view groups of spaces. Then, under **Categories**, choose a group to view rooms and their availabilities. *Hint: To view only available spaces, check the Hide Unavailable box.*

- ✓ A green check mark means the space is available for the desired date and time.
- ⚠ A red triangle means the space has a conflict for the desired date and time.

⚠ If yellow triangles appear in the **Choose from...** list, try clicking the **Refresh** link on the list panel to see the availability.

Click on an available space under **Choose from...** to add it to your request. The space will appear in the Selected Locations pane.

For Posner Center Telepresence Room: This room is only available for *Immersive Telepresence* calls, not general-purpose meetings. Also, event type must be specified in Step 2 as *Immersive Telepresence*.

For Cluster Reservations: For software-only requests, use the "CLUSTER - SOFTWARE ONLY" space.

Find by...

- Your Starred Locations
- Search
- Your Favorite Searches
- Index
- Categories
- Features
- Layouts

Categories

- Computing Services Clusters - Windows
- Heinz College (For Heinz Affiliates Only)
- Mellon Institute Rooms (For Mellon Institute Affiliates)
- Posner Center Only
- Registrar Classrooms
- Registrar Lecture Halls

Choose from...

BH 136A	Baker Hall 136A (Adamson Wing)	Max Capacity: 111	✓
BH 235A	Baker Hall 235A	Max Capacity: 35	✓
BH 235B	Baker Hall 235B	Max Capacity: 35	✓
BH 237B			✓

Hover over ✓ or ⚠ icons for availability details.

Refresh Hide Unavailable

SELECTED LOCATIONS

BH 235A ✓ ☆ ✕
Baker Hall 235A

Max Capacity: 35


Features: Air Conditioning: Ceiling Fan, Air Conditioning: Window, Board: Sliding Chalkboard, Board: Standard Chalkboard, Furniture: Moveable, Media: Auxiliary Panel With Inputs, Media: Document Camera, Media: Dvd/Cd Player, Media: Single Projection, Media: Touchpanel, Screen: Side By Side, Wheelchair Accessible For Instructor, Wheelchair Accessible For Student

Layout: Classroom [35]

Setup Instructions: (none) ✎

Conflicts: (none)


Step 6: Enter Space Requirements. If you selected a University Center space, please give details about your room layout or oracle string.

Step 6 of 11: Enter Space Requirements, Oracle String or Cluster Special Requests 

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.

Step 7 of 11: Enter Additional Information 

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](#).

<input type="checkbox"/> Designated Coordinator Andrew Id	
<input type="checkbox"/> Designated Coordinator Name	
<input type="checkbox"/> Designated Coordinator Phone	
<input type="checkbox"/> Designated Coordinator Email	
<input type="checkbox"/> 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 8 of 11: Enter Cluster Software

For Clusters Reservations only: Please follow the [Clusters software guidelines](#).

Under **Find by...**, click on **Categories**, then select the platform under **Categories**, then click on the software under **Choose from...** required for this reservation. If software is required that is not listed below, enter it in Step 6.

Find by...

- Your Starred Resources
- Search
- Your Starred Searches
- Index
- Categories
- All of Your Searches
- Public Searches

Index

- 0 - 4
- 5 - 9
- A - D
- E - H
- I - L
- M - P**
- Q - T
- U - Z

Choose from...

Minitab	∞
NetBeans IDE	∞
Notepad ++	∞
Nyquist	∞
ORA	∞
OpenOffice	∞
Opera	∞

Refresh

SELECTED RESOURCES

Preview ✓ ☆ ✕
Quantity: 1
Setup Instructions: (none)

Processing ✓ ☆ ✕
Quantity: 1
Setup Instructions: (none)

Project (MS) ✓ ☆ ✕
Quantity: 1
Setup Instructions: (none)

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 9 of 11: Enter the Expected Head Count**

Enter the expected head count for your event.

For Tepper School of Business Affiliates: A minimum of 3 or more people is required to reserve a space.

(Select this option to enter a head count.)

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**

I have read and agree to the university policies for reserving space. For more information, refer to [Space Policies](#).

I Agree

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*.

Step 11 of 11: Review your Steps and Finish

Please carefully review your entries on the left side of the screen under **Edit Event Details**. If you need to change any information, click the Previous button and re-enter information as necessary before saving.

Please check the **event type** so it corresponds to either your selected location(s) or affiliation.

All spaces are **tentative**. Do not assume a space is reserved. The event will be approved or denied by a scheduler. To save this request and send it to the appropriate scheduler, click . The scheduler will contact you via email regarding this request.

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.

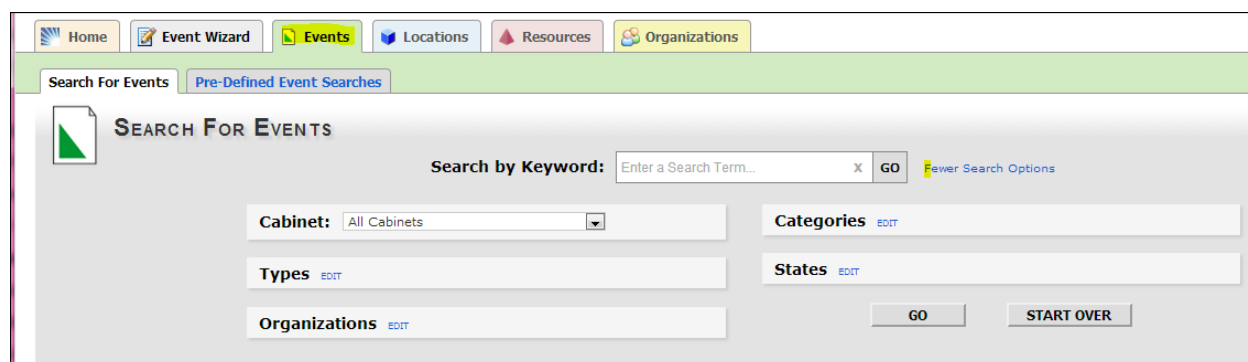
Generally, most scheduling offices reply between 1-3 days depending on the time of the semester and the extent of the event. Same day requests may not be replied too.

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 hnrrooms@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 jillianc@andrew.cmu.edu and mreilly@andrew.cmu.edu.
- For events in **Tepper School of Business** spaces, send email to tepperm@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

Name	Formal Name	Categories	Features	Layouts	Max Capacity
SH 125	Scaife Hall 125	All Spacequest Spaces, Registrar Classrooms, Registrar Lecture Halls	Air Conditioning: Central, Board: Sliding Chalkboard, Furniture: Fixed, Media: Auxiliary Panel With Inputs, Media: Document Camera, Media: Dual Projection, Media: Dvd/Cd Player, Media: Iclicker Classroom Response System, Media: Surround And Tactile Sound, Media: Touchpanel, Wheelchair Accessible For Student	Lecture Hall	96
SH 208	Scaife Hall 208	All Spacequest Spaces, Registrar Classrooms	Air Conditioning: Central, Board: Standard Chalkboard, Media: Auxiliary Panel With Inputs, Media: Document Camera, Media: Dvd/Cd Player, Media: Single Projection, Media: Touchpanel, Screen: Side By Side, Wheelchair Accessible For Instructor, Wheelchair Accessible For Student	Table Rows	30
SH 212	Scaife Hall 212	All Spacequest Spaces, Registrar Classrooms	Air Conditioning: Central, Board: Standard Chalkboard, Media: Auxiliary Panel With Inputs, Media: Document Camera, Media: Dvd/Cd Player, Media: Iclicker Classroom Response System, Media: Single Projection, Media: Touchpanel, Screen: Centered In Room, Wheelchair Accessible For Instructor, Wheelchair Accessible For Student	Conference Room	20

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