25live Pro Room Reservation Quick Start 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 two business days in advance. Scheduling offices respond to requests during regular business hours, Monday through Friday.
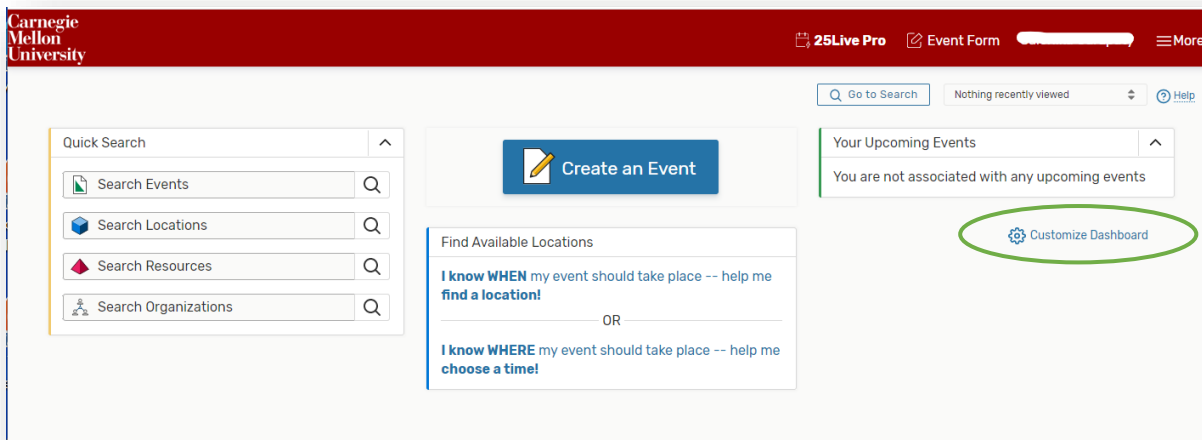
Logging In to 25live

Visit 25live.collegenet.com/pro/cmu.

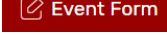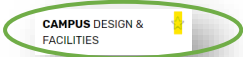*Note: 25Live works best and fastest in Google Chrome, Microsoft Edge, and Mozilla Firefox.*

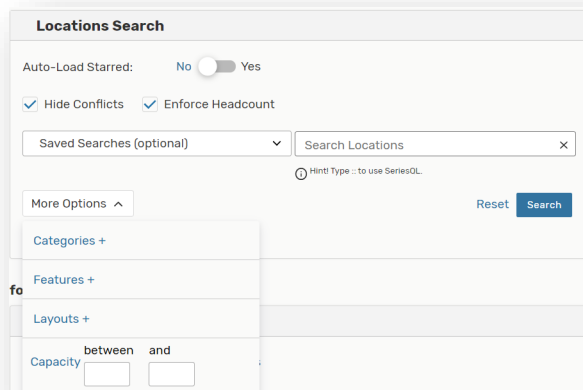Log into 25Live using your Andrew ID and password.

25live Pro will display a home dashboard upon login.

The dashboard provides quick searches for finding available locations and tracks any upcoming events. The dashboard can be customized to include other widgets, including starred locations, by selecting Customize Dashboard.

Create an Event

- To create a new event, choose either [Create an Event] from the dashboard or [Event Form] from the hamburger menu at the top of the screen.

- The event form will request specific information. Click on the blue i-circle ⓘ for more information and directions. You will need to enter:
    - Event Name
    - Event Type - Select one event type based on your college affiliation or the desired space.
        - To request Cohon University Center space choose a *University Center* event type.
        - To request Cluster space choose a *Cluster* event type.
        - To request Registrar Classrooms choose a *Registrar Classroom* event type.
        - To request Posner 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 *Mellon Institute* event type.
    - Primary Organization
        - Enter your club or organization by typing the first few words and select from the dropdown.
        - *Note: Be sure to star your organization to save time.*
    - Expected Head Count
        - Number of people expected to attend your event.
    - Date and Time
        - Use additional time for pre and post event times.
    - Location
        - Find locations using public searches of various scheduling spaces or enter keywords to find your desired space. Spaces can also be searched by category, feature or layout.


- Enter any facility needs, such as media technology or room set ups that are currently not present in the room.
    - *Note: this is not applicable for University Classrooms.*
- Agree to Location Policies
- Preview and save.

- Please note that at this stage, the event is *not* necessarily confirmed; it is only routed to the space scheduler for review and either approval or denial.
- Requests for space will be reviewed by a space scheduler, who may request further information. Each scheduling office has slightly different policies. Most events will be responded to within 2-3 business days unless you have requested a classroom/lecture hall space where requests may be held until course offerings are confirmed at the beginning of the semester.
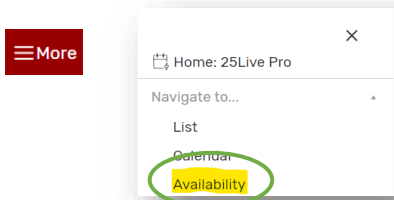
Checking Space Availability

Check space availability from the 25live Pro dashboard for a single space by selecting Search Locations and entering the space keyword.
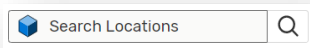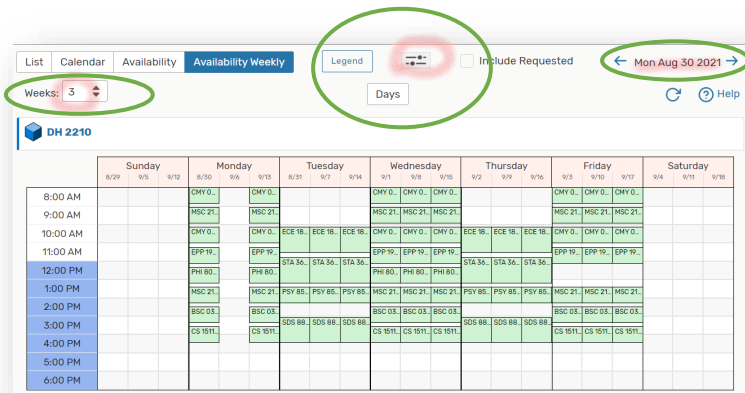
In this example, DH 2210 was entered.
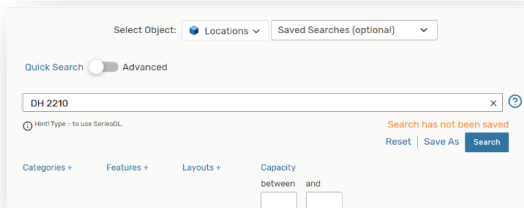
Toggle between various fields to view availability (one week) or availability weekly (multiple weeks).

From the weekly schedule view, click on a white space to pull up an event form or hover over the green scheduled event to see details.

Note: some events may display as private at the request of certain scheduling departments.

To Logout

Just close your browser.

Questions?

For questions regarding 25live, please contact Joy Cavaliero, Senior Associate Registrar and 25live Functional Administrator.

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