# **Carnegie Mellon University** University Registrar's Office

# 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.

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			Q Go to Search Nothing recently viewed \$ 3 Help
Quick Search	^	Create an Event	Your Upcoming Events
Search Events	Q		You are not associated with any upcoming events
📦 Search Locations	Q	Find Available Locations	Customize Dashboard
Search Resources	Q	I know WHEN my event should take place help me	
$\mathbb{L}^{\frac{2}{2}}_{\mathbb{R}}$ Search Organizations	Q	find a location! OR	
		I know WHERE my event should take place help me choose a time!	

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 <sup>(i)</sup> for more information and directions. You will need to enter:
  - o 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.

CAMPUS DESIGN & FACILITIES

- 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.
- o Date and Time
  - Use additional time for pre and post event times.
- o 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.

Yes	
icount	
✓ Search Locations	×
Hint! Type :: to use SeriesQL.	
	Reset Search
	Count

- 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.

Quick Search	Advanced					
DH 2210						× (?)
Hinti Type - to use	SeriesQL.				Search has	; not been saved
					Reset Sa	ve As Search
Categories +	Features +	Layouts +	Capacity			
			between	and		

Toggle between various fields to view availability (one week) or availability weekly (multiple weeks).



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DH 2210										_	-										
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9:00 AM				MSC 21.		MSC 21				MSC 21.	MSC 21.	MSC 21.				MSC 21.	MSC 21.	MSC 21			
10:00 AM				CMY 0_		CMY 0	ECE 18	ECE 18.	ECE 18	CMY 0	CNY 0	CMY 0_	ECE 18	ECE 18	ECE 18	CMY 0	CMY 0	CMY 0	1		
11:00 AM				EPP 19_		EPP 19				EPP 19	EPP 19_	EPP 19_				EPP 19_	EPP 19.	EPP 19			
12:00 PM				PHI 80.		PHI 80	STA 36	STA 36	STA 36	PHI 80	PHI 80.	PHI 80	STA 36_	STA 36	STA 36						
1:00 PM				MSC 21		MSC 21.	PSY 85.	PSY 85	PSY 85	MSC 21	MSC 21.	MSC 21	PSY 85	PSY 85	PSY 85.	MSC 21	MSC 21	MSC 21			
2:00 PM				BSC 03		BSC 03						BSC 03.						BSC 03			
3:00 PM				CS 1511		CS 1511	SDS 88.	SDS 88.	SDS 88.			CS 1511		SDS 88.	SDS 88.	<u> </u>		CS 1511			
4:00 PM				CS 1511.		US 1011				CS 1511.	CS 15TL	US 1511.				CS 1511.	US 1011.	US 1511.			
5:00 PM																					
6:00 PM																-					

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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