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Navigating 25Live

Logging into 25Live
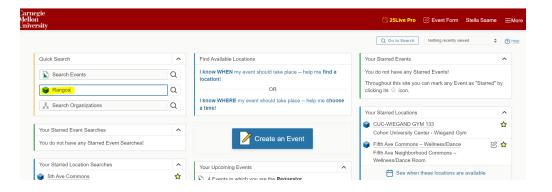
- Visit https://25live.collegenet.com/pro/cmu

- Use your Andrew ID and password to login

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Checking Availability

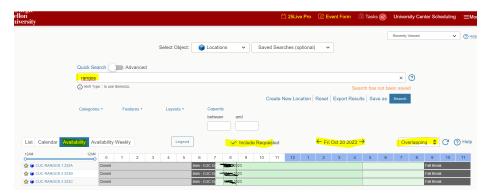Search for room availability based on your desired date

Click "25Live Pro" (top right corner) to get to the Dashboard

Type a keyword in the Quick Search Location field (such as Rangos)
and hit "Enter"

Checking Availability

- Click the "Availability" tab

- Click the "Include Requested" to see if anyone else already requested the space and is awaiting processing.

- Select the date you are looking for

- Make sure it says Overlapping (on the right side)

- Once you verify that the space is available, go to the Event Form

Event Form

- **Event Name** – This will appear publicly on our electronic boards
- **Primary Organization** (Example: Alumni Relations)
- Expected Headcount - Inputting the expected headcount to the best of your knowledge is important. We understand that you may not know how many people will be attending. However, we use that information to list a default table/chair setup when a specific setup is not provided by the requestor. If the number of people you listed in your headcount changes, it is important to let us know so that we can adjust your table/chair setup and ensure that you have a room that is an appropriate size for your guest count.
- **Date/Time**
  - The main time is the actual advertised event time.
  - Add additional time (pre-event time and post-event time) for any additional time you need before or after the advertised event time for tech, catering, and signage (*separate field from advertised event time*)
  - The CUC Team adds extra time for table/chair setup, so you don't need to include that in your request
- **Location Search** - Please ensure that the space is large enough for the number of people you are expecting to attend. Please keep in mind that different table/chair setups will change the capacities. A room with round tables will not hold as many people as a room with just rows of chairs. Type a keyword in the search box (such as Rangos).
- **"Enter Facility, Technology, Extra Time or Room Layouts"** comments section - There is a section where you can write any notes about the details of the event. For example, "I will only use one of these two dates – will need auditorium style facing the stage. I plan to serve drinks and light snacks through Chartwells. Will contact Media Tech for this hybrid event."
- **Event Type** – Cohon University Center Event
- Click "**I agree**" to the Location Policy
- Click "**Save**"

We will email you once your request has been processed. We will notify you whether your request has been approved or if we had to deny the request. Please keep your confirmation emails for your records.

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Catering Policy

- Groups using a Cohon University Center space must use a preferred campus vendor or pay the non-preferred vendor fee

- Chartwells is the preferred and primary catering vendor on campus. For smaller or more casual special events or meetings, catering may also be provided via any of CMU Dining's on campus vendors.

- For events with fewer than 25 attendees, there is no non-preferred vendor fee, and catering/food may be provided in a manner chosen by the hosting entity.

- For events with 25 or more attendees, there is a set-up and clean-up fee if a non-preferred vendor is used:

- $85 fee per day for events with 25-150 attendees

- $110 fee per day for events with 150-250 attendees

- $220 fee per day for events with more than 250 attendees

*No outside catering work room provided

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Cancellations/changes

To cancel or to make changes, please email the appropriate scheduling manager:

- o   Cohon University Center Rooms, Wean Commons Tabling or tabling outside the CUC, and outside spaces (such as the Tents, Grass Triangles)- Ucres@andrew.cmu.edu

- o   Tepper Simmons - Simmons-res@andrew.cmu.edu

- o   Classrooms (such as Baker Hall) Esrooms@andrew.cmu.edu

Timeline

- CUC requests may be submitted up to 1 year in advance.

- Tepper Simmons requests may be submitted up to 6 months in advance.

- Space is at a premium, so please submit your reservations sooner rather than later.

- Please submit new event requests and have all event details finalized 2 business days in advance minimum.

Multiple Dates/Multiple Rooms

Multiple dates with varying times:

Please avoid submitting multiple dates with multiple times within a single request. Instead, please submit 2 separate requests if you need 2 different times on 2 different days. This makes submitting your requests easier for you and makes processing your requests easier for us as well.

- For example, if you want Rangos from 12pm – 3pm on Tuesday and Rangos from 7:30pm – 9:30pm on Thursday, please submit 2 separate requests.

Multiple Rooms:

When reserving multiple rooms for a large event, please reserve each space as a separate submission (except when you need multiple spaces together to create 1 large space: such as 3 sections of Rangos together or McKenna/Peter/Wright Together)

Virtual Line in 25Live

Other people may be waiting ahead of you in the "virtual line", which does not show on your end in 25Live (unless you click the 'include requested' box in the "Availability" screen).

When you submit a request, it is only a request and does not guarantee that your request will be confirmed for CUC Spaces.

Reservation Reports/25Live Quirk

- Only the "creator" of the reservation can view their reservations in 25Live regardless of who is listed as the contact.

- If we need to create or recreate a reservation on your behalf, the reservation will not show up on your end in 25Live.

- Due to the complexities of 25Live and scheduling conflicts, it is likely that you will not be aware of when we need to do this.

- For a comprehensive list of your organization's reservations, please request a "Reservations Report" by emailing ucres@andrew.cmu.edu.

- I suggest you ask for reservation reports periodically.

- Reservation reports do not include any additional time you may have requested for pre and post event time.

- Your report will <u>not</u> include requests that are awaiting processing (tentative).

Important Links

- 25Live link: https://25live.collegenet.com/pro/cmu

- 5 minute YouTube tutorial: https://www.youtube.com/watch?v=LiMWVWh8oJQ

- A list of CUC spaces and details about each is listed at https://www.cmu.edu/cohon-university-center/center-facilities/index.html

- Understanding room setup styles: https://www.cmu.edu/conferences/facilities/meeting/uc/room-styles.html

- Chartwells: https://carnegiemelloncatering.catertrax.com/ (see next slide)

- Events with alcohol – let us know if you are having alcohol

  - Event Registration - https://xforms.andrew.cmu.edu/xfp/form/143
  - Event Security Request - https://www.cmu.edu/police/Programs%20and%20Services/event-security-request.html
  - Social Host and Alcohol Event Registration Training - https://www.cmu.edu/student-affairs/dean/social-event/training.html

- CUC policies - https://www.cmu.edu/cohon-university-center/policies/index.html
  Please note that different spaces across the campus have different rules/policies. The information written above applies to the CUC and may not apply to other buildings.

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