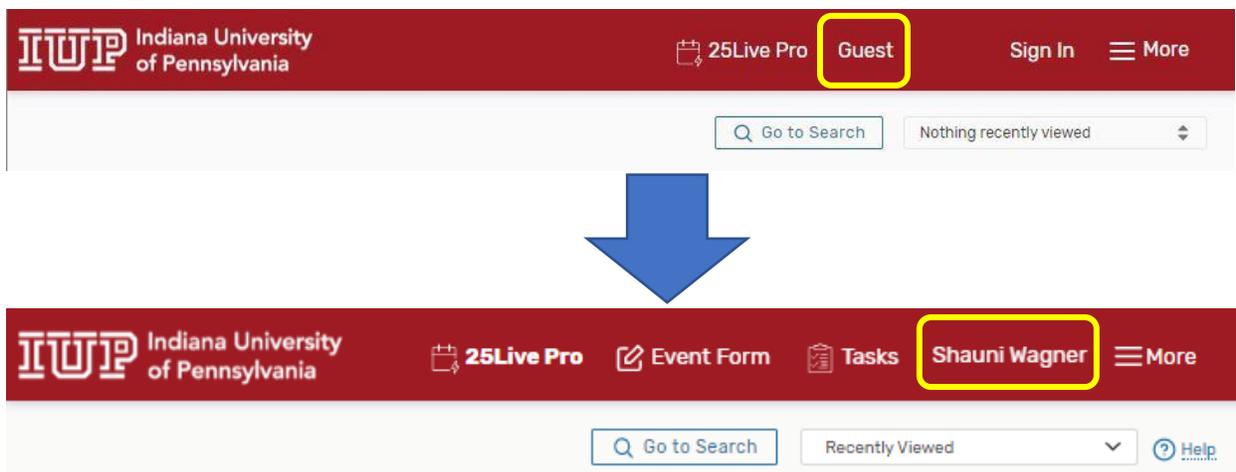


## 25Live Request Form Steps for Users

### KEEP IN MIND WHEN RESERVING LOCATIONS:

- ❗ COVID requirements
- ❗ Cleaning the room is encouraged
- ❗ The 25 Live Request Form DOES NOT replace Work Orders or your internal scheduling needs

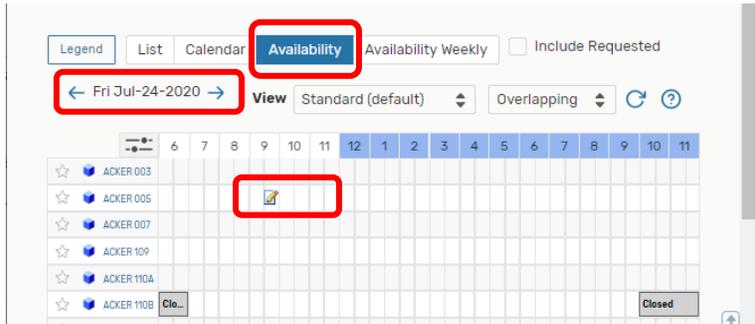
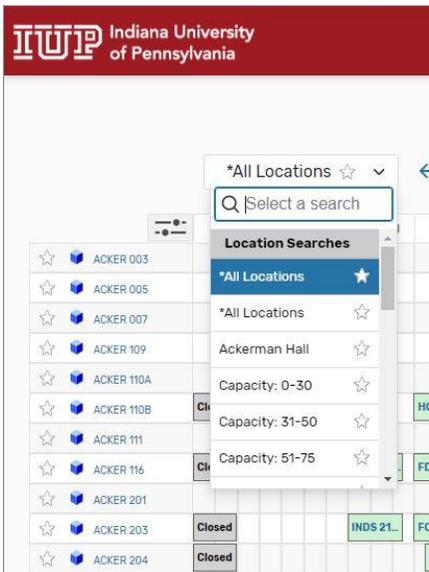
1. Get started by selecting [25Live Pro](#) from the [University Operations and Administrative Services](#) website.
2. Sign in using your network credentials
  - ❗ If name doesn't appear on top of the screen: clear cache, close browser, reopen **Live25 Pro**, and **sign in** again



### Step 1: Complete a scheduled event/meeting by selecting one of the methods below

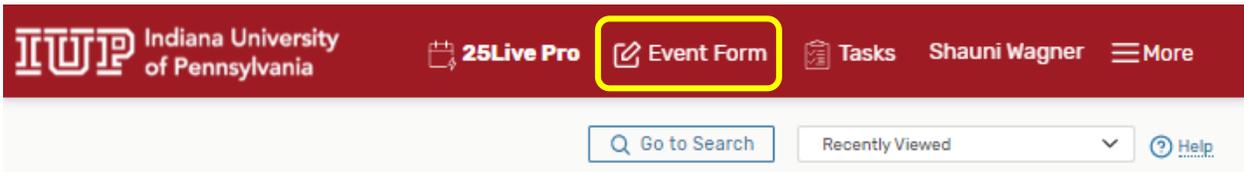
#### Method 1:

Find the Location then click and drag on the open times. The event form will open after the time frame is selected on a given location. To continue, move on to step 2.



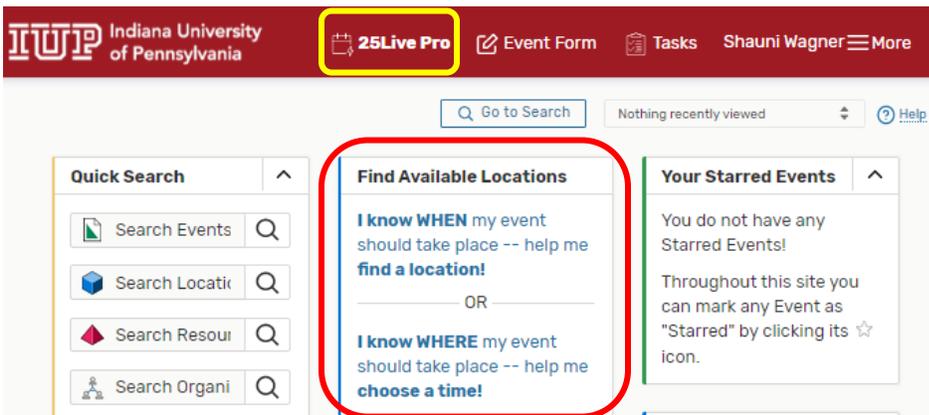
**Method 2:**

Select the Event Form and the event form will open. To continue, move on to step 2.



**Method 3:**

Select one of the Find Available Locations (red) options from the 25Live Pro Dashboard (yellow).



## Step 2: Filling out the Event Form

The screenshot shows the IUPE Event Form interface. At the top, there is a navigation bar with the IUPE logo, the text "Indiana University of Pennsylvania", and user information including "25Live Pro", "Event Form", "Tasks", and "Shauni Wagner". Below the navigation bar, there is a search bar with "Go to Search" and a "Recently Viewed" dropdown menu. The main content area is titled "Add New" and "Untitled X". On the left, there is a sidebar menu with options: "Event Name", "Select the best description for your event", "Primary Department or Organization", "Additional Department or Organizations", "Expected Attendance", "Event Description", "Date and Time", "Locations", "Internal Notes", "Event State", and "Post-Save". The main content area is titled "This Event Wizard" and contains the following text: "This event form is designed to collect the information needed to request an event. Please be as detailed as possible when submitting this information." Below this text, there is a warning: "\* All requests are subject to approval \*". The form fields are: "Event Name - Required" (text input), "Select the best description for your event - Required" (dropdown menu), "Primary Department or Organization - Required" (dropdown menu with "Search organizations" and "Remove" buttons), and "Additional Department or Organizations" (dropdown menu). At the bottom, there are buttons for "EDIT", "Cancel", "Preview", and "Save".

### Event Name:

Enter the event name.

### Select the best description for your event:

Select the category type this falls into using the dropdown menu.

### Primary Department or Organization:

Select your department/organization from the dropdown menu.

### Additional Department or Organizations:

Select the Edit button to add more hosts to this event.

*If your organization does not appear, use the Create Organization link to create it and proceed.*

Create Organization

**Expected Attendance** - Required ⓘ

Event Name  
Select the best description for your event

Primary Department or Organization

Additional Department or Organizations

Expected Attendance

Event Description

Date and Time

Locations

Internal Notes

Event State

Post-Save

**Event Description** ⓘ

File Insert View Format Tools

← → B I U A ▾ ↵ ⋮

**Date and Time** - Required ⓘ

Thu Jul-23-2020

4:00 pm

To:

5:00 pm

This event begins and ends on the same day

Duration:  
**1 Hour**

Cancel Preview Save

### Expected Attendance:

Give a realistic estimate of how many people will be occupying this space.

### Event Description:

Describe what type of event this is and a brief description of what will be happening.

### Date and Time:

Complete the date(s) of the event, timeframe to take place in, and duration of event.

*If additional time is needed*, select the date on the calendar shown in this section.

*For recurring events*, select the blue button above the calendar to select the recurring dates.

*To view all occurrences of this event*, select the white button below the calendar.

Event Name  
Select the best description for your event

Primary Department or Organization

Additional Department or Organizations

Expected Attendance

Event Description

Date and Time

Locations

Internal Notes

Event State

Post-Save

Additional time

Click on the calendar below to add dates or click the button below to select a date pattern.

Repeating Pattern

July 2020

S	M	T	W	T	F	S
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

View All Occurrences

### Locations:

*Select the Location(s) for your event* from the list of favorite locations or search by location name. Multiple Locations can be requested.

Event Name  
Select the best description for your event

Primary Department or Organization

Additional Department or Organizations

Expected Attendance

Event Description

Date and Time

Locations

Internal Notes

Event State

Terms and Conditions

Post-Save

**Locations** - Required ⓘ

**Locations Search**

Auto-Load Starred: No  Yes

Hide Conflicts  Enforce Headcount

Saved Searches (optional)

Search Locations

More Options

Reset Search

**Internal Notes** ⓘ

Primary Department or Organization

Additional Department or Organizations

Expected Attendance

Event Description

Date and Time

Locations

Internal Notes

Event State

Terms and Conditions

Post-Save

**Event State** ⓘ

Tentative

**Terms and Conditions** - Required

By checking this box, I agree that I have read, understand, and agree to terms outlined in the Guidelines and Procedures for Requesting Facility Use and will abide by University Policies. [View the Guidelines and Procedures for Requesting Facility Use Here](#)

I agree

**After Saving This Event...**

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event
- Continue Editing Event
- Create Another Event

Cancel Preview **Save**

### **Event State:**

Tentative will default in this category, the respective Location Steward will review your request.

### **Terms and Conditions:**

Check the terms and conditions box to proceed with the request.

### **After Saving This Event:**

Select the radio dial that best fits your needs promptly after saving this event.

**Save this event using the blue Save button in the lower right of the form.**