What is 25Live?

25Live is our new web-based scheduling software. It can be accessed from any computer with an internet connection and is available for all Loyola faculty, staff, and student organization officers needing to reserve space on the Lake Shore or Water Tower campuses.

What makes 25Live a better choice than our current scheduling system?

In addition to its easy-to-navigate interface, 25Live offers some dynamic new features that will expedite the reservation process. The 25Live Event Calendar updates more regularly, giving users a better idea of whether or not a space is actually available. Users are able to create customizable search preferences, including favorite spaces, favorite events, and favorite departments. 25Live also offers customizable space suggestions based on head count and availability to ensure that you always have a perfect space for your event!

Using 25Live

You can find a link to 25Live on the Campus Reservations website (luc.edu/campus_reservations).

1. Underneath the “Reservation Steps” header (on the left side of the page, beneath the banner), click on “Make a Request.”
2. Click on the maroon square that represents your role at Loyola (faculty, staff, or student organization).
3. Click “Yes; continue on to 25Live.” Note: we will be removing the WebViewer (our old scheduling system) from our website on June 1, once a majority of faculty and staff have undergone training. We encourage you to begin using 25Live as soon as possible.

Please note: Mozilla Firefox and Google Chrome are the recommended browsers for accessing 25Live; Internet Explorer is strongly discouraged. Because Internet Explorer is the default web browser on all university computers, the 25Live link on our website may open in Internet Explorer automatically. To change your default web browser to Firefox…
   - Open Firefox on your computer.
   - Click on the “Tools” drop-down on the top-left side of the window and drag down to select “Options.”
   - Click on the “Advanced” icon on the top-right side of the “Options” box.
   - Make sure the “General” tab is selected (top-left) and select the checkbox that says, “Always check to see if Firefox is the default browser on startup.” Click okay.

You are now in 25Live! You can bookmark this page for future reference, or continue to navigate to it through our website.

4. You will not be able to begin using 25Live until you log in using your university ID and password (the same login you use for LOCUS and GroupWise). Click on the white “Sign In” link on the upper right-hand side of the page.
5. Enter your university ID (username) and password and click “Sign In.”

You are now ready to begin using 25Live.
Many of the most valuable tools in 25Live are featured on the home page. From here you can access the...

1. **Event Creation and Editing Tab**, the first step to creating a request from scratch (pp 4-9).

2. **SpeedBook**, which will help find an available space to fit your head count (page 10).

3. **Quick Search**, which lets you easily search for and browse events and spaces (pp 11-12).

4. **Event Drafts Menu**, which forwards you to an outline of your pending requests (pp 12-13).

5. **Starred Events** and **Starred Locations** menus, which you can tailor to fit your own unique preferences (page 14).

6. **Campus Reservations Website**. Click on Loyola’s seal in the top-left corner of the page to be automatically forwarded to our website, where you can view our room inventory, help page, policies, and more!
1. The Event Creation and Editing Tab

This tab is located below the Loyola University seal on the upper left-hand side of the screen.

If you are planning an event and already have a date and location in mind, the Event Creation and Editing Tab will be your first step to requesting the room you need.

1. **Click on the Event Creation and Editing Tab.** You will be forwarded to the Event Creation form.
2. **Title your event.** This title will show up on our internal reports, so make sure it is descriptive and appropriate to the event you’re creating (eg: “Halloween Dance”).
   **Select your event type.** Try to find an event type that most closely resembles the event you are planning.
   - Click on the event type you wish to select and it will appear in the box to the right of the menu.

   ![Event Type Selection]

   You can “star” event types you use most often by clicking on the star icon next to the red box. These event types, once starred, will show up when selecting “Your Starred Event Types.” You can remove an event type by clicking on the red box.

3. **Select your Sponsoring Department.**
   - Click on “Index” in the “Find By” menu.
   - Select the letter range for your department title and select your department name.
   - As with Event Type, you can star frequently used departments, and they will appear under “Your Starred Organizations.”
   - You can also deselect a department by clicking the red box.
4. **Enter Your Event Head Count.**
   - Type the number of expected attendees in the “Expected” head count box.
   - If you don’t yet know how many individuals will be attending your event, make a high estimate.
   - If the actual number of attendees is not yet known, you can select “Unknown” under “Registered” head count.

![Event Head Count]

5. **Enter Your Event Date and Time.**
   - Add the start date, start time, end date, and end time of your event.
   - If you need additional setup time for your event, click the “Pre-Event/Setup durations” link.
   - We recommend adding 1 hour of setup time for any space where you feel you need an elaborate setup. For these events, please also add 30 minutes of takedown time.

![Event Date and Time]

- If your event repeats, click the drop-down menu and select the repeat option. Your event can repeat...
  i. **Daily, weekly, or monthly**, in which case you will be asked to select either an end date or a number of repetitions, or...
  ii. **Ad Hoc**, in which case you will be asked to add specific dates to the “Occurrence List.” Click on the forward or back arrows to change the month that shows up on the calendar, and click on the dates to add them. You will
notice that as you add dates, they will show up on the “Occurrence List” to the right of the calendar (see next page). You can remove these dates by clicking the small x icon next to the date.

Please note: you will not be able to add any dates that occur earlier than your start date.

   • You can search for locations by name, browse locations alphabetically by building, or browse by capacity. If you have any starred locations, you can select from these as well.
   • Once you select your criteria, you will notice a box show up on the bottom-left side of this field.
   • Next to each location there will either be a green check mark or a red triangle with an exclamation point inside. The green check mark means that the space is currently available.
   • If you highlight this space, it will show up to the right as your “Selected Location.” The red triangle means the space is not available. You will not be able to submit your request with this space listed as your “Selected Location.”

Please note: you can choose to “Hide Unavailable Locations” to limit your options to available rooms. This will speed up your location search.
If you are hosting an event that repeats or has multiple occurrences, spaces will show up with the red triangle even if they are unavailable for only some of the dates you are requesting.

- You can still select this space assignment for all available dates by highlighting the space and clicking on the Customize Location Assignment link (located below the “Selected Locations” menu to the right of the search field).
- You will notice that the unavailable dates are listed in red font. Uncheck these dates, and you will be able to process the room as your space preference.
- Be sure to select another space preference for the days you unchecked (see example below).

Example: selecting multiple spaces for a recurring event.

- If you try to create a request for a recurring Tuesday event, and you search for Crown Center 105 as your Event Location, the space will show up as unavailable (with a red triangle) even if there is only a conflict on one of the event dates (make sure the “Hide Unavailable Locations” box is unchecked).
- If you click on this space anyway, it will show up in the “Selected Locations” menu with the same red triangle.
- However, if you click on the “Customize Location Assignment” link at the bottom of the space description, you can uncheck and thereby deselect all unavailable dates.
Once you have unchecked the conflicting dates, you can click “Done.”

In your “Selected Locations” menu, CC 105 now has a green check mark next to it.

Although you can now submit the request for approval, you do not have a space preference listed for March 20th. To add a space preference for that date, you will need to find a different location, highlight it so it shows up in the “Selected Locations” menu, and click the Customize Location Assignment... link just as you did with CC 105.

Check only the dates that have no space preference and click “Done.”

Note: any time you list more than one space preference, please make a quick note in the Event and Room Setup Description field verifying which room you would like on which dates. This will ensure that the appropriate space is assigned on the dates of your choosing.
7. **Event and Room Setup Description.**
   - You must enter your room setup information in this field.
   - If we run into an issue confirming the room you are requesting and need to assign a different space, please be sure to provide us with any setup modifications that the new room assignment might require by emailing us at campus-reservations@luc.edu.
   - We will be compiling reports for Facilities using the information in this field. If you need to modify this information after receiving your room assignment, just email us with the reference number of your request and we will modify it for you.
   - Please refrain from changing your room setup information 3 or fewer business days before your event date.

8. **Finish Your Request.**
   - Once you are done entering your event information, click the button located on the bottom-right side of the screen.
   - If you try to click “Finish” without filling out all required fields, you will remain on the Event Creation page. If this happens, you can check the “Event Status” menu on the left side of the screen to see which field you forgot to complete — it will appear in red text.
   - Once you have completed all required fields, you will be forwarded to a summary page.
   - You must click the button for your request to be sent to our department.
   - You will be forwarded back to the 25Live homepage.
2. The SpeedBook

If the location or date of your event is flexible, the SpeedBook is a valuable tool to help you find an open space or time to fit your needs.

1. From the home page, click the “Create an Event” button.
2. You will have a choice to “find a location” (if you already know the date and time of your event) or to “choose a time” (if you already know the room you would like to use).

- **If you know the date of your event**, click on the top link.
  - Five fields will appear — the date of your event, the start and end times, the number of attendees, and the location criteria.
  - Fill out these fields to the best of your ability. SpeedBook will recommend spaces that are:
    - available at the time you’re requesting
    - large enough to fit your head count
    - part of the search criteria you select (which can range in specificity from preferred campus to preferred building)
  - If your event will be spanning multiple dates, you will have the opportunity to add additional dates after the preliminary space search.
  - Click the button.
  - A field will appear listing all spaces that fit the criteria you entered.
  - If you see a location you would like to use, click “Use This Location” and you will be forwarded to the Event Creation and Editing Tab to complete your request (the head count, date and time, and locations fields will already be completed). For more information about using the Event Creation and Editing Tab, please see pages 4-9 of this manual.
- **If you know the room you would like to reserve for your event**, click the bottom link.
  - Enter the name of the room you would like to reserve and click “Go.”
  - A drop-down menu will appear. Highlight the name of the room you would like to reserve. You can change the date range SpeedBook checks by clicking on the dates listed beneath the location drop-down menu.
  - Click the button.
  - You will automatically be forwarded to the Locations Tab, where you will see a calendar of events scheduled in that room for the span of time selected. For more information about using the Locations Tab, please see pages 11-12 of this manual.
3. Quick Search

The Quick Search menu is located on the left-hand side of the 25Live home page, beneath the Welcome Banner. You can use the Quick Search to look for tentative/confirmed events or to see what’s going on in specific spaces.

1. To search for events…
   - Enter the event name in the “Search Events” field and click “Go.”
     - You will be automatically forwarded to the Events Tab and will see a list of events that match the event name you entered into the search field.
     - Note: this field is not case-sensitive and yields results for full event names and partial event names (like “meeting”).
   - If you click on an event name, you will be linked to a detail summary.
     *Note: you can also search for events by clicking the “Search For Events” sub-tab under the main Events Tab:*

2. To search for locations…
   - Enter the building and room number (if you know it) into the “Search Locations” field and click on “Go.”
     - You will be automatically forwarded to the Locations Tab and will see a calendar of events scheduled in that room for today’s date.
     - There may be multiple rooms listed if you used more general search criteria (such as building name).
     *Note: this field is not case-sensitive and yields results for both building names (like “Crown Center”) and building codes (like “CC”).*
   - Click on the name of the room you are interested in reserving.
     - You will be linked to a calendar showing the availability of that room for the next week. To change the dates of this calendar, simply click the dates listed in blue in the upper left-hand corner of the page and click “Update Availability.”
Click on this linked date range, and two calendars will drop down, one for the first date of your date range and one for the second.

If you would like to change your date-range interval, you can do so using the drop down below the calendars.

Please note: the larger your date range, the longer it will take the calendar page to load.

Note: as with the Events Quick Search, you can also search for locations by clicking the “Search For Locations” sub-tab under the main Locations Tab.

4. Event Drafts Menu

The Event Drafts link is a quick and easy way to review the requests you currently have pending. It is located in the center of the 25Live home page, below the SpeedBook.

1. Click on the 4 Event Drafts in which you are the Requestor link. Note: the number of “Event Drafts” listed in this field will vary depending on how many requests you have submitted.
2. You will be forwarded to a list of event requests (note: you are now in the Events Tab under a sub-tab called “Your Event Searches”). The requests listed on this page have not yet been confirmed by our department and will all still be in a “Draft” state.
If you’re wondering why a request is still a “Draft,” check the title:

<table>
<thead>
<tr>
<th>Name</th>
<th>Reference</th>
<th>Start Date</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMAIL: Harvest Festival</td>
<td>2012-AAKERH</td>
<td>May 19 2012</td>
<td>Draft</td>
</tr>
<tr>
<td>FALL 2012: Department Meeting</td>
<td>2012-AAKEWB</td>
<td>Oct 27 2012</td>
<td>Draft</td>
</tr>
<tr>
<td>Halloween Dance</td>
<td>2012-AAKEUF</td>
<td>Oct 27 2012</td>
<td>Draft</td>
</tr>
</tbody>
</table>

- “EMAIL” means that we ran into a problem processing your request and have emailed you to try to resolve the issue.
- A season followed by a year (e.g. “FALL 2012”) means that your request is for an academic space and is now on our Academic Waiting List. We will always email you about this designation and will process these requests after the first two weeks of the semester.

3. If you would like to see a list of all requests you have submitted (including draft, confirmed, tentative, and canceled reservations), click on the Edit Options button on the bottom right-hand corner of the upper region of this page.

- Notice that currently, “Event Drafts You Have Requested” is highlighted. Click on “Events You Have Requested” instead, and you will see a list of all events, regardless of state.

Events You Have Requested
Events You Are Scheduling
Event Drafts You Have Requested
5. Starred Events and Starred Locations

Starring events and locations is a great way to bookmark them for quick reference. All starred events and locations will show up on the right-hand side of the 25Live home page.

You may have noticed that small gray stars 🌟 show up all over 25Live. We saw them on the Event Creation and Editing Tab, in the results of the Quick Search, and in the results of the Event Drafts Link. Any time you see this icon, you can click it and it will become gold 🌟. This is how you star an event or location. If you wish to un-star an event or location, simply click on the gold star and it will become gray again.

Why star an event?

If you want certain events to show up on your home page every time you sign into 25Live, starring them will allow you to always be one click away from the event summary page (which will load if you click on the event title). If you wish, you can star all events you’ve requested to have a convenient summary of your events visible upon login.

Why star a location?

If you find yourself often requesting a certain room and want to be able to check its availability from the 25Live home page, you can star it and, in one click, check to see when it’s free. This location will also appear in the “Your Starred Locations” menu of the Event Creation and Editing Tab.