Creating Events/Requesting Rooms in 25Live

**NOTE:** Events saved in tentative or confirmed status will be sent to the individual authorized to approve the use of the requested space.

### Sign into 25Live

**Step 1.** Sign into 25Live by going to [https://rooms.uww.edu/25Live](https://rooms.uww.edu/25Live).

**Step 2.** Click the **Sign In** button, in the top right corner of the page, to sign in. Enter your Net-ID and password, then click the **Login** button.

### Event Wizard

**Step 1.** From the 25Live home page, click the **Create Event** button or select the **Event Wizard** tab.

**Step 2.** Enter an event name in the available text box.

**Step 3.** Select an event type.

**Step 4.** Search and select the organization hosting the event.

**Step 5.** Click the **Next** button to continue.

**Note:** The element boxes with a 🌟 (star) are required fields.
Step 6. Enter the expected total number of attendees for your event.
Step 7. Enter a brief description of the event in the “Event Description” box.
Step 8. Click the Next button to continue.

Step 9. If this event will reoccur, click the Yes button. If this is a one-time meeting, click the No button.
Step 10. Enter the event start and end dates and times. If your event requires a setup and takedown time, please enter that information here.

Step 11. Click the Next button to continue.

Step 12. Use the available selection options to select the location to host your event.

- **Starred Locations:** Locations that you have “starred” in 25Live to save as favorites.
- **Search by Location Name:** Allows you to enter a room or building to search by. Ex: McGraw or MG.
- **Saved Searches:** Searches you have saved previously in 25Live.
- **Advanced Search:** Search for rooms available by features, layouts, capacity, or category.

Tip: No results? The “Show only my authorized locations” and “Enforce headcount” checkboxes may be limiting your search results. If your headcount or location are flexible, try unchecking one or both of those boxes for more results or search for a different building or room.
Step 13. From the results list, select your desired location, then click **Next**.

![Screen capture showing search results](image)

Step 14. Depending on your permissions, you may have the option to request a resource such as catering, equipment, or services. If you wish to add resources select that option now. Click the **Search** button to search for resource options. Select the resource needed from the results list. **Note:** You can select as many additional resources as needed.

Step 15. Click **Next** to continue.
Step 16. Depending on your permissions, you may have the option to select custom attributes. Select your preferred custom attributes now, or click the Next button to continue.

Step 17. If asked, select the user name of the “Scheduler” and “Requester” of the event. Click the Next button to continue.

Step 18. By default your event category should already be selected based off of your event type. If your event could be associated with another category type you may select any or all that apply here. Click the Next button to continue.
**Step 19.** This screen allows you to enter additional comments and notes in the available text boxes. Click the **Next** button to continue.

**Step 20.** Click the **Tentative** button to complete your scheduled event. Click the **Save** button to save your event.
Schedule by Location

**Step 1.** Click the “Locations” tab from the menu across the top of the page.

**Step 2.** Enter the name of the location you would like to search for. Click the GO button to continue.

**Step 3.** Locate the room you wish to book, then click the room name link to view the locations availability.

**Step 4.** Using the location tabs, select a room availability view. Typically “Availability (Daily)” or “Availability (Weekly)” are easiest to use.

**Step 5.** Use the forward/backward buttons or click on the date range link to select the date range you would like to schedule.

**Step 6.** Once you have located the time slot available for your location, click the icon to launch the event wizard and book the location for that date and time.

**Step 7.** Follow the steps above, in the section titled “” to walk through the rest of the event scheduling process.
Change a Scheduled Event

**Step 1.** From the 25Live home page, locate your event using the “Quick Search” to search for your event by name or click the event link under the “Your Events” section.

**Step 2.** Locate the event you wish to edit from the event list.

**Step 3.** Right-click on the event name to edit the event or click the icon.

**Step 4.** Use the Next and Back buttons to walk through the event wizard prompts. Make changes to your event as they appear in the event wizard.

**Step 5.** Click the Save button when you are done making changes.
Approve/Deny Events

- **NOTE:** Only people with event approval permissions are able to approve or deny scheduled events.
- **NOTE:** If you are an event approver you will receive an email notifying you of a pending task.

**Step 1.** Form the 25Live home page, locate the “Tasks” dashboard element box.

**Step 2.** Locate and click on a task link.

- Click the event name to view the event details.

- Click the “Approve” or “Deny” link to approve or deny the space request.

**NOTE:** You can also approve/deny events while viewing the event details.

- To change an event approval status, click the event name to access the event details, then click “Change the Approval” link.