

25Live Pro Overview: **Pullman**

Office of the Registrar
Pullman Schedulers

December 2, 2019



We're using PRO!

25Live Pro Pullman

25Live.CollegeNET.com/wsua

Scheduling (homepage & 25Live links for other campuses)

registrar.schedule.wsu.edu



Viewer Seat View: Before Login

The screenshot shows the Washington State University website interface. At the top, the university logo is on the left, and navigation links for '25Live Pro', 'Guest', 'Sign In', and 'More' are on the right. A yellow arrow points to the 'More' icon (three horizontal lines). Below the navigation bar, there is a search bar with 'Go to Search' and 'Recently Viewed' options. On the left side, there is a 'Quick Search' section with four search categories: 'Search Events', 'Search Locations', 'Search Resource', and 'Search Organizat'. Below that is a 'Public Location Searches' section with a list of location ranges: '1-49 GUC's', '1-99 GUC's', '100-199 GUC's', '100-539 GUC's', '200-299 GUC's', '300-539 GUC's', and '50-99 GUC's'.

**More Views
at the hamburger**

If you see
"Sign in" you
are not
logged in.



View Options from hamburger

WASHINGTON STATE UNIVERSITY

25Live Pro Guest

Home: 25Live Pro

Go to Search

Quick Search

- Search Events
- Search Locations
- Search Resource
- Search Organizat

Public Location Searches

Navigate to...

- List
- Calendar
- Availability
- Search
- Reports
- 25Live Scheduling
- About
- Guest
- Sign In

1-49 GUC's Thu Aug/22/20

	6	7	8	9	10	11	12	1	2	3
AVER 102	Closed		(Priva...)	(Private)	(Private)		(Priva...)	(Private)	(Private)	
AVER 104	Closed			(Private)	(Private)		(Private)	(Private)	(Private)	
AVER 106	Closed			(Private)	(Private)		(Private)	(Private)	(Private)	
AVER 110	Closed				(Private)			(Private)		
AVER 12	Closed			(Private)	(Private)		(Private)	(Private)		
AVER 8	Closed			(Priva...)	(Private)		(Private)	(Private)	(Private)	
BRYN 324	Closed				(Priva...)		(Private)	(Private)		
BRYN 406	Closed			(Private)	(Private)		(Private)	(Private)		
CLAR 147	Closed			(Private)	(Private)					

See Available Locations

Create an Event

Search for Events

See Available Resources

Search for Organizations

25Live Pro • Privacy Policy • What's New

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25Live remembers your view.



Room Information

Switch Back to Old Wizard (reloads app)


	6	7
☆ 209		
☆ ABEL 201	Closed	
☆ ADBF 1002	Closed	VET MED 500-010r
☆ ADBF 2018		
☆ AVER 102	Closed	
☆ AVER 104	Closed	
☆ AVER 106	Closed	
☆ AVER 110	Closed	
☆ AVER 111		
☆ AVER 12	Closed	
★ AVER 8	Closed	
☆ BLS 2026		
☆ BLS 401		
☆ BLS 402		
☆ BOAD 184		
☆ BOAD 186		
☆ BRYN 205		
☆ BRYN 305		
☆ BRYN 324		
☆ BRYN 404		
☆ BRYN 406		
☆ BUST 1103		
☆ BUST 145		
☆ BUST 155C		
☆ BUST 404		
☆ BUST 491		
☆ CARP 101		
☆ CARP 102		

AVER 8
Avery Hall 8 

Features:
A FEE MAY BE CHARGED for events outside of normal building hours.; Board, Interactive White; Board, White; Computer, Pc; Desktop Surface, Tablet Arm; Document Camera; Lecture Capture; Local Inputs (audio, video, data); Projection Screen, Single; Seating, Moveable; Standard - Pullman; Student Response Capable; Telephone; Video Data Projector; WSU-P

Layouts:
Classroom

Capacity:
30



Hover over a room to see features, layout info, and capacity.

Most Pullman GUCs include images of the space.



Login using WSU Network ID (NID)



WASHINGTON STATE
UNIVERSITY

[Need a user id? ↗](#)

[Forgot your password? ↗](#)

[Forgot your user id? ↗](#)

[Need help? ↗](#)

[Class Schedule Search ↗](#)

[Browse Course Catalog ↗](#)

[Transfer Course
Information ↗](#)

Network Authentication

You must log in to continue

Login to CollegeNET, Inc.

Network ID or Friend ID:

Password:

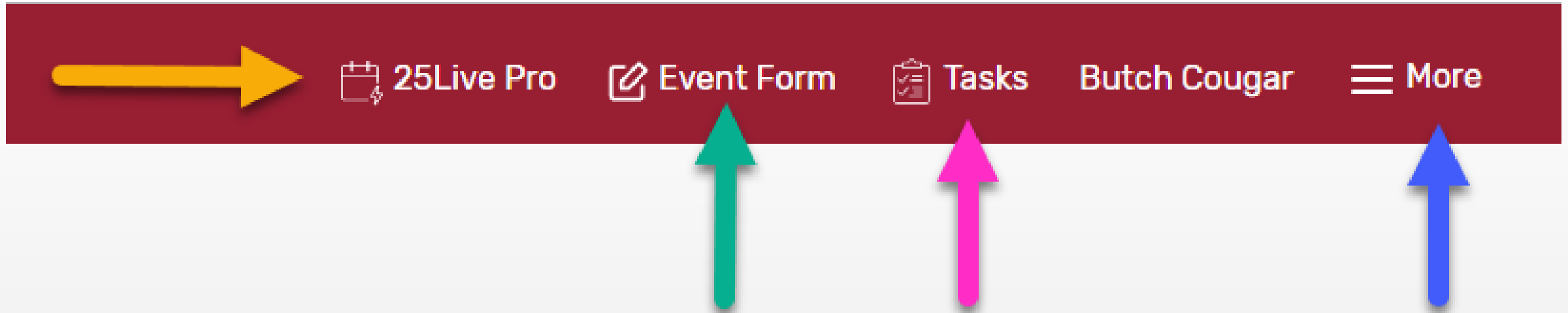
Don't Remember Login

Clear prior granting of permission for release of
your information to this service.

Login



The Navigation



Yellow arrow: Dashboard

Green arrow: Start an Event

Pink arrow: See your Tasks

Blue arrow: Search, Reports, Views, etc.



Start an Event from Availability, or

Switch Back to Old Wizard (reloads app)

Go to Search

Recently Viewed

Help

Your Starred L...

Tue Sep/24/2019

Overlapping

(as of 8:33 am)

	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
★ ABEL 201	Closed			POL_S 201 ...	PSYCH 312 ...	H_D 300 0...	WOMEN_S...	PHIL 1010...									Closed
★ ADBF 1002	CL...		VET_MED ...	VET_MED 599 01 2197		RIP Sem...	VET_...	VET_...	VET_MED 568 01...	VET MED 510-...							Closed
★ AVER 102	Closed			ENGLISH 1...	ENGLISH 4...		SPANI...	ANTH 565 ...	ENGLISH 1...				ENGLISH 358 01 2197				
★ AVER 104	Closed			ENGLISH 4...	ENGLISH 1...		ENGLISH 4...	ENGLISH 4...	ENGLISH 1...			CHEM 104 22 2197					
★ AVER 106	Closed			ENGLISH 1...	HONORS 3...		ENGLISH 2...	ENGLISH 4...	ENGLISH 2...				CHEM 104 23 2197				
★ AVER 110	Closed				ENGLISH 5...					ENGLISH 546 01 2197							



Start an Event from the Dashboard

WASHINGTON STATE UNIVERSITY

25Live Pro Event Form Tasks Butch Cougar More

Switch Back to Old Wizard (reloads app) Go to Search Recently Viewed Help

Quick Search

- Search Events
- Search Locations
- Search Resources
- Search Organizations

Your Starred Event Searches

Find Available Locations

I know **WHEN** my event should take place -- help me **find a location!**

OR

I know **WHERE** my event should take place -- help me **choose a time!**

Create an Event

Your Starred Events

- Butch MTWH DRAFT Butch MTWH Room Search
- Butch Test 3 Butch Test 3
- Jill's Room Search Jill's Room Search
- Jill's Room Search Jill's Room Search



Enter the event information

Add New Registrar's Office Retreat ✕

- Event Name
- Event Title for Published Calendars
- Event Type
- Primary Organization
- Additional Organizations
- Expected Attendance
- Event Description
- Date and Time
- Locations
- Resources
- Attached Files
- Custom Attributes
- Comments
- Affirmation

This reservation wizard is designed to collect the information needed to schedule an event.

Please be as detailed as possible when submitting this information.

*** All requests are subject to approval ***

Event Name - Required ⓘ

← **Required field**

Registrar's Office Retreat

Event Title for Published Calendars - Required ⓘ

Registrar's Office Retreat

Event Type - Required ⓘ

← **Click "i" for instructions**

25L Pullman - Event ▾

Primary Organization - Required ⓘ

Select the **Organization** responsible for the event from the list of favorite organizations, or search by organization name.

Note: If the search does not return the expected result, try limiting the search term to a key word in the organization name.

Search organizations ▾

Remove

🔍 Search organizations

Registrar Office



← **Star your favorites**



Pullman Event Types

25L Pullman - Meeting

25L Meeting - Video Conference

25L Pullman - Academic Event

25L Pullman - Evening Exams

25L Pullman - Event

25L Pullman - Final Exam

25L Pullman - Meeting

25L Pullman - RSO Student Group Meeting



Enter the event information

Event Name

Event Title for Published
Calendars

Event Type

Primary Organization

Additional Organizations

Expected Attendance

Event Description

Date and Time

Locations

Resources

Attached Files

Custom Attributes

Comments

Affirmation

Expected Attendance - Required ⓘ

15

**Determines room
size. Be accurate.**

Event Description - Required ⓘ

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

↶ ↷ **B** *I* U A ▾ **A** ▾ Font Family ▾ Font Sizes ▾ 🔗

RO Retreat for staff

This is published!

Date and Time - Required ⓘ

Mon Mar/02/2020

8:00 am

To:

5:00 pm

This event begins and ends on the same day

**Keep this box
checked**

Quick links



Repeating Events

Additional time ▼

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

Repeating Pattern



Set up additional times here

March 2020						
M	T	W	T	F	S	S
24	25	26	27	28	29	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



Your pattern will show up in the calendar

View All Occurrences



Edit dates here



Repeating Events: Select the dates

Pattern Picker ✕

How does this event repeat?

Repeats every

Repeats on Sun Mon Tue Wed Thu Fri Sat

Repeats through

Ends after iterations

Choose the type of repeat

Choose end date OR number of events

Save it here!




Repeating Events: Ad hoc is best

Pattern Picker ×


How does this event repeat?

Ad hoc is the preferred repeating picker

Save! 

Repeating Pattern

M	T	W	T	F	S	S
24	25	26	27	28	29	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

Select dates in the calendar 



Repeating Events: Check pattern

Repeating Pattern

March 2020						
M	T	W	T	F	S	S
24	25	26	27	28	29	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

[View All Occurrences](#)

Blue boxes are
your repeating
event



View Occurrences to Edit Times

All Date Occurrences ×					
Dates	Times		Comment	State	Remove
Mon Mar/02/2020	8:00 am	5:00 pm		Active ⬆	Remove
Mon Mar/09/2020	8:00 am	5:00 pm		Active ⬆	Remove
Mon Mar/16/2020	11:00 am	5:00 pm	Late start	Active ⬆	Remove
Mon Mar/23/2020	8:00 am	5:00 pm		Cancelled ⬆	Remove
Mon Mar/30/2020	8:00 am	5:00 pm		Active ⬆	Remove


Close

New!

The event times can be different in one event



Locations & Resources

Locations - Required 


Locations Search

Availability for this search is out of date. Click Refresh to update the results or Dismiss to ignore this message.

Refresh

Dismiss



Resources 

Resources Search

Availability for this search is out of date. Click Refresh to update the results or Dismiss to ignore this message.

Refresh

Dismiss



Select Refresh to show Starred Locations & Resources



Locations & Resources

Locations - Required ⓘ

Locations Search Check to limit search, then choose Search ^

Hide Locations with Conflicts Enforce Headcount

Your Starred Locations ▼ Your Starred Locations ×

Conflict Details Reset Search

Add	Name	Title	Capacity	Availability	Conflict Details
Request Available	ABEL 201	Abelson Hall 201	186	1/5	Conflict Details
Request Available	ADBF 1002	Animal Disease Biotechnology Facility 1002	100	1/5	Conflict Details
Request Available	AVER 102	Avery Hall 102	28	1/5	Conflict Details
Request Available	AVER 104	Avery Hall 104	28	1/5	Conflict Details
Request Available	AVER 106	Avery Hall 106	28	1/5	Conflict Details
Request	AVER 110	Avery Hall 110	13	5/5	None

Starred Locations and Resources show up first



Public Searches save time

Public searches by GUC room size, building, or Video Conference space

Locations Search

Hide Locations with Conflicts Enforce H

Your Starred Locations ▼

Q Saved Searches (optional)

Kimbrough Music Building ★

Public Searches

1-49 GUC's	GUCs by Room Size	★
1-99 GUC's		★
100-199 GUC's		★
100-539 GUC's		★
200-299 GUC's		★
300-539 GUC's		★

Hide Locations with Conflicts Enforce Headcount

Videoconference (82)-Registrar ▼ Videoconference (82)-Registrar ×



Type in the Location Search box

Click the X to allow editing
and type a location

Locations Search ^

Hide Locations with Conflicts Enforce Headcount

Your Starred Locations v Your Starred Locations x

Search for a
specific space

Locations Search ^

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) v kimbrough 155 x

Hint! Type :: to use SeriesQL.

More Options v Reset Search

Add	Name	Title	Capacity	Availability	Conflict Details
Request	KIMB 155	Kimbrough Music Building 155	15	5/5	None



Location Searches


Select **REQUEST** to choose room




Request	AVER 110	Avery Hall 110	13	5/5	None
-------------------------	--------------------------	----------------	----	-----	------

REQUEST selects the room.

View Occurrences shows each date

 **AVER 110**

 Remove from favorites

Location Title: Avery Hall 110

Capacity: 13

[Remove](#) [View Occurrences](#)



View Occurrences

AVER 110

Update Attendance by date or Set For All




Date	Time	Conflicts	Included	Layout	Instructions	Attendance
Set For All			<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Mon Mar/02/2020	9:00 am - 2:00 pm		<input checked="" type="checkbox"/>	Classroom (13)	<input type="text"/>	<input type="text" value="15"/>
Mon Mar/09/2020	9:00 am - 2:00 pm		<input checked="" type="checkbox"/>	Classroom (13)	<input type="text"/>	<input type="text" value="12"/>
Mon Mar/16/2020	9:00 am - 2:00 pm		<input checked="" type="checkbox"/>	Classroom (13)	<input type="text"/>	<input type="text" value="9"/>
Mon Mar/23/2020	9:00 am - 2:00 pm		<input checked="" type="checkbox"/>	Classroom (13)	<input type="text"/>	<input type="text" value="15"/>
Mon Mar/30/2020	9:00 am - 2:00 pm		<input checked="" type="checkbox"/>	Classroom (13)	<input type="text"/>	<input type="text" value="12"/>



Close




Resources: Just for VC

Resources 


Select x to allow editing,
then type: VC Site


Resources Search 

Saved Searches (optional) 

VC Site



 Hint! Type :: to use SeriesQL.

More Options 

Search



Reset

Search

If Video Conference, Search VC Site



Resources: Select VC Sites

Resources Search ^

Saved Searches (optional) ▼ VC Site ×

ⓘ Hint! Type :: to use SeriesQL.

More Options ▼ Reset Search

Add	Name	Stock Total	Availability	Conflict Details
Request	VC Site - Bellingham Whatcom Co Ext	Unlimited	5/5	None
Request	VC Site - Bremerton Olympic College	Unlimited	5/5	None
Request	VC Site - Burlington Skagit Co Ext	Unlimited	5/5	None
Request	VC Site - Chatlamet Wahkiakum Co Ext	Unlimited	5/5	None
Request	VC Site - Chehalis Lewis Co Ext	Unlimited	5/5	None

Select each VC Site that needs a Video Conference space.



VC Site: Select originating site

Add	Name	Stock Total	Availability	Conflict Details
Request	VC Site - Pullman Campus	Unlimited	5/5	None

Don't forget to select your originating site, too!



VC: View Occurrences

VC Site - Pullman Campus
★ Remove from favorites
Remove View Occurrences

VC Site - Vancouver Campus
★ Remove from favorites
Remove View Occurrences

VC Site - Everett Snohomish Co Ext
☆ Add to favorites
Remove View Occurrences

View Occurrences on each VC Site to edit attendance and add attendees.

Star your favorite VC Sites



VC: View Occurrences

VC Site - Pullman Campus

Update attendance



Date	Time	Conflicts	Included	Instructions	Quantity
Set For All			<input type="checkbox"/>		0
Mon Mar/02/2020	9:00 am - 3:00 pm		<input checked="" type="checkbox"/>	Jill Freuden jill.freuden@wsu.edu	2
Mon Mar/09/2020	9:00 am - 3:00 pm		<input checked="" type="checkbox"/>	Sheree Collins collims@wsu.edu	3
Mon Mar/16/2020	9:00 am - 3:00 pm		<input checked="" type="checkbox"/>	Melissa Wing wingm@wsu.edu	4
Mon Mar/23/2020	9:00 am - 3:00 pm		<input checked="" type="checkbox"/>	Matt Zimmerman zimmerm@wsu.edu	2
Mon Mar/30/2020	9:00 am - 3:00 pm		<input checked="" type="checkbox"/>	Butch Cougar bcougar@wsu.edu	1

Add one attendee

Close

Add at least one attendee for each VC Site



Attach Files

Attached Files 



Attached Files are public.

Choose File No file chosen

This is not a good place for meeting agendas



Custom Attributes: VC Event

Custom Attributes

* 1. Hosting site:

WSU Pullman



* 2. Will you need to share presentation?

No Yes

* Scheduler of meeting if different

Jill Freuden



* Videoconference Zoom meeting ID

509 335 252

Attributes vary by event type.

If you will present anything, say YES



Agree to the Affirmation

I agree

Cancel

Preview

Save

Agree to the Affirmation.

PREVIEW your event before you save it



Agree to the Affirmation

Preview ×

Event Name (Required): Registrar's Office Retreat

Event Title for Published Calendars (Required): Registrar's Office Retreat

Event Type (Required): 25L Pullman - Academic Event

Primary Organization (Required): Registrar Office

Additional Organizations:

Expected Attendance (Required): 11

Event Description (Required):

Office retreat for RO Staff

Date and Time (Required):

Mon Mar/02/2020

9:00 am - 3:00 pm

Locations: AVER 110

Resources: VC Site - Pullman Campus, VC Site - Vancouver Campus, VC Site - Everett Snohomish Co Ext

Mon Mar/09/2020

9:00 am - 3:00 pm

Locations: AVER 110

Resources: VC Site - Pullman Campus, VC Site - Vancouver Campus, VC Site - Everett Snohomish Co Ext

Attached Files:

Custom Attributes:

1. Related to an academic course?: Yes
2. Course Prefix and Number: MUS 151
3. Section Number: 03

Comments:

Affirmation (Required):

PREVIEW the event, then SAVE

Cancel

Preview

Save



Event Details after SAVE



Butch MTWH DRAFT

Draft

2019-AGQCKW

Mon Aug/19/2019 6:10 am - 7:00 am



Butch MTWH Room Search

Repeats every week on Monday, Tuesday, Wednesday and Thursday through 12/6

Details

Occurrences

Calendar

Task List

Audit Trail

Email others

Edit DRAFT Events only

Edit Event

Draft

More Actions

General

Event Name: Butch MTWH DRAFT
Event Title: Butch MTWH Room Search
Event Type: 25L Pullman - RSO Student Group Meeting
Organization: Registrar Office
Head Count: 11 expected
0 registered
Description: This is my room search event. Don't approve it, please.

Event Categories

Custom Attributes

Event Info

Event Owner:
Creation Date:
Reference:

- ★ Remove from Favorites
- Edit Event
- Copy Event
- Create 'To Do' Task
- Email Event Details
- Print a Report for this Event
- Subscribe to this Event

2019-AGQCKW



Find your Event later



Switch Back to Old Wizard (reloads app)

Go to Search Recently Viewed Help

Quick Search

- Search Events
- Search Locations
- Search Resources
- Search Organizations

Your Starred Event Searches

- [Copy] Available Rooms - Fall
- Academic PULLMAN
- Event types Butch sees
- PULLMAN & COMBINED
- PULLMAN FALL COMBINED

Your Starred Location Searches

- All rooms
- Kimbrough Music Building

Find Available Locations

I know **WHEN** my event should take place -- help me **find a location!**

OR

I know **WHERE** my event should take place - help me **choose a time!**

Create an Event

Your Upcoming Events

- 3 Events in which you are the **Requestor**
- 2 Events in which you are the **Scheduler**

Your Event Drafts

- 2 Event Drafts in which you are the **Scheduler**
- 3 Event Drafts in which you are the **Requestor**

Your Starred Events

- Butch MTWH DRAFT
Butch MTWH Room Search
- Butch Test 3
Butch Test 3
- Jill's Room Search
Jill's Room Search
- Jill's Room Search
Jill's Room Search

Your Starred Locations

- ABEL 201
Abelson Hall 201
- ADBF 1002
Animal Disease Biotechnology Facility 1002
- AVER 102
Avery Hall 102
- AVER 104
Avery Hall 104
- AVER 106
Avery Hall 106

Use the 25Live Pro icon to find the dashboard and your events



Event Information

- Events are submitted in DRAFT mode.
- Confirmed events are listed as CONFIRMED.
- Events are searchable by name or location.
- Academic Events (classes) are listed as TENTATIVE.



About Video Conferences

WELCOME TO

WSU Zoom

Join

Connect to a meeting in progress

Host

Start a meeting

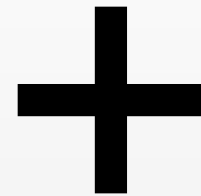
Sign in

Configure your account

Request Form

Zoom feature request form

wsu.zoom.us



Create an Event

**Schedule VC
Sites in 25Live**

**Schedule Zoom
AND Schedule Rooms**



Why in 25Live with Zoom?

Benefits of 25Live for VC:

- Schedules VC spaces for remote guests
 - Gives guests a place to find the Zoom ID
 - Informs local IT support that you have a VC
- This is especially important for high profile Video Conferences.



Pullman Approval Process

Pullman Registrar's Office

- Melissa Wing approves credit-bearing events.
- Sheree Collins approves videoconference, RSO, and other space requests.

Possible Future: Departmental space

- Departmental space requests will go to the designated Department Scheduler for approval.



Contact the Pullman Schedulers

Registrar.schedule.wsu.edu

Pullman Academic Schedulers

- schedule@wsu.edu
- 509.335.9507

Pullman Event Schedulers

- ro.eventscheduling@wsu.edu
- 509.335.6519



Office of the Registrar - Pullman

For more information, contact us:

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