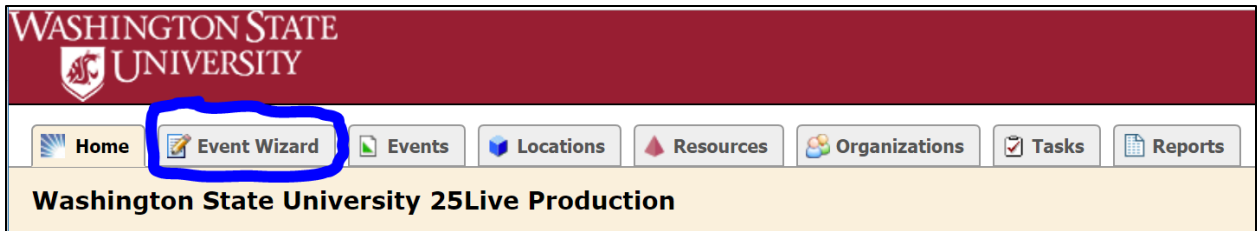


Submitting Videoconference Meeting Requests Through 25Live

1. Open a browser for 25 Live - WSU Pullman
<https://25live.collegenet.com/wsu/>
2. **Sign in** – upper right-hand corner of page
3. Click on the Event Wizard tab



4. Event Information – follow the instructions on the right-hand side of the page.
 - a. Enter the Event Name.
 - b. **For Event Type – choose 25L Meeting – Video Conference.**
 - c. Enter Event Title for Published Calendars
 - d. Enter Primary Organization
 - e. Click Next to go the next step
5. Headcount and Event description
 - a. **Enter 1 for headcount** – expected number of attendees will be added in a later step.
 - b. Enter Event description if desired.
 - c. Click Next
6. Repeating Event? Indicate whether or not this is a repeating event
 - a. If it is a repeating event and always occurs at the same time click YES;
 - i. Choose a repeating pattern
 - ii. If your pattern includes a week that you will not meet, please use the dropdown box under status and choose cancelled.
 - b. If the meeting does not repeat, click no
 - c. Click Next

7. Date/Time

- a. Enter the start and end time for the event
- b. Enter any set up or take down time.
- c. Click Next

8. Location – **for videoconference requests,**

- a. **Click on Search by Location Name.**
 - i. If you are not requesting a specific room, **type in VC Room and hit enter**. Campus schedulers will choose an appropriate room.
 - ii. If you wish to request a specific room, **type in the room name and hit enter**. If there is a brick icon next to the desired room you cannot request the room during this step, but can add it in the comments section. Use VC Room as a placeholder
- b. Click on VC Room (or specific room) to select.
- c. Click Next

Find and select LOCATIONS.

[Your Starred Locations...](#)

Search by Location Name...

**Type in VC Room
and Hit enter to
populate search**

VC Room <small>VC capable room requested to be scheduled - Placeholder Max Capacity: 5000</small>	✓	^
VCLS 208J <small>Classroom Building 208J - Conference Room Max Capacity: 14</small>	✓	
VCLS 219B <small>Classroom Building 219B - Conference Room Max Capacity: 8</small>	✓	v

Show only my authorized locations that have no time conflicts

Refresh

Enforce head count

[Saved Searches...](#)

[Advanced Search...](#)

Select

9. Resources – This is where you’ll add the sites that will attend the meeting.
 - a. **Click on Search by Resource Name**
 - b. **Type VC site.** A list of videoconference sites will appear.
 - c. **Click on your site and repeat for each additional site.** You will see the sites on the right-hand side of the page.
 - d. For a **single date videoconference** - In the **Set-up instructions for each site**, add name, email, and phone number of one participant. List the number of expected attendees at each site in the quantity field.

The screenshot displays a web interface for creating a videoconference meeting. On the left, a sidebar titled "My Videoconference Meeting Request" provides event details: "25L Meeting - Video Conference", "VANC - Chancellor's Office", "1 Attendees Expected", and the date/time "Wed Dec/25/2019 4:00 pm - 5:00 pm". It also lists three potential VC sites: Spokane Campus, Vancouver Campus, and Tri Cities Campus.

The main area is titled "Find and select RESOURCES." and features a search bar "Search by Resource Name..." with the text "vc site" entered. Below the search bar is a list of search results, including "VC Site - Vancouver Campus" which is highlighted. A "Refresh" button is located at the bottom right of the search results.

On the right side, under "Selected Resources", three VC sites are listed:

- VC Site - Vancouver Campus**: Conflicts: None. Setup Instructions: Campus Participant Name: Chancellor Netzhammer, Participant Email and Phone: van.chancellor@wsu.edu 6-9788. Quantity: 6.
- VC Site - Tri Cities Campus**: Conflicts: None. Setup Instructions: Campus Participant Name: Chancellor Haynes, Participant Email and Phone: tc.chancellor@wsu.edu 2-7000. Quantity: 3.
- VC Site - Spokane Campus**: Conflicts: None. Setup Instructions: Campus Participant Name: Chancellor DeWald.

At the bottom of the interface, there are navigation buttons: "Back", "Next", "Cancel", and "Save".

- e. For multi-date videoconferences, click the **View and Modify Occurrences**

Click on the pencil icon in set-up instructions. For each site, add name, email, and phone number of one participant. List the number of expected attendees at each site in the quantity field.

To copy the information onto all dates, click on the blue arrows.

Date	Quantity	Avail/Total	Setup Instructions
Fri Mar/15/2019	1	/	Campus Participant Name: Participant Email and Phone: List the number of expected attendees for this site in the quantity field below.
Fri Mar/22/2019	1	/	Campus Participant Name: Participant Email and Phone: List the number of expected attendees for this site in the quantity field below.
Fri Mar/29/2019	1	/	Campus Participant Name: Participant Email and Phone: List the number of expected attendees for this site in the quantity field below.

10. Attachments – Upload any attachments here. Click Next
11. Custom Attributes – Add Additional VC details
 - a. Name of hosting site
 - b. If there will be a presentation
 - c. If there will be phone participants
 - d. If there is a need for live streaming or recording
 - e. Click Next
12. Comments
 - a. **Add specific room request -indicate if you have already reserved the room.**
 - b. Add additional instructions or details
 - c. Click Next
13. Affirmation
 - a. Indicate you have read and agree to the affirmation text by checking “I agree”
 - b. Click Save to complete the request
14. Notifications
 - a. You will receive an email stating the request has been received
 - b. You will receive email confirmations from each site when a room has been assigned.
 - c. Using the event title or confirmation code, you can search 25L to see the progress of the request.
15. Changes
 - a. To change the date/time of the event, cancel the event, or add or delete sites, email ro.eventscheduling@wsu.edu. **Please include the confirmation code**