

Find a Room in 25Live Pro

Ever wonder how Melissa finds rooms? She creates an Event in 25Live and uses it to search for available rooms. Here's how you can do it, too. Setting up your Room Search Event takes a couple minutes to set up. After that, finding a classroom is easy and fast!

Set up your Room Search Event

1. Open 25Live Pro: <https://25live.collegenet.com/pro/wsuv>. After October 7, 2019 the URL will no longer include the /pro.
2. Start a new event at: **Create an Event, Event Form, or Event Wizard**
3. Switch to the New Event Form (if you haven't done this previously). The button is directly below the WSU logo. Confirm that you wish to reload at the prompt. Wait for the form to reload.



4. Event Name & Event Title: Name your event so that you remember what it's for and we know NOT to confirm it. *Example: Jill's Room Search*

The image is a screenshot of a web form for creating an event. It has a white background with a black border. The form contains four main sections, each with a title, a required status, and an information icon (a blue circle with a white 'i').
1. **Event Name - Required**: Below this is a text input field containing 'Jill's Room Search'.
2. **Event Title for Published Calendars -**: Below this is a text input field containing 'Jill's Room Search'.
3. **Event Type - Required**: Below this is a dropdown menu with '25L Pullman - Academic Event' selected.
4. **Primary Organization - Required**: Below this is a dropdown menu with 'Registrar Office' selected, and a red 'Remove' button to its right.

5. Event Type: **25L Pullman – Academic Event**
6. Primary Organization: Select your Department. *Example: Registrar's Office*
7. Expected Attendance: You can change this later but this number will be the default. Pick a number that you'd like to show up automatically. *Example: 20*. You can change this number when you look for rooms later.
8. Event Description: You need to enter something. It doesn't really matter what. *Example: My room search event*

Expected Attendance - Required ⓘ

20

Event Description - Required ⓘ

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

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

Jill uses this to search for available classrooms

9. **Date and Time** – Start Date and Time: Enter the FIRST day of the semester: *Example for Spring 2020: **January 13, 2020; 9:10am to 10:00am***. If you start with a typical meeting time it is easier to work with later. The end time will automatically change to 50 minutes later. You will change the time when you look for rooms later.

Date and Time - Required ⓘ

Start Date and Time:

Mon Jan/13/2020

1:10 pm

To

2:00 pm

☒ This event begins and ends on the same day

10. **Additional Time** – select Repeating Pattern. Choose a default meeting pattern. *Example for Spring 2020: **Weekly, M W F**, Repeats through **Fri May 1, 2020***. The end date is the last day of classes before Finals. Confirm by selecting **Select Pattern**. The calendar will show the pattern. You will change the pattern when you look for rooms later.

Pattern Picker ✕

How does this event repeat? **Weekly** ▾

Repeats every

week ▾

Repeats on

☐ Sun ☒ Mon ☐ Tue ☒ Wed ☐ Thu ☒ Fri ☐ Sat

● Repeats through

Fri May/01/2020

● Ends after 1 iterations

Cancel **Select Pattern**

« < January 2020 > »

M	T	W	T	F	S	S
30	31	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	09

11. **Locations Search**: Type **UPick** in the **Search Locations** box. Select **Search** to find the UPick location. 25Live requires a location to save your search; UPick is a placeholder for your generic search.

Locations Search

☐ Hide Locations with Conflicts ☐ Enforce Headcount

Saved Searches (optional)

Hint! Type :: to use SeriesDL

UPick

★ Remove from favorites

Location Title: Pick a room for me - Placeholder

Capacity: 5000

Select Search to find the UPick location

12. Choose REQUEST to select the UPick placeholder.

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Request"/>	UPick	Pick a room for me - Placeholder	5000	48/48	None

Select Request

1 Matching Locations Page 1 of 1

First Previous 1 Next Last

Items per page 25

13. Skip Resources and Attached Files

14. Custom Attributes: Enter anything. You will not use this later.

15. Affirmation: Check "I agree"

16. SAVE your event

17. Admire your saved event and Add to Favorites

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25Live Pro Event Form Tasks Butch Cougar More

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

Jill's Room Search Draft 2019-AGQ0TT Mon Jan/13/2020 1:10 pm - 2:00 pm Repeats every week on Monday, Wednesday and Friday through 5/1

Details Occurrences Calendar Task List Audit Trail

Edit Event to search for rooms Draft More Actions

Add to Favorites **Star it!**

General

Event Name: Jill's Room Search

Event Title: Jill's Room Search

Event Type: 25L Pullman - Academic Event

Organization: Registrar Office

Head Count: 20 expected 0 registered

Description: Jill uses this to search for available classrooms

Event Relationships

Event Categories

☐ Edit Event

☐ Copy Event

Custom Attributes

2. Course Prefix and Number

3. Section Number

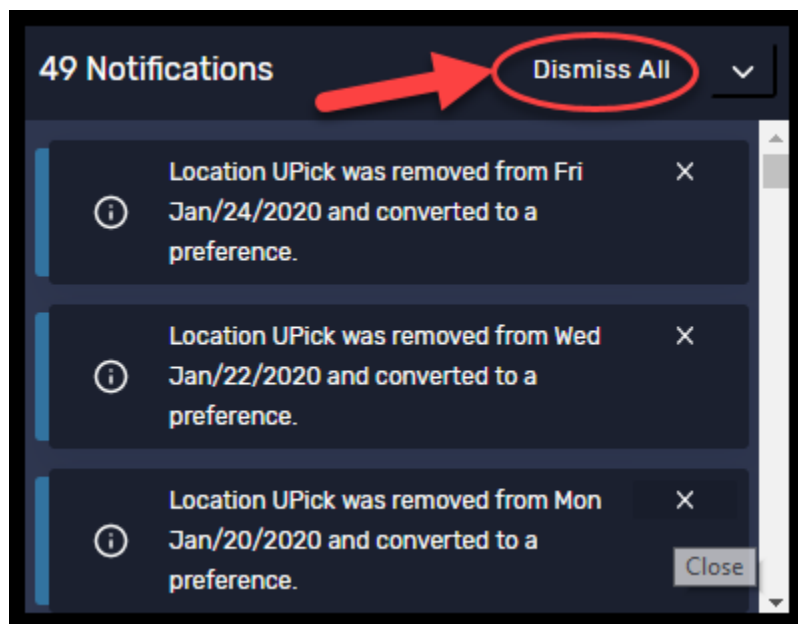
Event Info

Event Owner: Cougar, Butch

Creation Date: Tue Sep/03/2019

Reference: 2019-AGQ0TT

18. Select **Dismiss All** to delete the 49 Notifications. You will not be saving the event again, so this is a one time warning.



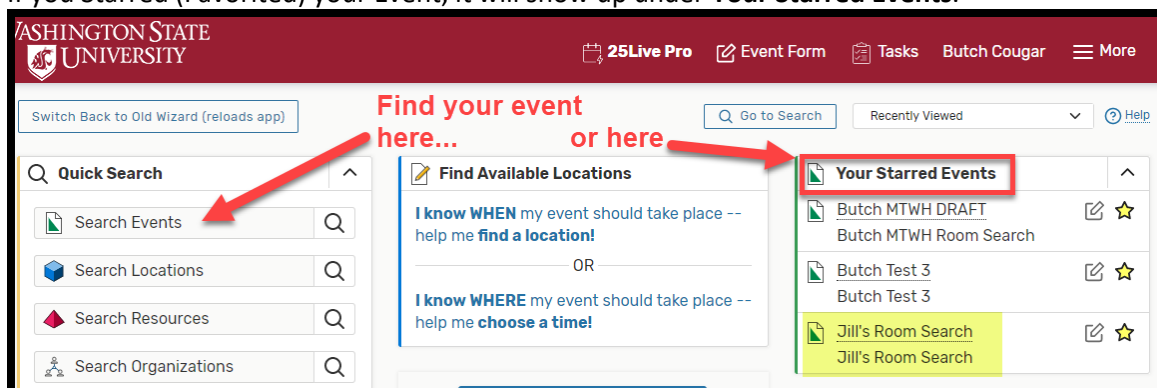
19. Remember to update the Start and End dates each semester.

Use your Room Search Event to Find Rooms

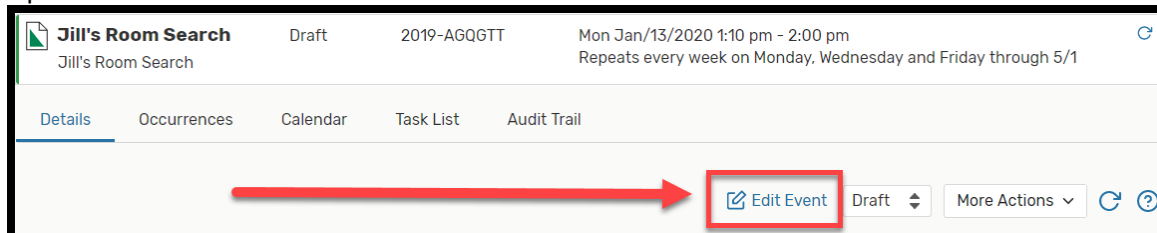
1. Open 25Live Pro: <https://25live.collegenet.com/pro/wsuv>
2. Go to the Dashboard by selecting 25Live Pro



3. If you Starred (Favorited) your Event, it will show up under **Your Starred Events**.



4. Open the event and choose **Edit Event**.



5. Use the left side shortcuts to quickly jump to Attendance, Date and Time, and Locations. Don't change the Date! Just change the Start Time – you can Enter to autofill the end time.

Date and Time - Required ⓘ
Start Date and Time:

Mon Jan/13/2020

2:10 pm

To

3:00 pm

<< < January 2020 > >>

M	T	W	T	F	S	S
30	31	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	09

- Update the **Repeating Pattern** if needed and choose **Select Pattern**. Make sure that the calendar updated. You may need to delete the first day of school for a Tuesday/Thursday search.
- Finding a Location is the best part of your new search. Search by Name, Public Searches, or Starred Searches. You can create your own searches, too.

Locations Search **Choose filters**

☐ Hide Locations with Conflicts
 ☐ Enforce Headcount

Saved Searches (optional)

Reset Search

Your Starred Searches

All rooms
 Videoconference (82)-Registrar

Public Searches

1-49 GUC's
 1-99 GUC's
 100-199 GUC's

Or, dropdown for starred and Public Searches

- Check **Hide Locations With Conflicts** to find a room quickly. Uncheck it to find a course to trade with.
- Use **Enforce Headcount** to restrict the search to suitably sized rooms
- Available rooms say Request. You can open **Conflict Details** for rooms with conflicts.

Add	Name	Title	Capacity	Availability	Conflict Details
Request	ABEL 201	Abelson Hall 201	186	48/48	None
Request Available	ADBF 1002	Animal Disease Biotechnology Facility 1002	100	5/48	Conflict Details

- Once you find a room, **DO NOT SAVE** your event. Simply cancel or leave 25Live. Your event will be ready for the next search.
- Don't forget to request the room in myWSU in Maintain Schedule of Classes Notes/Requests.