25Live Demonstration

Office of the Registrar
Pullman Schedulers
August 9, 2019
We’re going PRO!

Three versions of 25Live are currently available

- **Classic**
  

- **Pro** (available now, all users approximately October 7)
  

- **25Live Scheduling** (mobile or express version)
  
Viewer Seat View: Before Login

More Views at the hamburger
Viewer Seat View: Before Login

View options from Viewer Seat.
Viewer Seat View: Availability View
Hover over a room to see features, layout info, and capacity.

Most GUCs include images of the space.
Login using WSU Network ID (NID)

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
Create an Event in 25Live Scheduling

Switch to Pro for VC
Event Wizard starts the scheduling

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
Please enter a name that clearly describes the event.

- Foundation Meeting

Event Title for Published Calendars
The Event Title will replace the Event Name (above) on all published calendars on the WSU website. Grammar, punctuation, and clarity matter!

- Foundation Planning Meeting
Enter the event information

Event Type
Select the Event Type that best describes the event.

Video Conference Events
VC scheduling is now a two part process.
1. Schedule a video conference in Zoom. You will enter your Zoom Meeting ID later. More info at: www.zoom.us.
2. Schedule a room (if one is needed) here. Use 25L Meeting - Video Conference. If you do not need a room, you do not need to enter the event in 25Live.

Note: Changing the Event Type may update selections for the following: Custom Attributes, Categories, Contact Roles, Requirements, Publish to Calendar.

25L Pullman - Meeting

Primary Organization
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.

Wsu Foundation

Additional Organizations
Select any additional Organization(s) that may be involved with the event.

Search for Additional Organizations
Enter the event information

- Asterisks for required fields.
- Completed fields show a green checkmark
Enter the event information

**Foundation Meeting**
Foundation Planning Meeting

- 25 All Staff - Meeting
- Was Foundation
- Additional Organizers
- 25 Attendees Expected
- Planning Meeting for fundraiser event

**Thu Aug/08/2019**
5:00 pm - 6:00 pm

**Repeat Options**

**Date and Time**
Select dates and times for the Event. Use the official published times.

If additional time is needed for setup or take-down, select Yes in Additional Time to schedule this time.

Select the dates and times of the actual event.

**Event Start:**
Thu Aug/08/2019 5:00 pm

**Event End:**
Thu Aug/08/2019 6:00 pm

**Event Duration:** 1 Hour

**Additional Time**
- Does this event require additional time before the event? [ ] Yes [ ] No
- Does this event require additional time after the event? [ ] Yes [ ] No

**Event Repeats**
- [ ] Does Not Repeat

Choose repeat options here

Add time for set-up or clean-up here
Enter the event information

Locations

Location choices are limited to General Use Classrooms (GUCs). Select the Location(s) for your event from the list or Search by Location Name.

Videoconference Requests:
Use VC room as a placeholder. Schedulers will choose a room.
To request a specific room, type the room name in Search by Location Name then Enter. If there is a brick icon next to the desired room, you cannot request the room during this step, but can add it to the Comments section. Use VC room as a placeholder.

Tip: Use Saved Searches to find Public Searches by building or classroom size. Enter will populate your search.

Tip: Multiple locations can be requested. Remove a selected location by scrolling below to Selected Locations. Click the red “x” on the right top corner.

Search for Locations

Selected Location

CUE 518
Smith Center For Undergraduate Education 518
Max Capacity: 50

Occurrences: Aug 8
✓ No Conflicts

Starred locations appear when the search is selected
Enter the event information

Gray Locations have conflicts: View Conflicts to see them
Enter the event information

Resources
Leave the Resource field blank unless you are requesting a videoconference.

Videoconference meeting requests:
1. Search for VC Site.
2. Click on a site to add it and repeat until all participating sites are added.
3. Scroll to Selected Resources below these instructions and update Setup Instructions or View and Modify Occurrences for each site. Add the name, email, and phone number of the primary contact (select the "pencil" in View and Modify). List the number of expected attendees at each site in the Quantity field.

Search for Resources
VC Site - Pullman Campus

Attached Files
This can be an appropriate place to upload a flyer to advertise an event.

Note: Attached files will be publicly visible in 25L/ive. This is not a good place to upload an agenda or other materials that should not be public.

You can attach up to 3 files to this event. The maximum size for a file is 25MB. File types accepted:
- PDF, TXT, RTF
- JDS, JPEG, PNG, GIF
- DOC, DOCX, CSV
- XLS, XLSX

Custom Attributes
Custom Attributes are determined by Event Type.

Video Conference Events
VC scheduling is now a two part process. Schedule your video conference in Zoom. Enter your Zoom Meeting ID here. More info at: wsu.zoom.us.

Other Attributes
If Related to an academic course? Is visible and you answered No, please change the Event Type to 25L Pullman – Meeting or 25L Pullman – RSO Student Group Meeting.

1. Related to an academic course?
   - Yes
   - No

Comments
Use this field to provide additional instructions or event information to Location or Resource approvers.

This information is publicly visible in 25L/ive.

Affirmation
Scheduling Events in GUCs: READ
When using a General University Classroom (GUC) you hereby agree to the following Fees and Use Conditions. Please be sure all users in your group are aware of and comply with these fees and conditions. Failure of your group to comply with these fees and conditions may result in denial of future requests for use of a classroom.

Fees and Use Conditions:
Recognized WSU student organizations and groups associated with academic departments may schedule time in GUCs outside of scheduled courses or events at no charge under the following conditions:
1) Clean-up: Food and drink is discouraged.
2) Individuals bringing food or drinks, the Requester agrees to clean up and remove all trash. Be considerate of custodial staff and those who arrive to use the classroom the following morning. There is no overnight custodial service. Put trash in an appropriate hallway receptacle or outside dumpster. A cleaning charge $54 per hour plus the cost of materials/supplies will be assessed to the Requester if cleaning is required.
3) Furniture Layout: Furniture must be returned to the standard layout after the event per the diagram posted on the wall near the light switch.
4) Storage: Storage is not available in the classroom. Items left in the room will be discarded.
5) Access: Reservations are accepted during normal building operation hours. If your event requires setup and break down time, include the time in your reservation request. A fee may be charged for events outside of normal business hours.
6) Damages: The Requester is responsible for any loss or damages to the classroom. Costs will be assessed based on materials and time.
7) Fund Technology: Use-accessible classroom equipment is available at no charge. Modifications, additional equipment, consumables or staff support is billable.
8) Support: Technical support is provided by AOS. Depending on your event type, some technical support may be required and billable. Please contact AOS at aostech@wsu.edu for rates and billing. Additional fees apply for events:
   - with less than 2 business days notice
   - on weekends
   - before 8am or after 5pm
9) Animals: For WAC 504-36-020 pets are not permitted in university buildings.

Questions about conditions for GUC use may be directed to the GUC Committee Chairperson. For current contact information, go to the committee website at http://provost.wsu.edu/classrooms/.

I agree

*
Choose Old Wizard or ...

This is the Old Wizard View

Start by entering the basic event information.

Event Name
- [ ] WSU Foundation Demo

Event Title for Published Calendars
- [ ] WSU Foundation 25Live Demonstration

Event Type
- [ ] 25L Meeting - Video Conference

Primary Organization
- [ ] Wsu Foundation

Additional Organizations
- Search for Additional Organizations

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.

Next
...or Choose New Event Form

Cleaner look for advanced users.

Form is all on one page, like 25Live Scheduling, so no NEXT option.

Click for more information

Same instructions in either form

Save event without submitting it
Choose Old Wizard or New Event Form

Switch to Old Wizard for visible instructions

You have Old Wizard
Choose 25L Meeting – Video Conference as the Event Type

Attendance is always 1

Describe the event

Choose the first occurrence time and date
Choosing Dates and Times

It's easy to click dates

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.

How does this event repeat?
- Daily
- Repeats every day

Repeats through
- Fri Aug/09/2019

Or

Select Pattern

View All Occurrences

All Date Occurrences

Enter Comments, change time, Cancel one date, Remove one date

Comment: Zoom Training
State: Active

Comment: 25Live Training
State: Active

Comment:
State: Cancelled
Location Searches

- Filter results
- Specific location search

Saved Searches (optional)

More Options

Add

Name

Title

Capacity

Availability

Conflict Details

Request

CUE 203

Smith Center For Undergraduate Education 203

245

Available (2/2)

None

Request

CUE 219

Smith Center For Undergraduate Education 219

24

Available (2/2)

None

Request

CUE 216

Smith Center For Undergraduate Education 216

60

Available (2/2)

Iona

22 Matching Locations

Page 1 of 3

First

Previous

1

Next

Last

Items per page

10
Choose the Location

Locations - Required

Locations Search

- Hide Locations with Conflicts
- Enforce Headcount

Locations
- Required

CUE 218
- Add to favorites
- Location Title: Smith Center For Undergraduate Education 218
- Capacity: 24
- Included dates: Fri Aug/09/2019, Fri Aug/16/2019

Open to edit details

View Occurrences

Locations Search

- Hide Locations with Conflicts
- Enforce Headcount

Locations

- Request Available
- Request
- Unavailable
- Request
- Request
- Request
- Request
- Request
- Request
- Request

Added
- CUE 218
- Smith Center For Undergraduate Education 218
- Capacity: 24
- Available (2/2)
- None
Edit the Location

CUE 218

- Include Occurrence
- Layouts: Classroom
- Instructions: Special instructions can go here
- Attendance

For All Occurrences

- Include Occurrence
- Layouts
- Instructions
- Attendance: 0
Add VC Resources

Choose **VC Site** as the Resource for Video Conferences. This will bring up all the options for locations.
Choose VC Site Locations

Click here to add attendance and details

Enter details for each location
Attach Files & Add Custom Attributes

Add these Custom Attributes

- Videoconference Zoom meeting ID
  - Edit this custom attribute to add it to the event.

- Scheduler of meeting if different
  - Edit this custom attribute to add it to the event.

- Hosting site:
  - Edit this custom attribute to add it to the event.

- Will you need to share a presentation?
  - No
  - Yes

Add a Custom Attribute
Comments & Affirmation

Put additional comments for the Event Scheduler in the Comments box.

Request rooms that are not available to you.

Agree with the Affirmation.

Then SAVE the Event.
Comments from the application.

The event is not confirmed until you receive a CONFIRMATION email.
Edit the basic event information.

**Event Name**
- WSU Foundation Demo

**Event Title for Published Calendars**
- WSU Foundation 2SLive Demonstration

**Event Type**
- 2SL Meeting - Video Conference

**Primary Organization**
- Wsu Foundation

**Additional Organizations**
- Search for Additional Organizations
Expected Attendance & Description

WSU Foundation Demo
WSU Foundation 25Live Demonstration

Primary Organization: 
Additional Organizations: 
1 Attendee Expected
This is public information. Be careful what information you put in this field.

Fri Aug/09/2019
9:00 am - 11:00 am
Event Details:
Locations:
Resources:
Attached Files:
Custom Attributes:
Comments:

Expected Attendance

Event Description

Videoconference Events: Enter 1 as a placeholder. You will enter attendance later for each site.

Back
Save
Enter or Edit First Occurrence

WSU Foundation Demo
WSU Foundation 2SLive Demonstration

2SL Meeting - Video Conference

Primary Organization
Additional Organizations
1 Attendees Expected

This is public information. Be careful what information you put in this field.

Fri Aug/09/2019
9:00 am - 11:00 am
Event Repeat:
Locations:
Resources:
Attached Files:
Custom Attributes:
Comments:
Affirmation

ID: 2019-A0PWSA

This appears if editing an event. Click.
Event Time & Date

WSU Foundation Demo
WSU Foundation 25Live Demonstration

Primary Organization
Additional Organizations
1 Attendees Expected

This is public information. Be careful what information you put in this field.

Fri Aug/09/2019
9:00 am - 11:00 am

Event Repeats
Locations
Resources
Attached Files
Custom Attributes
Comments

ID: 2019-AGPWSA

Edit the initial date and time, repeat occurrences can be edited on the next page.

Select the dates and times of the actual event.

Event Start:
Fri Aug/09/2019
9:00 am

Event End:
Fri Aug/09/2019
11:00 am

The event begins and ends on the same day.

Additional Time
Does this event require additional time before the event? □ Yes □ No

Does this event require additional time after the event? □ Yes □ No

Event Duration: 2 Hours

Select times and dates for the Event. Use the official publicized times. If additional time is needed for setup or take-down, select Yes in Additional Time to schedule this time.

Back Cancel Save Next
Repeating Event Choices

Change repeat options

Occurrence List

Date | Comments | Status
--- | --- | ---
Fri Aug/09/2019 | 25Live Training | Active

Back | Cancel | Save | Next
Selecting and Editing a Location

Search by Starred Locations, Location Name, or Public Searches.

Edit locations at the bottom right.

View locations and Modify Occurrences

Delete a location using x
Resources: Just for Videoconferences

Find and select RESOURCES.

Your Starred Resources...

Search by Resource Name...

Leave the Resource field blank unless you are requesting a Videoconference.

Videoconference meeting requests:
1. Search for VC Site.
2. Click on a site to add it and repeat until all participating sites are added.
3. Scroll to Selected Resources below these instructions and update Setup Instructions or View and Modify Occurrences for each site. Add the name, email and phone number of the primary contact (select the "pencil" in View and Modify). List the number of expected attendees at each site in the Quantity field.

Selected Resources
none selected
Attachments are Public

Add or remove ATTACHED FILES.

Attached Files
You can attach up to 5 files to this event. The maximum size for a file is 25MB. File types accepted:
- PDF, TXT, RTF
- JPG, JPEG, PNG, GIF
- DOC, DOXX, CSV
- XSL, XSLX

Attached Files
Select File

This can be an appropriate place to upload a flyer to advertise an event.

Note: Attached files will be publicly visible in 25Live. This is not a good place to upload an agenda or other materials that should not be public.

Rarely used but available
Custom Attribute Questions

WSU Foundation Demo

WSU Foundation 25Live Demonstration

25L Meeting - Video Conference
Primary Organization:
Additional Organizations:
1 Attendee(s) Expected
This is public information. Be careful what information you put in this field.

Fri Aug/09/2019
9:00 am - 11:00 am
Repeat on 8/16

CUE 219
VC Site - Pullman Campus

Videoconference Zoom meeting ID

Questions vary depending on event type. Please enter Zoom info.
Comments here are public. We move room requests and other comments that don't need to be public to an Internal Notes section.
When using a General University Classroom (GUC) you hereby agree to the following "Fees and Use Conditions." Please be sure all users in your group are aware of and comply with these fees and conditions. Failure of your group to comply with these fees and conditions may result in denial of future requests for use of a classroom.

**Fees And Use Conditions:**

Recognized WSU student organizations and groups associated with academic departments may schedule time in GUCs outside of scheduled courses or evening exams at no charge under the following conditions:

1) **Cleanup:** Food and drink is discouraged.
   
   If individuals bring food or drinks, the Requestor agrees to clean up and remove all trash. Be considerate of custodial staff and those who arrive to use the classrooms the following morning. There is no weekend custodial service. Put trash in an appropriate hallway receptacle or outside dumpster. **A cleaning charge $54 per hour** plus the cost of materials/supplies will be assessed to the Requestor if cleaning is required.

2) **Furniture Layout:** Furniture must be returned to the standard layout after the event per the diagram posted on the wall near the light switch.

3) **Storage:** Storage is not available in the classroom. Items left in the room will be discarded.

4) **Access:** Reservations are accepted during normal building operation hours. If your event requires setup and break down time, include the time in your reservation request. A fee may be charged for events outside of normal business hours.

5) **Damages:** The Requestor is responsible for any loss or damages to the classroom. Costs will be assessed based on materials and time.

6) **Fixed Technology:** User-accessible classroom equipment is available at no charge. Modifications, additional equipment, consumables or staff support is billable.

7) **Support:** Technical support is provided by A01; depending on your event type, some technical support maybe required and billable. Please contact A01 at ams@wsu.edu for rates and billing. Additional fees apply for events:
   a. with less than 2 business days notice.
   b. on weekends
   c. before 8am or after 5pm

8) **Animals:** Per WAC 504-35-020 pets are not permitted in university buildings.

**Questions** about conditions for GUC use may be directed to the GUC Committee Chairperson. For current contact information, go to the committee website at [http://provost.wsu.edu/classrooms/](http://provost.wsu.edu/classrooms/).

**I agree**
• Requestors receive an auto-reply email with information about when the event will be processed.
• Events are submitted in DRAFT mode.
• Confirmed events are listed as CONFIRMED.
• Events are searchable in 25Live by name or location.
• Academic Events (classes) are listed as TENTATIVE.
Pullman Registrar’s Office

• Academic Events are sent to Melissa for approval.
• Videoconference, RSO, and other space requests are sent to Sheree for approval

Future: Departmental space

• Departmental space requests will go to the designated Department Scheduler for approval.
Try it out!

- Use Dev-Ad for login (Crimson Service Desk)
Contact the Schedulers

Registrar.schedule.wsu.edu

Pullman Academic Schedulers
• schedule@wsu.edu
• 509.335.9507

Pullman Event Schedulers
• ro.eventscheduling@wsu.edu
• 509.335.6519
For more information, contact us at:

Jill Freuden, Assistant Registrar: 5-2522, jill.freuden@wsu.edu

Melissa Wing, Program Coordinator: 5-9507, wingm@wsu.edu

Shereé Collins, Program Coordinator: 5-6519, collism@wsu.edu