

25Live Pro Overview: **Pullman**

Office of the Registrar
Pullman Schedulers

September 26, 2019



We're going PRO! 10/7/19

Starting 10/7/19

<https://25Live.CollegeNET.com/wsuv>

Pro (Use this URL until October 7)


<https://25Live.CollegeNET.com/pro/wsuv>

25Live Scheduling (mobile or express version)

<https://25Live.CollegeNET.com/wsuv/scheduling>



25Live Pro Guest Sign In More

 [Go to Search](#)

Recently Viewed

1-49 GUC's

← Wed Aug/21/2019 →

Overlapping

(as of 4:32 pm)

| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|----------|--------|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---|---|--------|--------|
| AVER 102 | Closed | | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | | | (Private) | | | | |
| AVER 104 | Closed | | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | | | | | | | | |
| AVER 106 | Closed | | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | | | | | | | | |
| AVER 110 | Closed | | | | | | | | | | | | | | | | |
| AVER 12 | Closed | | | (Private) | (Private) | | | (Private) | (Private) | (Private) | | | | | | | |
| AVER 8 | Closed | | | (Private) | (Private) | (Private) | | (Private) | (Private) | | | | | | | | |
| BRYN 324 | Closed | | | (Private) | (Private) | (Private) | | (Private) | | | | | | | | | |
| BRYN 406 | Closed | | | (Private) | (Private) | | (Private) | (Private) | (Private) | | | | | | | | |
| CLAR 147 | Closed | | | (Private) | | | | (Private) | (Private) | | | | | | | Closed | |
| CLAR 151 | Closed | | | | (Private) | | (Private) | (Private) | (Private) | | | | | | | Closed | |
| COLL 135 | Closed | | | (Private) | (Private) | (Private) | | (Private) | (Private) | | | | | | | | Closed |
| COLL 235 | Closed | | | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | | | | | | | | Closed |
| CUE 114 | Closed | | | | (Private) | (Private) | (Private) | (Private) | | (Private) | (Private) | | | | | | |
| CUE 207 | Closed | | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | | | (Private) | | | | | |
| CUE 209 | Closed | | | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | | | | | | | |
| CUE 216 | Closed | | (Private) | | (Private) | (Private) | (Private) | (Private) | (Private) | | | | | | | | |
| CUE 218 | Closed | | (Private) | (Private) | (Private) | (Private) | | (Private) | | (Private) | | | | | | | |
| CUE 316 | Closed | | | (Private) | (Private) | | (Private) | (Private) | (Private) | (Private) | | (Private) | | | | | |
| CUE 318 | Closed | | | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | | (Private) | | | | | | |
| CUE 407 | Closed | | | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | | | | | | | | |
| CUE 409 | Closed | | | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | | | | | | | | |
| CUE 412 | Closed | | | (Private) | | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | | | | | | |
| CUE 416 | Closed | | | (Private) | | (Private) | (Private) | (Private) | (Private) | | | (Private) | | | | | |
| CUE 418 | Closed | | | (Private) | (Private) | (Private) | | | (Private) | | | | | | | | |
| DAGG 226 | Closed | | | | (Private) | (Private) | (Private) | (Private) | | | | | | | | | |
| DAGG 232 | Closed | | | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | (Private) | | | | | | | |
| FULM 150 | Closed | | | (Private) | | (Private) | (Private) | | (Private) | | | | | | | | Closed |



Room Information

Switch Back to Old Wizard (reloads app)

| | | | | |
|-----------|--------|------------------|--|--|
| 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 202G | | | | |
| BLS 401 | | | | |
| BLS 402 | | | | |
| BOAD 184 | | | | |
| BOAD 186 | | | | |
| BRYN 205 | | | | |
| BRYN 305 | | | | |
| BRYN 324 | | | | |
| BRYN 404 | | | | |
| BRYN 406 | | | | |
| BUST 110J | | | | |
| BUST 145 | | | | |
| BUST 155C | | | | |
| BUST 404 | | | | |
| BUST 491 | | | | |
| CARP 101 | | | | |
| CARP 102 | | | | |

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:

bcougar

Password:

.....

☐ Don't Remember Login

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

Login



Viewer Seat View: Before Login

WASHINGTON STATE UNIVERSITY

25Live Pro Guest Sign In More

Go to Search Recently Viewed

Quick Search

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

Public Location Searches

- 1-49 GUC's
- 1-99 GUC's
- 100-199 GUC's
- 100-539 GUC's
- 200-299 GUC's
- 300-539 GUC's
- 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

Go to Search

Quick Search

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

Public Location Searches

Home: 25Live Pro

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

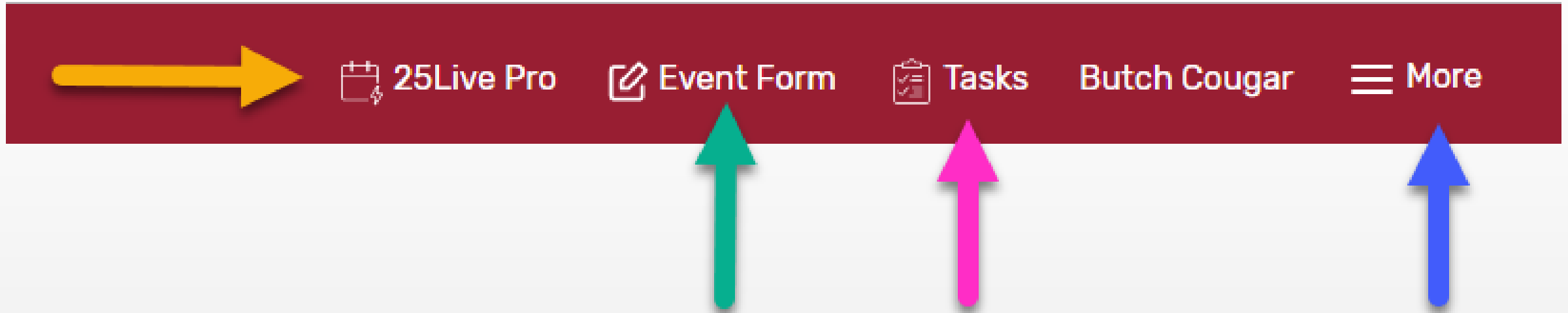
25Live Pro • Privacy Policy • What's New

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25Live remembers your view.



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)

Refresh Help

| | 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 101 0... | | | | | | | | | 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

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

Your Starred Event Searches



Switch to the New Event Form



Select the blue button to switch forms



The New Event Wizard



[Switch Back to Old Wizard \(reloads app\)](#)

Select the white button to switch back



About Video Conferences

WELCOME TO

WSU Zoom

Join

Connect to a meeting in progress

Host

Start a meeting

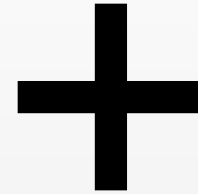
Sign in

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.



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

Q 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 ▾



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

Weekly

Ad hoc

Daily

Weekly

Monthly

week

Mon Mar/30/2020

1 iterations

Choose the type of repeat

Choose end date OR number of events

Save it here!

Cancel

Select Pattern




Repeating Events: Ad hoc is best

Pattern Picker×

How does this event repeat? Ad hoc ▾


Ad hoc is the preferred repeating picker

Save!  Select 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 |

Select dates in the calendar




Repeating Events: Check pattern

Repeating Pattern

Calendar view for March 2020. The calendar shows dates from 24 to 05. The days of the week are abbreviated as M, T, W, T, F, S, S. The date 02 is highlighted in a blue box, indicating it is the repeating event.

| 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 | <div>8:00 am</div> <div>5:00 pm</div> | <div></div> | <div>Active</div> <div>⬆</div> <div>⬆</div> | <div>Remove</div> |
| Mon Mar/09/2020 | <div>8:00 am</div> <div>5:00 pm</div> | <div></div> | <div>Active</div> <div>⬆</div> <div>⬆</div> | <div>Remove</div> |
| Mon Mar/16/2020 | <div>11:00 am</div> <div>5:00 pm</div> | <div>Late start</div> | <div>Active</div> <div>⬆</div> <div>⬆</div> | <div>Remove</div> |
| Mon Mar/23/2020 | <div>8:00 am</div> <div>5:00 pm</div> | <div></div> | <div>Cancelled</div> <div>⬆</div> <div>⬆</div> | <div>Remove</div> |
| Mon Mar/30/2020 | <div>8:00 am</div> <div>5:00 pm</div> | <div></div> | <div>Active</div> <div>⬆</div> <div>⬆</div> | <div>Remove</div> |

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

☒ Hide Locations with Conflicts ☐ Enforce Headcount

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 Headcount

Your Starred Locations ▼

Q Saved Searches (optional)

Kimbrough Music Building ★

Public Searches

| | |
|---------------|---|
| 1-49 GUC's | ★ |
| 1-99 GUC's | ★ |
| 100-199 GUC's | ★ |
| 100-539 GUC's | ★ |
| 200-299 GUC's | ★ |
| 300-539 GUC's | ★ |

**GUCs
by
Room
Size**

☐ Hide Locations with Conflicts ☐ Enforce Headcount

Videoconference (82)-Registrar ▼

Videoconference (82)-Registrar x



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

(i) 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" value=""/> | <input type="text" value=""/> | <input type="text" value="0"/> |
| Mon Mar/02/2020 | 9:00 am - 2:00 pm | | <input checked="" type="checkbox"/> | Classroom (13) | <input type="text" value=""/> | <input type="text" value="15"/> |
| Mon Mar/09/2020 | 9:00 am - 2:00 pm | | <input checked="" type="checkbox"/> | Classroom (13) | <input type="text" value=""/> | <input type="text" value="12"/> |
| Mon Mar/16/2020 | 9:00 am - 2:00 pm | | <input checked="" type="checkbox"/> | Classroom (13) | <input type="text" value=""/> | <input type="text" value="9"/> |
| Mon Mar/23/2020 | 9:00 am - 2:00 pm | | <input checked="" type="checkbox"/> | Classroom (13) | <input type="text" value=""/> | <input type="text" value="15"/> |
| Mon Mar/30/2020 | 9:00 am - 2:00 pm | | <input checked="" type="checkbox"/> | Classroom (13) | <input type="text" value=""/> | <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) v

VC Site

x

ⓘ Hint! Type :: to use SeriesQL.

More Options v

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 

No file chosen

Attached Files are public.



This is not a good place for meeting agendas



Custom Attributes: VC Event

Custom Attributes ⓘ

* 1. Hosting site: ⓘ

* 2. Will you need to share presentation? ☒ No ☐ Yes

* Scheduler of meeting if different ⓘ

* Videoconference Zoom meeting ID

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




Find your Event later




 **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

 [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

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.



Pullman Approval Process

Pullman Registrar's Office

- Melissa Wing approves Academic 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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