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/wsu

Pro (Use this URL until October 7)

https://25Live.CollegeNET.com/pro/wsu

25Live Scheduling (mobile or express version)

Log in to see events.
<table>
<thead>
<tr>
<th>Room Number</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVER 101</td>
<td>Closed</td>
</tr>
<tr>
<td>AVER 102</td>
<td>Closed</td>
</tr>
<tr>
<td>AVER 103</td>
<td>Closed</td>
</tr>
<tr>
<td>AVER 108</td>
<td>Closed</td>
</tr>
<tr>
<td>AVER 110</td>
<td>Closed</td>
</tr>
<tr>
<td>AVER 111</td>
<td>Closed</td>
</tr>
<tr>
<td>AVER 112</td>
<td>Closed</td>
</tr>
</tbody>
</table>

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)

You must log in to continue

Network ID or Friend ID:

Password:

Don’t Remember Login

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

Login
If you see “Sign in” you are not logged in.

More Views at the hamburger
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

Start an Event from Availability, or

[Image: Screenshot of a scheduling interface with a highlighted 'Event Form' button]
Start an Event from the Dashboard
Switch to the New Event Form

Select the blue button to switch forms
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

+ 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

- **Event Name**: Required
  - Registrar's Office Retreat

- **Event Title for Published Calendars**: Required
  - Registrar's Office Retreat

- **Event Type**: Required
  - 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**
  - Registrar Office
  - [Star your favorites]
<table>
<thead>
<tr>
<th>Event Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>25L Pullman - Meeting</td>
</tr>
<tr>
<td>25L Meeting - Video Conference</td>
</tr>
<tr>
<td>25L Pullman - Academic Event</td>
</tr>
<tr>
<td>25L Pullman - Evening Exams</td>
</tr>
<tr>
<td>25L Pullman - Event</td>
</tr>
<tr>
<td>25L Pullman - Final Exam</td>
</tr>
<tr>
<td>25L Pullman - Meeting</td>
</tr>
<tr>
<td>25L Pullman - RSO Student Group Meeting</td>
</tr>
</tbody>
</table>
Enter the event information

- **Expected Attendance** - Required
  - Enter the number of expected attendees. Be accurate.

- **Event Description**
  - This is published!

- **Date and Time** - Required
  - Enter the date and time of the event:
    - **Date**: Mon Mar/02/2020
    - **Start Time**: 8:00 am
    - **End Time**: 5:00 pm
    - Check the box if this event begins and ends on the same day.

*Quick links*

*Keep this box checked*
Repeating Events

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

Set up additional times here

Your pattern will show up in the calendar

Edit dates here
Repeating Events: Select the dates

Choose the type of repeat

Choose end date OR number of events

Save it here!
Repeating Events: Ad hoc is best

Ad hoc is the preferred repeating picker

Select dates in the calendar

Save!
Blue boxes are your repeating event
The event times can be different in one event.
Select Refresh to show Starred Locations & Resources
### Locations & Resources

#### Locations Search

- Check to limit search, then choose Search

#### Conflict Details

<table>
<thead>
<tr>
<th>Add</th>
<th>Name</th>
<th>Title</th>
<th>Capacity</th>
<th>Availability</th>
<th>Conflict Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ABEL 201</td>
<td>Abelson Hall 201</td>
<td>186</td>
<td>1/5</td>
<td>Conflict Details</td>
</tr>
<tr>
<td></td>
<td>ADBF 1002</td>
<td>Animal Disease Biotechnology Facility 1002</td>
<td>100</td>
<td>1/5</td>
<td>Conflict Details</td>
</tr>
<tr>
<td></td>
<td>AVER 102</td>
<td>Avery Hall 102</td>
<td>28</td>
<td>1/5</td>
<td>Conflict Details</td>
</tr>
<tr>
<td></td>
<td>AVER 104</td>
<td>Avery Hall 104</td>
<td>28</td>
<td>1/5</td>
<td>Conflict Details</td>
</tr>
<tr>
<td></td>
<td>AVER 106</td>
<td>Avery Hall 106</td>
<td>28</td>
<td>1/5</td>
<td>Conflict Details</td>
</tr>
<tr>
<td></td>
<td>AVER 110</td>
<td>Avery Hall 110</td>
<td>13</td>
<td>5/5</td>
<td>None</td>
</tr>
</tbody>
</table>

Starred Locations and Resources show up first
Public Searches save time

Public searches by GUC room size, building, or Video Conference space
Type in the Location Search box

Click the X to allow editing and type a location

Search for a specific space
Location Searches

Select REQUEST to choose room

REQUEST selects the room.

View Occurrences shows each date
### AVER 110

**Update Attendance by date or Set For All**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Conflicts</th>
<th>Included</th>
<th>Layout</th>
<th>Instructions</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set For All</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Mon Mar/02/2020</td>
<td>9:00 am - 2:00 pm</td>
<td>✓</td>
<td></td>
<td>Classroom (13)</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Mon Mar/09/2020</td>
<td>9:00 am - 2:00 pm</td>
<td>✓</td>
<td></td>
<td>Classroom (13)</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Mon Mar/16/2020</td>
<td>9:00 am - 2:00 pm</td>
<td>✓</td>
<td></td>
<td>Classroom (13)</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Mon Mar/23/2020</td>
<td>9:00 am - 2:00 pm</td>
<td>✓</td>
<td></td>
<td>Classroom (13)</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Mon Mar/30/2020</td>
<td>9:00 am - 2:00 pm</td>
<td>✓</td>
<td></td>
<td>Classroom (13)</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Close
Select x to allow editing, then type: VC Site

If Video Conference, Search VC Site
Resources: Select VC Sites

Select each VC Site that needs a Video Conference space.

<table>
<thead>
<tr>
<th>Add</th>
<th>Name</th>
<th>Stock Total</th>
<th>Availability</th>
<th>Conflict Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request</td>
<td>VC Site - Bellingham Whatcom Co Ext</td>
<td>Unlimited</td>
<td>5/5</td>
<td>None</td>
</tr>
<tr>
<td>Request</td>
<td>VC Site - Bramerton Olympic College</td>
<td>Unlimited</td>
<td>5/5</td>
<td>None</td>
</tr>
<tr>
<td>Request</td>
<td>VC Site - Burlington Skagit Co Ext</td>
<td>Unlimited</td>
<td>5/5</td>
<td>None</td>
</tr>
<tr>
<td>Request</td>
<td>VC Site - Chatlamet Wahkiakum Co Ext</td>
<td>Unlimited</td>
<td>5/5</td>
<td>None</td>
</tr>
<tr>
<td>Request</td>
<td>VC Site - Chehalis Lewis Co Ext</td>
<td>Unlimited</td>
<td>5/5</td>
<td>None</td>
</tr>
</tbody>
</table>
Don’t forget to select your originating site, too!
View Occurrences on each VC Site to edit attendance and add attendees.

Star your favorite VC Sites
### VC Site - Pullman Campus

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Conflicts</th>
<th>Included</th>
<th>Instructions</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set For All</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon Mar/02/2020</td>
<td>9:00 am - 3:00 pm</td>
<td></td>
<td></td>
<td>Jill Freuden (<a href="mailto:jill.freuden@wsu.edu">jill.freuden@wsu.edu</a>)</td>
<td>2</td>
</tr>
<tr>
<td>Mon Mar/09/2020</td>
<td>9:00 am - 3:00 pm</td>
<td></td>
<td></td>
<td>Sheree Collins (<a href="mailto:collims@wsu.edu">collims@wsu.edu</a>)</td>
<td>3</td>
</tr>
<tr>
<td>Mon Mar/16/2020</td>
<td>9:00 am - 3:00 pm</td>
<td></td>
<td></td>
<td>Melissa Wing (<a href="mailto:wingm@wsu.edu">wingm@wsu.edu</a>)</td>
<td>4</td>
</tr>
<tr>
<td>Mon Mar/23/2020</td>
<td>9:00 am - 3:00 pm</td>
<td></td>
<td></td>
<td>Matt Zimmermann (<a href="mailto:zimmerm@wsu.edu">zimmerm@wsu.edu</a>)</td>
<td>2</td>
</tr>
<tr>
<td>Mon Mar/30/2020</td>
<td>9:00 am - 3:00 pm</td>
<td></td>
<td></td>
<td>Butch Cougar (<a href="mailto:bcougar@wsu.edu">bcougar@wsu.edu</a>)</td>
<td>1</td>
</tr>
</tbody>
</table>

**Update attendance**

**Add at least one attendee for each VC Site**

**Add one attendee**
This is not a good place for meeting agendas
Custom Attributes: VC Event

Attributes vary by event type.

If you will present anything, say YES
Agree to the Affirmation.
PREVIEW your event before you save it.
Agree to the Affirmation

PREVIEW the event, then SAVE
Find your Event later

Use the 25Live Pro icon to find the dashboard and your events
• 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
For more information, contact us:

**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