25Live Pro Overview: Pullman

Office of the Registrar
Pullman Schedulers

December 2, 2019
We’re using PRO!

25Live Pro Pullman

25Live.CollegeNET.com/ws

Scheduling (homepage & 25Live links for other campuses)

registrar.schedule.schedule.wsu.edu
Log in to see events.
If you see “Sign in” you are not logged in.
25Live remembers your view.
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: hcougar

Password: **********

Don't Remember Login

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

Login
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
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
  - Remove

- **Star your favorites**
<table>
<thead>
<tr>
<th>Pullman Event Types</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>25L Pullman - Meeting</strong></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

- **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

- [ ] Determines room size. Be accurate.

**Event Description** - Required

- [ ] This is published!

**Date and Time** - Required

- [ ] This event begins and ends on the same day

- Mon Mar/02/2020
- 8:00 am
- To:
- 5:00 pm

Quick links

Keep this box checked
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.

Set up additional times here

Your pattern will show up in the calendar

Edit dates here

View All Occurrences
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

Pattern Picker
How does this event repeat? Ad hoc

Ad hoc is the preferred repeating picker

Save!

Select dates in the calendar
Blue boxes are your repeating event
The event times can be different in one event.
Locations & Resources

Select Refresh to show Starred Locations & Resources
Locations & Resources

Check to limit search, then choose Search

Starred Locations and Resources show up first

<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>
Public Searches save time

Public searches by GUC room size, building, or Video Conference space

GUCs by Room Size
Type in the Location Search box

Click the X to allow editing and type a location

Search for a specific space
REQUEST selects the room.

View Occurrences shows each date
<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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
Select x to allow editing, then type: VC Site

Search

If Video Conference, Search VC Site
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></td>
<td>VC Site - Bellingham</td>
<td>Unlimited</td>
<td>5/5</td>
<td>None</td>
</tr>
<tr>
<td>Request</td>
<td>VC Site - Whatcom Co Ext</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VC Site - Brakerton Olympic College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request</td>
<td>VC Site - Burlington Skagit Co Ext</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VC Site - Chatlameet</td>
<td>Unlimited</td>
<td>5/5</td>
<td>None</td>
</tr>
<tr>
<td>Request</td>
<td>Wahkiakum Co Ext</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VC Site - Chehalis Lewis Co Ext</td>
<td>Unlimited</td>
<td>5/5</td>
<td>None</td>
</tr>
<tr>
<td>Request</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Don’t forget to select your originating site, too!
VC: View Occurrences

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>
</tbody>
</table>
| Mon Mar/02/2020| 9:00 am - 3:00 pm | ✔️        |          | Jill Freuden
jill.freuden@wsu.edu              | 2        |
| Mon Mar/09/2020| 9:00 am - 3:00 pm | ✔️        |          | Sheree Collins
collins@wsu.edu                    | 3        |
| Mon Mar/16/2020| 9:00 am - 3:00 pm | ✔️        |          | Melissa Wing
wingm@wsu.edu                      | 4        |
| Mon Mar/23/2020| 9:00 am - 3:00 pm | ✔️        |          | Matt Zimmermerman
zimmerm@wsu.edu                     | 2        |
| Mon Mar/30/2020| 9:00 am - 3:00 pm | ✔️        |          | Butch Cougar
bcougar@wsu.edu                     | 1        |

**Update attendance**

Add at least one attendee for each VC Site

**Add one attendee**
Attached Files are public.

This is not a good place for meeting agendas.
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
Event Details after SAVE

Edit DRAFT Events only

Email others

- More Actions
  - Remove from Favorites
  - Copy Event
  - Create ‘To Do’ Task
  - Email Event Details

- Edit Event

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.
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.
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 Zoom AND Schedule Rooms

Schedule VC Sites in 25Live

Create an Event
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.
Pullman Approval Process

Pullman Registrar’s Office

• Melissa Wing approves credit-bearing 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:

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**Shereé Collins, Program Coordinator**
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