Sign in to 25Live using your Western Universal login information
To create a reservation, click “Create an Event”
- Fill in the "Event Name"
- Drop down boxes for "Event Type" and "Primary Sponsoring Organization"
- Click "Next"
➤ Fill in the “Expected Head Count” (to search for appropriately sized rooms)
➤ Complete “Event Description” (optional)
➤ Click “Next”
> Does the event meet more than once?
  - If only once, click “No”
  - If more than once, click “Yes”
  * Repeating events must meet at the same time. If they do not, multiple events are needed.
> Click “Next”
When is the event?

- Event Title: [Autowired: Live scheduling assistant tutorial]
- Dates and Times:
  - Event Start: Tue Aug 16 2016 2:00pm
  - Event End: Tue Aug 16 2016 3:00pm
- Event Duration: 1 Hour

(continue)
Choose date of event (or first occurrence)

Select start and end times of event

If set-up or take-down time is needed, select how much
- Extra time will not be shown on calendars as part of event time
- Set-up and take-down time is NOT required for an event

Click “Next”
➢ If event is repeating, in what pattern does it repeat?
  ○ (Ad Hoc, Daily, Weekly, or Monthly)
➢ Select the appropriate pattern and click “Next”
- **Ad Hoc:**
  - Select all additional dates of the event
- Click “Next”
- **Daily:**
  - Select daily repeat pattern
  - Select end date **OR**
  - Select number of iterations
- Click “Next”
Weekly:
- Select weekly repeat pattern and days of week that event occurs
- Select end date OR
- Select number of iterations

○ Repeats through Wed Sep 07 2016
○ Ends after 1 iterations
Monthly:
- Select monthly repeat pattern
- Select end date OR
- Select number of iterations

Click “Next”
Select an event location
  - Search by name  
  - Search by saved criteria  
  - Advanced search with choice of criteria
25Live scheduling assistant tutorial

- **Search by Location:**
  - Search for a specific room or location on campus
  - Click on an available room (green check) that fits your needs
  - Click “Next”

![Image of the 25Live interface with search options and selected locations](image-url)
- **Using Saved Searches:**
  - Select a saved search category
  - "Public Searches" -> "Classroom – General Use" can be used to browse all available classrooms on campus
  - Click on an available room (green check) that fits your needs
- Click “Next”
- Multiple rooms can be requested (regardless of search method)
- Requested rooms will appear in the “Selected Locations” sidebar
  - Selections can be cancelled with the red “X” buttons
Advanced Search:
- Enter all desired features with the drop-down menus
- Click “Search” and select an available room (green check) that fits your needs

Click “Next”
Select Resources:
  - Coming soon
  - Click “Next”
Add Attached Files:
  - Select a file to attach to the event request
    - Max size 25 MB
    - PDF, TXT, RTF, JPG, JPEG, PNG, GIF, DOC, DOCX, CSV, XSL, XSLX
  - Click “Next”
Select the Scheduler and Requestor for the event
- Search through contacts
- Create “Starred” list of favorite contacts
Add any desired comments or notes for the event (optional)
When finished, click “Save” to send event request!