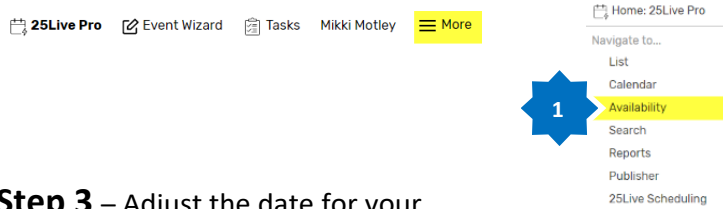


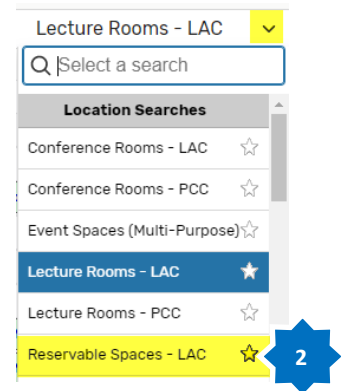
QUICK GUIDE FOR CREATING A RESERVATION IN 25LIVE PRO

Go to <https://25live.collegenet.com/pro/lbcc#!> (please use Google Chrome or Mozilla Firefox browsers).

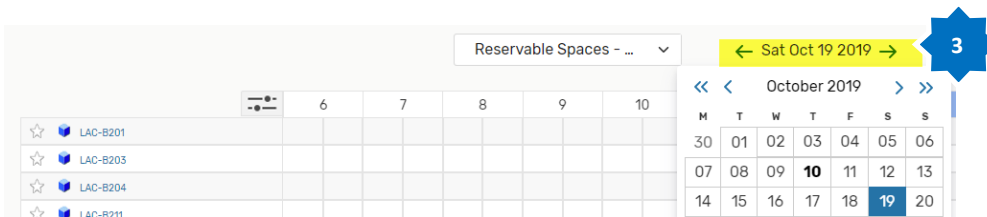
Step 1 – Click on the More menu located on the far right top-side of the page. From the drop-down menu, click on the Availability option.



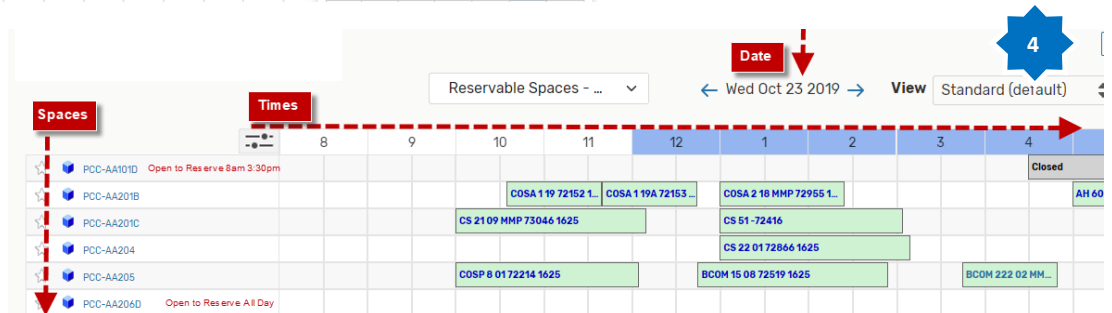
Step 2 – Select the Reservable Spaces search which will display multiple available space options by clicking on the drop-down menu as shown here. *This Location Search field is located at the top of the page.*



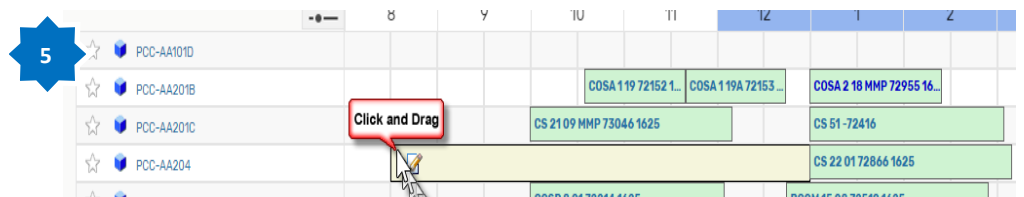
Step 3 – Adjust the date for your reservation by clicking on the date field as shown here.



Step 4 – Review the grid to locate an available room by noting open blocks of time on the grid.

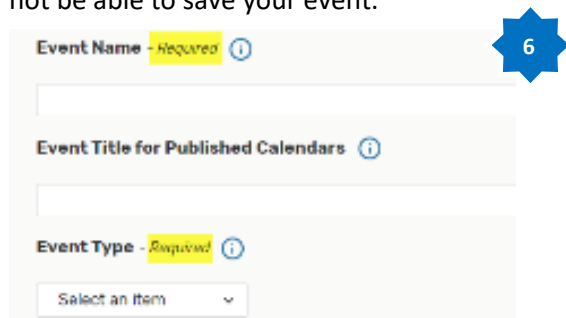


Step 5 – Click on the corresponding *open block of time** located in the row of the space you wish to reserve. Doing this will open up the new 1-page event form and will automatically add your space, date & time to the reservation.

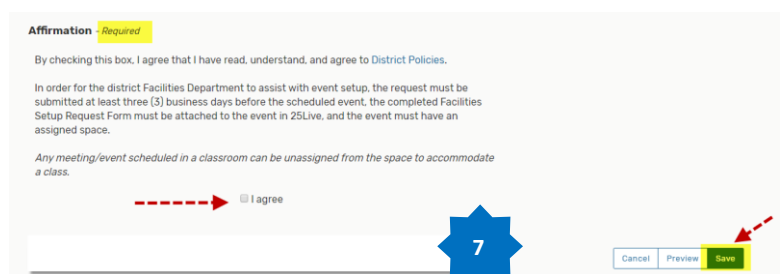


**To select a block of time, click and drag from the start time to the end time you want to reserve the space for.*

Step 6 – Complete the event form. Required fields will have a Required tag next. These fields must be completed or you will not be able to save your event.



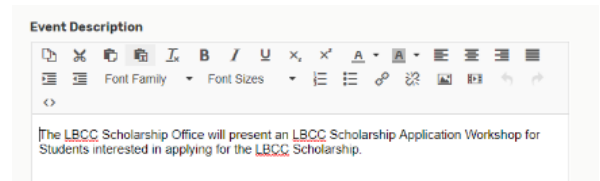
Step 7 – Continue through the wizard, completing or updating required fields and/or fields which are relevant to your reservation. When you reach the bottom of the form, review the Affirmation detail, check the I agree box and then press the Save button.



Additional KEY Updates & Information

- **Event State Protocol** – The event state in Tentative allows an event reservation to still be edited. *It does NOT relate to the status of your event submission.* **All 25Live reservations should remain in the Tentative state.** If they are set to confirmed, this locks the reservation and prevents necessary editing and/or the assigning of your requested space.

- The **Event Description Field** is only for providing details about your event or for publishing to the LBCC College Calendar – Please do not input Facilities Set Up detail here.



- **Unreservable Spaces** – Many LBCC spaces are still reserved & approved outside of 25Live.

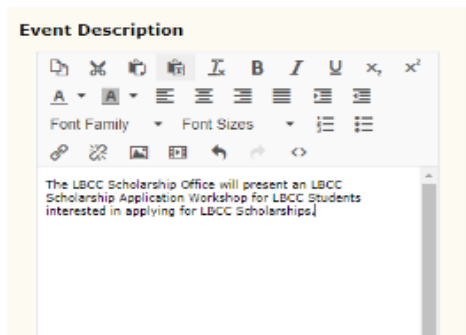
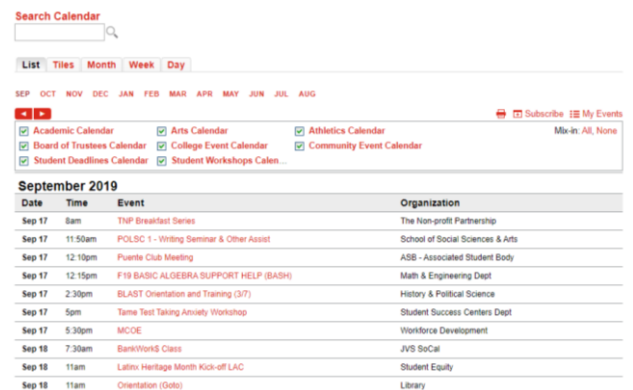
- Unreservable (UNR) spaces are not accessible to reserve in 25Live.
- There are some advanced users who can view UNR spaces and they are clearly tagged as 25Live Unreservable.
- Please make sure you are not reserving UNR spaces in 25Live as your event will not process correctly.
- If a space is not displaying for you; it is most likely not reservable in 25Live.

| Name | Formal Name | Categories |
|-----------|---------------------|--|
| LAC-T1328 | LAC-T1328-Classroom | 25Live Unreservable, Campus - LAC, Control - Departmental, Type - Classroom / Lab |
| LAC-T1333 | LAC-T1333-Classroom | 25Live Reservable, Campus - LAC, Control - Academics, S25 Assignable, S25 LCTR, Type - Classroom, Type - Classroom / Lecture General |

- **Publishing to the LBCC College Calendar** - The publishing option is available for the following event types only: **Event (General) & Event (Permitted)**. If you wish to publish your event to the calendar, please:

- Use one of the 2 above event types
- Use the **Event Title for Published Calendars field** and be as descriptive as possible (80 characters available)
 - For Example: Use Office of Academic Services Staff Orientation vs. just Orientation. *The second option clearly displays the sponsoring department, target audience as well as the subject matter.*
- Use the **Event Description** field to provide as much supporting information as possible for your target audience. It is recommended to also include the event location along with additional landmark directions which may be helpful to attendees in the event description field as well.

COLLEGE CALENDAR



LBCC Scholarship Application Workshop
THURSDAY, SEPTEMBER 19, 2019, 3 – 5PM

The LBCC Scholarship Office will present an LBCC Scholarship Application Workshop for Students interested in applying for the LBCC Scholarship.

Location PCC-LL102 Classroom Tiered (with PCs) Flip
Event Name LBCC Scholarship Application Workshop
Organization Student Relations

Select categories for this event.

- Don't Display on College Calendar
- Open to All Students
- Open to the Public
- Special Event

- If you do **not** want to your event to publish to the LBCC College Calendar, make sure the check off the Don't Display on College Calendar box.