## **QUICK GUIDE FOR CREATING A RESERVATION IN 25LIVE PRO**

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

Home: 25Live Pro

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Calenda

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25Live Scheduling

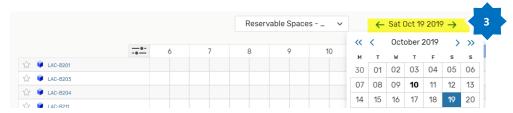
Availability Search

**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 <u>multiple</u> <u>available</u> space options by clicking on the drop-down menu as shown here. *This Location Search field is located at the top of the page.* 

Lecture Rooms - LAC		
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Q Select a search		
Location Searches		•
Conference Rooms - LAC	ŵ	Ŀ
Conference Rooms - PCC	☆	
Event Spaces (Multi-Purpos	e)%	
Lecture Rooms - LAC	*	
Lecture Rooms - PCC	$\stackrel{\wedge}{\boxtimes}$	
Reservable Spaces - LAC	<b>ਨੂੰ</b>	2

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



Reservable Spaces - . ← Wed Oct 23 2019 → View Standard (detault) Spaces PCC-AA101D Open to Reserve 8am 3:30pn Û PCC-AA201E COSA 1 19 72152 1... COSA 1 19A 72153 . COSA 2 18 MMP 72955 1... CS 21 09 MMP 73046 1625 CS 51-72416 PCC-AA2010 CS 22 01 72866 1625 ÷. PCC-44204 COSP 8 01 72214 162 COM 15 08 72519 1625 PCC-AA205 PCC-AA206D Open to Reserve All Day

## Step 5 – Click on the

the grid.

**Step 4** – Review the grid to locate an available room by

noting open blocks of time on

corresponding open block of time\* located in the <u>row of the space</u> 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.

Event Name - Hequired ()	6
Event Title for Published Calendars 🥡	
Event Type - <sup>Required</sup> (j)	
Select an item 🗸 🗸	

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 ☆ ♥ PCC-AA201C
 Click and Drag
 CS 2109 MMP 73046 1625
 CS 51-72416

 ☆ ♥ PCC-AA201C
 Click and Drag
 CS 2109 MMP 73046 1625
 CS 51-72416

**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.

Affirmation - Required		
By checking this box, I agree that	I have read, understand, and agree to District Policies.	
submitted at least three (3) busin	epartment to assist with event setup, the request must be ess days before the scheduled event. the completed Facilities ched to the event in 25Live, and the event must have an	
Any meeting/event scheduled in a class.	a classroom can be unassigned from the space to accommodate	
	7	Cancel Preview Save

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## 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 <u>– Please do not</u> 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.
  - o Please make sure you are not reserving UNR spaces in 25Live as your event will not process correctly.
  - o If a space is not displaying for you; it is most likely not reservable in 25Live.
- 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 <u>be as</u> <u>descriptive as possible</u> (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*.



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**COLLEGE CALENDAR** 

Search Calendar

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

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List T	iles Mon	th Week Day	
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Academic Calendar Arts Calendar Athletics Calendar			Athletics Calendar     Mix-in: All, None
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Date	Time	Event	Organization
Sep 17	8am	TNP Breakfast Series	The Non-profit Partnership
Sep 17	11:50am	POLSC 1 - Writing Seminar & Other Assist	School of Social Sciences & Arts
Sep 17	12:10pm	Puente Club Meeting	ASB - Associated Student Body
Sep 17	12:15pm	F19 BASIC ALGEBRA SUPPORT HELP (BASH	Math & Engineering Dept
Sep 17	2:30pm	BLAST Orientation and Training (3/7)	History & Political Science
Sep 17	5pm	Tame Test Taking Anxiety Workshop	Student Success Centers Dept
Sep 17	5:30pm	MCOE	Workforce Development
Sep 18	7:30am	BankWork\$ Class	JVS SoCal
Sep 18	11am	Latinx Heritage Month Kick-off LAC	Student Equity
Sep 18	11am	Orientation (Goto)	Library

 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.



• 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.

Open to the Public

Special Event