

# Event Scheduling - Quick Start Guide



Access 25Live using your CalNet ID at <https://25live.collegenet.com/berkeley/>  
The first time you do this, your account will be automatically created in 25Live.

## Find Available Locations

I know **WHEN** my event should take place -- help me **find a location!**

OR

I know **WHERE** my event should take place -- help me **choose a time!**

You will land on the Home tab, where this module lives on your dashboard.

## Option A: Find a location!

If you click this option, the module will expand to allow you to input your event's desired date, time, and capacity. Choose a room to reserve, then click "Use This Location."

You will now be directed to the **Event Form** to enter additional information and submit the request.

## Option B: Choose a time!

If you click this option, the module will expand to allow you to search your desired location's availability. Then click "Show me this location's availability."

You will be taken to the room's page, where you can explore availability in daily, weekly or monthly views. Hover over an available time, then click the pencil icon to create the event:



You will now be directed to the **Event Form** to enter additional information and submit the request.



# EVENT Form

As you progress through the Event Form, instructions and helpful tips will appear to guide you.

In the last step, you will be asked to agree to classroom usage policies. Then, click **“Save.”**

Your event request will appear in the workflow for OR Classroom Scheduling staff. **The room is not reserved until the staff confirms the event.** After review, the request will be confirmed or denied. Please be on the lookout for a detailed confirmation in your email inbox.

# EDITING EVENTS

Whether an event is **“Tentative”** or **“Confirmed”**, only **basic** details — such as the event’s name — can be changed after clicking **“Save”**.

To change **critical** details such as date, time, and location you must create a new event. You can start an event from scratch, or submit an updated version of the original event. To do this: In the event’s **“Details”** tab, click **“More Actions,”** then **“Copy this Event.”**

A **new** event will populate as **“Copy of..”**

Continue creating the request and save tentatively as previously described in this guide.

Remember to cancel events no longer needed in order to release the rooms for others.

# CANCELING EVENTS

Only the event’s creator can cancel an event. To do this: In the event’s **“Details”** tab, click **“Event State,”** then **“Cancelled.”**

# TIPS & TRICKS



You can bypass the Dashboard module **“Find Available Locations”** and go straight to the Event Form. You will complete all steps within the Event Form instead.



In 25Live, a **requestor** is the individual that creates an event. Thus, a **“requestor”** may be referred to as **“creator.”**



We recommend **“starring”** your most commonly used items throughout 25Live: locations, organizations, meeting type, reports, etc. This will save time if you are a frequent user.



You can customize your home Dashboard — rearrange your favorite tools, and minimize others.



Please direct all 25Live questions and feedback to **roomres@berkeley.edu** We welcome content suggestions for the expanded training documentation!