



# EMCC Facility & Event Guidelines

## Requestor Guidelines

(updated 5/16/2022)

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**EMCC Facility & Event Reservations**

25Live Pro is the official facility and event reservations and calendar system for Maricopa Community Colleges. It is a web-based system that can be accessed via the internet and on smartphones at: <https://25live.collegenet.com/pro/maricopa#!/home/dash>

As our campus continues to grow, space is always in demand and oftentimes limited. As such, it is imperative that any usage of space on campus, including classrooms, conference rooms, vehicles, and outdoor spaces, have been requested and approved through the appropriate process to ensure fairness and equity of space for all employees and students. This information also informs our Public Calendars for community members, students, and employees to quickly find events and meetings of interest to them. In addition, College Police and Campus Facilities rely on the accuracy of 25Live Pro to inform them of all campus-approved events and meetings through 25Live Pro.

25Live Pro is managed by the Instructional Services Department and events are jointly maintained by the Instructional Services, Business Services, and Facilities departments at EMCC. Any communication regarding facility and event information should be sent to DL-EMC-EventRequests@estrellamountain.edu.

For best performance, Google Chrome, Firefox, and Safari are the recommended browsers for 25Live Pro. Internet Explorer is not recommended unless using the newest version of Internet Explorer.

**EMCC Calendars**

The EMCC Public Calendars for the Community, Students, and Employees are designed to provide information about events and meetings of interest to each of the groups. The EMCC Public Calendars do not display all facility and event reservations and information taking place on campus, therefore, these calendars should not be used to find available locations, or to search for events in a particular space on campus. <https://www.estrellamountain.edu/calendars>

For security and legal reasons, many reservations are intentionally not published to the public calendars. However, as Maricopa Community College employees, all event information (private and public) is available and can be viewed once logged into 25Live Pro.

## **Guidelines for Submission**

Any usage of space on campus, including classrooms, conference rooms, vehicles, and outdoor spaces (whether public or private), must be requested and approved through 25Live Pro prior to use. All requests are submitted as drafts, and are not considered 'approved' until the requestor has received an event confirmation by an approved scheduler.

Unauthorized use of space may result in conflicts with approved events. Approved events will always have priority in approved spaces. College Police and Campus Facilities will not support events unless they have been approved through the appropriate process.

Only MCCCCD employees and student-workers with MEID usernames and passwords that are in the Human Capital Management (HCM) system may access the system. All other users must email DL-EMC-EventRequests@estrellamountain.edu to make a request.

## **Reservation Dates and Timelines**

**All requests require a minimum of a 48 hour notice.** If requesting an event for the same day or the next day, requests must be submitted to DL-EMC-EventRequests@estrellamountain.edu and need to include the details required in the Event Wizard below. Requests for vehicles and events that require setup and/or resources are not guaranteed for events requested less than 48 hours in advance.

All requests are submitted as drafts, and are not considered 'approved' until the requestor has received an event confirmation by an approved scheduler.

Reservations are only accepted during specific times for certain spaces.

- Conference Rooms and Outdoor Spaces: Accept requests up to one-year in advance.
- Classrooms: Accept requests for active terms in which registration for that term has already begun.
- Vehicles: Accept requests for active terms in which registration for that term has already begun.

## **External Organizations and Space Rentals**

Any requests for space from external organizations, including public tabling, vendors, and other Maricopa Community Colleges, must be reserved in consultation with the Facilities Scheduling Office at DL-EMC-EventRequests@estrellamountain.edu.

Space rental information can be found online at: <https://www.estrellamountain.edu/facility-rental>.

## **Getting Started**

### **Sign in to 25Live Pro**

1. From the internet or smartphone: <https://25live.collegenet.com/pro/maricopa#!/home/availability>
2. Enter your MEID and Password (employees and student-workers only)
3. Home Screen/Dashboard - each time you sign into your account, the Dashboard Home Screen will display

**Sign In**
✕

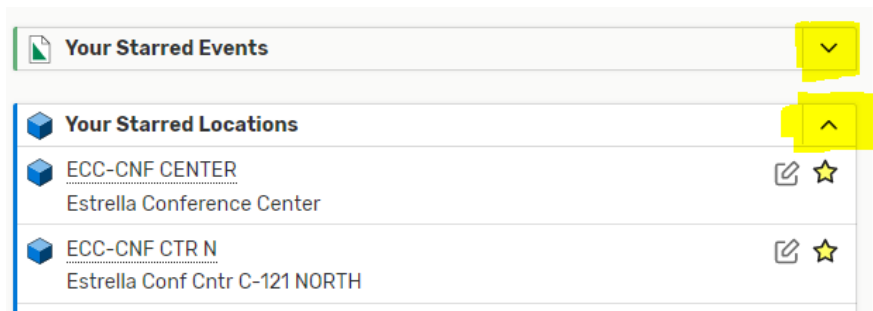
Welcome to MCCCCD Facilities Scheduling System.  
Use your MEID and Email Password to sign in.

Username

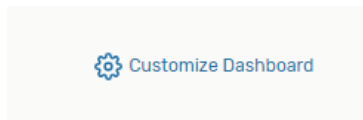
Password

## Customizing the Dashboard

Users can customize the objects and how they appear on the Dashboard. Leaving all the dashboard items collapsed at the end of each session, will allow for a fast page reload the next time a user logs in.



Click on **Customize Dashboard** on the far right of the home screen. A gray box will appear. Users can then click and drag any of the objects on the page and move them around. To hide an object, click and drag the object to the gray box. The object can always be unhidden by repeating the steps and dragging the object back onto the dashboard. Once all objects are arranged, click 'Done'.



Drag an element from the dashboard to this area to hide it from view.

Drag a hidden element from this area to reposition it on your Dashboard. To reposition or hide the Create an Event box, first hover over the icon until the cursor changes. You can customize the dashboard using your keyboard by tabbing to a heading to select an element, then using the arrow keys to move it around the dashboard.

## Quick Search - Find an Event or Class Scheduled

Users can use the Quick Search object on the Home Tab to search for Events/Classes and Locations. A minimum of two characters must be used for the searches. The search fields are not case sensitive, and is a 'contains' search, meaning that the search results will display any results with the characters in any part of the field name (i.e. Search = STU; Search Results = Student Club Meeting, Non Student Activity, etc.)

- Search Events - Searches within an event name, event title, event reference number, class prefix, class number, class section number
- Search Locations - Searches within the short and formal location names

- Search Resources - Not to be used by general requestors
- Search Organizations - Not to be used by general requestors

The image shows a 'Quick Search' panel with a magnifying glass icon and an upward arrow. Below the header are four search input fields, each with a search icon on the right:

- Search Events (with a calendar icon)
- Search Locations (with a location pin icon)
- Search Resources (with a diamond icon)
- Search Organizations (with a group of people icon)

### Find Available Locations – One Time Event

There are two easy ways to begin searching for available locations. You can choose to search by location, or you can choose to search by date. The 'Find Available Locations' option is an element on the dashboard of 25Live. These options can only be used for one-day events, not recurring events. – See Find Available Locations – Recurring Events below.

From these searches, a new event request can be started. If the user already knows the date, time, and location and does not need to search for this information, the user may proceed directly to Creating an Event (see 'Requesting a New Event' below). Search results will only show locations that are available.

The image shows a 'Find Available Locations' form with a pencil icon and a title. It contains two main options separated by an 'OR' separator:

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

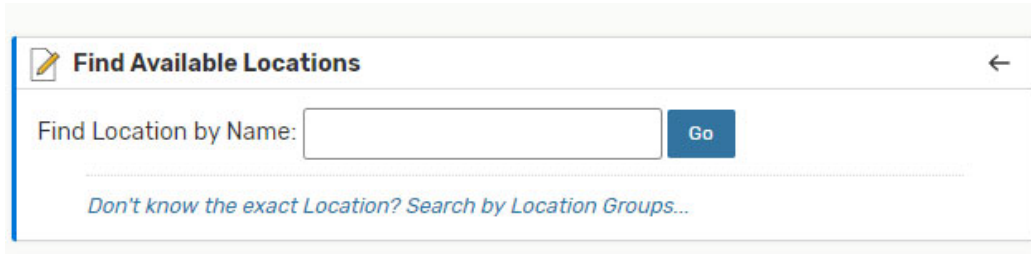
By using the **'I know when my event should take place – help me find a location'**, the user can enter the desired date and time of the event and search spaces that are available during this time.

General users will have two search options: **Good Locations for Meetings**, and **Auditoriums and Multiuse Locations**.

The image shows a detailed 'Find Available Locations' form with a pencil icon and a left arrow. It includes the following fields and options:

- Enter the desired date and time for your event:
- Date:
- Date: **Date:**
- Start Time:
- End Time:
- Number of Attendees:  (required)
- Search within:
- Show me what's available!** (button)

By using the 'I know where my event should take place – help me choose a time', the user can enter the desired location for the event and search dates and times that the space is available.



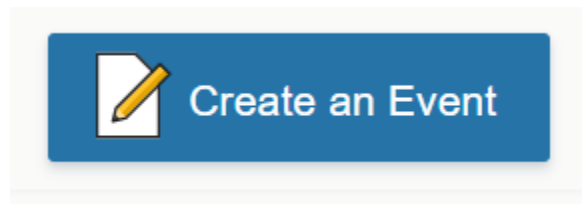
### Find Available Locations – Recurring Event

To find a location for multiple or recurring dates, use the instructions for Location Availability Calendars below, or create a new Event Wizard, complete all required fields, and once you are on the location screen, search for available spaces.

### Requesting a New Event

The Event Wizard allows a user to request a new event (aka the Reservation Request Form). Select either Event Form from the top of the page, or Create an Event from your Dashboard.

 25Live Pro  Event Form  Tasks



### Completing the Requestor Event Form

The Event Form for general requestors consists of the following fields. All requests are submitted as drafts, and are not considered 'approved' until the requestor has received an event confirmation by an approved scheduler.

Please read all of the on-screen instructions in the Event Wizard as instructions are subject to change.

- **Event Name or Authorized Driver** – Enter the Full Event Name. Be descriptive using searchable keywords, no symbols, acronyms, or abbreviations. **\*\*Vehicle Reservations: Enter the name of the EMCC authorized driver.**
- **Event Type** – Select the event type that most closely relates to this event. Only one event type can be selected and cannot be changed once confirmed. **\*\*Vehicle Reservations: Only use TRAVEL.** Public calendars may depend on the accuracy of the event type. Please reference the definitions for Event Types in the appendix section of this document.
- **Primary Organization for Event or Driver** – Choose the department or program responsible for this event or for the travel. All EMCC Organizations will start with 'EM\_'. Search using 'Browse' in the dropdown menu, then search by Types (EMC Internal or EMC Student for Student Clubs). If the correct Organization is not listed, contact DL-EMC-EventRequests.
- **Expected Head Count or Number of Passengers** – Provide an accurate estimated headcount. The expected head count is required for all requests for space utilization reporting. **\*\*Vehicle Reservations: Number of Passengers including Driver.**

- **Event Description** – This is **required for ‘Open to Public’** events and recommended for all other types of events. The Event Description is subject to review, approval, and modification based on EMCC Calendar Guidelines and will appear on the EMCC Published Calendars. This field allows HTML code.
- **Event Date and Time** - There is a minimum of a two-day notice required for all online requests. Plan accordingly. If this event or vehicle reservation is for today or the next day, contact DL-EMC-EventRequests. The event start and end date must be the same day and should not be changed to cross over midnight or expand various days. **Do not uncheck the box for This begins and ends on the same day.** The event start and end time is the actual time of your event (that will appear on the calendar). Do not include pre- or post- event time here.
- **Additional Time** - If the event required additional time before or after your event for you to set up, please indicate the amount of time needed using the “Pre-Event” and “Post Event” times. Do not include these times in the time of the actual event. **Do not use Setup and Takedown times.** These are for facilities use only and Schedulers will add this time if needed.

**Additional time**

~~Setup Time~~

0 Days 0 Hours 0 Minutes

**Pre-Event Time**

0 Days 0 Hours 0 Minutes

**Post-Event Time**

0 Days 0 Hours 0 Minutes

~~Takedown Time~~

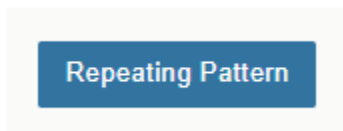
0 Days 0 Hours 0 Minutes

Reservation Start:  
**Mon May 16 2022 10:00 am**

Reservation End:  
**Mon May 16 2022 11:00 am**

Reservation Duration:  
**1 Hour**

- **Repeating Event** – Will this event repeat? Only events of the same time can repeat. (Starting July 1, 2022, events can cross over the fiscal year) however the request is still subject to reservations made within the appropriate timeline (see **Reservation Dates and Timelines**). Select Repeating Pattern and enter Ad Hoc from the drop down menu. Then you can select the dates your event will repeat on.



**Pattern Picker**

Choose how you would like this to repeat Ad hoc

If you selected a date in error or need to remove a date selection, click **View All Occurrences** and remove the unintended date.

View All Occurrences

**All Date Occurrences**

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

| Include In Search                   | Dates           | Times             | Comment | State  | Remove                                |
|-------------------------------------|-----------------|-------------------|---------|--------|---------------------------------------|
| <input checked="" type="checkbox"/> | Mon May 16 2022 | 10:00 am 11:00 am |         | Active | <input type="button" value="Remove"/> |
| <input checked="" type="checkbox"/> | Tue May 17 2022 | 10:00 am 11:00 am |         | Active | <input type="button" value="Remove"/> |
| <input checked="" type="checkbox"/> | Wed May 18 2022 | 10:00 am 11:00 am |         | Active | <input type="button" value="Remove"/> |
| <input checked="" type="checkbox"/> | Thu May 19 2022 | 10:00 am 11:00 am |         | Active | <input type="button" value="Remove"/> |
| <input checked="" type="checkbox"/> | Fri May 20 2022 | 10:00 am 11:00 am |         | Active | <input type="button" value="Remove"/> |

- **Requested Location or Vehicle** – Search by Location Name using the building codes or room number (i.e. OCT or 120, or OCT-120). **\*\*Vehicle Reservations: Search by location name 'Vehicle'**.

Location Short Names and Formal Names (Frequently Used)

|                           |   |
|---------------------------|---|
| ARO-### (i.e. ARO-260)    | Arroyo Hall Classroom ###                 |
| ARO-CNF-140               | Arroyo Staff Conference Room 140          |
| ARO-CNF-151               | Arroyo Adjunct Conference Room 151        |
| ARO-CNF-231               | Arroyo Faculty Conference Room 231        |
| ECC-CNF Center            | Estrella Conference Center                |
| ECC-CNF CTR N             | Estrella Conference Center C-121 NORTH    |
| ECC-CNF CTR S             | Estrella Conference Center C-120 SOUTH    |
| ECC-CNF Lobby             | Estrella Conference Center Lobby          |
| EST-N ### (i.e. EST-N212) | Estrella Hall LearnStudio N###            |
| EST-S ### (i.e. EST-S147) | Estrella Hall LearnStudio S###            |
| EST-NCR S260              | Estrella North Community Room S260        |
| EST-ECR S223              | Estrella South Conference Room S223       |
| EST-CNF S217 (ACR)        | Estrella South Admin Conference Room S217 |
| EST-CNF N266              | Estrella North Conference Room N266       |
| MAR-### (i.e. MAR-133)    | Mariposa LearnStudio ###                  |



|                        |  |
|------------------------|--|
| MAR-CNF 110            | Mariposa Conference Room 110             |
| MON-### (i.e. MON-209) | Montezuma Hall Rm ###                    |
| MON-CNF 210A           | Montezuma Hall Conf Room 210A            |
| MON-CNF 211A           | Montezuma Hall Conf Room 211A (Fishbowl) |
| MON-CTL 112            | Center for Teaching & Learning           |
| MON-CTL N 112A         | Center for Teaching & Learning NORTH     |
| MON-CTL S 112B         | Center for Teaching & Learning SOUTH     |
| OCT-### (i.e. OCT-101) | Ocotillo LearnStudio ###                 |
| OCT-CNF                | Ocotillo Hall Conference Room 133        |
| St Union               | Student Union                            |

- Event Categories** –Indicate which public calendar this event will be displayed on by selecting **only one of the following categories**: Open to the Public (will also display on Student and Employee Calendars); Student Event (will also display on Employee Calendar); Employee (will only display on Employee Calendar); Do Not Publish (will not be displayed on any public calendar, all events are published except acceptations noted in the appendix). In addition, users may also categorize social/global, civic engagement/political, and cultural/diversity events for MCCC reporting. **\*\*Vehicle Reservations: Only use 'DO NOT PUBLISH'. Do not use any other categories!**

| Definitions of Event Categories   |   |
|---|---|
| Event Categories are used to specifically categories the event type. Each event created in 25Live Pro must be assigned an event category but may select as many that relate to the event. Event categories must be chosen as accurately as possible as these will affect the events that are published on the web.  |   |
| Categories  | Definition or Examples for EMCC   |
| Please indicate which calendar(s) this event should display on by selecting <b>only one (1)</b> of the following: Open To Public (will also display on Student and Employee calendars); Student Event (will also display on Employee Calendar); Employee Event (will only display on Employee calendar); or Do Not Publish (will not be displayed on any public calendar). <b>No other categories listed are used by EMCC and should not be selected.</b> |   |
| Open to Public  | An event open to the Public (event open to the public will also automatically be determined as open to Employees and Students. These additional categories do not need to be selected).   |
| Student Event   | An event open to Students (event open to students will also automatically be determined as open to Employees. These additional categories do not need to be selected).  |
| Employee  | An event open only to Employees   |
| Do Not Publish to Web   | An event that will not be displayed on public calendars <ul style="list-style-type: none"> <li>• Interviews</li> <li>• Employee Performance Reviews or Employee Related</li> <li>• Rentals</li> <li>• Vendors (Student Life)</li> <li>• Vehicle Reservations</li> </ul> |
| In addition, please categorize the event as social/global, civic engagement/political, and/or, cultural/diversity if applicable to the event. These categories will be used MCCC reporting.   |   |
| Social/Global   | A social and/or global event. These events must include this category for annual reporting purposes. Example: Domestic Violence Awareness, AIDS, International Student Events, Love Your Body, etc.   |
| Civic Engagement/Political  | A civic engagement and/or political related event. These events must include this category for annual reporting purposes. Example: Student Leadership, Student Government, etc.   |
| Cultural/Diversity  | A cultural and/or diversity related event. These events must include this category for annual reporting purposes. Example: Diversity Workshops, Hispanic Heritage Month, Women's Leadership, International Student events, Hummannequin, etc.                           |

- **Setup Requirements or Purpose and Destination of Travel** – List any setup requirements including facilities and technology. Setups requested through this request form will be forwarded to the appropriate staff. Do not duplicate setup requests with a Helpdesk ticket. If a Helpdesk Ticket has already been submitted, indicate the HD number in the note. If no setup is required, type N/A. **\*\*Vehicle Reservations: Enter the purpose and destination of the travel.**
- **Event or Vehicle Reservation Contact Name and Phone Number** – Provide the best contact name and phone number for the person responsible for this event. **\*\*Vehicle Reservations: Enter the authorized driver's name and cell phone number.**

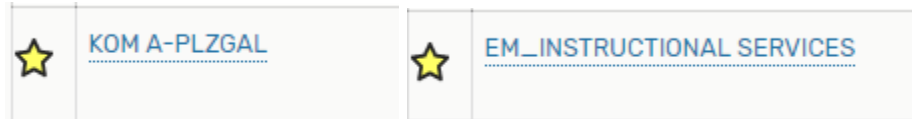
### Canceling an Event

Events that have been canceled for any reason need to be reflected accurately in 25Live Pro for accurate reporting, utilization, safety, and public calendars.

Events need to be canceled through an email request to DL-EMC-EventRequests. Please include the confirmation number and the date(s) to be canceled.

## Starred Events, Locations, and Organizations (a.k.a Favorites)

Events, locations, organizations, event types, can all be created as starred items by selecting the 'Star' next to the item to be starred. Many items can only be starred while the user is in an Event Wizard. Other items can be starred through searches. Once an item has been marked as a 'favorite', these options will be available at the top of each list when creating future requests.

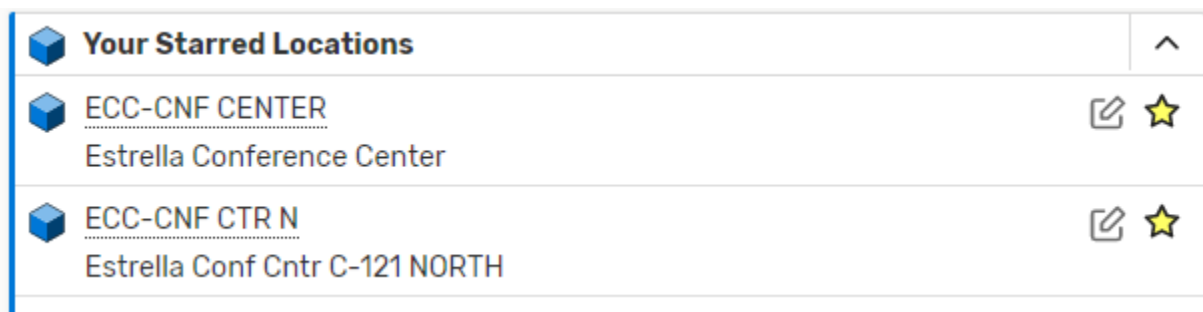


## Location Availability Calendars (i.e. Room Calendars)

While many of the events on campus are posted to the public calendars (Community, Student, Employee), these calendars do not show all events or classes that are scheduled and should not be used to identify available locations.

To view/print a complete list of events for a particular space, the user must login to 25Live and follow the steps below to access the location availability calendars.

1. Once logged in to 25Live, click on the location in 'Your Starred Locations' on your dashboard



2. If the location is not starred, use the Quick Search. In 'Search for Locations' enter the space short name or formal name, or partial (i.e. Plaza, or OCT-CNF). Click on the star to the left of the location name to make it a favorite. –See Appendix for a list of space names.



3. Click on the location name (i.e. OCT-122), then click on one of the Availability tabs (Daily or Weekly. The availability tabs will default to the current week. Daily tab will only show one week at a time; Weekly tab can show up to a whole semester. To select a calendar view for different dates, or a different range of dates (i.e. daily, weekly, monthly), click on 'Dates' and make necessary changes.

Details List Availability (Daily) Availability (Weekly) Calendar

← Wed Jul 03 2019 → Overlapping More Actions

|                  | 6                     | 7 | 8 | 9 | 10 | 11 | 12                           | 1 | 2 | 3                            | 4               | 5           | 6 | 7 | 8 | 9 | 10 | 11     |
|------------------|-----------------------|---|---|---|----|----|------------------------------|---|---|------------------------------|-----------------|-------------|---|---|---|---|----|--------|
| WED Jul 3, 2019  |                       |   |   |   |    |    |                              |   |   |                              | COMM_ED 800-... | BLOCKED OUT |   |   |   |   |    |        |
| THU Jul 4, 2019  | Backout: Backout 2019 |   |   |   |    |    |                              |   |   |                              |                 |             |   |   |   |   |    | Closed |
| FRI Jul 5, 2019  | Backout: Backout 2019 |   |   |   |    |    |                              |   |   |                              |                 |             |   |   |   |   |    | Closed |
| SAT Jul 6, 2019  | Backout: Backout 2019 |   |   |   |    |    |                              |   |   |                              |                 |             |   |   |   |   |    | Closed |
| SUN Jul 7, 2019  | Closed                |   |   |   |    |    |                              |   |   |                              |                 |             |   |   |   |   |    |        |
| MON Jul 8, 2019  |                       |   |   |   |    |    | COMM_ED 800-10148 0001 16900 |   |   | COMM_ED 800-10149 0001 16901 | COMM_ED 800-... | BLOCKED OUT |   |   |   |   |    |        |
| TUE Jul 9, 2019  |                       |   |   |   |    |    | COMM_ED 800-10148 0001 16900 |   |   | COMM_ED 800-10149 0001 16901 |                 | BLOCKED OUT |   |   |   |   |    |        |
| WED Jul 10, 2019 |                       |   |   |   |    |    | COMM_ED 800-10148 0001 16900 |   |   | COMM_ED 800-10149 0001 16901 | COMM_ED 800-... | BLOCKED OUT |   |   |   |   |    |        |
| THU Jul 11, 2019 |                       |   |   |   |    |    | COMM_ED 800-10148 0001 16900 |   |   | COMM_ED 800-10149 0001 16901 |                 | BLOCKED OUT |   |   |   |   |    |        |

Details List Availability (Weekly) Availability (Daily) Calendar

← Sun Jun 30 2019 - Sat Jul 06 2019 → Weeks: 1 Days More Actions

|          | Sunday<br>6/30 | Monday<br>7/1                | Tuesday<br>7/2 | Wednesday<br>7/3             | Thursday<br>7/4 | Friday<br>7/5 | Saturday<br>7/6 |
|----------|----------------|------------------------------|----------------|------------------------------|-----------------|---------------|-----------------|
| 6:00 AM  | Closed         |                              |                |                              | Backout         | Backout       | Backout         |
| 7:00 AM  |                |                              |                |                              |                 |               |                 |
| 8:00 AM  |                |                              |                |                              |                 |               |                 |
| 9:00 AM  |                |                              |                |                              |                 |               |                 |
| 10:00 AM |                |                              |                |                              |                 |               |                 |
| 11:00 AM |                |                              |                |                              |                 |               |                 |
| 12:00 PM |                |                              |                |                              |                 |               |                 |
| 1:00 PM  |                |                              |                |                              |                 |               |                 |
| 2:00 PM  |                |                              |                |                              |                 |               |                 |
| 3:00 PM  |                |                              |                |                              |                 |               |                 |
| 4:00 PM  |                | COMM_ED 800-25023 0001 16893 |                | COMM_ED 800-25023 0001 16893 |                 |               | Closed          |
| 5:00 PM  |                | BLOCKED OUT                  | BLOCKED OUT    | BLOCKED OUT                  |                 |               |                 |
| 6:00 PM  |                |                              |                |                              |                 |               |                 |
| 7:00 PM  |                |                              |                |                              |                 |               |                 |
| 8:00 PM  |                |                              |                |                              |                 |               |                 |
| 9:00 PM  |                |                              |                |                              |                 |               |                 |
| 10:00 PM |                | Closed                       | Closed         | Closed                       | Closed          | Closed        |                 |
| 11:00 PM |                |                              |                |                              |                 |               |                 |