



EMCC Facility & Event Guidelines

Requestor Detailed Guidelines

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EMCC Facility & Event Reservations

25Live Pro is the official facility and event reservation 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/>.

As our campus continues to grow, space is always in demand and often times 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 MCCC 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/>
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

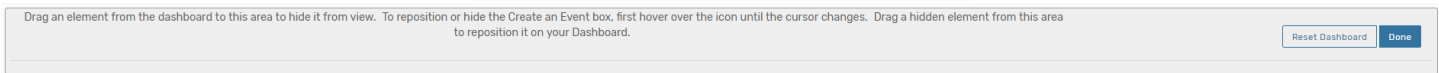
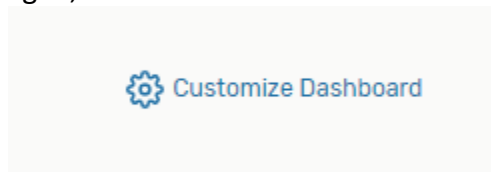
Users can customize the objects and how they appear on the Dashboard. Leaving all the dashboard items collapsed at the end of each session, will allow for a fast page reload the next time a user logs in.

Your Starred Events ▼

Your Starred Locations ▲

- ECC-CNF CENTER** 📄 ☆
Estrella Conference Center
- ECC-CNF CTR N** 📄 ☆
Estrella Conf Cntr C-121 NORTH

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 unhiddden by repeating the steps and dragging the object back onto the dashboard. Once all objects are arranged, click 'Done'.



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 = **S**tudent Club Meeting, Non**S**tudent 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 requesters
- **Search Organizations** - Not to be used by general requesters



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' options 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). These searches replace the need for users to search Room Books and former Webviewers for available space before submitting requests for space. Search results will only show locations that are available.

 **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!**

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**.

 **Find Available Locations** ←

Enter the desired date and time for your event:

Date:

Start Time:


End Time:

Number of Attendees: (required)

Search within:

[Show me what's available!](#)

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** ←

Find Location by Name: [Go](#)

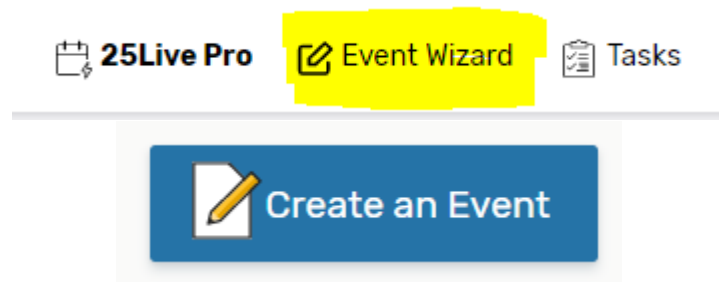
[Don't know the exact Location? Search by Location Groups...](#)

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 Wizard** from the top of the page, or **Create an Event** from your Dashboard.



Completing the Requestor Event Wizard

The Event Wizard 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 head count. 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.
- **Repeating Event** – Will this event repeat? Only events of the same times can repeat. Event repeats cannot cross over the fiscal year (June 30th end, July 1st start). A separate reservation must be submitted for events that start/end before and after these dates.
- **Event Start/End Date** – 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. For additional dates, use **ad-hoc repeating only** (see image below). This is the time the actual event will start. Do not include pre-event time here.
- **Event Start/End Time** – If this event has recurring dates, use the Ad-Hoc Recurring Dates only to select all dates in the occurrence. If an event has recurring dates of the same times, all dates can be added to one reservation regardless of date or location. Please contact [DL-EMC-EventRequests](#) to add additional dates to an existing reservation. This is the time the actual event will end. Do not include post-event time here.
- **Pre-Event and Post-Event** - If the event requires additional setup beyond facilities setup, 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.
- **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'**. Please reference the locations in the appendix section of this document.

- **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!**
- **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 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.**

AD-HOC/REPEATING EVENTS

Choose how this event repeats.

Ad Hoc Repeats
Individually select dates to add to the event.

~~**Daily Repeats**~~
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

~~**Weekly Repeats**~~
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

~~**Monthly Repeats**~~
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Does Not Repeat
This event has only one occurrence.

Click on any date to add it to the Occurrence List.

Fri Jun 28 2019

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today

Date	Comments	Status
Wed Jun 12 2019		Active X
Thu Jun 13 2019		Active X
Mon Jun 17 2019		Active X
Fri Jun 28 2019		Active X

Canceling an Event

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

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

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.

Look for the Star

KOM A-PLZGAL

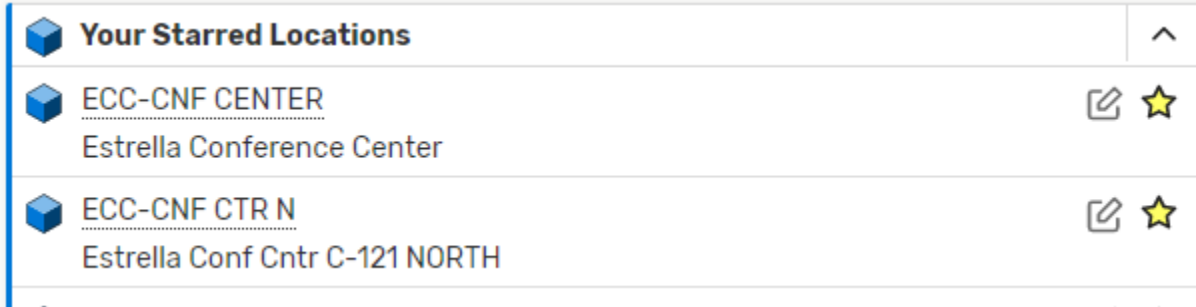
EM_INSTRUCTIONAL SERVICES

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 identified 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) if it is not already selected. 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.

KOM A-PLZGAL
Komatke Hall-A Plaza Gallery

Details List Availability (Daily) **Availability (Weekly)** Calendar

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

	Sunday 6/30	Monday 7/1	Tuesday 7/2	Wednesday 7/3	Thursday 7/4	Friday 7/5	Saturday 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							
5:00 PM		KOMM_ED 800-35025-0001 10893		KOMM_ED 800-35025-0001 10893			
6:00 PM		BLOCKED OUT	BLOCKED OUT	BLOCKED OUT			
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM		Closed	Closed	Closed	Closed	Closed	Closed
11:00 PM							

	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
WED Jul 3, 2019											COHM_ED 800-...	BLOCKED OUT						
THU Jul 4, 2019	Backout: Backout 2019																	
FRI Jul 5, 2019	Backout: Backout 2019																	
SAT Jul 6, 2019	Backout: Backout 2019																	
SUN Jul 7, 2019	Closed																	
MON Jul 8, 2019							COHM_ED 800-10148 000116900		COHM_ED 800-10149 000116901		COHM_ED 800-...	BLOCKED OUT						
TUE Jul 9, 2019							COHM_ED 800-10148 000116900		COHM_ED 800-10149 000116901		COHM_ED 800-...	BLOCKED OUT						
WED Jul 10, 2019							COHM_ED 800-10148 000116900		COHM_ED 800-10149 000116901		COHM_ED 800-...	BLOCKED OUT						
THU Jul 11, 2019							COHM_ED 800-10148 000116900		COHM_ED 800-10149 000116901		COHM_ED 800-...	BLOCKED OUT						

Appendix

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 only one (1) 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). No other categories listed are used by EMCC and should not be selected.	
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"> • Interviews • Employee Performance Reviews or Employee Related • Rentals • Vendors (Student Life) • Vehicle Reservations
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, Hummanequin, etc.

Location Short Names and Formal Names (Frequently Used)	
Location Short Name	Location Formal Name
OCT-### (i.e. OCT-101)	Ocotillo Learning Studio ###

OCT-CNF	Ocotillo Hall Conference Rm133
MAR-### (i.e. MAR-133)	Mariposa LearnStudio ###
MAR-CNF RM110	Mariposa Hall Conference Room
EST-N ### (i.e. EST-N 206)	Estrella Hall LearnStudio N###
EST-S ### (i.e. EST-S 145)	Estrella Hall LearnStudio S###
EST-ECR S223	Estrella South Conference Room S223
EST-NCR S260	Estrella Community Room S260
EST-CNF N266	Estrella North Conference Room S266
EST-CNF S217 (ACR)	Estrella South Admin Conference Room S217
MON-### (i.e. MON-209)	Montezuma Hall Rm ###
MON-CNF 122 (HON)	Montezuma Honors/PTK Conference Room 122
MON-CNF1 231	Montezuma Hall Conf Room 231
MON-CNF2 259	Montezuma Hall Conf Room 259
MON-CTL	Center for Teaching & Learning
MON-CTL N	Center for Teach & Learn North
MON-CTL S	Center for Teach & Learn South
KOMA-CNF 146 (HR)	Komatke A Human Resources Conference Room 146
KOM A CNFCTR 131	Komatke A Conference Center
KOM A-PLZGAL	Komatke A Plaza Gallery
KOM B-CNF 130	Komatke B Conference Room 130
ECC-CNF Center	Estrella Conference Center
ECC-CNF CTR N	Estrella Conf Cntr C-121 North
ECC-CNF CTR S	Estrella Conf Cntr C-120 South