



# EMCC Reservations

How to Find Rooms using 25Live

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## About EMC Public Calendars

The EMC Public Calendars for Community, Student, and Employee were designed to provide information to each of the constituency groups on events and meetings that pertain to that group. The EMC Public Calendars are not an inclusive list of all events and classes that are scheduled on campus, therefore, these calendars should not be used to find available locations, or to search for events in a particular space on campus.

For security and legal reasons, many reservations are intentionally not published to the public calendars. However, as Maricopa Community College employees, all events (private and public) can be viewed by logging into 25Live and using the resources and instructions below.

## Getting Started

25Live is the official space reservation and calendar system for Maricopa Community Colleges. It is a web-based system that can be accessed from any computer with Internet access from the following URL:

<https://25live.collegenet.com/maricopa>

Google Chrome, Firefox, and Safari are the recommended browsers for 25Live. Internet Explorer is also compatible if using the newest version of IE.

25Live and EMC Calendars can also be accessed from the Estrella Mountain Community College Home Page by clicking on 'Calendars' in the Most Frequently Visited links. From the Calendars page, users can click on 'Find a Room' for instructions (below) and for a link to 25Live.

### Sign In to 25Live

1. From the Start Menu on the computer, select the appropriate Internet Browser
2. In the search bar enter: <https://25live.collegenet.com/maricopa>
3. Enter your MEID and Password. The MEID is case sensitive, and should be entered using all caps.
4. Home Screen/Dashboard – Each time you sign into your account, the Dashboard Home Screen will display.

Sign In

Username: NADAA32091

Password: [Masked]


Sign In

To be added as a user, please contact your administrator.

## 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:**  ▼



 **MON-CNF2** [Use This Location](#)

Montezuma Hall Conf Room 2 (MONCR2, Capacity=16)  
Max Capacity: 16


We searched Matching Locations with a Max Capacity between **15** and **20** and found **1 Available Location** for your selected Date and Time.  
[Do you want to check Matching Locations with a Larger Max Capacity?](#)

[Need more options? Try the Location Search...](#)


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:

 **KOM A-PLZGAL (Komatke Hall-A Plaza Gallery)**

Somewhere between: [Wed Apr 16 2014](#) through [Tue Apr 22 2014](#)



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

## Find Available Locations – Recurring Event

Currently, the 25Live system does not provide a dashboard resource to search for space for a recurring event. The best method for searching for a room for a recurring event, is to start a new Event Wizard, and skip to the Date and Time, and Location fields.

Enter the first date of the occurrence in the Start/End along with the times (*start and end dates have to be the same, these cannot span dates*). Then click on **Event Repeats: Repeats Ad Hoc**. Enter all the dates of the occurrence. It is recommended to use the adhoc feature rather than the repeats daily, weekly, or monthly. This helps if dates changes or are cancelled, other dates will not be affected.

**Start:**    
[Pre-Event/Setup durations?](#)

---

**End:**    
[Post-Event/Takedown durations?](#)

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**Occurrence Duration:** 2 Hours

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**Event Repeats?** Repeats Ad Hoc ▼

**Ad Hoc Repeat Criteria**

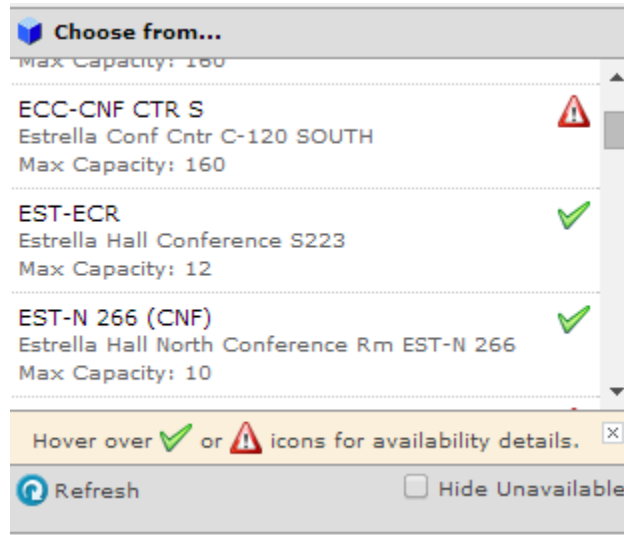
Click on any date to add it to the Occurrence List.

May 2014						
S	M	T	W	T	F	S
27	28	29	30	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	31
1	2	3	4	5	6	7

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Occurrence List		
Date	Comments	Status
Wed Apr 23 2014	(none)	Active
Wed Apr 30 2014	(none)	Active
Wed May 7 2014	(none)	Active
Wed May 14 2014	(none)	Active
Wed May 21 2014	(none)	Active
Wed May 28 2014	(none)	Active

Once all the recurring dates have been set, proceed to the Locations field. Search spaces using the Categories, or from your Starred Locations. Rooms that are available, will show a Green Checkmark, while rooms that are NOT available will show a Red Yield.



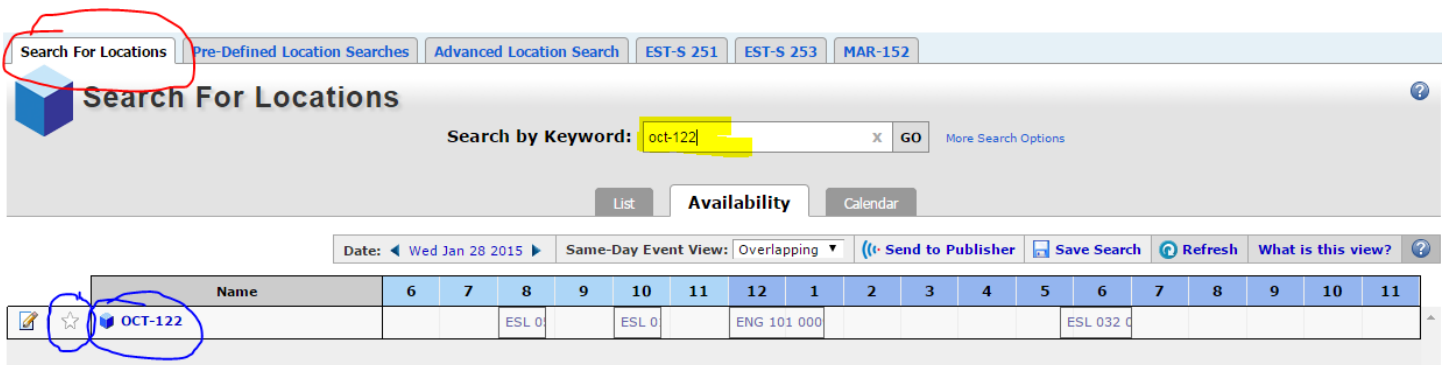
If you are using this process to find a location for a recurring event or meeting that is NOT an SIS class, proceed to complete the Event Wizard and submit for approval.

If you are using this process to find a location for a recurring class that IS in SIS, cancel the request, and send an email to DL-EMC-ClassRequests requesting the change/addition of the class with the available room location.

## 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 then skip to step #3. If the location is not in your favorites, continue with step #2
2. Click on the 'Locations' tab. 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.

Search For Locations Pre-Defined Location Searches Advanced Location Search EST-S 251 EST-S 253 MAR-152 OCT-122

**OCT-122 (Ocotillo Learning Studio 122)**

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

Starting Week: Sun Jan 18 2015 - Sat Jan 24 2015 Weekdays: Mon, Tue, Wed, Thu Number of Weeks: 16 Actions... Refresh What is this view?

	Monday	Tuesday	Wednesday	Thursday
6:00 AM				
7:00 AM				
8:00 AM	E E E E E E E E E E E E E E E E	E E E E E E E E E E E E E E E E	E E E E E E E E E E E E E E E E	E E E E E E E E E E E E E E E E
9:00 AM	E E E E E E E E E E E E E E E E	E E E E E E E E E E E E E E E E	E E E E E E E E E E E E E E E E	E E E E E E E E E E E E E E E E
10:00 AM	E E E E E E E E E E E E E E E E	E E E E E E E E E E E E E E E E	E E E E E E E E E E E E E E E E	E E E E E E E E E E E E E E E E
11:00 AM				
12:00 PM	E E E E E E E E E E E E E E E E	E E E E E E E E E E E E E E E E	E E E E E E E E E E E E E E E E	E E E E E E E E E E E E E E E E
1:00 PM				
2:00 PM	C C C C C C C C C C C C C C C C			
3:00 PM		S S S S S S S S S S S S S S S S		S S S S S S S S S S S S S S S S
4:00 PM				
5:00 PM				
6:00 PM	E E E E E E E E E E E E E E E E	R R R R R R R R R R R R R R R R	E E E E E E E E E E E E E E E E	R R R R R R R R R R R R R R R R
7:00 PM		R R R R R R R R R R R R R R R R		R R R R R R R R R R R R R R R R
8:00 PM				
9:00 PM				
10:00 PM				
11:00 PM				

Search For Locations Pre-Defined Location Searches Advanced Location Search EST-S 251 EST-S 253 MAR-152 OCT-122

**OCT-122 (Ocotillo Learning Studio 122)**

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

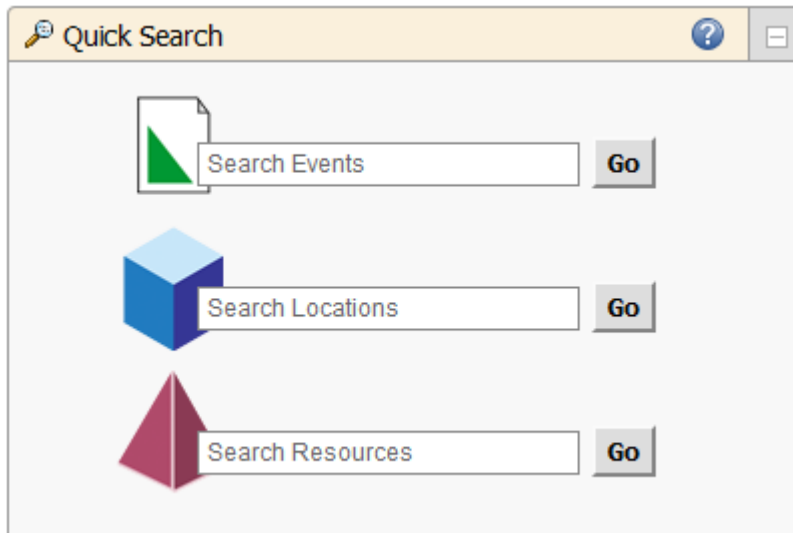
Dates: Sun Jan 18 2015 - Sat Jan 24 2015 Weekdays: Mon, Tue, Wed, Thu Same-Day Event View: Overlapping Actions... Refresh What is this view?

Date	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	
Mon Jan 19 2015	Holiday																		
Tue Jan 20 2015			ESL 031 00	ESL 036 00	ESL 046 00	ESL 041 00	SPA 102 0008 3	RDG 071 00	RDG 091 00										
Wed Jan 21 2015			ESL 05	ESL 01	ENG 101 0009 1			ESL 032 00											
Thu Jan 22 2015			ESL 031 00	ESL 036 00	ESL 046 00	ESL 041 00	SPA 102 0008 3	RDG 071 00	RDG 091 00										

### Quick Search - Find an Event or Class Scheduled

Users can use the Quick Search object on the Home Tab to search for Events/Classes, Locations, and Resources. **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, **N**on**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** – Searches within the resource names (will not be used by general requesters)



## Appendix

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 S261B	Estrella Community Room S261B
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