



EMCC Facility & Event Guidelines

Scheduler Guidelines

(updated 5/16/2022)

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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 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>.

Annual Quality Control Training

Beginning July 1, 2017, Instructional Services will be implementing a **mandatory** Quality Control training for all approved 25Live schedulers. The reason for implementing this requirement is to ensure quality control of the system and the data. In order to maintain scheduler role status, all schedulers will be required to attend an annual training by June 30th of each year. Schedulers not in compliance with training requirements will have scheduler role access removed, until approved training has been completed.

Scheduler Responsibilities

Beginning July 1, 2017, schedulers will be held accountable for the responsibilities required of schedulers as defined in this guide. As EMC Schedulers, it is your responsibility to ensure quality control and accurate data entry into the system. Schedulers that are unable to conform to these standards will be required to attend additional training and/or will have scheduler access removed. Schedulers who exceed three (3) errors in either process and/or data entry will have scheduler role access removed.

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 ×

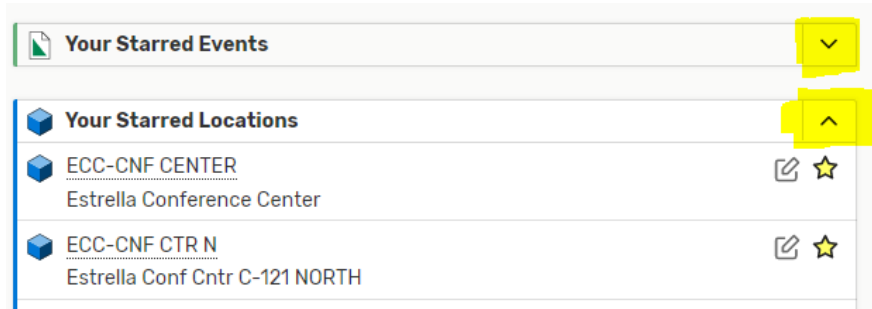
Welcome to MCCC Facilities Scheduling System.
Use your MEID and Email Password to sign in.

Username

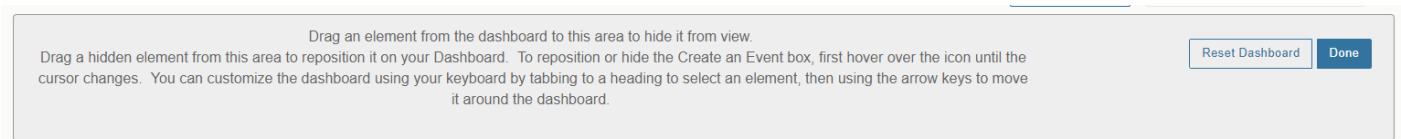
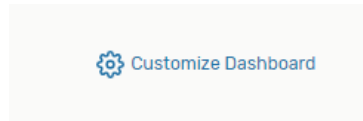
Password

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'.



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



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.

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](#)

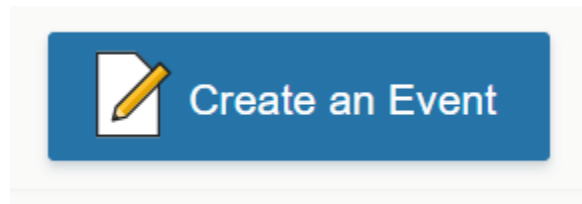
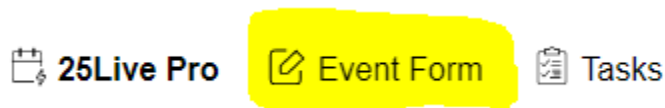
Don't know the exact Location? Search by Location Groups...

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



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

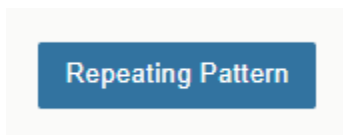
~~Takedown Time~~
0 Days 0 Hours 0 Minutes

Reservation Start:
Mon May 16 2022 10:00 am

Reservation End:
Mon May 16 2022 11:00 am

Reservation Duration:
1 Hour

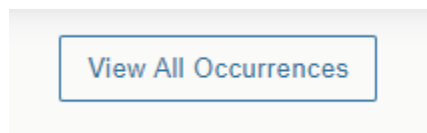
- **Repeating Event** – Will this event repeat? Only events of the same time can repeat. (Starting July 1, 2022, events can cross over the fiscal year) however the request is still subject to reservations made within the appropriate timeline (see **Reservation Dates and Timelines**). Select Repeating 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

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



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 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.

- **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.**

Confirming an Event

EMC 25Live Admins will be scheduling all spaces on campus including conference rooms (with some exceptions). Each scheduler will also have access to request and confirm spaces within their security groups, however all requests from the general campus that come through 25live as drafts, will be processed by 25Live Admins instead of being re-routed to individual schedulers.

These processes will require that all room reservations are scheduled in the system at the time they are requested to avoid potential conflicts. Please keep in mind that as schedulers of conference rooms, schedulers have priority to this space by being able to directly schedule and assign an event, however spaces are not dedicated for particular divisions or departments and may be requested by any EMCC employee. Should a conflict arise, please contact DL-EMC-EventRequests.

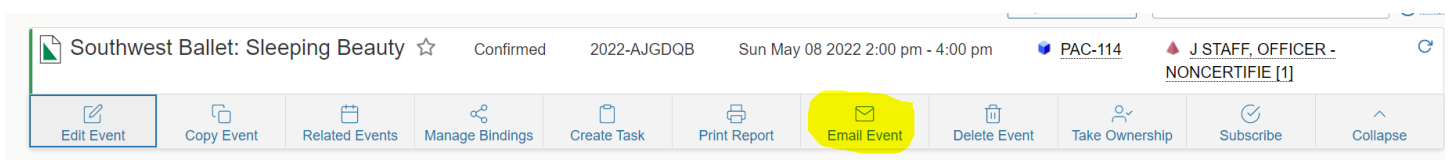
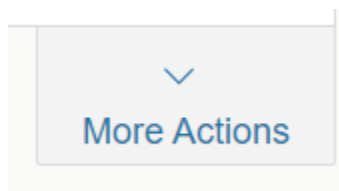
To confirm an event that was just created, click on ‘Edit this Event’. Be sure to change the ‘Scheduler Role’ and the event state.

- **Scheduler** - Be sure the requestor is the actual requestor of the event and not defaulted to the person entering the request. Be sure to select your name as the scheduler.
- **Event State** - if all the fields are complete and accurate, the scheduler may approve the event. If fields need edits, please leave the event as a draft and notify the requestor to provide appropriate changes. Never click “set as your default state” for any state other than draft.
- **Click Finish**

25Live Email Confirmation Template Guidelines

Schedulers should follow the basic template guidelines below as *minimum requirements* of what to add to confirmations.

- Once an event is confirmed, click on More Actions and then click on Email Event



- Check the box next to Event Confirmation: Detailed and check the box next to Requestor. As the Scheduler, you will automatically get a copy of the confirmation email sent to you. Other email addresses may be added by using the TO, CC, and BCC search.

Email Event

Related Recipients:

	TO	CC	BCC
Self (Denten, Tracey C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requestor (Butterfield, Tim)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler (Denten, Tracey C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Assignment Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Notification Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Recipients:

TO	<input type="text"/>
CC	<input type="text"/>
BCC	<input type="text"/>

Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.

Attach:

- Event Invoice
- Event Confirmation (Detailed)
- Daily Room Sheet Per Room
- Event Confirm (Detailed) Estimate
- Event Confirm (Related) Estimate
- Event Confirmation (Related)
- Event Invoice (Related)
- Event Work Order
- iCal File

Upload a file

- Include CONFIRMED (or denied, canceled, etc) in the Subject line
- Add a confirmation text in the Message Body and advise the requestor to notify DL-EMC-EventRequests if the event changes or is canceled
- Check the box to include event details in body of message
- Click Send

Subject

CONFIRMED: Southwest Ballet: Sleeping Beauty (2022-AJGDQB)

- Include link to 25Live Pro

Message Body

Check the checkbox to include Event Details. Add a custom message if desired.

File Insert Table View Format Tools

← → B I U A System Font 12pt

Your request has been processed and a confirmation is attached. Please verify that the information is accurate. Facilities and IT require a minimum of 48 hours' notice for any room setup and/or media requests, so please make sure any event setup instructions are correct. Please notify DL-EMC-EventRequests if this event changes or is cancelled, and include the event reference number below.

For public safety assistance, including locking/unlocking the space, please contact College Police at (480) 784-0900.

For media assistance, including access to the laptop carts, please contact the IT helpdesk at 623-935-8999.

It is the responsibility of the event requestor/contact to make sure rooms are in order following the event. Please be sure the computers/projector/lights are turned off and the door is locked behind you. As a reminder, no food or drinks are allowed in any of the classrooms.

If you have any questions, please contact the 25Live Admin Team. Thank you.

- Include event details in body of message

Cancel Send

Reporting Setup Requirements

If a requestor has indicated setup requirements in the event request form, and the requirements are outside what the scheduler provides (i.e. technology, facilities, etc), then the scheduler must notify the DL-EMC-EventRequests staff immediately and Resource/Setups will be added to the event.

****Please note: If an event has resource or setup requirements, edits CANNOT be made to the event other than by the Admin staff, otherwise the resources and setups assigned to the event will be lost. Once an event with resources or setup requirements has been confirmed, please submit a request to DL-EMC-EventRequests for all edits!**

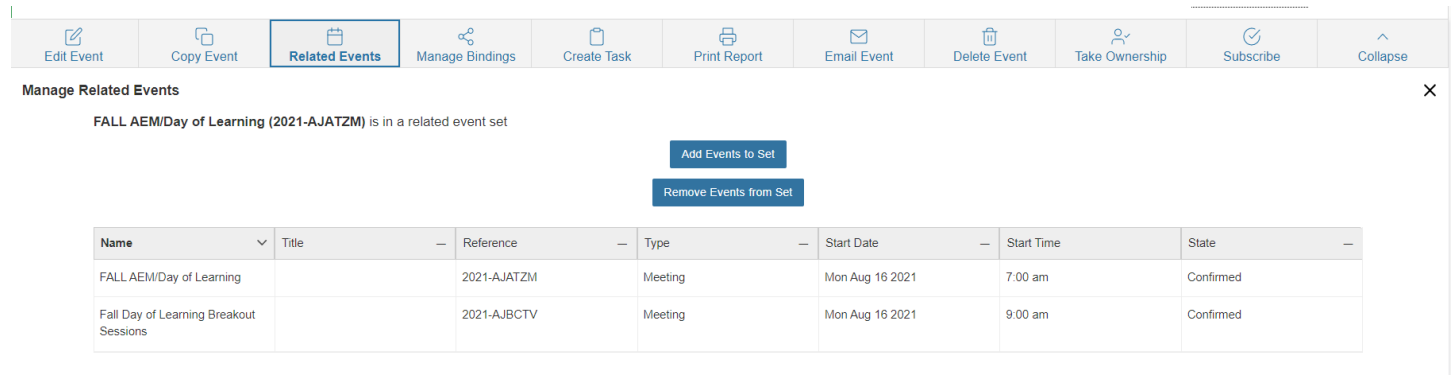
Establishing Event Relationships

Recurring events and events that are similar or part of a larger event and have different meeting patterns and/or different locations, should be grouped together using relationships. Multiple events will need to be created for recurring events with different meeting patterns, then a relationship established between them. You will need to reference the confirmation number(s) for events in a relationship, or have the events starred as favorites.

Once the event has been approved or saved, click on More Actions again and select Related Events.

Manage the related events by clicking on 'Add Events to Set' then searching for the related event(s). Click each event to be added to the set, then Click on 'Add Selected'. When all events are grouped, click 'Add Events to Set'.

Note: Events added as a relationship will only be grouped with that event and not to the other events that are also part of the relationship. Example: The Fall AEM/Day of Learning event is created. Then all the events related to this event, such as breakout sessions, will be related to this event. (This event would not relate to the next years Day of Learning)



Name	Title	Reference	Type	Start Date	Start Time	State
FALL AEM/Day of Learning		2021-AJATZM	Meeting	Mon Aug 16 2021	7:00 am	Confirmed
Fall Day of Learning Breakout Sessions		2021-AJBCTV	Meeting	Mon Aug 16 2021	9:00 am	Confirmed

Editing a Confirmed Event

All changes needed to an existing reservation must be submitted to the DL-EMC-EventRequests. This includes: **dates, times, title, description, categories, location and/or setup requirements**. **Schedulers should not make any edits, even to events that are saved in their cabinet** (i.e. events with location spaces in their security group).

****Please note: If an event has resource or setup requirements, edits CANNOT be made to the event other than by the Admin staff, otherwise the resources and setups assigned to the event will be lost. Once an event with resources or setup requirements has been confirmed, please submit a request to DL-EMC-EventRequests for all edits!**

Canceling an Event

Events (all dates in the event) that have been canceled for any reason, should be canceled in 25Live for accurate reporting, room utilization reporting, and to allow others to request the space. Schedulers may edit an event in their cabinet and change the status of an event to 'Canceled'.

Events that need to be canceled that are not in a scheduler's cabinet, should be canceled through an email request to DL-EMC-EventRequests.

Canceling Occurrences

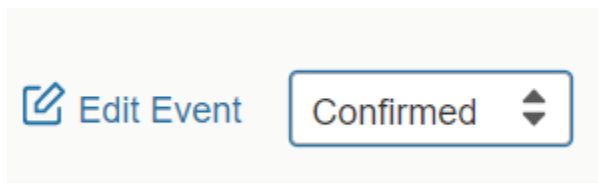
If one or more dates in an Event needs to be canceled, but the entire Event itself doesn't need to be canceled, the individual date occurrences should be **deleted** from the reservation, rather than using the cancel option for meeting occurrences.

Deleting Events

Events that have been created in error, must be canceled in order to release the room "hold". Events that are not canceled properly will continue to show on public calendars.

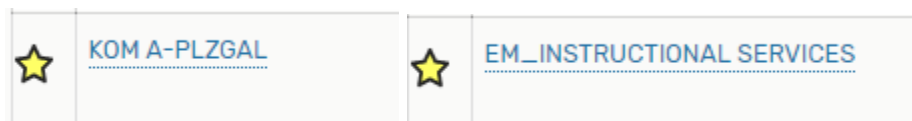
- Find the event you want to cancel
- Click More Options
- Change the event status from Confirmed to Canceled

Events that need to be deleted that are not in a scheduler's cabinet, should be deleted through an email request to DL-EMC-EventRequests.



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

Your Starred Locations

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

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.

Quick Search

Search Events

Search Locations

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.

KOM A-PLZGAL
Komatke Hall-A Plaza Gallery

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																	
FRI Jul 5, 2019	Backout: Backout 2019																	
SAT Jul 6, 2019	Backout: Backout 2019																	
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									Closed
TUE Jul 9, 2019				COMM_ED 800-10148 0001 16900			COMM_ED 800-10149 0001 16901	COMM_ED 800-...	BLOCKED OUT									Closed
WED Jul 10, 2019				COMM_ED 800-10148 0001 16900			COMM_ED 800-10149 0001 16901	COMM_ED 800-...	BLOCKED OUT									Closed
THU Jul 11, 2019				COMM_ED 800-10148 0001 16900			COMM_ED 800-10149 0001 16901		BLOCKED OUT									Closed

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		COMM_ED 800-25025 0001 16893		COMM_ED 800-25025 0001 16893			
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							Closed

Revised Business Process for Assigning Spaces

Although space approvals are designated to schedulers to ensure priority scheduling, spaces are not dedicated for particular divisions or departments. 25Live Administrators may also assign space in all rooms. To avoid space conflicts and ensure room utilization, schedulers are required to enter each reservation for a space into the system.

Review of Common Business Processes

- If event information change or an event is canceled, Edit the event, don't create new events.
- If multiple meeting patterns are required for the same event, add event relationships.
- Pre-Event and Post-Event times for setup and takedown should be separate from event times.
- Schedule at least 2 days in advance. Requests for same or next day scheduling require administrative overrides. Email DL-EMC-EventRequests.
- Always send a confirmation email to the requestor of an event. Use the recommended common language.
- All requests for spaces submitted through 25Live will be processed by the Event Admins. Schedulers will continue to have access to schedule and approve spaces, but drafts will no longer be rerouted to schedulers.

Scheduling Exceptions and Special Circumstances

Center for Teaching and Learning (CTL)

All requests for the Center for Teaching and Learning (CTL) will need approval by CTL Administrative Support. CTL space requests will be forwarded to CTL Administrative Support for processing.

Any CTL events that require setups will be entered into 25Live as drafts, with a note from CTL Administrative Support in the setup comments. Admin will add the appropriate setup resources and confirm the event on their behalf.

Performing Arts Center (PAC)

All requests for the Performing Arts Center (PAC) will need approval by the PAC Program Director prior to being reserved. PAC spaces are not available in 25Live as requestable spaces.

Any PAC events that require setups will be entered into 25Live as drafts, with a note from PAC Program Director in the setup comments. Admin will add the appropriate setup resources and confirm the event on their behalf.

Student Life - Vendors

Student Life will use the alternate organization "Student Life & Leadership (Vendor)" for all paid vendors. The paid vendor events will NOT be published to any public calendars. Always use, 'Do Not Publish'.

Career and Transfer Center - College Visits Calendar

Career and Transfer Center will use the alternate organization "Career & Transfer Center Reps" for all external college visitors and tabling. The representatives will be displayed on student calendars only. In addition, the Career and Transfer Center has an additional published calendar on their website that is used to help college representatives in scheduling space on campus. <https://www.estrellamountain.edu/students/career-services/universityvisits>