Checking Room Availability

Go to 25Live 25live.collegenet.com/pro/wvc, or choose "Schedule an Event/Room" under Faculty and Staff Quicklinks on our Public website.

You will see this header at the top of the page. You are not logged in until you click "Sign In"
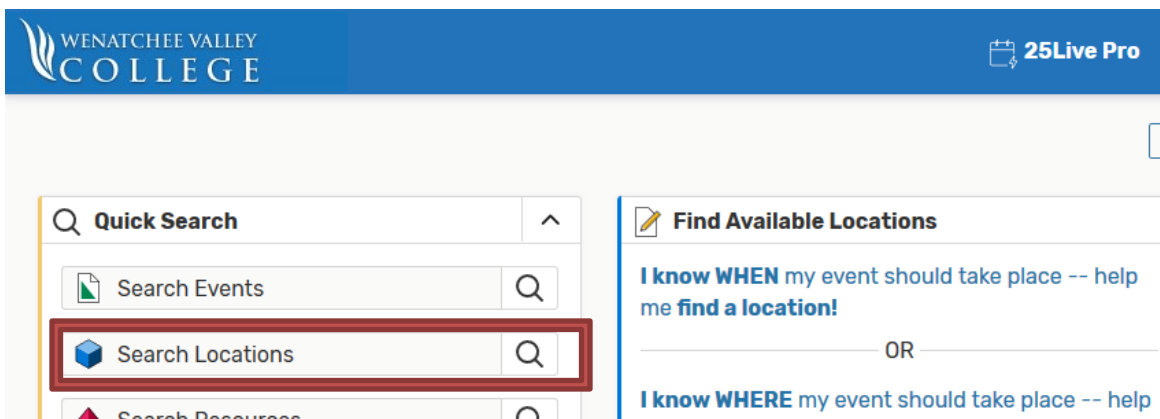

Sign in with your email address without the @wvc.edu, and use your normal network credentials. This system is synced with our network credentials.

Click on the link for 25Live Pro

Enter the room number you are wanting to check the availability for, and press **Enter**.

Select the room you are looking for. Using either the **Availability** or **Calendar** tab, check the date and time you are needing availability.

WTI2105
Wenatchi Hall 2105 - ITV Classroom

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

Legend ← Mon Jan 13 2020 → Overlapping ⇕ More Actions ⌄ ↻ ⑦

	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
MON Jan 13, 2020			NURS 102-B903				NURS 20...	NUTR 20...				MA 111-B903						Closed
TUE Jan 14, 2020												MA 120-B903						
WED Jan 15, 2020			NURS 102-B903				NURS 20...	NUTR 20...				MA 111-B903						Closed
THU Jan 16, 2020												MA 120-B903						Closed
FRI Jan 17, 2020			NURS 360-B903		NURS 330-B903			NURS 450-B903										Closed
SAT Jan 18, 2020	Closed	MA 125-B903															Closed	

WTI2105
Wenatchi Hall 2105 - ITV Classroom

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

☐ Show Blackouts ☐ Related Locations ← Mon Jan 13 2020 - Sun Jan 19 2020 → Weeks: 1 ⇕ More Actions ⌄ ↻ ⑦

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 12	13	14	15	16	17	18
	8:00 am - 11:00 am **NURS 102-B903** *MW 0800-1100, CSV-3123B903* 🔷 WTI2105	5:30 pm - 8:00 pm **MA 120-B903** *TR 1730-2000, CSV-2303B903* 🔷 WTI2105	8:00 am - 11:00 am **NURS 102-B903** *MW 0800-1100, CSV-3123B903* 🔷 WTI2105	5:30 pm - 8:00 pm **MA 120-B903** *TR 1730-2000, CSV-2303B903* 🔷 WTI2105	8:00 am - 10:30 am **NURS 360-B903** *F 0800-1030, CSV-3223B903* 🔷 WTI2105	8:00 am - 5:00 pm **MA 125-B903** *S 0800-1700, CSV-2313B903* 🔷 WTI2105
	1:00 pm - 2:00 pm **NURS 202-B903** *MW 1300-1400, CSV-3163B903* 🔷 WTI2105		1:00 pm - 2:00 pm **NURS 202-B903** *MW 1300-1400, CSV-3163B903* 🔷 WTI2105		11:00 am - 1:30 pm **NURS 330-B903** *F 1100-1330, CSV-3213B903* 🔷 WTI2105	

If the room is available, and you would like to schedule it, click the **Pencil** icon, at the bottom of that day, to take you to the Event Wizard.

(Continued next page)

Event Wizard

Name of Event: This is a short name identifying this event.

Expanded Event Name for Web Calendar: This is a longer field, and it is the name that will show up on any web calendars that we decide to publish in the future. Not needed at this point.

Type of Event: All events need to be given a type. Select the appropriate type from the drop-down menu. You can 'Star' an Event Type to favorite it for next time.

Primary Organization or Sponsoring Department: This is the 'owner' of this event – generally a Department or Committee. If you don't see one that will work for your event, submit a HelpDesk ticket listing the organization you are needing added. There is another field for additional Sponsoring Organizations.

Number of Attendees

Enter how many participants you expect.

Please note: When you are looking for rooms, 25Live will only show rooms with enough listed capacity for your expected headcount.

Event Description: This space allows you to add a detailed description for this event. It is not required.

This Event Wizard

This reservation wizard is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information.

* All requests are subject to approval *

Name of Event - *Required* ⓘ

Expanded Event Name for Web Calendar ⓘ

Type of Event - *Required* ⓘ

Select an item ⌄

Primary Organization or Sponsoring Department - *Required* ⓘ

Search organizations ⌄ Remove

Number of Attendees - *Required* ⓘ

Please Provide Detailed Description of the Event ⓘ

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

↶ ↷ **B** *I* U A ▾ A ▾ Font Family ▾ Font Sizes ▾ 🔗

Add times & dates

When: Define when the Event will take place.

Repeating pattern: Click on additional dates for the event, if needed. You can Ad-Hoc the dates and times by clicking "View All Occurrences"

Additional Time Drop Down:
Setup time: This reserves the space ahead of time, but does not populate on web calendars and is marked within 25Live as setup time.
Takedown time: Same as setup, but after the event.

Additional time ⌄

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

Repeating Pattern

« ‹ November 2019 › »

M	T	W	T	F	S	S
28	29	30	31	01	02	03
04	05	06	**07**	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	01
02	03	04	05	06	07	08

View All Occurrences

Date and Time - *Required* ⓘ

Thu Nov 07 2019

10:00 am

To:

11:00 am

☑ This event begins and ends on the same day

Event Duration:
1 Hour

Find a Location

Search by Location Name: When you first start using 25Live you will need to search for a room.

If a room is available at the right time, it will be displayed with a **Blue Reserve Box**.

By default, only available rooms with sufficient capacity for your expected headcount are shown.

Your Starred Locations:
You can Star specific locations, to have those rooms always check first for availability.

Locations Search ⌃

Auto-Load Starred: No ⬤ Yes

☐ Hide Locations with Conflicts   ☐ Enforce Headcount

Building - Batjer Hall ☆   ⌄   Building - Batjer Hall   ✕

Reset   Search

Add	Name	Title	Capacity	Availability	Conflict Details
Reserve	BTJ8001	Batjer Hall 8001 - Classroom	20	1/1	None
Unavailable	BTJ8006	Batjer Hall 8006 - Classroom	37	0/1	Conflict Details
Unavailable	BTJ8011	Batjer Hall 8011 - Auto Classroom	39	0/1	Conflict Details
Reserve	BTJ8012	Batjer Hall 8012 - Auto Classroom	38	1/1	None
Reserve	BTJ8014	Batjer Hall 8014 - Auto Lab		1/1	None
Reserve	BTJ8030A	Batjer Hall 8030A - Criminal Justice Lab		1/1	None

To find a room in a building, use the building code. For example:
- WTI – Wenatchi Hall
- MAC – MAC Building

Request Resources

What are Resources? Resources are services or equipment that can be moved from room to room by Service Providers such as catering, media services, etc.

Search by Resource Name: You will need to search for the Resource you want. If you click on "More Options" – you will click on categories to see IT or Facilities, or click "All". Then you need to click "Search"

Resources have a count of how many of each specific resource is available.

Requirements

- <mark>If you don't have any requirements for your event, please check the first box.</mark>
- Otherwise, there are several additional questions to assistant Service Providers, and Facilities & Events staff.
- Many of the questions are geared toward large events, and may not be relevant to all requestors.
- Clicking these items will send an email to selected people, to make sure that additional items needed will be addressed.

Note: Please send any feedback on the Requirements to the HelpDesk.

Requestor and Sponsor: Your name will automatically populate these fields; edit if need be.

Resources ⓘ

Resources Search ∧

Auto-Load Starred: No ◯ Yes

Saved Searches (optional) ▾ | Search Resources ✕

ⓘ Hint! Type :: to use SeriesQL.

More Options ∨   Reset **Search**

Add		Name	Quantity Available	Conflict Details
1	Reserve	120 Round Table Cloth	29 / 29	None
1	Reserve	6 foot table	24 / 24	None
1	Reserve	6' Round Tables	20 / 20	None
1	Reserve	8 foot table	17 / 17	None
1	Reserve	90 x 132 table cloth	28 / 28	None
1	Reserve	American Flag	1 / 1	None
1	Reserve	Caution Cones	12 / 12	None
1	Reserve	Facilities - Chairs	160 / 160	None
1	Reserve	Facilities - Podium (Plexi-glass)	2 / 2	None
1	Reserve	Facilities - Podium (Wood)	1 / 1	None

Requirements - *Required* ⓘ

☐ 1. No requirements apply to this event

Comment [ ]

☐ 2. Are you charging a fee (fundraising) for this event?

Comment [ ]

☐ 3. Are you working with a non-profit?

Comment [ ]

☐ 4. Do you have a room set-up preference?

Comment [ ]

☐ 5. Is this event open to the Public?

Comment [ ]

☐ 6. Please provide Budget Number

Comment [ ]

☐ 7. Will food be served at your event?

Comment [ ]

☐ 8. Will this event require participant parking?

Comment [ ]

Quantity
[0]   Max: Unlimited

☐ 9. Will you need IT/AV equipment or support?

Comment [ ]

☐ Would you like alcohol to be served at your event?

Comment [ ]

Save the Event

Event States

Draft: Most users will not see this Event State. Student Club user events are saved in this state. If you are an approver or "Scheduler" you may use this state on events to save them and return to them later prior to submission to another approver.

Tentative: Tentative is the default Event State for Events created by requesters. If you are not asked to select an Event State, your event has been defaulted to Tentative.

Confirmed: Schedulers will see this option. If you are not the Approver for a requested Location, please select Tentative.

Denied: If you see this option, it means that you have created this event, are Scheduler for the location, and are choosing to deny the use of the room you just selected.
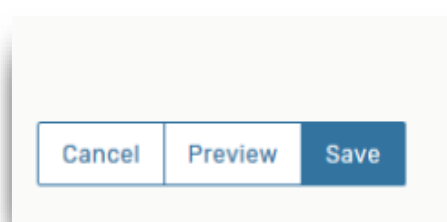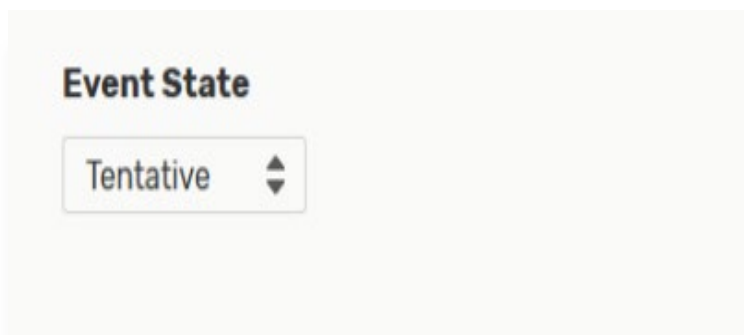
Cancelled: This is a button to cancel this specific event request.

Save: After selecting an Event State, select 'Save' to finish editing this event.

Review & You're done

Notes:

- You can make changes directly here, to most items. For some, like resources, you will need to select 'Edit Event'.

- 'More Actions' to Delete, change, email, subscribe to an event to add it to your Outlook Calendar, or create little "To-Do" reminder tasks.