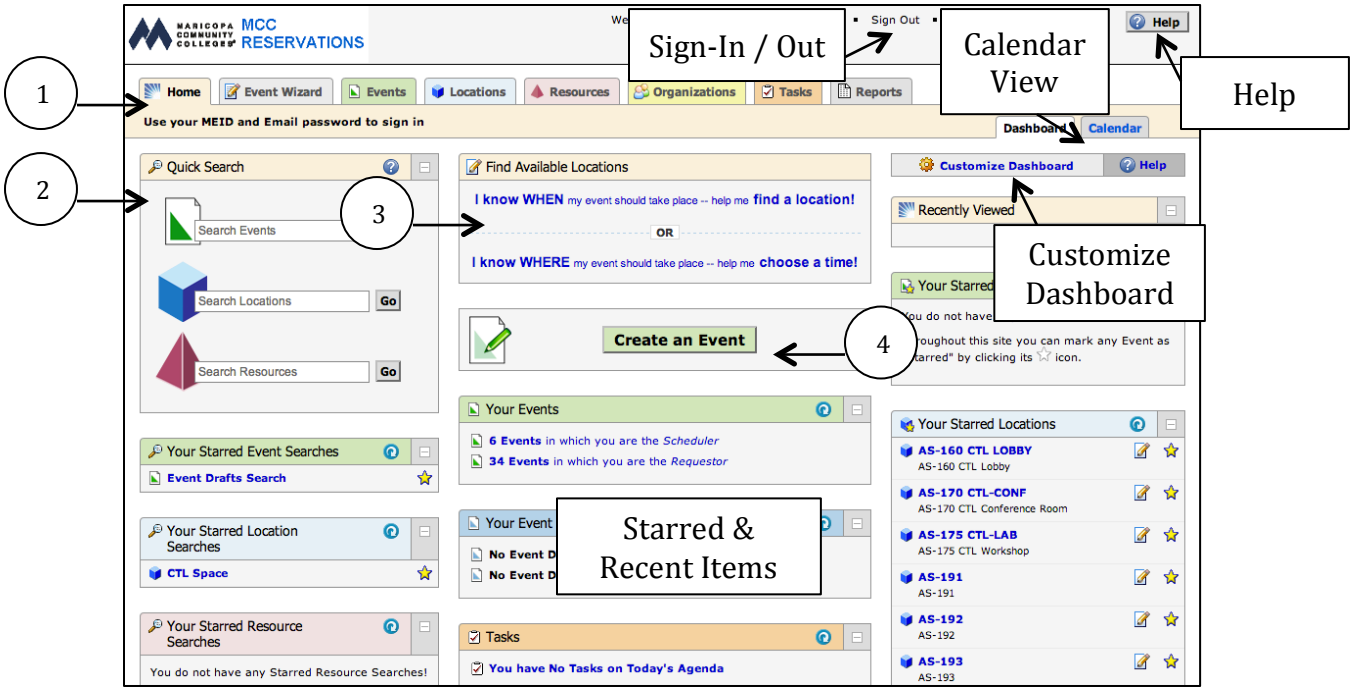
25Live® Scheduling Quick Reference - Requestors

Sign-in Instructions

Follow the link to access 25Live® – http://www.mesacc.edu/calendars > **MCC Reservations**. Sign in with your MEID/ MEID Password.

Account set-up/ maintenance – If you have forgotten or need to change your password, please visit: https://memo3.maricopa.edu/usertool.html.

Browser/Platform Compatibility – 25Live® is compatible with Safari, Firefox and Chrome in both the Mac and Windows platforms. **Internet Explorer is NOT recommended.**



Getting Started

1. **Interface Tabs**– The tabs can be used to navigate to different options. The easiest tab to use is **Home** where events can be searched and created quickly from the Dashboard.

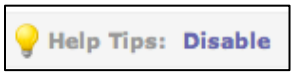
2. **Quick Search** – Locate events by name, location or assigned resources.

3. **When & Where** – Create events based on **WHEN** or **WHERE** the event will take place.

4. **Create Event** – Open the **Event Wizard** to create an event.

Calendar View - Review events by a time period and space location.

Help – Get help by topic. Enable Help Tips at the bottom of the page for in context help throughout the interface.



Customize Dashboard – Choose what items and options appear in the dashboard. Items can also be rearranged.

Dashboard Items –Starred and recent items can be accessed quickly from the dashboard.

Event Creation Options

Using the WHEN Option

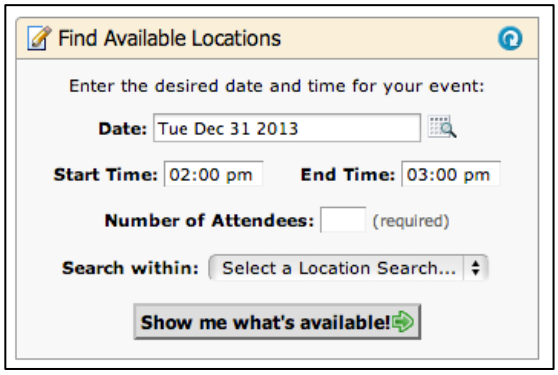
1. **For one day events**, select the "**I Know WHEN my event will take place – help me find a location**" option from the center panel.

2. Select the **Date, Start/End Times** and estimated **Number of Attendees**.

3. From the **Search within** drop down menu select a location to search. **Note:** Your preferred locations will be loaded in the menu.

4. Click **Show me what's available!>**.

5. After finding a location, select **Use this Location**. **Note:** if no matching locations are found you will need to change one or more of the parameters (date, time, number of attendees).



6. Use the **Event Wizard** to complete the scheduling process.

Using the WHERE Option

1. Select **I Know WHERE my event will take place – help me choose a time** from the center panel.

2. In the search window enter the **Location Name** and select **Go**. When searching for locations use the appropriate format.

> **Southern & Dobson Campus:** Bld-Room# format (e.g. LB-145, AS-170, etc).
>
> **Red Mountain Campus/Downtown Center:** Campus-BldRoom# format (e.g. RDM-S140, DTC-203, etc.).

3. Choose the location from the drop down menu.

4. Click the **date range** to change dates.

5. Select **Show me this location's availability >**.

6. Use the **Event Wizard** to complete the scheduling process.

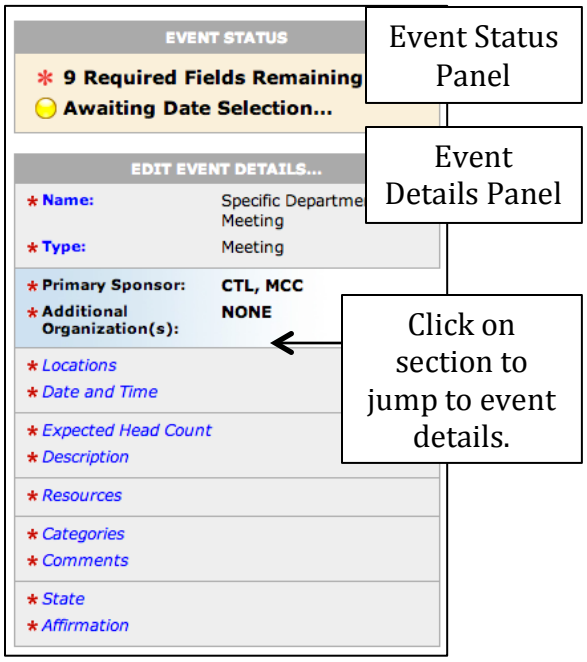
Using the Create Event Option

1. Select **Create Event** from the center panel.

2. Use the **Event Wizard** to complete the scheduling process.

Using the Event Wizard

The Event Wizard guides the scheduling process for both event & vehicle requests. Simply complete each required element. Note: See the helpful hints on the right side of the screen.



Event Details Panel. **Note:** Blue items are complete and red items are incomplete.

Edit Event Details Panel

Use the **Event Details Panel** (to the left of the center panel) to monitor event creation progress or to skip to a particular event detail. Read the embedded notes to review the event information.

Edit Event Details *Indicates REQUIRED Fields

*1. Enter an **Event Title** or **Vehicle Driver Name**.

*2. Search for OR select the **Event Type** from your starred type options.

*3. Search OR select the event **Primary Sponsor** from your starred organization options.

*4. Search for OR select the event **Additional Sponsor(s) for this Event** from your starred organization options. **Note:** If there is no additional organization, select NONE to proceed.

*5. Enter or verify the estimated expected **Head Count** for the event.

*6. Does this event have more than one occurrence? Select No or Yes.

*7. Enter or verify event date/time. Event Start & Event End - select the same date. Additional time for set up and/or take down may be added here.

*8. If you selected **Yes** to **More than One Occurrence**: select the **Ad Hoc** option and add additional dates as needed. **Note: The time for the event must be consistent.**

*9. Search for and select your event location. **Note: It is best to uncheck the boxes 'Show only my authorized location...' and 'Enforce Head Count'.** If the location is available, it will be marked with a green checkmark. If not available, it will be marked with a red triangle.

*10. Search for OR select event **Resources** from your starred resource options. **Note:** Select NONE if no resources are required outside the default space set-up and features.

*11. Select an **Event Category** from the predefined list. **Note:** Select **Do Not Publish to Web** to keep the event off of the public calendar.

*12. Enter **Event Comments, Driver Destination, or Room Set-Up Requested**.

*13. Read and check the **Affirmation** box. Select **Finish** to complete the scheduling process.

Note: The system will run one last check on the space availability and prompt you to fix any errors. Once your request has been processed, a confirmation will be sent to your MCC email.

Editing Events

Requestors may edit an event request they have created **before** a scheduler has processed the event.

1. Click on **Events Tab > Pre-Defined Groups > Event Drafts You Have Requested > Run**.

2. From the **List View** find the draft you want to edit and click on the **Edit this event** icon (pencil/paper) to the left of the draft entry.

3. Edit as needed and select **Save**.

Note: The system will run one last check on the space availability and prompt you to fix any errors.

Requesting Event Changes

Requestors do not have the ability to edit an event request that has already been processed.

For ANY changes to your processed event reservations, email the details to Facility/Vehicle Scheduling offices.

MCC Facilities Scheduling/Vehicle Contacts

Southern & Dobson:
facsched@mesacc.edu

Red Mountain/Downtown Center:
cheryl.hardt@mesacc.edu

Cancelling & Changing Events

Cancelling Events

Only schedulers can cancel events in their assigned spaces. Requestors must contact the Facilities Scheduling/Vehicle Office for cancellations.

Changing Events

Only schedulers can make changes to confirmed events in their assigned spaces. Requestors must contact the Facilities Scheduling/Vehicle Office to make any requests for changes to processed reservations.

MCC Facilities Scheduling/Vehicle Contacts

Southern & Dobson:
facsched@mesacc.edu

Red Mountain/Downtown Center:
cheryl.hardt@mesacc.edu

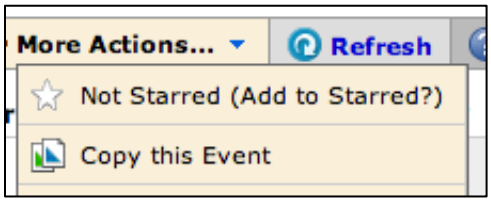
Copying Events

The copying events feature is one of the system's time saving options to help you more quickly and easily create future events based on a previous event's details. This is a great option for annual activities.

When you copy an event all of the information from the original will be duplicated in a copy. You can update dates and other details to the copy to create a new event.

1. From the Dashboard **use the Quick Search feature to find the event**.

2. Click on the event to open it.



3. From the **More Actions** Menu select the **Copy this Event** option. **Note:** You also have the option to create a copy after creating/editing an event in the success page **summary** area.

4. A duplicate event will be created. Go through each tab in the **Event Details Panel** and update the fields. **Be sure to rename the event.**

5. Click **Finish** to complete the event creation process.

Viewing Location Availability

By Room

1. From the Dashboard, enter a location into the **Location Quick Search panel**. When searching for locations use the appropriate format.

Southern & Dobson Campus: Bld-Room# format (e.g. LB-145, AS-170, etc).

Red Mountain Campus/Downtown Center: Campus-BldRoom# format (e.g. RDM-S140, DTC-203, etc.).

2. Select **Go**.

3. Use the **Availability** (single date view) or **Calendar** (weekly view) **tab** to review the location availability.

4. Click the **Create Event Icon to open the Event Wizard**.

By Building

1. From the Dashboard, open the **Locations tab** from the menu.

2. **Enter the building information** and click **More Search Options**. When searching for locations use the appropriate format.

Southern & Dobson Campus: Bld format (e.g. LB-, AS-, LA-, etc).

Red Mountain Campus/Downtown Center: Campus-Bld format (e.g. RDM-S, RDM-P, DTC-, etc.).

3. Click on 'More Search Options' next to 'Search By Keyword' field. Select **Edit** next to the **Categories** option.

4. From the pop-up window, **check boxes for the types of spaces in that building to search**.

5. Select **Go** and use the **Availability or Calendar tab** to review the location results.

By Pre-Defined Locations

1. From the Dashboard, open the **Locations tab** from the menu.

2. Select the **Pre-Defined Location Search tab**.

3. Select a **Search Grouping** and select **Run**.

Tip: Star locations as you search and create events. This will make it easier to search these spaces later.

Using Starred Items

The yellow star icon throughout 25Live® indicates that an item (location, resource,

organization, etc.) is currently a favorite. **It is highly recommended to use stars.** Starred items can be used as shortcuts to build events, generate location availability searches and more.

Clicking the empty star icon stars the item. Clicking the icon again will unstar it and remove it from your starred lists.

Saved Searches

Saved searches can help you build a custom calendar making it easy for you to determine availability of your spaces for a set date or date range.

Creating Saved Searches

1. Select the **Locations Tab** from the Dashboard.

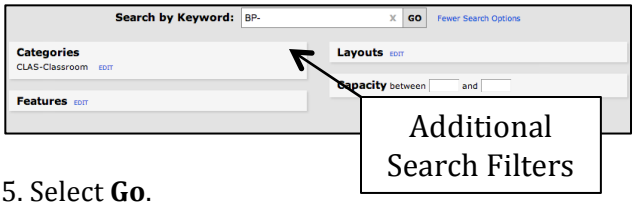
2. Next to the Search window click to open the **More Search Options** feature.

3. Enter a keyword in the search window for the location you want to search.

   For Buildings: Bld- format (e.g. LB-, AS-, etc. OR Campus-Bld format (e.g. RDM-S, RDM-P, etc.).

   For Individual Rooms: Bld-Room# format (e.g. LB-145, AS-170, etc.) OR Campus-BldRoom# format (e.g. RDM-S140, DTC-203, etc.).

4. Optional: Add additional filters (Categories, Layouts, Features, Capacity) to narrow the location search results.



5. Select **Go**.

6. Review returns and select **Save Search** from the menu.

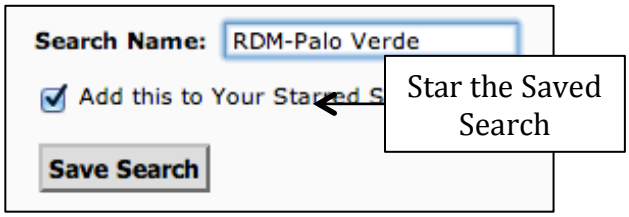
7. In the pop-up window, choose from one of the following save options:

   Search Criteria – Saves the criteria of the search. This means if a new location matching your search criteria is added it will display in future searches.

   Search Results – Saves the results of this specific search. New spaces matching the criteria will not display in subsequent searches.

8. Add a **Search Name** to help you identify the search.

9. Select the checkbox **"Add this to Your Starred Searches"**.



10. Select **Save Search** and **Close** the window.

Using Saved Searches

Saved searches can be accessed from several areas throughout 25Live®.

OPTION 1: Your Starred Location Searches

Use this option to get an overview of the availability of spaces in one of your saved searches based on a given date/date range.

1. From the Dashboard locate the **Your Starred Location Searches panel**. **Note:** If your saved search does not appear immediately, select the refresh option.

2. Click on the name of the search from the panel and **the Location tab** will open.

3. Select either the **Calendar** (date range) or **Availability** (single date) **view tab** to see the schedule for a space for an elected period. **Note:** Click on the date or date range to choose another time period.

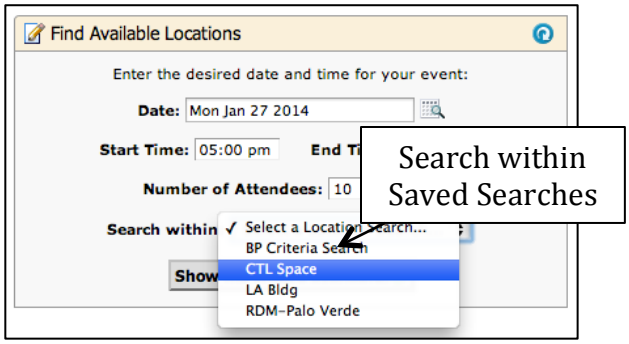
OPTION 2: Find Available Location
Use this option if you know when your event is going to take place, but want to find a location from one of your saved searches.

1. From the Dashboard locate the **Find Available Location panel**. Select the "**I know WHEN my event should take place – help me find a location!**" Option.

2. Enter the date, start time, end time and estimated # of attendees for the event.

3. From the **Search within drop-down menu** select a saved search to identify possible space locations for your event.

4. Click "**Show me what's available**" to see the available spaces within the saved search for the event date specified.



5. Review the available spaces and select **Use This Location** to open the Event Wizard and book the space.

OPTION 3: Pre-Defined Location Searches
Use this option to search locations based on pre-defined criteria (space layouts, space features, AND saved/starred searches, etc.)

1. From the Dashboard open the **Locations tab**.

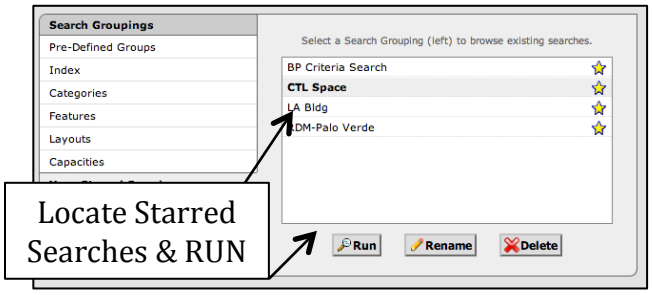
2. Select the **Pre-Defined Location Searches tab**.

3. To view locations by your saved searches select either **Your Starred Searches** or **All of Your Searches** from the Search Groupings menu.

4. Pick a specific saved search from the list.

5. Click **Run**.

6. Select either the **Calendar** (date range) or **Availability** (single date) **view tab** to see the schedule for a space for an elected period. **Note:** Click on the date or date range to choose another time period.



Helpful Resources

Facilities Scheduling/Vehicle Office & Reservations Contacts

Southern & Dobson:
Angela Cissell – angela.cissell@mesacc.edu

Red Mountain & Downtown Center:
Cheryl Hardt – cheryl.hardt@mesacc.edu

FREQUENTLY REQUESTED LOCATIONS:

LB-145	LB-145 Community Room
LB-300	LB-300 SW Studies Reading Room
KSC-116N	KSC-116N Navajo Room North
KSC-116S	KSC-116S Navajo Room South
HW-858 Conference Room	HW-858 Conference Room
Lawn-Lawn W MU	Lawn West of Music Bldg (houses Event Tent)
Clktwr-Clocktower Sidewalk	Clocktower Sidewalk
Clktwr-Lawn Center	Clocktower Lawn Center
Clktwr-Lawn North	Clocktower Lawn North (AKA Graduation Lawn)
Clktwr-Lawn South	Clocktower Lawn South
Lawn-N Tennis Court	Lawn North of Tennis Courts
Lawn-N of Theatre (East)	Lawn North of Theatre (East)
Lawn-N of Theatre (West)	Lawn North of Theatre (West)
BP-4	BP-4 Lecture Hall
BP-5	BP-5 Lecture Hall
SC-11E	SC-11E Lecture Hall
NU-101	NU-101 Lecture Hall
Heap Gym-West Gym	Heap Gym-163 West Gym
MCC Track	Track
Prct. FLD-FPFLD	Football Practice Field
STD FLD-STD FLD	Riggs Stadium Football Field
SD SPFLD-SPFLD	Soccer Practice Field
RDM-M200	RDM-M200 Red Mountain Community Room
RDM-M213	RDM-M213 Conference Room
RDM-M224 Conference Room	RDM-M224 Conference Room
RDM-M107	RDM-M107 Conference Room
RDM-Saguaro Mall	RDM-Saguaro Mall
RDM-S Lobby, 1st Floor	RDM-S Lobby, 1st Floor
All classrooms	EX: AS-195, LA-1N, RDM-S140