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. Note: the sign-in option is in the lower-left corner of the site.

Account set-up/maintenance - If you have forgot 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 – Make 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 – Starrred 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. Simply complete each required element. Follow through each step one-by-one by using the navigation options or skip around by using the

- **Event Status Panel**
- **Event Details Panel**
- **Click on section to jump to event details.**

**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 Name** 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 Organization(s) for this Event** from your starred organization options. **Note:** If there is no additional organization, select NONE to proceed.

*5. Search for OR verify your event location.

*6. Enter or verify your event date/time.

  **Extra Event Option** – Click the **Pre-Event/Set-up OR Post Event/Takedown durations** options to enter additional event time.

  **Reoccurring Event Option** – From the **Event Repeats?** drop-down menu select the repeat option and add additional dates as needed. **Note:** The time for the event must be consistent.

*7. Select the **Check for Location/Resource Conflicts** to verify that the space is available for the event dates/times. **Note:** This check will also be run at the end of the event creation process.

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

*9. Enter an **Event Description. Note:** This will be a public description if the event is published to the calendar.

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

*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, and 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.

### Editing Events

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

#### Finding Event Drafts to Edit

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 confirmed events.
**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 your 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. 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** (i.e. CLAS for classroom spaces, etc.).
5. Select **Go** and use the **Availability 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. Preferences are sticky.
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