Event Scheduling at Los Medanos College

25Live can be used to request rooms by faculty, staff, and students. All student requests must be through a student organization or department. Spaces must be requested 2 business days in advance. 25Live is supported on Mozilla Firefox and Google Chrome. Users are strongly discouraged from using Internet Explorer.

How to Request and Event through the Event Wizard Tab

1. To access 25Live visit the LMC Insite Portal, District Resources tap and you will see 25Live (production)

2. Click "Sign In" to begin the process of requesting space through 25Live. You will need to sign in with your LMC username and password.

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Events at Contra Costa College				
Events at Contra Costa College Events at Diablo Valley College				

3. Click "Create an Event" in the middle of the front page.

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	I know WHERE my event should take place help me choose	Vour Starred Events
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Search Resources Go	Create an Event	Vour Starred Locations
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You do not have any Starred Location Searches!	S Your Event Drafts	You do not have any Starred Resources!
	No Event Drafts in which you are the Scheduler	Throughout this site you can mark any Resource as "Starred" by clicking its $\frac{1}{\sqrt{2}}$ icon.

4. The "Event Wizard tab will load.

5. Enter an Event Name (required). The Event Name will display on published calendars (once they are utilized). Avoid acronyms and name the event in a way that will be understandable to others.

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	Event Type Search for an Event Type	* *				
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6. Select an Event Type (required) that most closely describes your event. Use the drop down menu for choices.

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Event Type Primary Organization for this Event Additional Organization(s) for this Event	Event Title for Published Calendars Event Type Search for an Event Type Primary Organization for this Event Search for an Organization * *	
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7. Search for, and select the organization with which your event is affiliated (required).

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	Additional Organization(s) for this Event	expected re	search does not rett sult, try limiting the s	search
	Search for Additional Organizations	term to a ke	y word in the organi:	zation

8. Additional organizations that may be involved can be added here.

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schedule an event. Please be as detailed as possible when submitting this information. * All requests are subject to approval *	Event Title for Published Calendars	^
Ceremony	Summer Math institute Ceremony	
LMC Summer Math Institute Department Additional Organization(s) for this Event	Event Type	
100 Attendees Expected	Ceremony	
Event Description	This information cannot be edited.	
Thu Jul 14 2016 11:00am - Thu Jul 14 2016 12:00pm		
Event Repeats	Primary Organization for this Event	
🔰 LMU3*720	Printary organization for this Event	
A LMC-Microphone (wireless)	LMC Summer Math Institute Departme 🐨 * *	
🝐 LMC-Projector (LCD)	Additional Granization(s) for this Even	
Additional Event Information		
Scheduler	Search for Additional Organizations	
Willegas, Grace Requestor		
Publish to Calendar		
Confirmation Notes	🔀 Cancel 🕞 Save	
Internal Notes		
Confirmed ID: 2016-AAAZHF		
		•

9. Click Next.

10. Enter Head count



11. Enter Event Description here. Make sure this is descriptive enough that people will be able to understand what is happening at your event.

Danaats		0
MU3*720	Event Description	Enter additional information about the event here. This information will
MC-Microphone (wireless)		appear in the 25Live event detail view.
MC-Projector (LCD)		Note: This information will also be
onal Event Information	Font Family - Font Sizes - I III	displayed on published calendars. Grammar, punctuation, and clarity
illegas, Grace	Ø* 2,< ▲ ₩ ₩ 5	matter!
cheduler		Notes:
equestor		as a YouTube video), use the
h to Calendar		"Insert/edit video" button or edit the
rents mation Notes		code" button.
ial Notes		Some HTML tags (including TABLE
ID: 2016-AAAZHF		tags) are not supported by 25Live
	Cancel	

DO NOT CHANGE THE FONT SIZE OR COLOR.

13. Determine whether or not your event has more than one occurrence. No or Yes



14. Enter the Event Date and Time (required). You may enter pre-event/setup or post-event/takedown additional time if necessary.

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test event New Event	Tell us WHEN this event takes place.	* *
Event Title for Published Calendars Class Activity LMC Office of Instruction - V Pres Dept	Selective vates and times of the actual event Setup prodown, pre- or post-event times can be specified basis	Event Duration: 1 Hour
Advanced Spanished (1997) for the Even 40 Attendees Expected Event Description Thu Jun 30 2016 11:00am - Thu Jun 30 2016 12:00pm	Event Start: Thu Jun 30 2016 11:00 am Event End: Thu Jun 30 2016 12:00 pm The event begins and ends on the same day.	Select the Start Date, Start Time, End Date, and End Time for the event. Please use the ACTUAL start and end times for events.
Progress	Does this event require Setup or Pre-Event time? Yes INO	If additional time is needed for setup, takedown, or for mingling before or after the event, click on the <i>Pre-</i> <i>Event/Setup</i> and <i>Post-</i> <i>Event/Takedown</i> editors and add the
	Does this event require Post-Event or Takedown time? ○ Yes	appropriate number of minutes or hours desired.
	Cancel Save	

15. Click on Setup/Pre-Event durations? To add setup time

a. Pre-Event: Group Setup (time your group needs as a buffer between official setup and the start time of your event)

Adducted Specified Composition of the Start: Thu Jun 30 2016					
Progress Does this event require Setup or Pre-Event time? e Yes No Event/Setup and Post- Event/Takedown editor appropriate number of in hours desired.	xpected 2016 11:00am - 2016 12:00pm	Event Start: Thu Jun 3 Event End: Thu Jun 3	20 2016 11 30 2016 11 30 2016 11 ends on the same day	1:00 am 2:00 pm	Select the Start Date, Start Time, End Date, and End Time for the event. Please use the ACTUAL start and end times for events.
Reservation Start: 11:00am	Progress	Does this event require Setup or Pre-Event time? Setup: 2 Days Pre-Event: 2 Days	Hours	No Minutes Minutes	If additional time is needed for setup, takedown, or for mingling before or after the event, click on the <i>Pre-</i> <i>Event/Setup</i> and <i>Post-</i> <i>Event/Takedown</i> editors and add the appropriate number of minutes or hours desired.
Does this event require Post-Event or Takedown time? • Yes • No		Does this event require Post-Event or Takedown	Reservation Start	e: 11:00am	
■ Back Next ▶	•	Back		Next ►	

16. Click on Post-Event/Takedown durations? To add takedown time

a. Post-Event: Group takedown (time your group needs as a buffer between official takedown and the end time of your event)

dit View Favorites Tools Help		
ttendees Expected	Event Start: Thu Jun 30 2016 11:00 am	
Description Jun 30 2016 11:00am - Jun 30 2016 12:00pm	Event End: Thu Jun 30 2016 12:00 pm Image: Second Seco	Select the Start Date, Start Time, End Date, and End Time for the event. Please use the ACTUAL start and end times for events.
Progress	Does this event require Yes No Setup or Pre-Event time? Image: Setup: Setu	If additional time is needed for setup, takedown, or for mingling before or after the event, click on the Pre- Event/Setup and Post- Event/Takedown editors and add the appropriate number of minutes or hours desired.
	Reservation Start: 11:00am	
	Post Event: Days Hours Minutes Takedown: Days Hours Minutes	
	Reservation End: 12:00pm	

If your event repeats choose which applies. Then follow the prompts on the next page.

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Attendees Expected st Description e Feb 07 2017 J0am - 9:00am		Daily Repeats Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.							
Progress		Weekly Repeats Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.							
		Monthly Repeats Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.							
		Does Not Repeat This event has only one occurrence.							
	✓ Back		Next ►						

17. Click Next

18. Enter the Event Location (required) you desire. You may search for a location by name, features, capacities, or using your saved searches. A green checkmark means the space is available during your date and time.

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25Live	Welcome, Villegas, Grac	xe • Preferences • Today is Thu Jun 30 2016 🕜 Help
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test event Event Title for Published Calendars	Find and select LOCATIONS.	* * 6 1 0 2
Activity Office of Instruction - V Pres Dept ional Organization(s) for this Event	★ Your Starred Locations	Select the <i>Location(s)</i> for your event from the list of favorite locations or search by location name. Multiple <i>Locations</i> can be requested.
ttendes Expected <i>t</i> Description Jun 30 2016 11:00am - Jun 30 2016 12:00pm	Search by Location Name LCC2-225	Note: If the search does not return the expected result, try limiting the search term to a key word in the location
CC2*225	LCC2*225 LMC College Complet-Second Floor Room 225 Max Capacity: 30	name such as the building name.
Progress		Selected Locations
		■ LCC2*225 ✓ ☆ ☑

A red triangle with an exclamation point in it means it is not available. And the conflict will appear on the right side.

 Your Starred Locations Search by Location Name LSC2-229 LSC2*229 LSC2*229 LSC3 Searce Building-2nd Floor Room 229 		Select the <i>Location(s)</i> for your event from the list of favorite locations or search by location name. Multiple <i>Locations</i> can be requested. Note: If the search does not return the expected result, try limiting the search term to a key word in the location
 Your Starred Locations Search by Location Name LSC2-229 LSC2*229 LSC3*229 LSC3*229		Select the <i>Location(s)</i> for your event from the list of favorite locations or search by location name. Multiple <i>Locations</i> can be requested. Note: If the search does not return the expected result, try limiting the search term to a key word in the location
Search by Location Name LSC2-229 LSC2*229 LSC2*229 LSC Searce Building-2nd Floor Room 229		search by location name. Multiple Locations can be requested. Note: If the search does not return the expected result, try limiting the search term to a key word in the location
Search by Location Name LSC2-229 LSC2*229 LSC Science Building-2nd Floor Room 229		Note: If the search does not return the expected result, try limiting the search term to a key word in the location
LSC2*229	A	expected result, try limiting the search term to a key word in the location
LSC2*229 LMC Science Building-2nd Floor Room 229	Δ.	
Max Capacity: 47		name such as the building name. HIDE ▲
		Selected Locations
		LSC2*229
	~	LMC Science Building-2nd Floor Room 229 Man Canacity: 47
		Fratures: Furniture - Desk; AV - Smart Podium
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	Store only my authorized locations that have no time conflicts Enforce head count Saved Searches	Store only my authorized locations that have For time conflicts For the head count Saved Searches

19. You may search and request more than one location for your event with the same date and time by searching and selecting additional spaces. You may reserve a location that is smaller than your expected head count if you are reserving multiple spaces (i.e. a breakout room)

20. If you need to switch the date/time of the request to utilize the space you want, select the "Back" button at the bottom of the page. This will bring you back to the previous page of the event request and you can adjust the date/time there.

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Conversion of the second	Select the dates and times of the actual event. Setup, takedown, pre- or post-event times can be specified below. Event Start: Thu Jun 30 2016 11:00 am Event End: Thu Jun 30 2016 12:00 pm I the event begins and ends on the same day.	Select the Start Date, Start Time, End Date, and End Time for the event. Please use the ACTUAL start and end times for events. If additional time is needed for setup, takedown, or for mingling before or after the event, click on the Pre- Event/Setup and Post-
Progress	Does this event require Setup or Pre-Event time? Yes No Does this event require Poet-Event or Takedown time? Yes No Back Cancel Save	Event/Takedown editors and add the appropriate number of minutes or hours desired.

21. Click next

22. The resources available in the room are displayed on the right hand text box. If you need additional resources, this is the opportunity to include them. Resources are defined as equipment or services that aren't already available in a specific location. Select the **Resource(s)** for your event from the list of favorite resources or search by resource name. Multiple **Resources** can be requested. (Please note that the resources request process in 25Live is not fully operational at this time. Please independently confirm resource requests with the appropriate agency.)



23. click next



24. Add contact information here. The *Scheduler Contact Role* is used to identify the person entering the event information into 25Live. The *Requestor Contact Role* is used to identify the organizer of the event or representative from the *Organization* responsible for the event.

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Resources Additional Event Information Scheduler Villegas, Grace Requestor	 ■ Back Next ■ Cancel Save

25. This is a non-functional feature. Just click next.



26. Use this field to provide additional instructions or event information to *Location*, *Resource*, and *Published Calendar* approvers.

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27. Click I agree. Then Next.



28. All requests should be submitted with a **TENTATIVE** *Event State*. Then Save.

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Class Activity McCoffice of Instruction - V Pres Dept Addamand Organization(s) for this Event: 40 Attendees Expected Event: Description Thu Jun 30 2016 11:00am f Thu Jun 30 2016 11:00am f Public States Sta	Draft Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state. Tentative The event is scheduled, but is awaiting Confirmation from its scheduler. Confirmed	Most users do not have access to change the <i>Event State</i> . All requests should be submitted with a TENTATIVE <i>Event State</i> .
Additional Event Information Willegas, Grace Scheduler Villegas, Grace Requestor	The event is scheduled and contirmed. Cancelled This event has been cancelled, and all Location and Resource reservations will marked as cancelled.	
Publish to Calendar Comments Terms and Conditions		
Tentative Progress	■ Back Next ▶	
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29. Please note that this request is considered tentative until you receive an email confirmation from Scheduling Specialist or the approver.

30. Requests for spaces are processed in date order received only. Please allow at least 2 business days for requests to be processed.

31. All requests are considered tentative in draft state and are not confirmed until you receive an email confirmation from the scheduling specialist, or the approver.32. Space availability is subject to change.

33. Contact Grace Villegas 925-473-7407 or <u>gvillegas@losmedanos.edu</u> if you have any questions.

I Know WHEN My Event Should Take Place- Help Me Find a Location!

1. Locate "Find Available Locations" on the middle on the Home Page.



2. Select the first option "I know WHEN my event should take place- help me find a location!"

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	21 Events in which you are t	the Scheduler	A Your Starred Resources	0
P Your Starred Location Searches	D Your Event Drafts	G	You do not have any Starred Res	sources!
You do not have any Starred Location Searches!	No Event Drafts in which yo	u are the Scheduler	Throughout this site you can ma clicking its 😭 icon.	rk any Resource as "Starred" by

- 3. Enter the date, time, and number of attendees of your event.
- 4. Click "Show me what's available' to see the space options available at that day/time.

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ou do not nave any Starred Location Searches!	Your Uncoming Events	Throughout this site you can mark any Resource a	s "Starred" by

Only available locations will display.

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You do not have any Starred Event Searches	Use This LMC College Complex Third Floor Journalism Lal 301 Max Capacity: 12	Room	♣ Your Starred Resources	0
You do not have any Starred Location Searches	Use This LHC Library Building Room 105 Tex Capacity: 14	Location	You do not have any Starred Resources! Throughout this site you can mark any Resource clicking its $\frac{1}{\sqrt{2}}$ icon.	e as "Starred" by

5. You can also choose to look for spaces with a larger max capacity (than your expected headcount) or try a more detailed location search.



6. Once you select "Use This Location" on a space, it will take you to the "Event Wizard" tab and continue to enter your event as instructed previously.

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I Know WHERE My Event Should Take Place- Help Me Choose a Time!

1. Locate "Find Available Locations" on the middle on the Home Page. Select the second option "I know WHERE my event should take place- help me choose a time!"



 Enter as much of the location name as you know and click "Go." The system will prompt you to select your exact location in a drop down menu. If you don't know the exact location, you can use a more advanced search. LMC classrooms all start with 'L'.

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3. Select a room

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4. Then select the date range you are requesting. You can take the default week given or click on the date range to adjust the calendar. Hit "Update Availability" after you have determined the appropriate date range.

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5. Click 'show me this location's availability.



7. This is the results of your search for the room you select. Whats in green is whats not available.

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8. Click on the time you would like to book and it will take you to the event wizard and you proceed as instructed previously.

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How to Perform a Quick Search

- 1. After logging into 25Live, locate the "Quick Search" field on the left side of the home page.
- 2. Enter any part of the Event Name, Location Name, or Resource Name into the appropriate box.
- 3. After locating the desired event, location, or resource, the details can be pulled up by clicking on the name of the event, location, or resource.

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How to Check Location Availability

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1. After logging into 25Live, click on the "Locations" tab.

2. On the "Search for Locations" tab, find your space (by keyword and/or by selecting more search options). Hit "Go."

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3. Select the name of the space you want to view availability for from the list (if you searched for a specific space {LCC1}, it will automatically bring up that Building). By searching for building only it will give you the resources/features for each room. Select a room from the list. Click on the "Availability" tab for that space. This will show you a one week availability view for that space.

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4. Green boxes with text mean something is occurring in that space. Spaces without the green "event" mean the location is available.

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6. You can adjust the dates through the date picker option.

