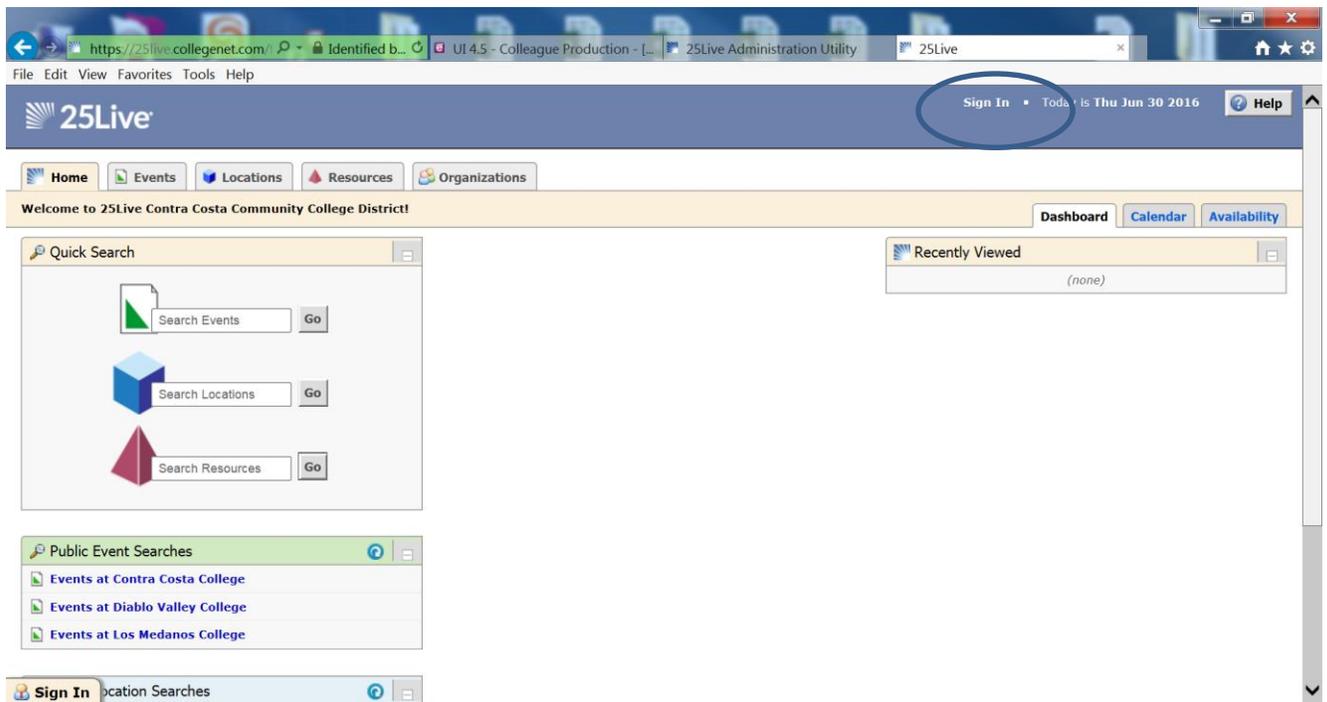


Event Scheduling at Los Medanos College

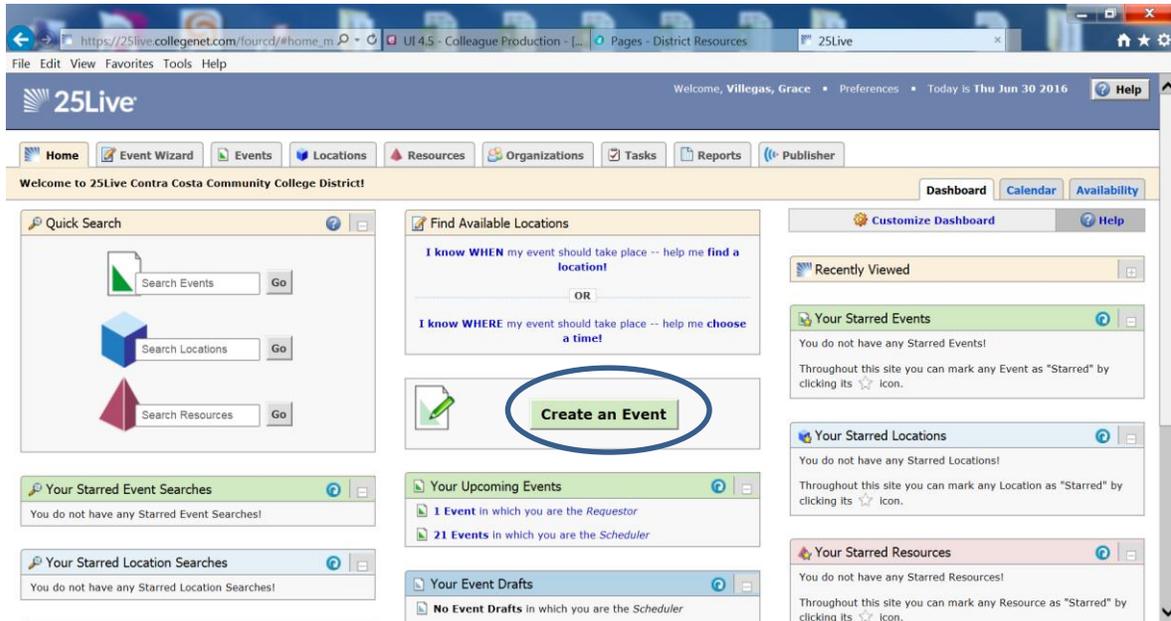
25Live can be used to request rooms by faculty, staff, and students. All student requests must be through a student organization or department. Spaces must be requested 2 business days in advance. 25Live is supported on Mozilla Firefox and Google Chrome. Users are strongly discouraged from using Internet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

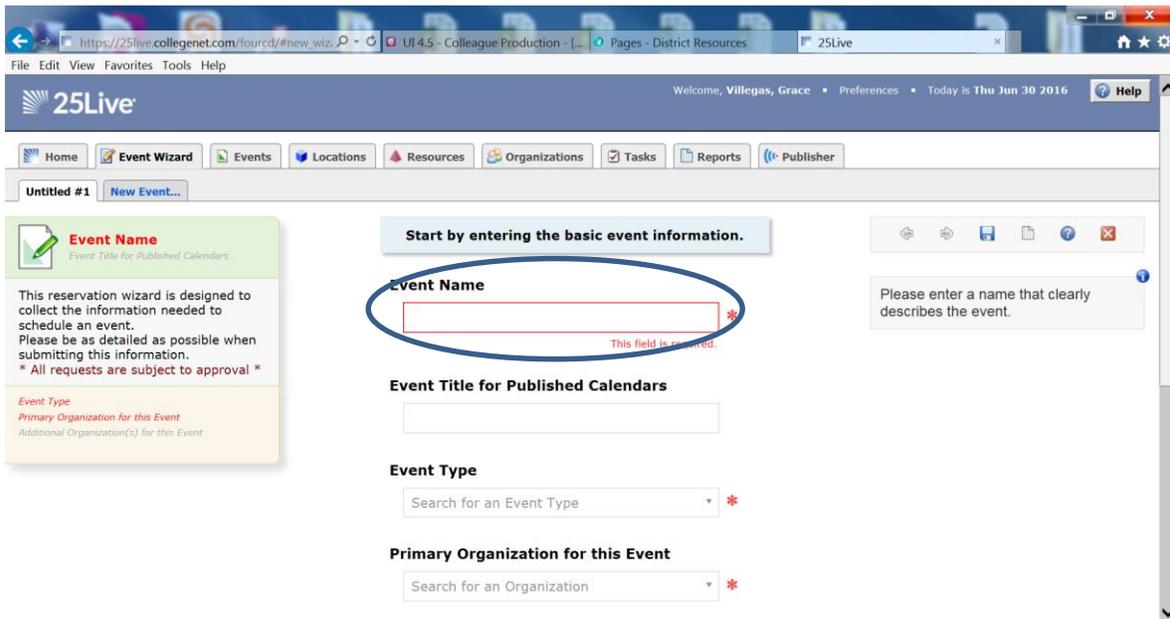


3. Click "Create an Event" in the middle of the front page.

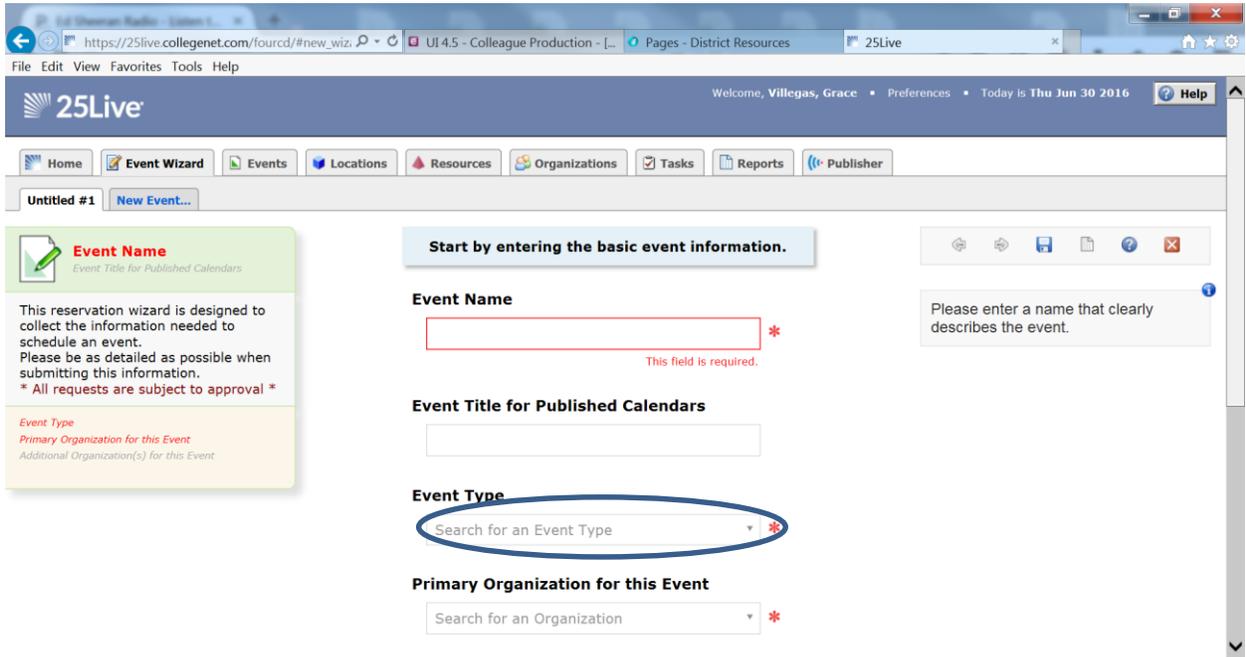


4. The "Event Wizard tab will load.

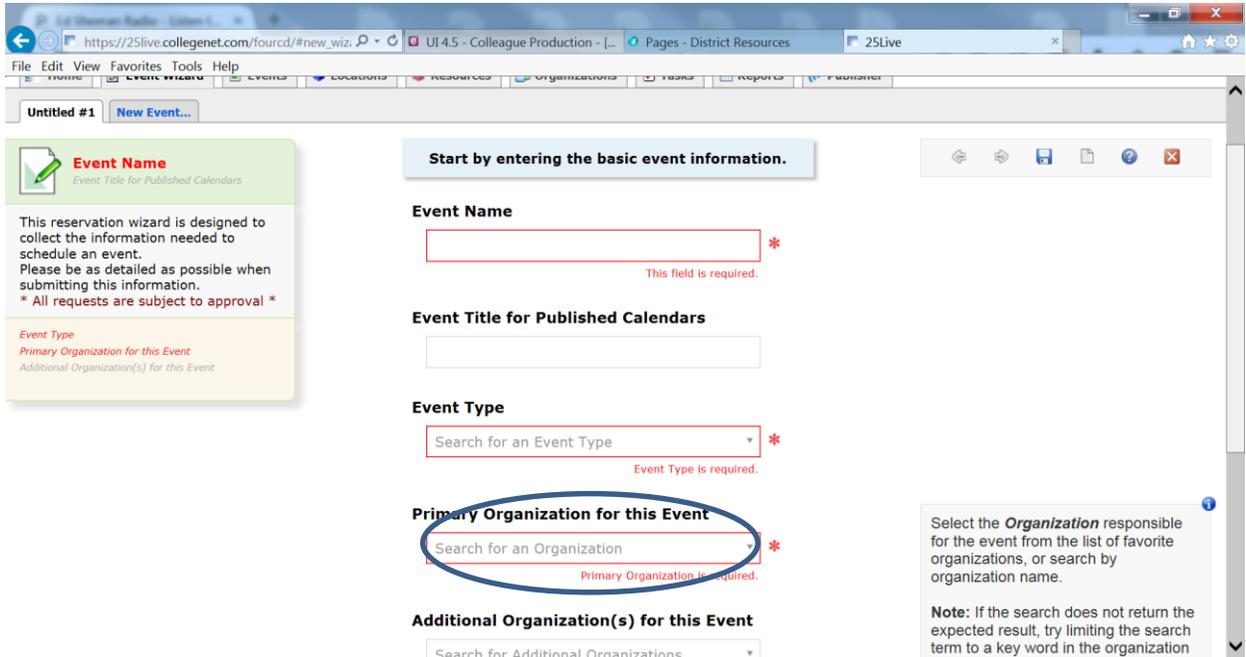
5. Enter an Event Name (required). The Event Name will display on published calendars (once they are utilized). Avoid acronyms and name the event in a way that will be understandable to others.



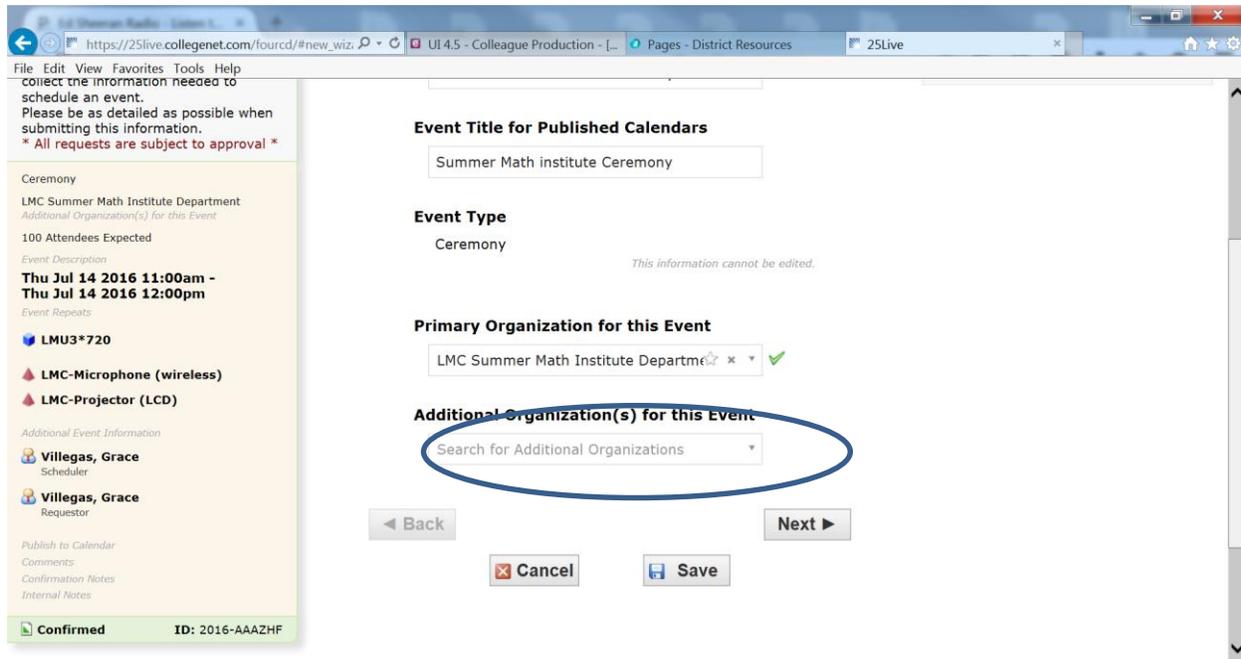
6. Select an Event Type (required) that most closely describes your event. Use the drop down menu for choices.



7. Search for, and select the organization with which your event is affiliated (required).

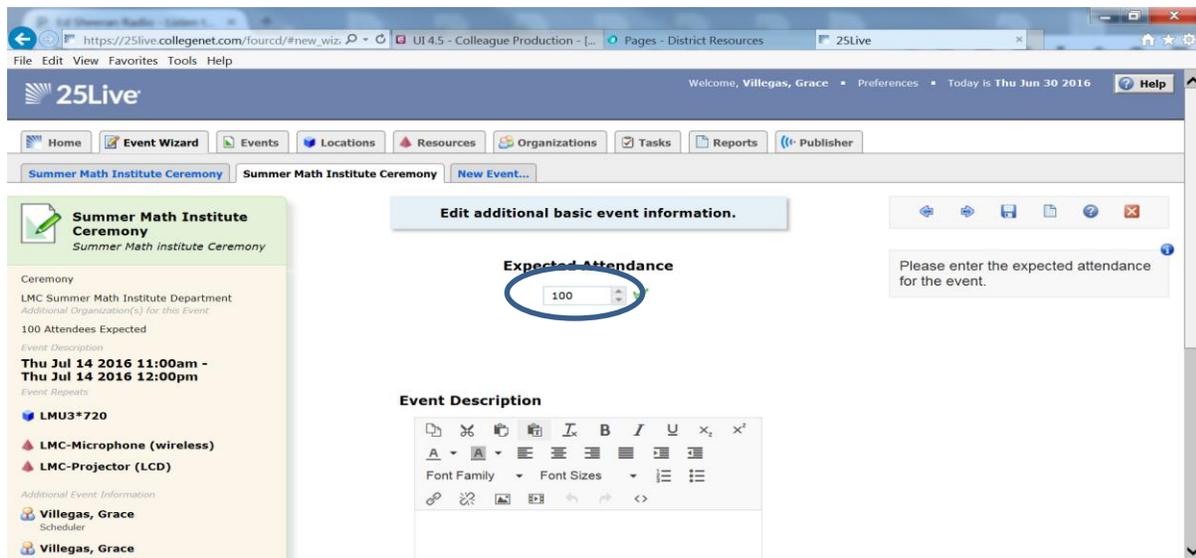


8. Additional organizations that may be involved can be added here.



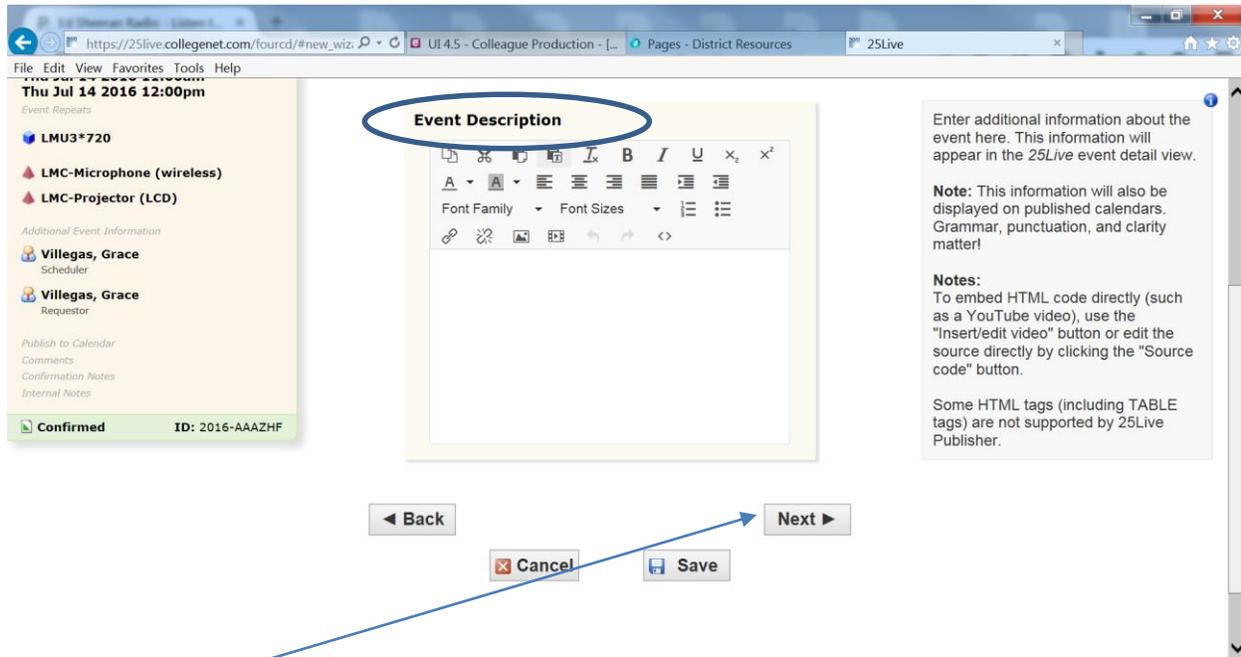
9. Click Next.

10. Enter Head count



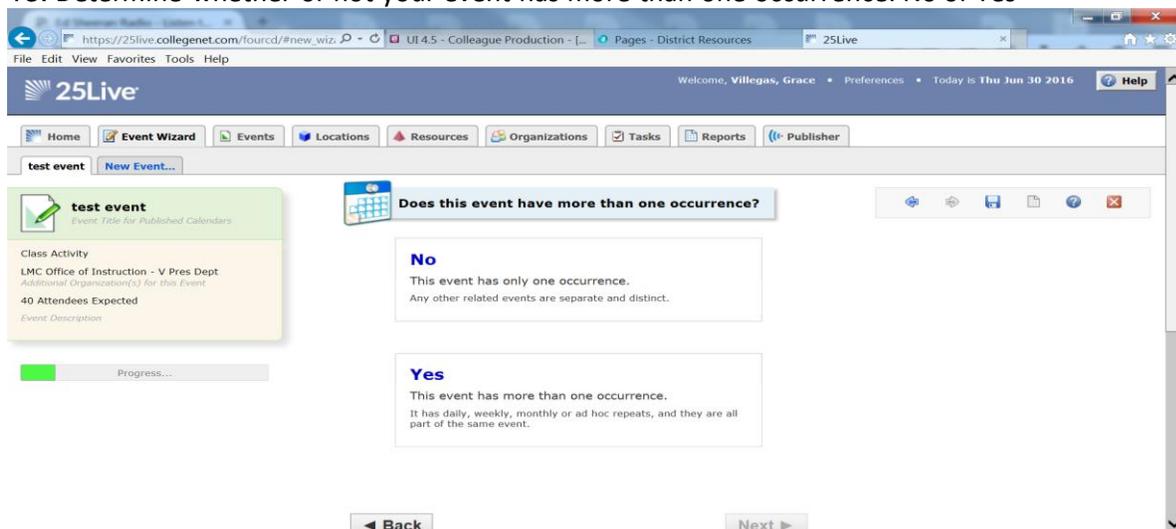
11. Enter Event Description here. Make sure this is descriptive enough that people will be able to understand what is happening at your event.

DO NOT CHANGE THE FONT SIZE OR COLOR.

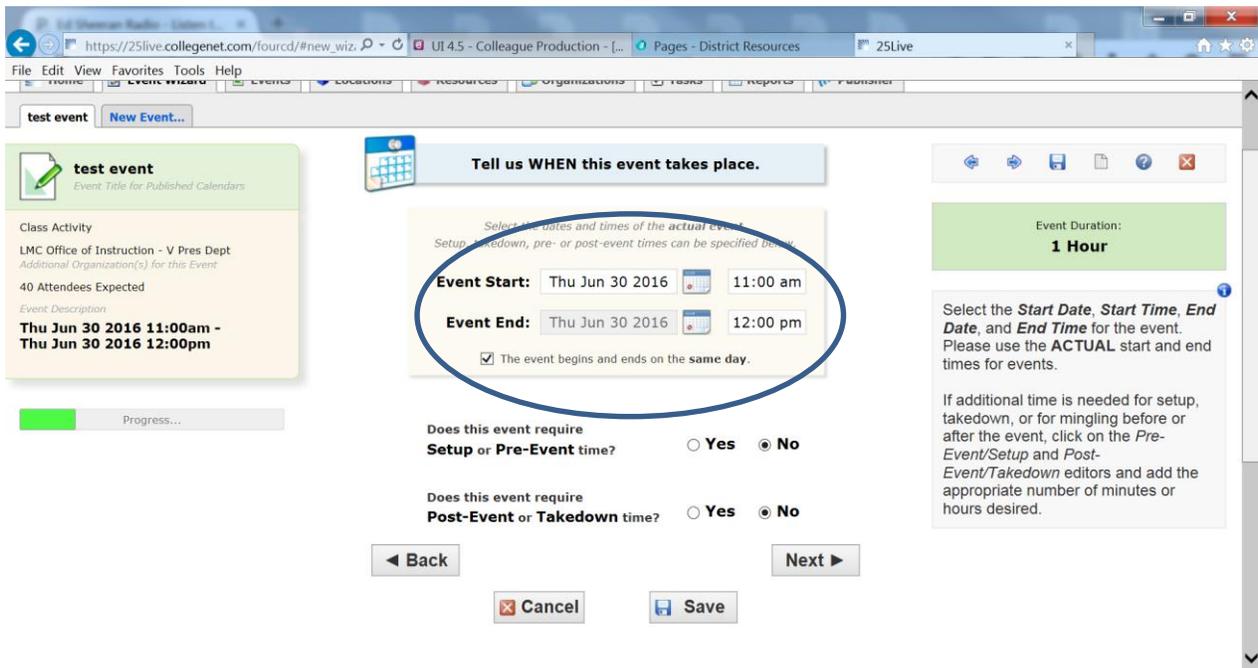


12. Click next.

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

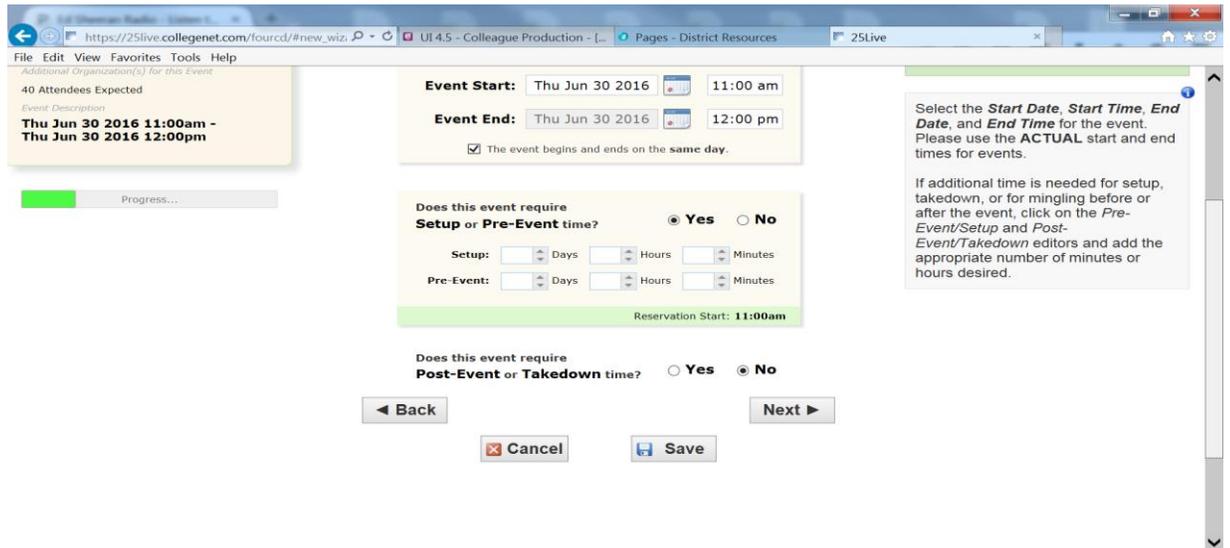


14. Enter the Event Date and Time (required). You may enter pre-event/setup or post-event/takedown additional time if necessary.



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)



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)

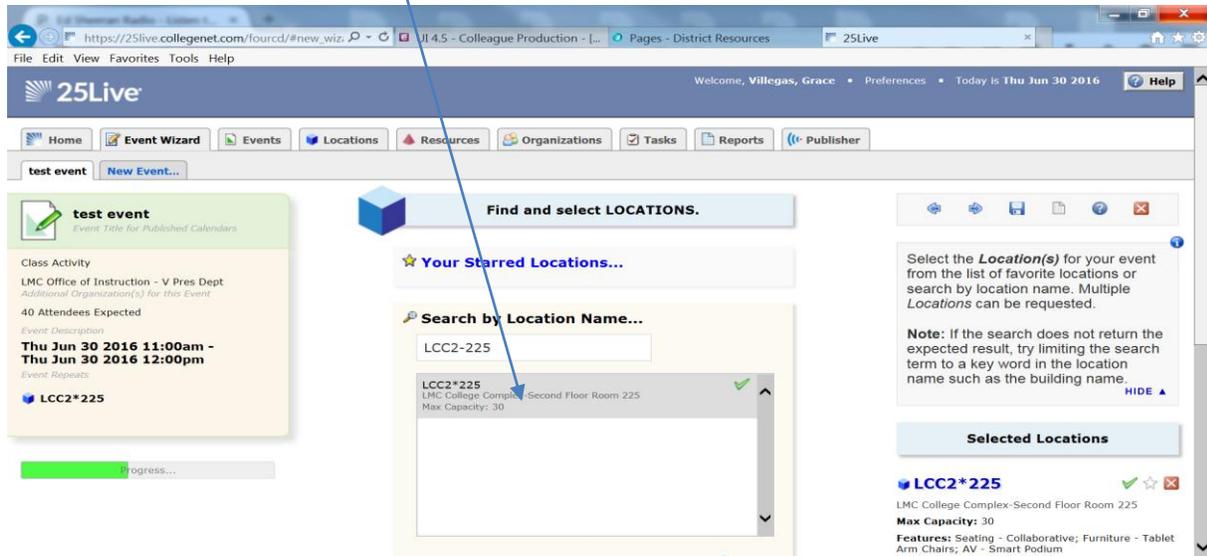
The screenshot shows the 25Live event creation wizard. The 'Event Start' is set to Thu Jun 30 2016 at 11:00 am and the 'Event End' is Thu Jun 30 2016 at 12:00 pm. A checkbox is checked for 'The event begins and ends on the same day.' The 'Does this event require Setup or Pre-Event time?' section has 'Yes' selected. The 'Does this event require Post-Event or Takedown time?' section has 'Yes' selected, and this entire section is circled in blue. Below it, the 'Reservation End' is set to 12:00pm. A 'Next' button is visible at the bottom right.

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

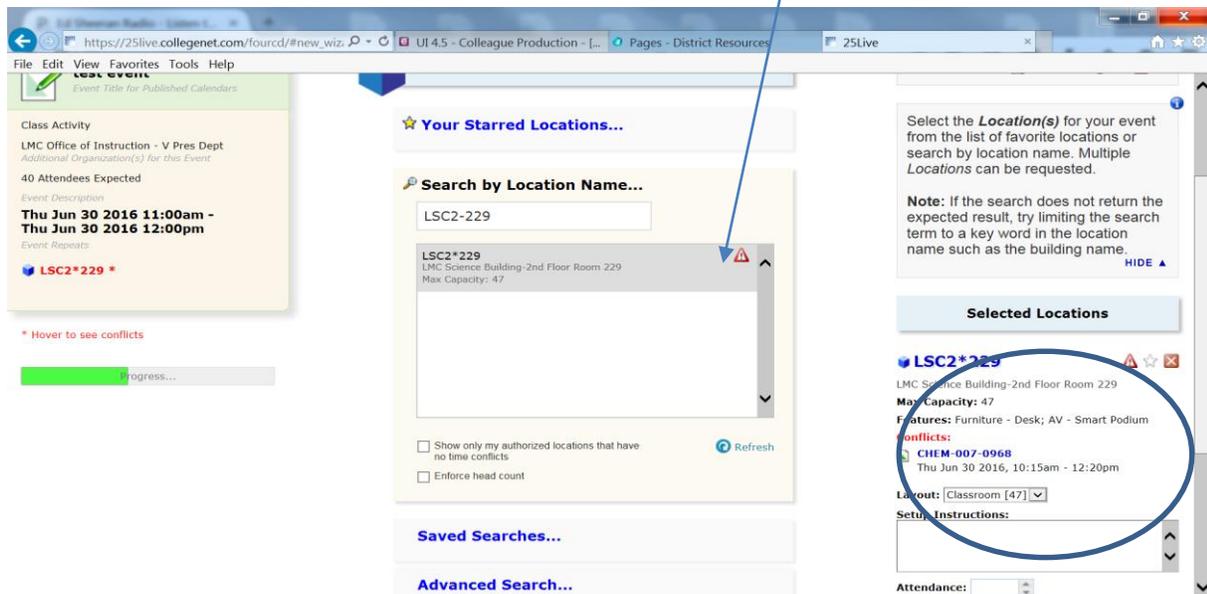
The screenshot shows the 25Live event creation wizard at the 'Choose how this event REPEATS' step. The event is titled 'Athletic Practice' and is scheduled for Tue Feb 07 2017 from 8:00am to 9:00am. The 'test' user is logged in. The 'Choose how this event REPEATS' section offers five options: Ad Hoc Repeats, Daily Repeats, Weekly Repeats, Monthly Repeats, and Does Not Repeat. The 'Next' button is visible at the bottom right.

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.

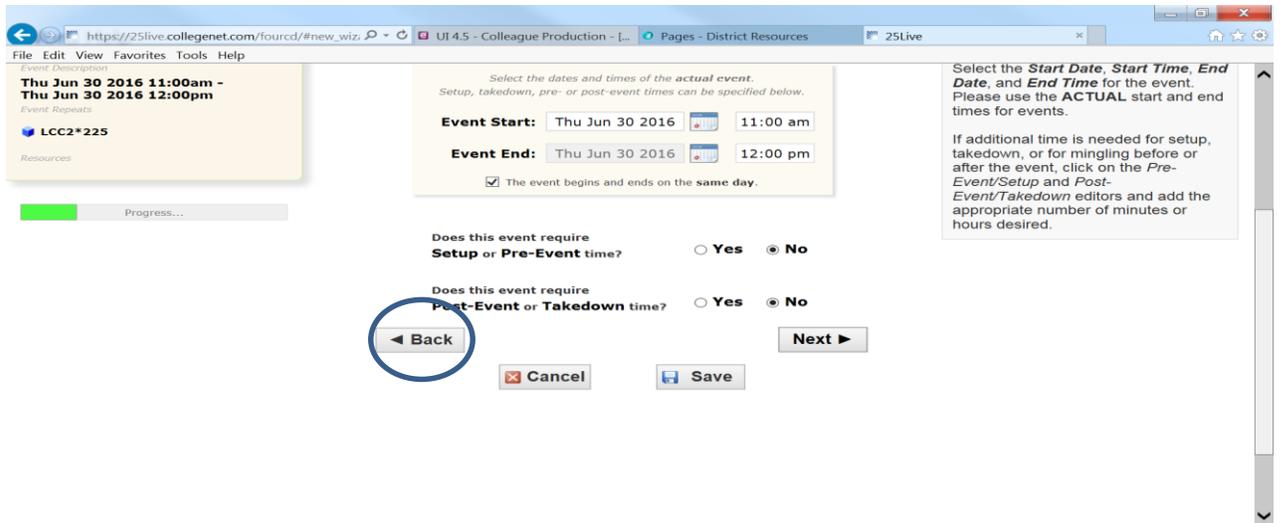


A red triangle with an exclamation point in it means it is not available. And the conflict will appear on the right side.



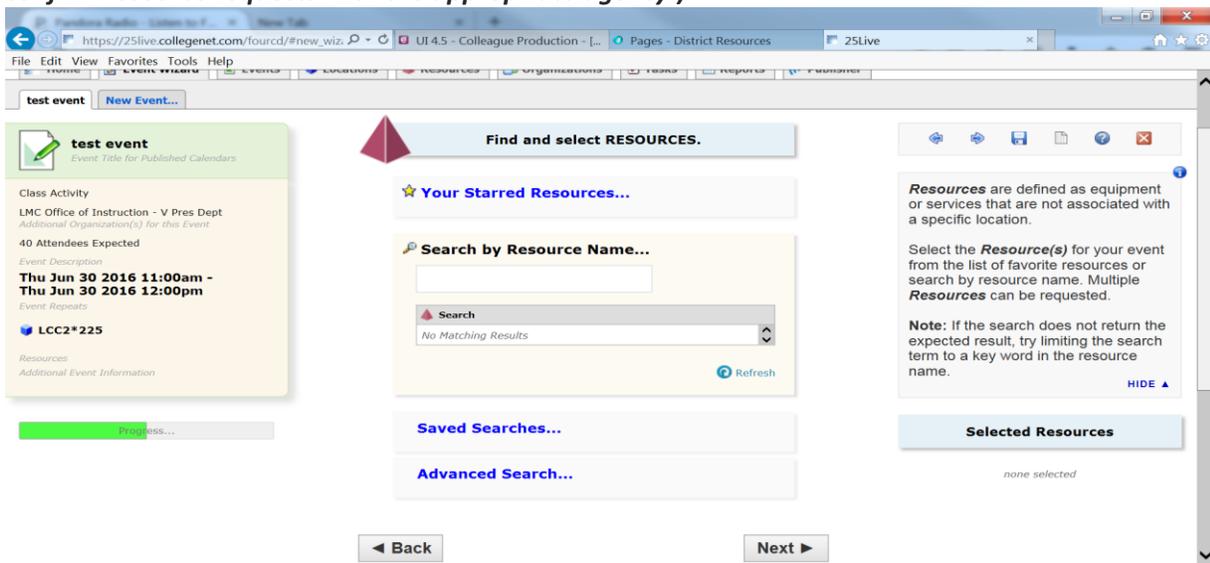
19. You may search and request more than one location for your event with the same date and time by searching and selecting additional spaces. You may reserve a location that is smaller than your expected head count if you are reserving multiple spaces (i.e. a breakout room)

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.

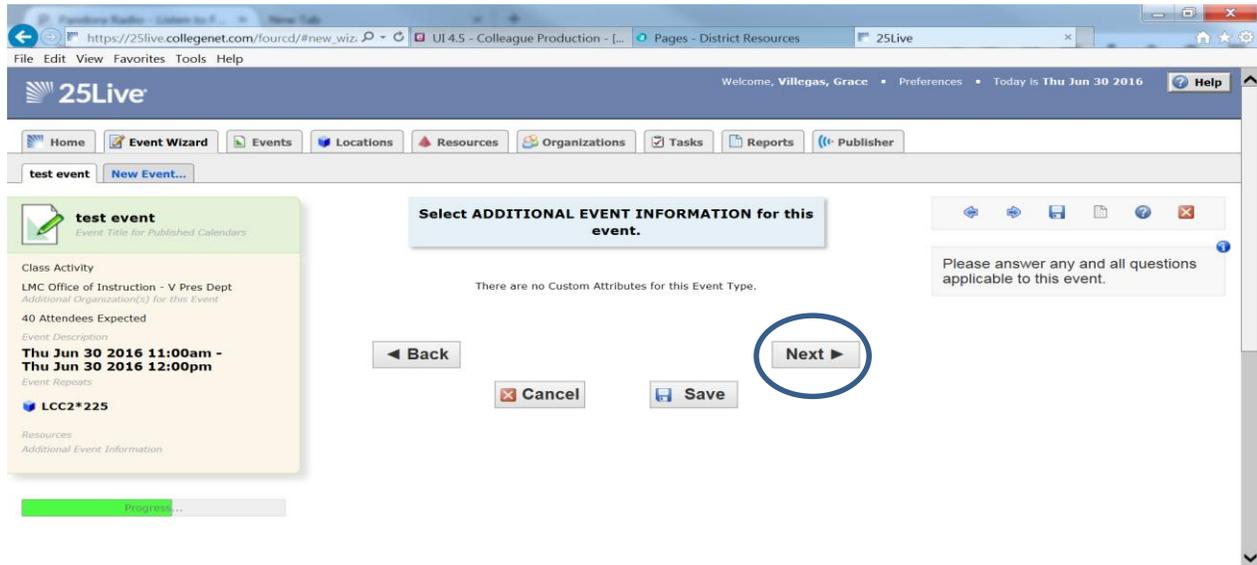


21. Click next

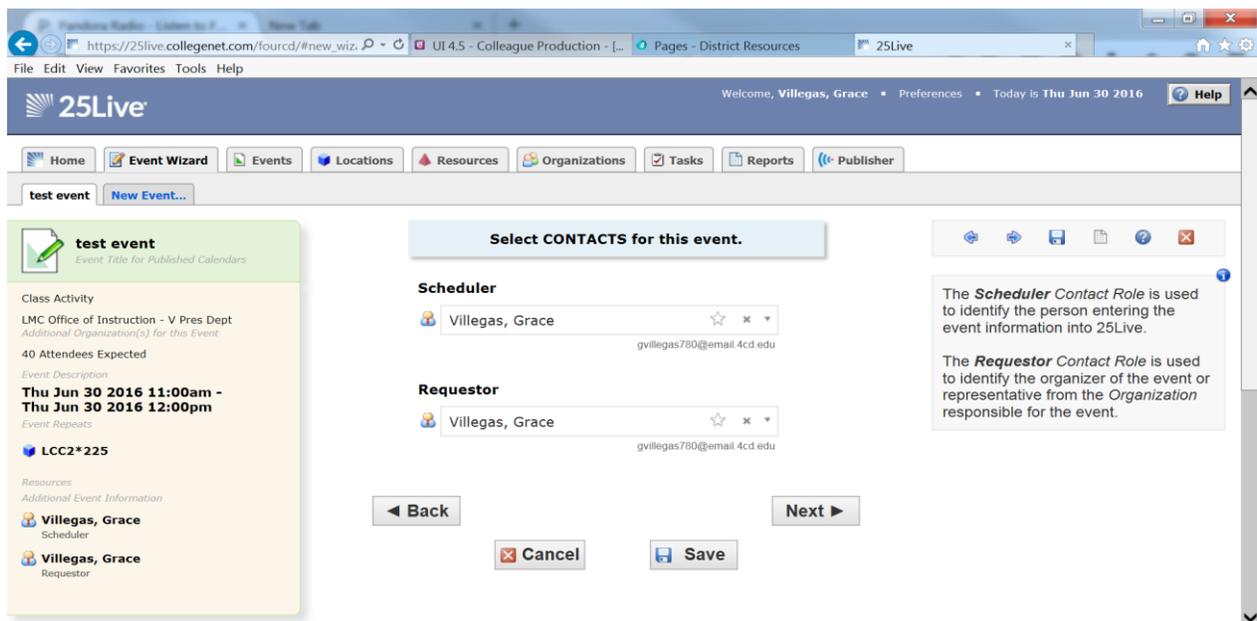
22. The resources available in the room are displayed on the right hand text box. If you need additional resources, this is the opportunity to include them. Resources are defined as equipment or services that aren't already available in a specific location. Select the **Resource(s)** for your event from 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.)**



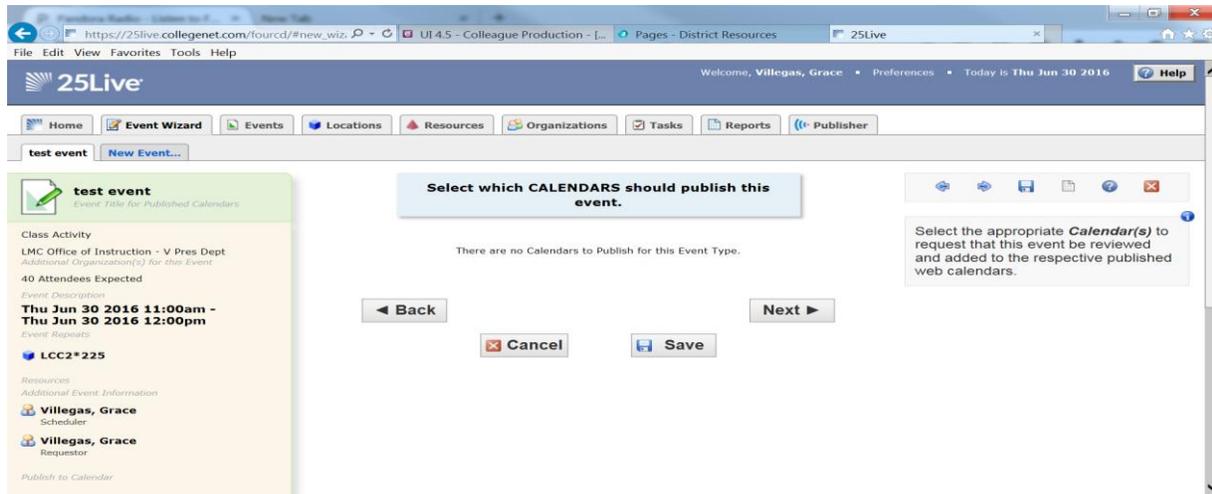
23. click next



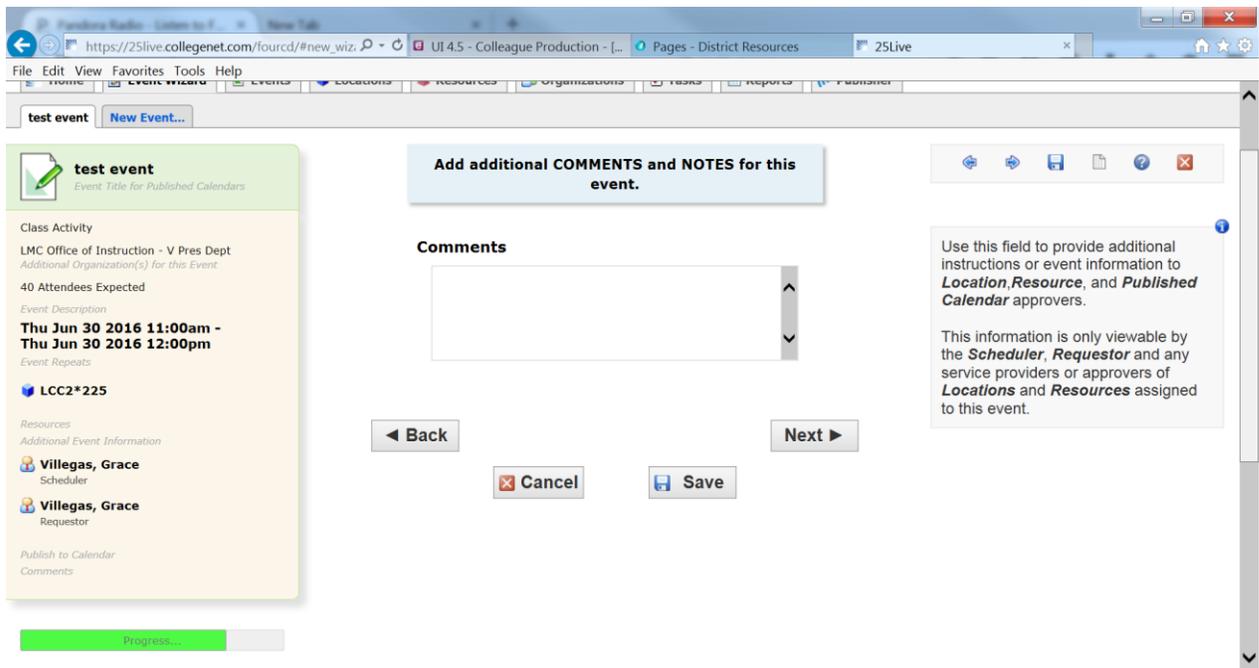
24. Add contact information here. The **Scheduler Contact Role** is used to identify the person entering the event information into 25Live. The **Requestor Contact Role** is used to identify the organizer of the event or representative from the **Organization** responsible for the event.



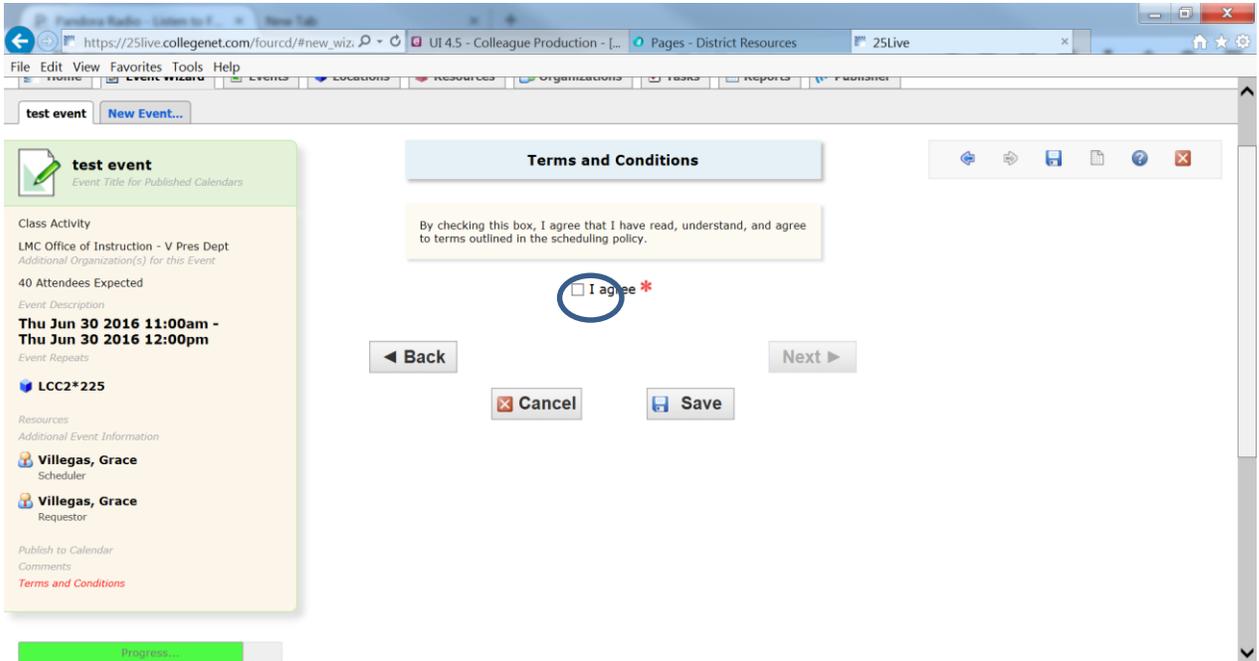
25. This is a non-functional feature. Just click next.



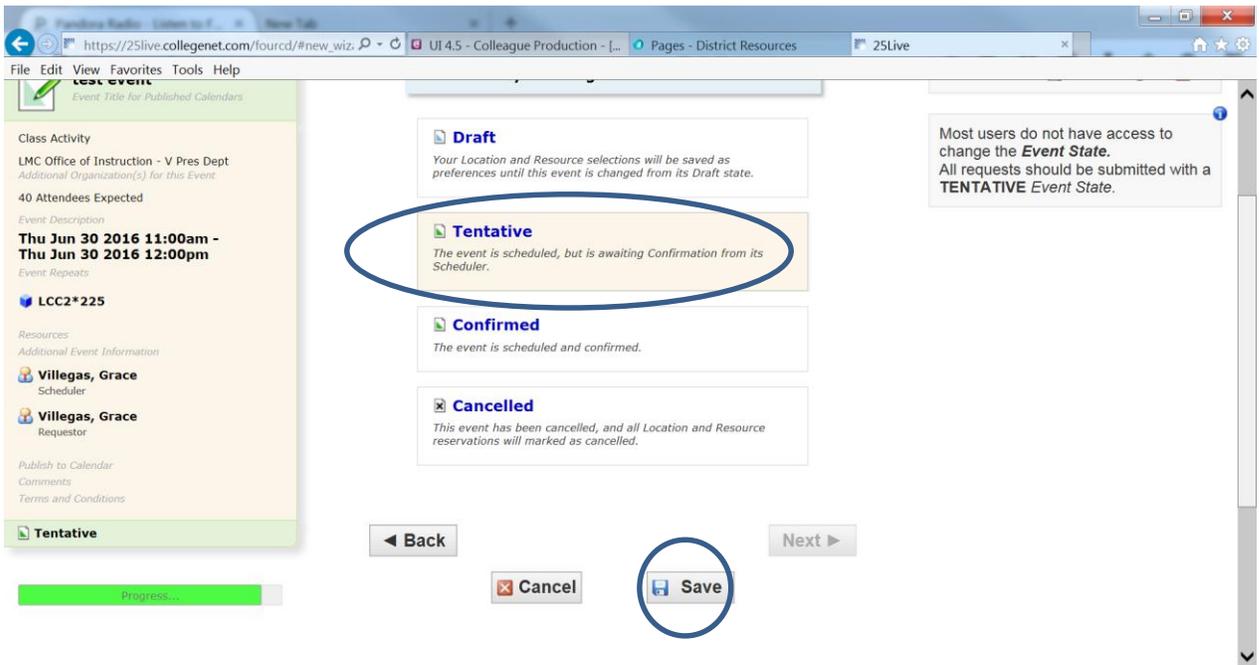
26. Use this field to provide additional instructions or event information to **Location, Resource,** and **Published Calendar** approvers.



27. Click I agree. Then Next.



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



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.

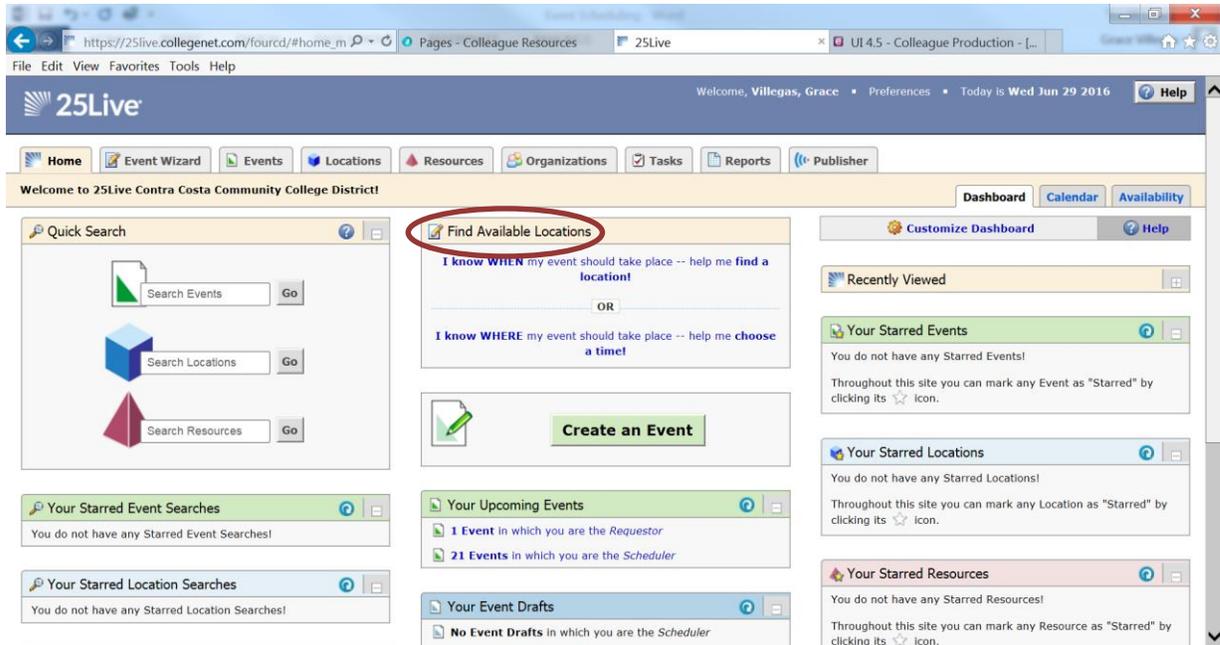
31. All requests are considered tentative in draft state and are not confirmed until you receive an email confirmation from the scheduling specialist, or the approver.

32. Space availability is subject to change.

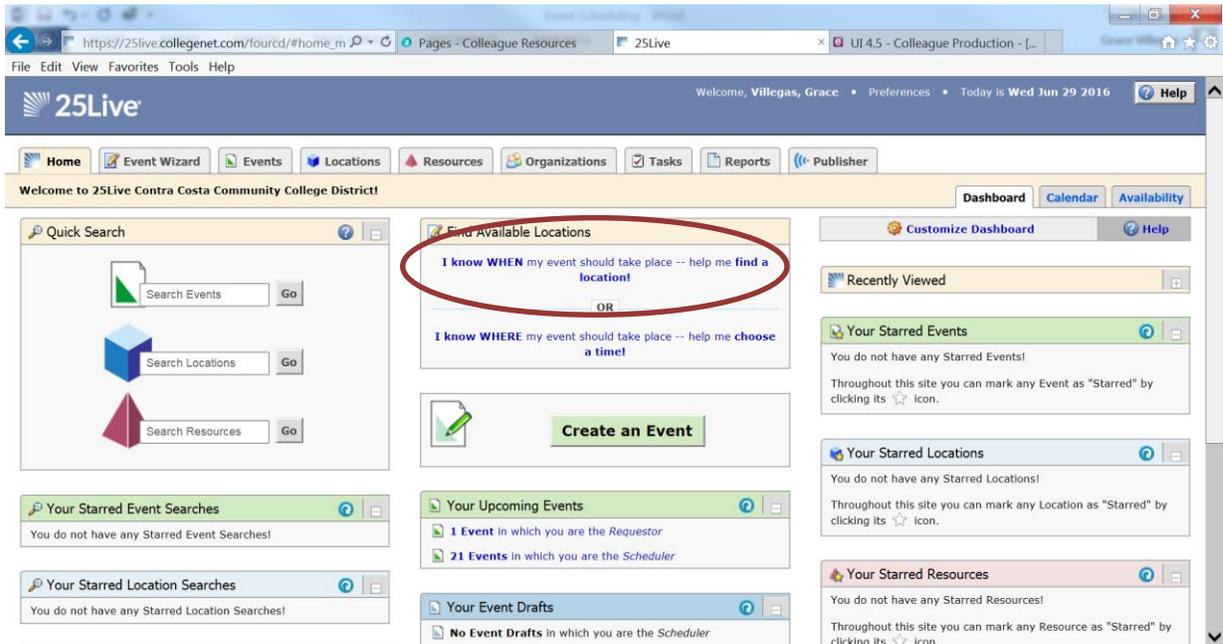
33. Contact Grace Villegas 925-473-7407 or gvillegas@losmedanos.edu if you have any questions.

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

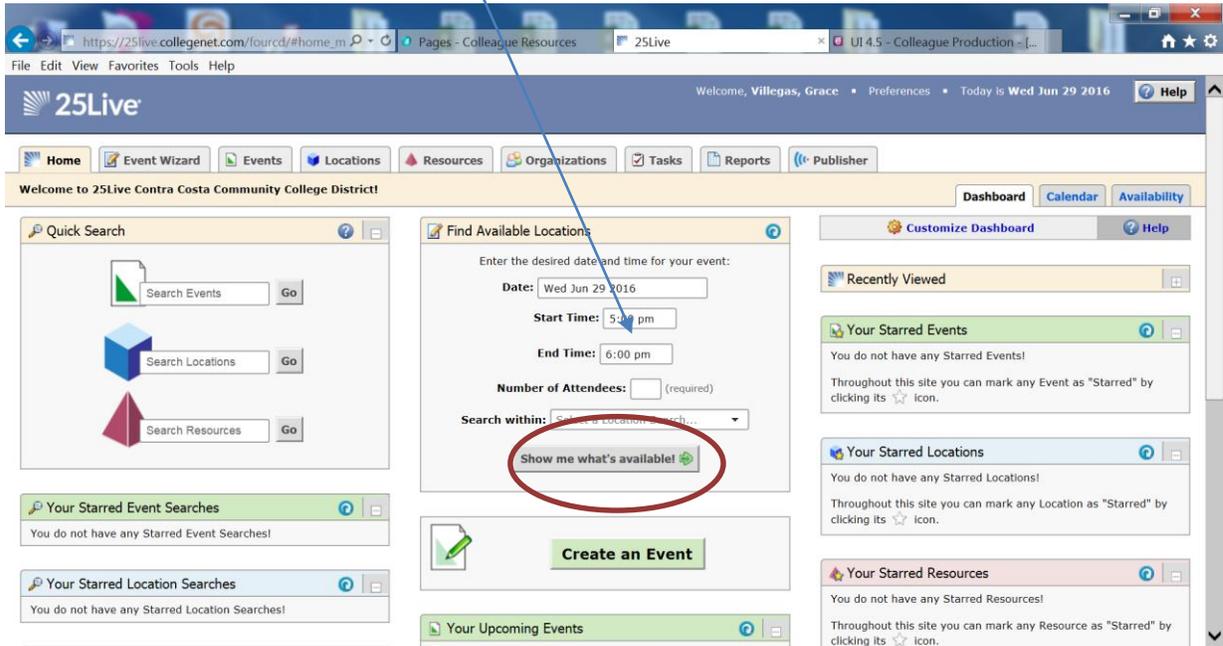
1. Locate "Find Available Locations" on the middle on the Home Page.



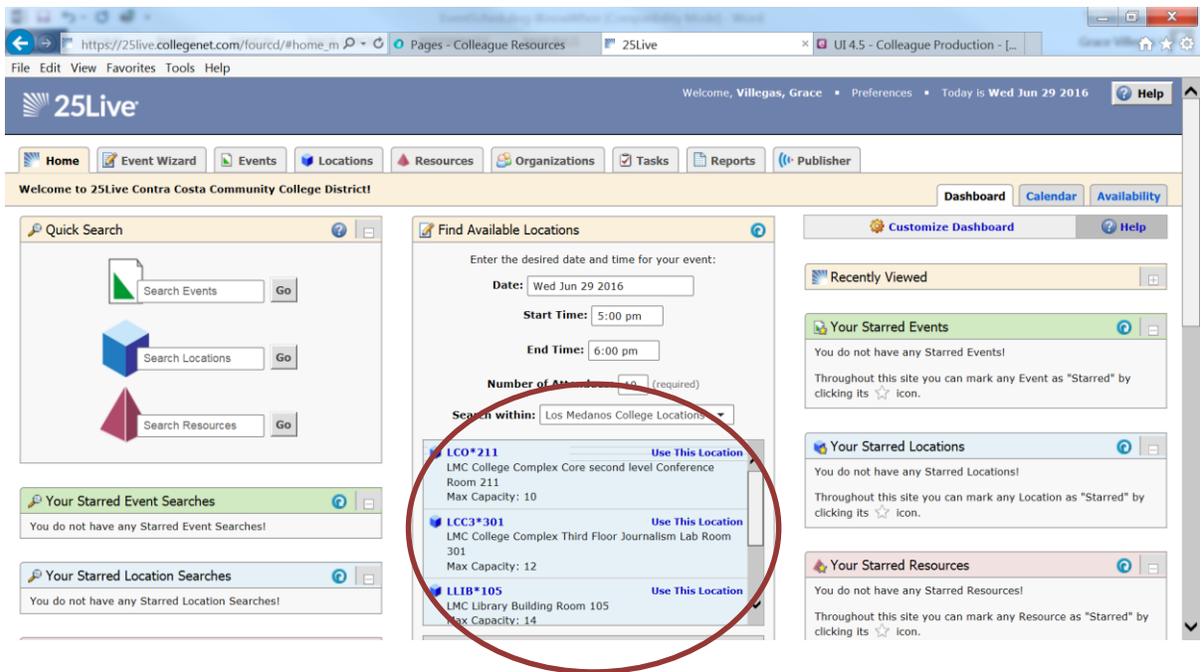
2. Select the first option "I know WHEN my event should take place- help me find a location!"



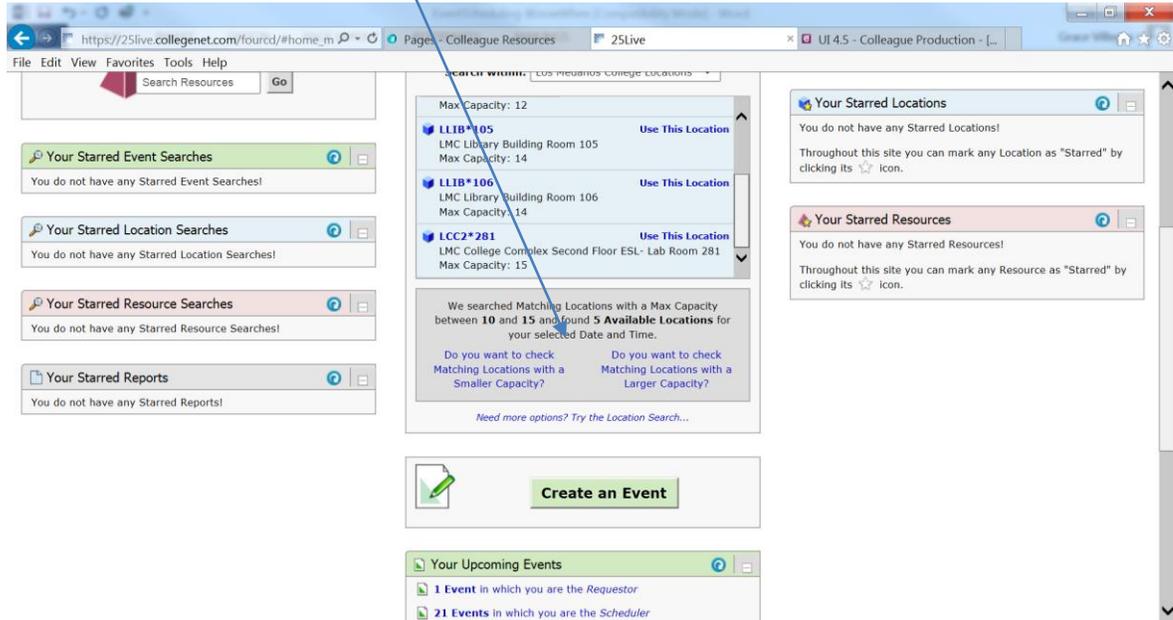
3. Enter the date, time, and number of attendees of your event.
4. Click "Show me what's available" to see the space options available at that day/time.



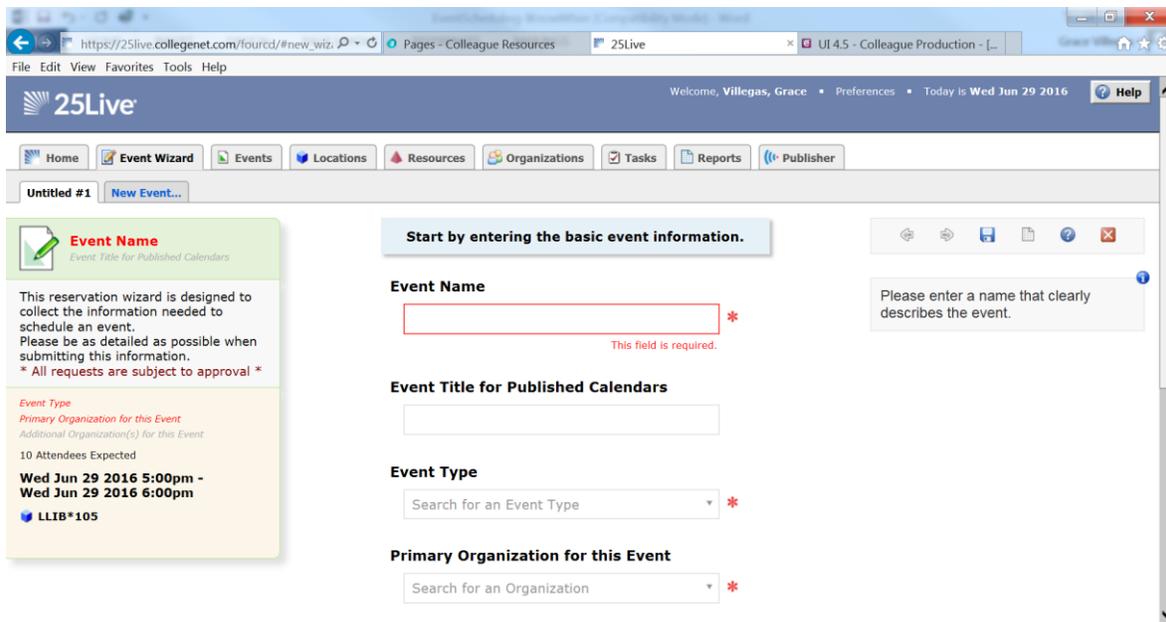
Only available locations will display.



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.

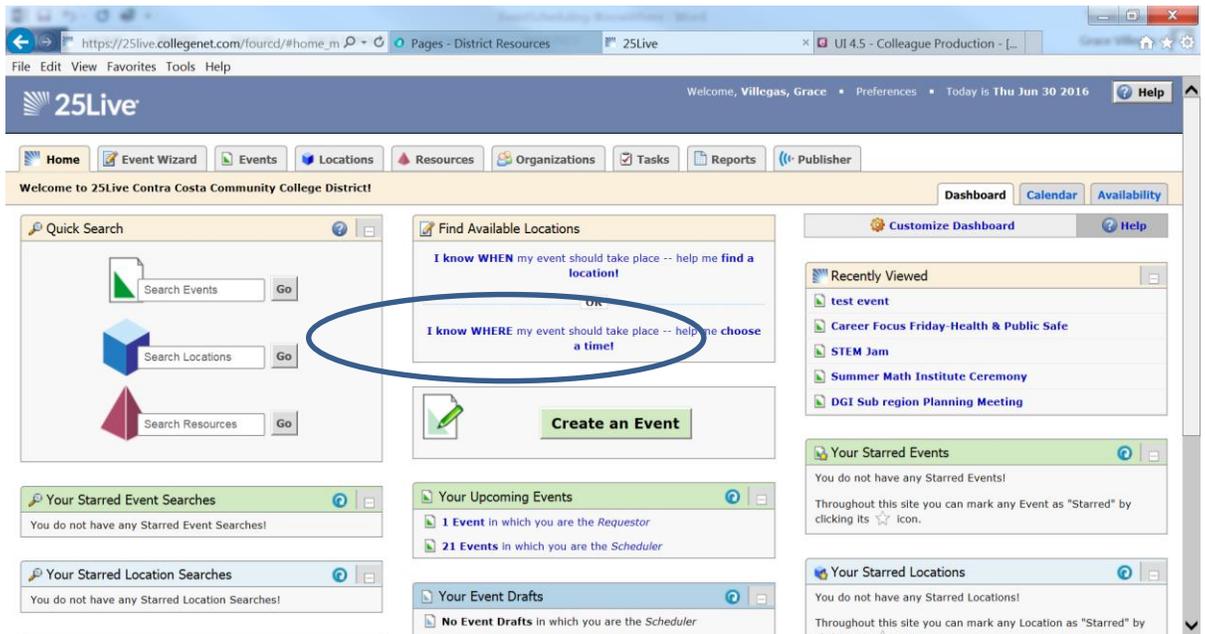


6. Once you select “Use This Location” on a space, it will take you to the “Event Wizard” tab and continue to enter your event as instructed previously.

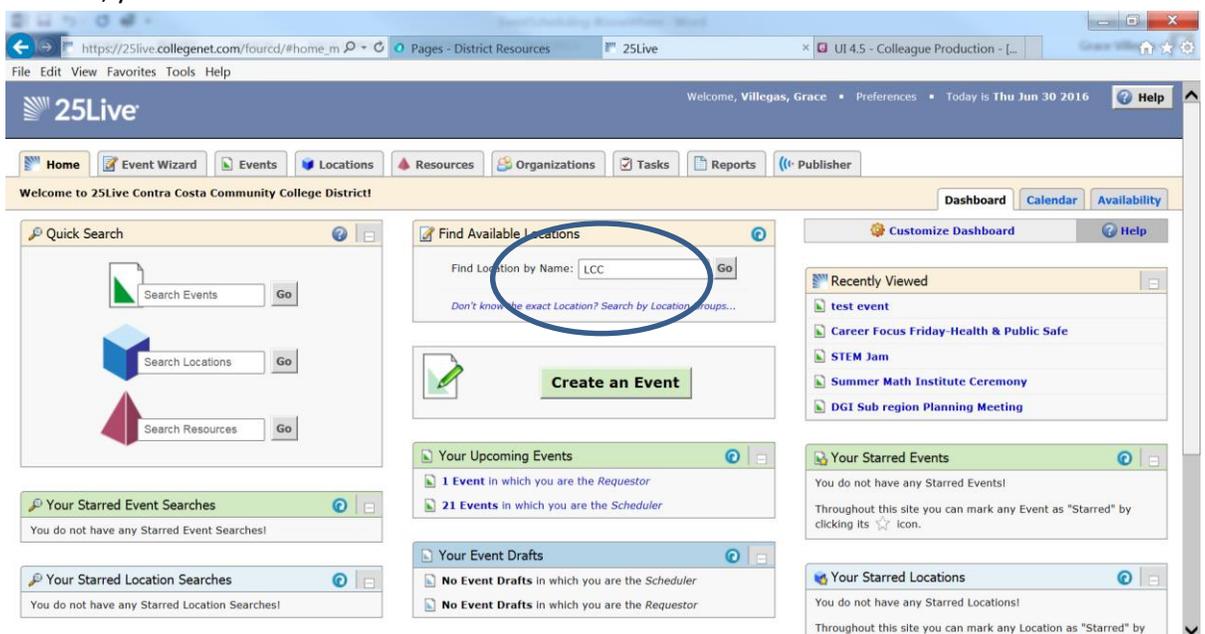


I Know WHERE My Event Should Take Place- Help Me Choose a Time!

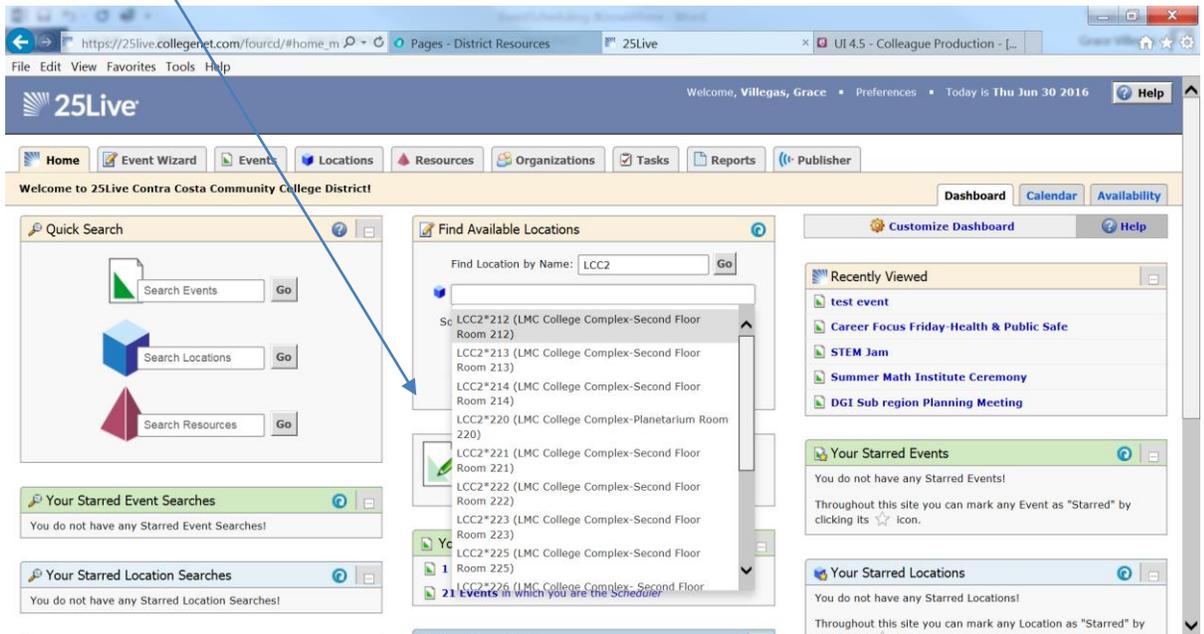
1. Locate “Find Available Locations” on the middle on the Home Page. Select the second option “I know WHERE my event should take place- help me choose a time!”



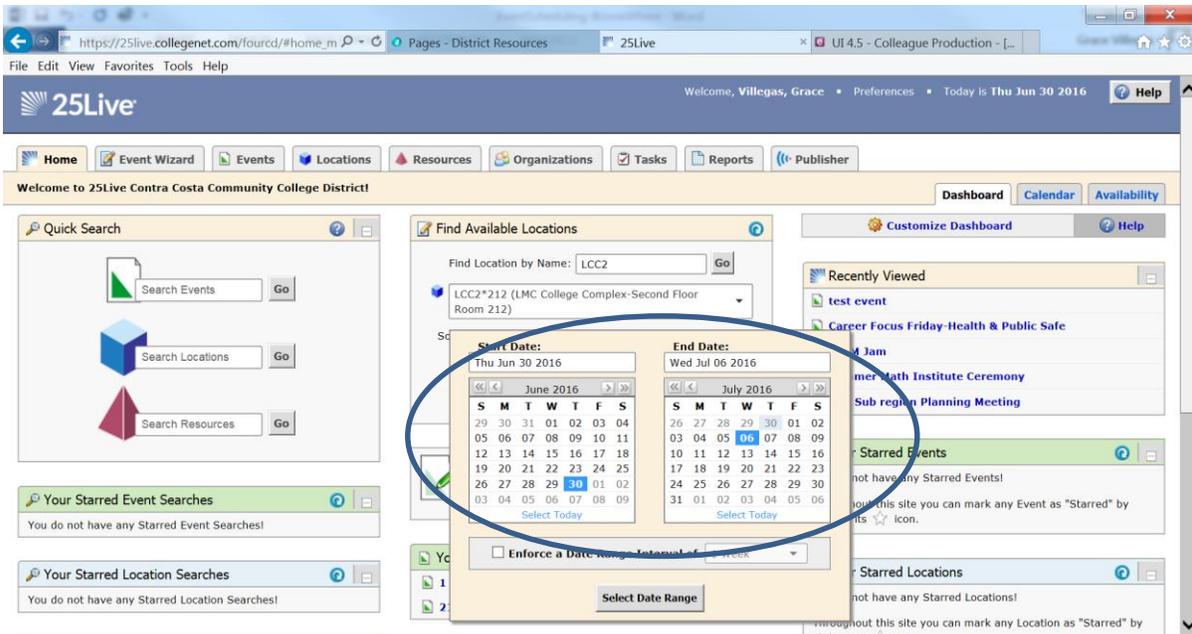
2. Enter as much of the location name as you know and click “Go.” The system will prompt you to select your exact location in a drop down menu. If you don’t know the exact location, you can use a more advanced search. LMC classrooms all start with ‘L’.



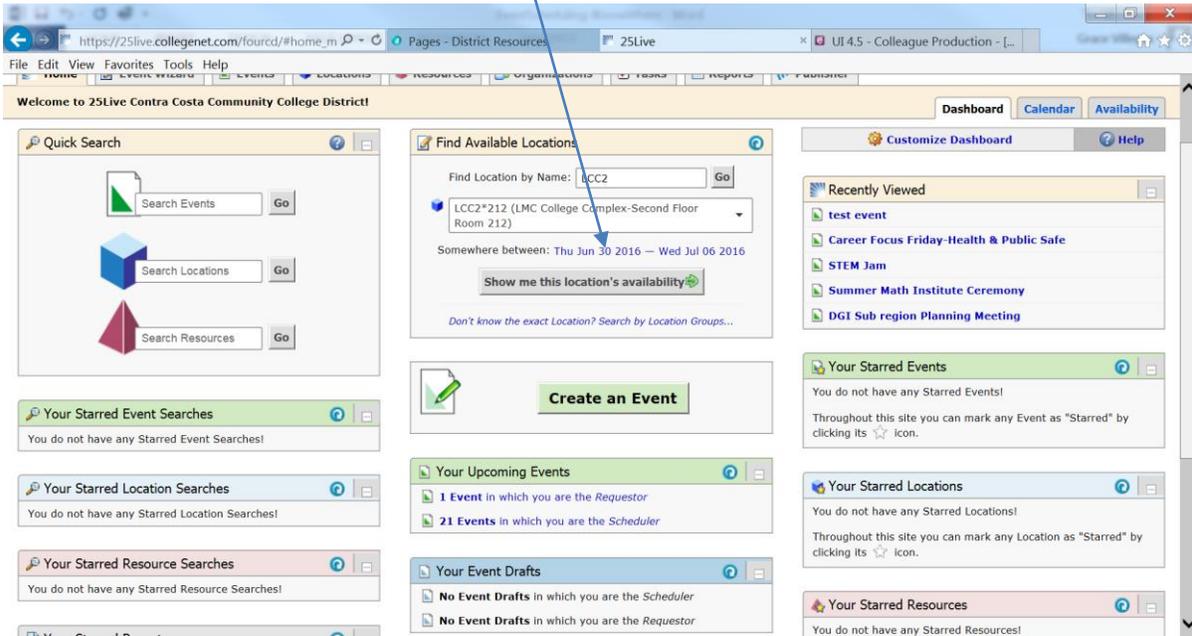
3. Select a room



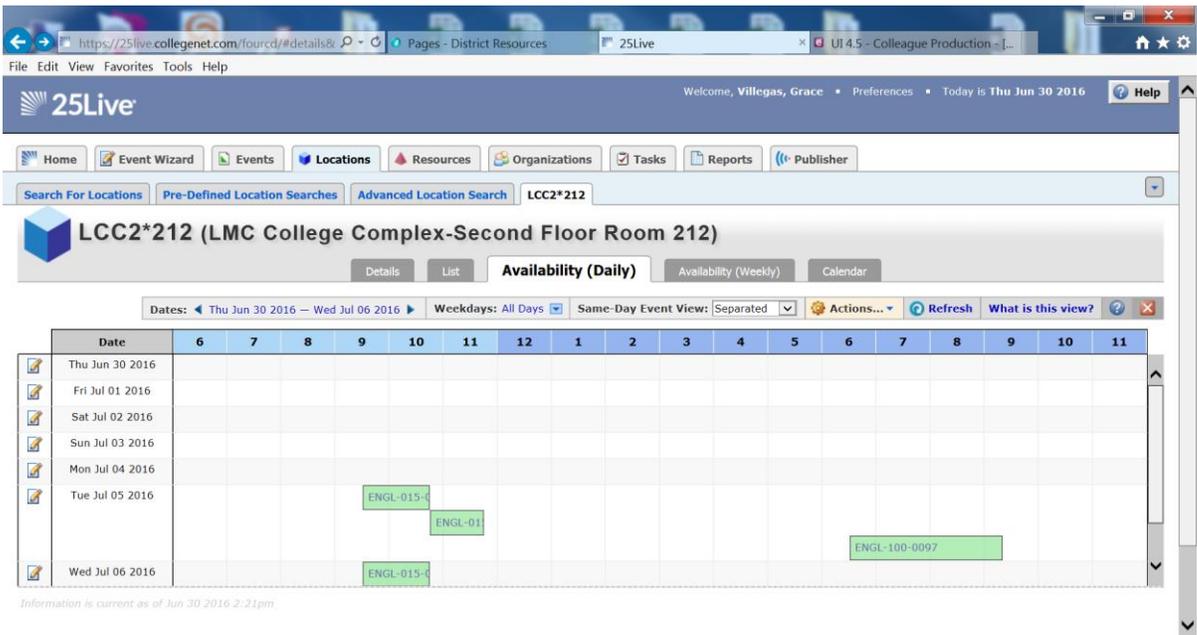
4. Then select the date range you are requesting. You can take the default week given or click on the date range to adjust the calendar. Hit "Update Availability" after you have determined the appropriate date range.



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.



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

The screenshot shows a web browser window with the URL https://25live.collegenet.com/fourcd/#new_wiz. The page title is "25Live" and the user is logged in as "Villegas, Grace". The navigation menu includes Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. The main content area is titled "Start by entering the basic event information." and contains the following fields:

- Event Name**: A text input field with a red asterisk indicating it is required.
- Event Title for Published Calendars**: A text input field.
- Event Type**: A dropdown menu with the placeholder text "Search for an Event Type" and a red asterisk.
- Primary Organization for this Event**: A dropdown menu with the placeholder text "Search for an Organization" and a red asterisk.
- Additional Organization(s) for this Event**: A section for adding more organizations.

On the left side, there is a sidebar with a green header "Event Name" and a document icon. The sidebar contains the following text:

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 *

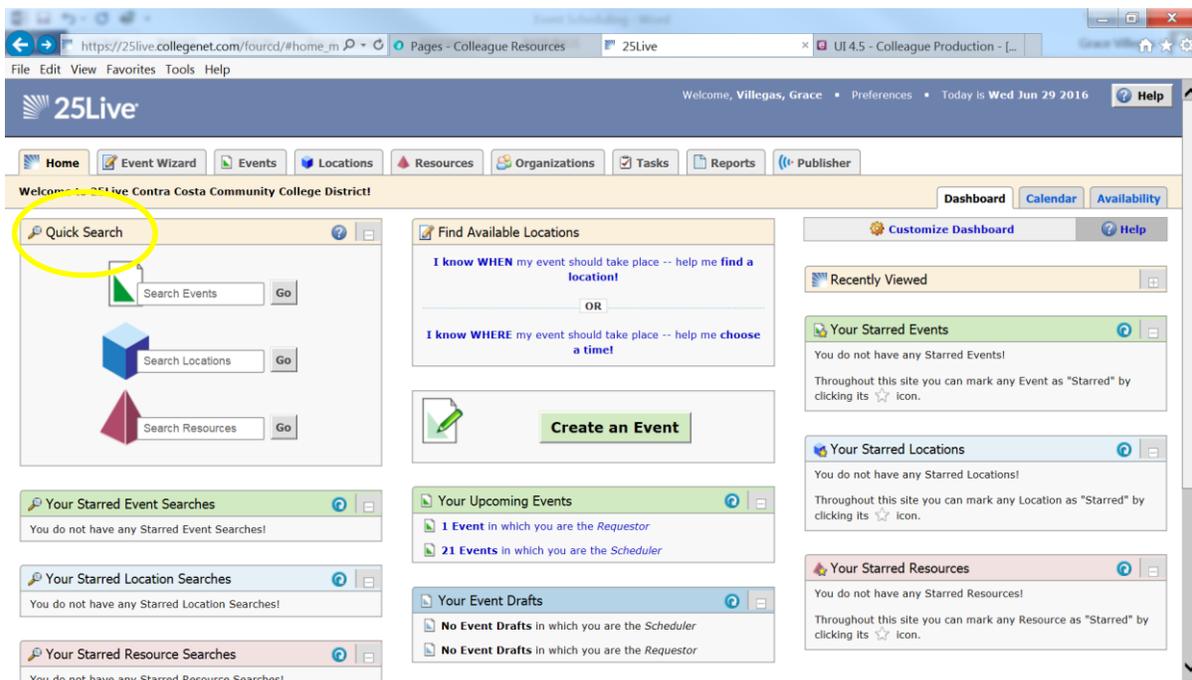
Event Type
Primary Organization for this Event
Additional Organization(s) for this Event

Fri Jul 01 2016 12:00pm - Fri Jul 01 2016 1:00pm
LCC2*212

On the right side, there is a help icon and a message box that says "Please enter a name that clearly describes the event."

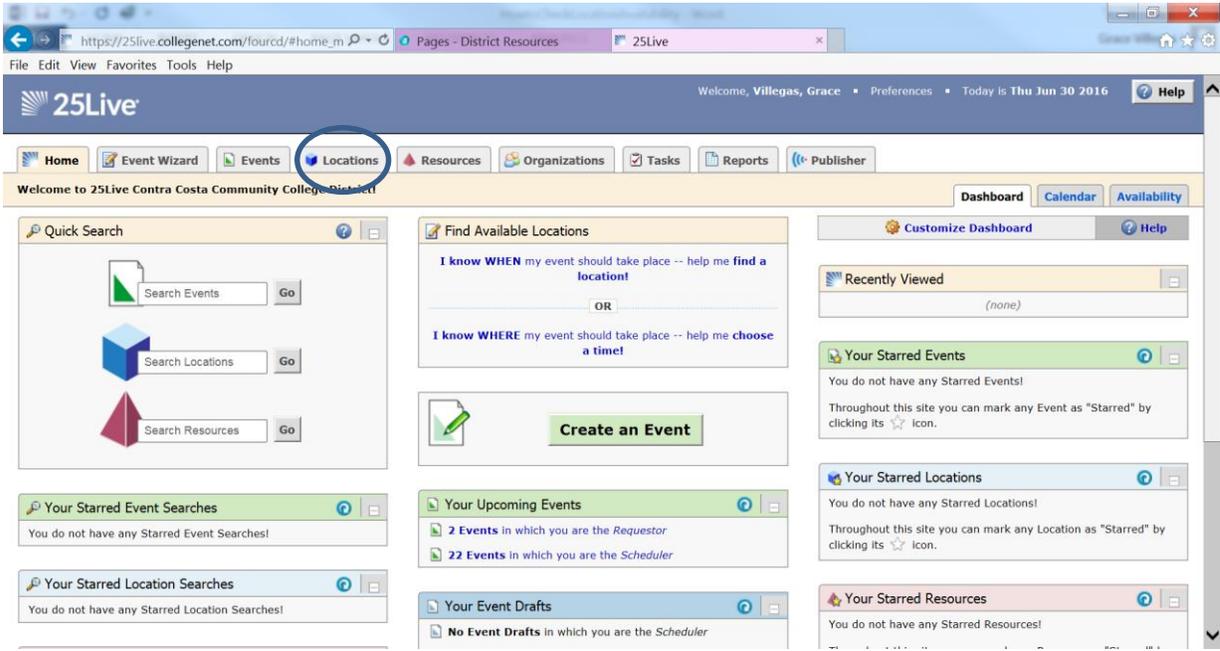
How to Perform a Quick Search

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.

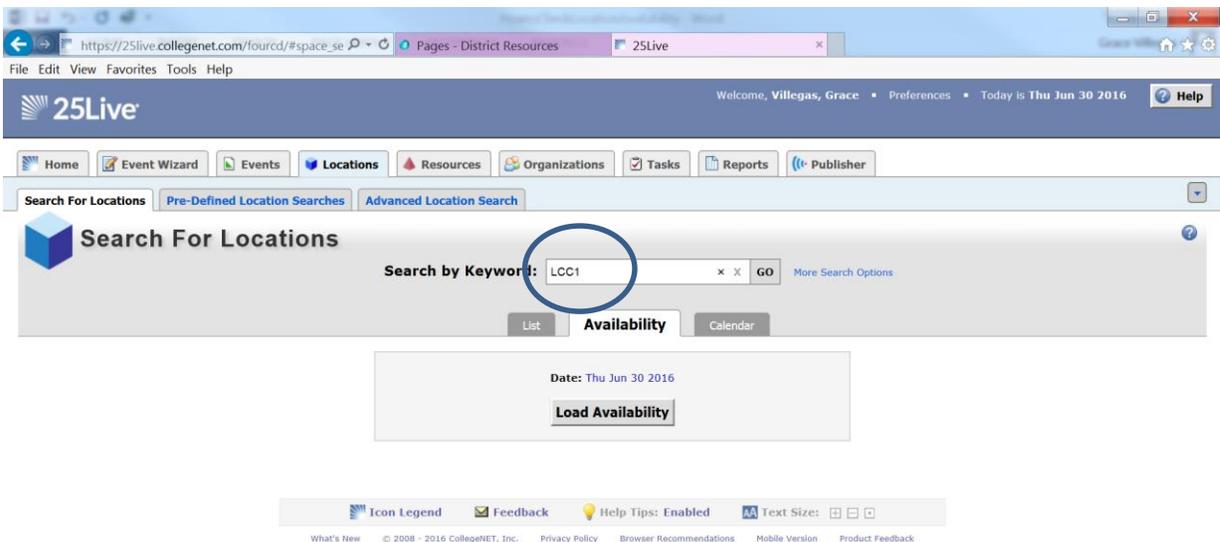


How to Check Location Availability

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.”



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.

Search by Keyword: LCC1 GO

Name	Formal Name	Categories	Features	Layouts	Max Capacity
LCC1*114	LMC College Complex-First Floor Room 114	Campus - LMC, Los Medanos College, Type - Auditorium, xAP: LMC-Location Master Schedulers	AV - Overhead Projector, Furniture - Desk, Seating - Fixed, Seating - Tiered	Tiered Lecture	79
LCC1*115	LMC College Complex-First Floor Room 115	Campus - LMC, Los Medanos College, Type - Lecture/Classroom, xAP: LMC-Location Master Schedulers	AV - Smart Podium, Furniture - Tablet Arm Chairs, Seating - Collaborative	Classroom	36
LCC1*120	LMC College Complex-First Floor Room 120	Campus - LMC, Los Medanos College, Type - Lecture/Classroom, xAP: LMC-Location Master Schedulers	AV - Smart Podium, Furniture - Tablet Arm Chairs, Seating - Collaborative	Classroom	32
LCC1*121	LMC College Complex-First Floor Room 121	Campus - LMC, Los Medanos College, Type - Lecture/Classroom, xAP: LMC-Location Master Schedulers	AV - Smart Podium, Furniture - Tablet Arm Chairs, Seating - Collaborative		32

4 Matching Locations

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

LCC1*115 (LMC College Complex-First Floor Room 115)

Availability (Daily)

Dates: Fri Aug 12 2016 — Mon Dec 19 2016 Weekdays: All Days Same-Day Event View: Separated

Date	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Fri Aug 12 2016																		
Sat Aug 13 2016																		
Sun Aug 14 2016																		
Mon Aug 15 2016				MATH-040-2281			MATH-040-2283			MATH-050-2279								
Tue Aug 16 2016												MATH-040-0453		SIGN-050-4724				
														MATH-00				

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

The screenshot displays the 25Live web application interface. At the top, the browser address bar shows the URL <https://25live.collegenet.com/fourcd/#details&>. The page title is "Pages - District Resources" and the user is logged in as "25Live". The application header includes the 25Live logo, a welcome message for "Villegas, Grace", and navigation links for "Preferences" and "Today is Thu Jun 30 2016".

The main navigation bar contains links for "Home", "Event Wizard", "Events", "Locations", "Resources", "Organizations", "Tasks", "Reports", and "Publisher". Below this, a search bar is set to "LCC1*115". The location details for "LCC1*115 (LMC College Complex-First Floor Room 115)" are shown, with tabs for "Details", "List", "Availability (Daily)", "Availability (Weekly)", and "Calendar".

The "Availability (Daily)" view is active, showing a date range of "Fri Aug 12 2016 - Mon Dec 19 2016" (highlighted with a blue circle). The "Weekdays" are set to "All Days" and the "Same-Day Event View" is "Separated". A "Date" picker is open, showing two calendar views: "Start Date" (August 2016) and "End Date" (December 2016). The "Start Date" is set to "Fri Aug 12 2016" and the "End Date" is set to "Mon Dec 19 2016". There is an option to "Enforce a Date Range Interval of 1 Week".

The main calendar grid shows days 1 through 11. Several event blocks are visible: "MATH-040-0453" (spanning days 5-6), "SIGN-050-4724" (spanning days 7-8), "MATH-00" (spanning days 9-10), and "MATH-004-0302" (spanning days 10-11). A "Done" button is located at the bottom of the date picker.