

# 25LIVE TRAINING

In order to schedule an event/meeting on the Ramapo College campus, you need to use 25Live. Designated Students/Faculty/Staff can request space from any location 24 hours a day using your Ramapo credentials.

Browser: Google Chrome is recommended.

## Accessing 25 Live

- Access 25Live at <https://25live.collegenet.com/pro/ramapo>
- Or, go to Intranet Home Page at <https://web.ramapo.edu/> and click " **Space Reservations.**" Bookmark this page.

RAMAPO GMAIL	WEB SELF-SERVICE / WEB REGISTRATION	PHONE DIRECTORY	LIBRARY
MOODLE	CONNECT	SPACE RESERVATIONS	BOOKSTORE
HANDSHAKE	COURSEVAL	U.ACHIEVE	ORGSYNC

- You should also bookmark the E&C Web Site: [ramapo.edu/conferences/space-requests/](http://ramapo.edu/conferences/space-requests/)

## Navigating 25Live

The screenshot displays the 25Live Pro interface. At the top, the Ramapo College logo is on the left, and navigation links for '25Live Pro', 'Event Form', 'Tasks', 'Linda Kavan', and 'More' are on the right. Below the header, there is a search bar with 'Go to Search' and 'Nothing recently viewed' options. The main content area is divided into several sections: 'Quick Search' with buttons for 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'; 'Your Starred Event Searches' with a list of items like 'ALL CLASSES!', 'All Events and Classes', 'ALL EVENTS!', 'Bergen Barracudas', and 'Bradley SEM Events'; 'Find Available Locations' with instructions on how to search based on knowing the time or location; and 'Express Scheduling' with fields for 'Date / Time' (set to 'Thu Aug/19/2021'), 'To:', and 'Duration:'.

- **The top Navigation bar is always available.**
- **The More (burger) button offers expanded options to:**

**Home: 25Live Pro** – link to return to home dashboard

**List:** List view of saved & starred searches/items

**Calendar:** Calendar view of saved & starred searches/items

**Availability:** Shows location availability for saved/starred locations, Public Searches.

**Search:** Access to main search view with options for

- 1. Events**
- 2. Locations**
- 3. Organizations**
- 4. Resources.**

All 3 views are available (List/Calendar/Availability)

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## **Scheduling Events in 25Live**

Following is detailed information about the 25Live Event Reservation Wizard fields within the wizard which you will need to fill out.

### **STEP 1**

- On the 25Live Home Tab click **Create an Event.**
- If you are not signed into 25Live, you will be prompted to do so.

### **STEP 2**

- Complete the fields that are relevant to your event. **Note many fields are required.**
- **Star fields in Organizations, Locations, Resources** so that they show immediately for future reservations.

### **Event Name/Title**

When naming events users should remember that 25Live is a web-based scheduling and calendar system and is viewable by anyone who may be visiting the Ramapo College website. We ask that users be specific in the Event Name/Title. Event Name/Title should be the same, although Title can have more characters. **FOR THE TIME BEING, PLEASE BEGIN ALL RESERVATIONS WITH Y1.** (ex. Y1 Sci-Fi Club Y1 Alpha Kappa Psi Meeting).

## **Event Type**

Users should select the event type that best describes their event from their list of favorite event types or from the complete list of event types.

## **Sponsoring Organization**

Users should select the organization or office responsible for the event from their list of favorite organizations, or search by organization name. *Note: If the search does not return the expected result, try limiting the search to a key word in the organization name.* Star your favorite organizations so that they appear immediately.

## **Additional Organization(s)**

Users can also select any additional organizations involved with the event. Multiple organizations can be selected using this editor.

## **Expected Attendance**

Users should enter the estimated number of attendees for their event in the Expected Attendance field.

## **Event Description**

Information entered into this editor will appear in the 25Live Event Detail view. For example, if there is a website for the event, this would be an ideal location to display the URL.

## **Event Date and Time**

Users select the first date, and the start and end times. Be sure to enter the EXACT start and end times for this date. (You can pad it later under Additional Time)

## **Additional Time**

E&C already pads each event by 1 hour setup/1 hour takedown in order for Housekeeping to have ample time between events for turnover. If you require more time to decorate/setup, choose pre-event and post-event time.

## **Event Dates Continued...**

Click on the calendar to add dates or click the Repeating Pattern button to select a date pattern (daily, weekly, monthly).

## **Locations**

Users should select the Locations for each event from their list of favorite locations (starred) or search within the list in Public

Searches. You may check “hide conflicts” and “enforce headcount” to see only what is truly available based on your stipulations.

- If the search does not return the expected result, try limiting the search to a keyword such as the building name.
- You can often search by something other than the room number. (ex. Gym will show Q110).
- Note that at least two characters must be typed for a search. (ex. Type A 1 which will show all A 100 level classrooms).
- More than one location can be selected for an event. However, if users need locations at different event times the requests should be submitted separately.
- **SETUPS!** Be sure to type out your setup preference in the **Instructions box** in Locations. (Note, the layout dropdown is only there to show you the maximum capacities. No need to type another attendance number here.)

## Resources

Resources are equipment or services. Users should select the Resource(s) for each event from their list of starred resources or by selecting the collection associated with the event location.

- Type or choose from the Public Searches: Catering/Dining, Media/AV, and Public Calendar Resource.
- Always choose an option in Public Calendars including Publish to Internal Calendar + one other option. This will make your event viewable on the internal calendar for our Ramapo community.
- If the search does not return the expected result, try limiting the search to a key word in the resource name.
- More than one resource can be selected for an event.

## Attached Files

Here is where you can attach a diagram.

## Event Contacts

- Add Requestor, Event Organizer, and Advisor.

- E&C is always the Scheduler.

## Requirements

Answer all applicable questions so that we can best understand your event needs. **You must choose at least one here.**

## Requestor Comments

This field is designed to give users an opportunity to send additional instructions or comments to schedulers about an event. This information is only viewable by the scheduler, requestor and any service providers or those who approve locations and/or resources assigned to this event.

## Wrap Up!

- Read Affirmation text and check the checkbox.
- After all relevant data is entered press the **Save** button located at the bottom right of the wizard.
- The following message should be displayed at the top of the Event Reservation Wizard: *Your event request has been submitted for approval.*
- Email the Event Details to yourself using the More Actions dropdown that is displayed after saving the event. (optional)

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**For All Users:** Requests for events in academic spaces will not be approved until after the add/drop period has concluded.

**For Faculty/Staff/Administrators:** Within five business days, users should receive information from a scheduler. Once a confirmation is received, requestors should proceed with the scheduling of service providers, etc. for the event.

**For Student Organizations:** Event requests are first reviewed by the Center for Student Involvement once submitted in 25Live.

## Canceling an Event

Simply email Events & Conferences ([scheduling@ramapo.edu](mailto:scheduling@ramapo.edu) or [volshefs@ramapo.edu](mailto:volshefs@ramapo.edu)) with reservation #. **Note:** *Canceling an event in 25Live does not automatically cancel any requests made for additional services for an event. Requestors should also follow*

*up with any service providers (Media, Catering, etc) to cancel requested services for an event.*

### **Signing out of 25LIVE**

- When logged in, the user's name will appear in the upper right-hand portion of the page.
- Close the browser to exit 25LIVE.

### **Questions or Training Requests**

Contact Events and Conferences at x7590

Or send an email with 25Live in the subject line to:

[scheduling@ramapo.edu](mailto:scheduling@ramapo.edu)

Veronica Olshefski, [volshefs@ramapo.edu](mailto:volshefs@ramapo.edu)

Linda Kavan, [lkavan@ramapo.edu](mailto:lkavan@ramapo.edu)