

25Live is a scheduling system created by CollegeNet. You can read more about it on the PSU registrar's page. This page has many training resources for scheduling in 25Live.

<http://www.registrar.psu.edu/collegenet/>

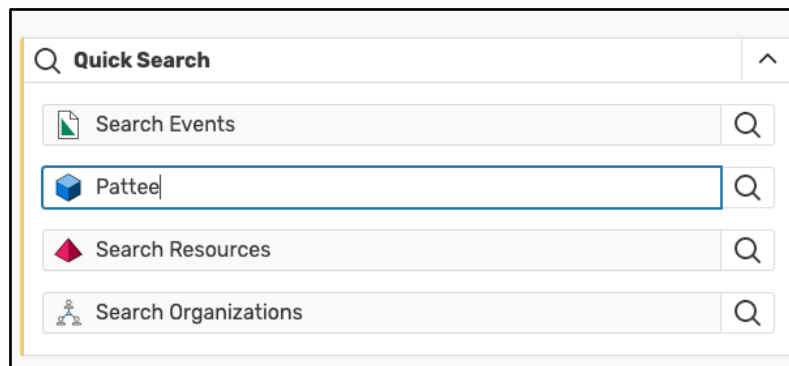
To schedule in 25Live, you need an account.

Follow [this link](#) and then select the box that reads, "RESERVE SPACE IN 25LIVE..."

That's it! It takes about 24 hours for the system to verify your account. The system will *not* notify you when your account is verified. Simply login after 24 hours and you will be able to book rooms using 25Live.

Before Scheduling:

1. First "Star" all of the Library rooms.
 - a. In the Quick Search, under "Search Locations," search "Pattee" and then "Paterno."



- b. Select the star in the left-hand column next to all of the library rooms:
 - i. 302 Paterno
 - ii. 403 Paterno
 - iii. 315 Pattee
 - iv. 211A Pattee
 - v. W140 Pattee
 - vi. W013 Pattee
 - vii. E102 Paterno (Foster)
 - viii. E103 Paterno (Mann)
 - ix. 329 Hammond
 - x. 211 Davey
 - xi. 114 Deike

| | | | |
|---|-----------------------------|---|--|
| ★ | 003000W140 | UP: Pattee Library W140 | # 36525, # Building - University (Departme |
| ☆ | 003000W142 | UP: Pattee W142 - Media Commons | # Manage PATTEE, C Inactive - Scheduling Media Com Production |
| ☆ | 003000W206B | UP: Pattee W206B - Arts & Humanities Library | Building - University Type - Libr |
| ★ | 003000W211A | UP: Pattee Library W211A | Building - University (Departme |
| ★ | 003000W315 | UP: Pattee Library W315 | # 36525, # Building - University (Departme |

2. "Star" all of the Library Resource calendars
 - a. In the Quick Search, under "Search Resources," search, "Calendar-University"
 - b. Select the star in the left-hand column next to all of the library calendars:
 - i. Calendar-University Libraries
 - ii. Calendar-University Libraries-Master
 - iii. Calendar-University Libraries-Davey
 - iv. Calendar-University Libraries-Deike
 - v. Calendar-University Libraries-Hammond
 - vi. Calendar-University Libraries-Stuckema
 - vii. Calendar-University Libraries-Pat./Pater

To schedule a room:

1. Select "Create an Event" from the 25Live dashboard.

The screenshot shows the 25Live dashboard interface. At the top, there is a section titled "Find Available Locations" with two search options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!". Below these options is a large blue button with a pencil icon and the text "Create an Event". At the bottom of the dashboard, there is a section titled "Your Upcoming Events" which shows "22 Events in which you are the Requestor".

2. Fill out the fields:
 - a. **Event name:**
 - i. This field is limited to 40 characters
 - b. **Event Title Used for Published Calendars:**
 - i. This field does not have a character limit

- ii. For classes, use the format “Class: Class name – instructor name (Section number).”
- iii. Example – Class: ENGL 15 – Peterson (SEC. 001)
- c. Event type:**
 - i. For classes: Academic Support
 - ii. Other commonly used options
 1. Conference
 2. Lecture / Keynote / Forum
 3. Meeting (use sparingly)
 4. Orientation
 5. Reception
 6. Training / Workshop
- d. Sponsoring Organization:** University Libraries
- e. Co-Sponsoring Organizations:** *optional*
- f. Expected Attendance:**
 - i. Number of students
 - ii. This field will determine the instruction rooms that appear as available. I.e., if your class has 35 students, 302 Paterno will not appear as an option as it has a seat cap of 32.
- g. Promotional Information:** this field is optional. Feel free to include information about your event and attach any promotional materials.
- h. Date and Time:** fill out the date and time
 - i. **Additional Time:**
 1. Use this field to reserve set up and take down time.
 2. There’s also an option to reserve time for “Pre-event” and “Post-event” time. I.e. your event ends with a book signing or a reception.
- i. **Date:** Select the date(s) on the calendar or set-up reoccurring events with the “Repeating Pattern” button.
- j. Locations:**

Locations Search

Hide Locations with Conflicts Enforce Headcount

Your Starred Locations

Reset

| Add | Name | Title | Capacity | Availability | Conflict Details |
|--|----------------------------|--|----------|--------------|------------------|
| <input type="button" value="Reserve"/> | 003003E102 | UP: Paterno Library E102 Foster Auditorium | 129 | 1/1 | None |
| <input type="button" value="Reserve"/> | 003003E103 | UP: Paterno Library E103 | 80 | 1/1 | None |
| <input type="button" value="Reserve"/> | 003003E403 | UP: Paterno Library E403 | 26 | 1/1 | None |

- i. Keep the drop-down search on “Your Starred Locations.” Select “Hide locations with Conflicts” and “Enforce Headcount.”
 - ii. Select “Reserve” to book the room(s).
- k. Resources:**
 - i. Select “Your Starred Resources” from the drop-down menu.
 - ii. “Request” or “Reserve” the appropriate calendars.
 - 1. All instruction should be saved on the Master University Libraries calendar and the appropriate location calendar (i.e. a class being taught in the Hammond Library should be on the Master calendar and the “Calendar-University Libraries-Hammond”)
 - 2. All events should be on the University Libraries calendar, the Master calendar, and the location calendar.
 - 3. Internal meetings do not need to be added to a resource calendar.
- l. ATTACHED FILES / Comments / Confirmation Notes/ Internal Notes – optional**
- m. Event State:**
 - i. Approvers, select “Confirmed.” Confirmed will not show up as an option if you are not an approver in 25Live.
 - ii. Schedulers, select “Tentative.”
- n. Save your event.** You will receive a confirmation email from one of the Libraries room approvers once your event is confirmed.