25LIVE: Event Scheduling System

Training Manual

(Use Firefox or Google Chrome)

25Live replaces the paper Facility Request forms as well as the need to use Class Web for the Room Schedule Report and the Available Room Query Report
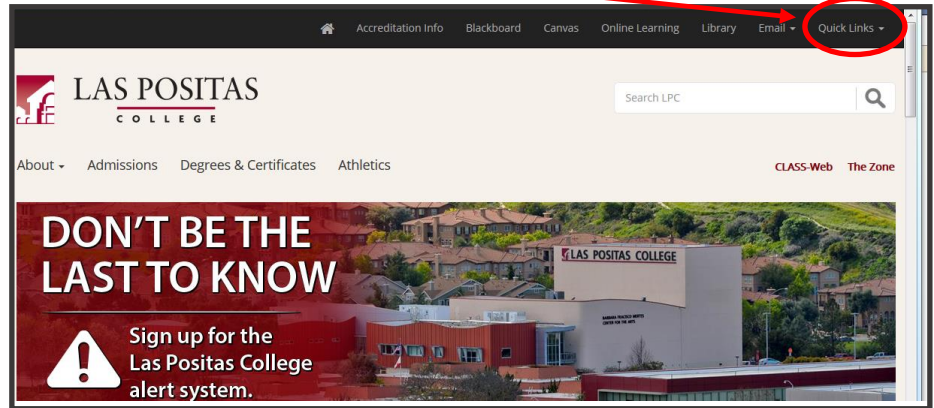
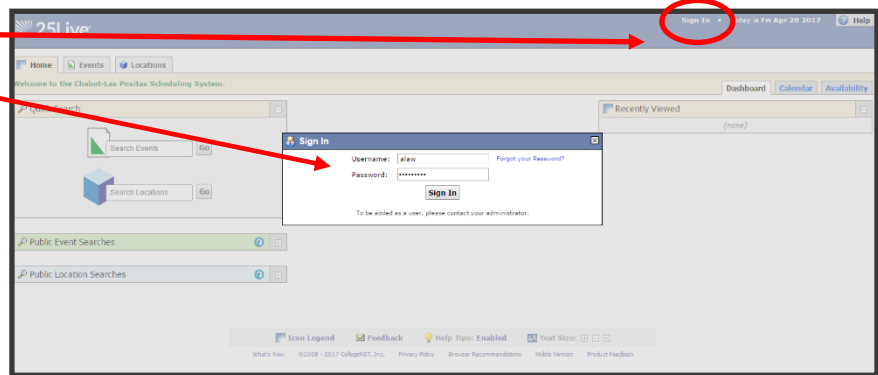Access **25Live** using Quick Links from LPC's home web page:

Or go directly to:

https://25live.collegenet.com/clpccd

25Live Mobile Version:
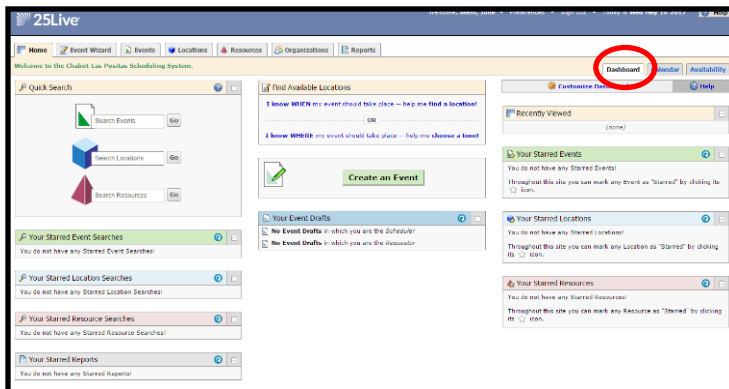25Live can also be accessed at this same URL using your cell phone.
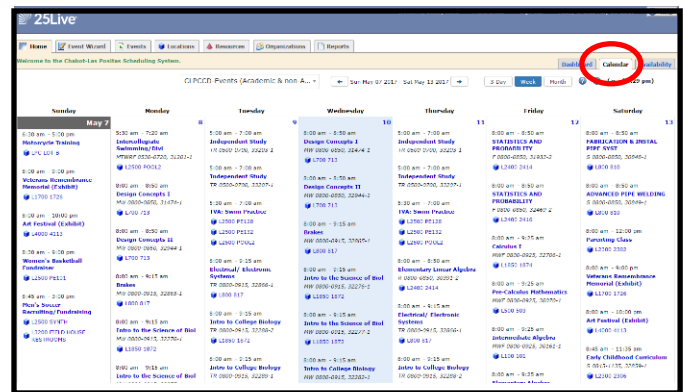
Sign in to 25Live:

Username: _____
Password: _____

After signing in, one of two screens will be displayed – Dashboard or Calendar:

Dashboard

Calendar

Prepared by Sheri Moore   6/21/17

Example of 25Live Dashboard

NOTES:

1. You may customize your Dashboard

2. You may create "favorites" by starring:
   - Events   (*Example*: Math Jam)
   - Locations   (*Example*: PE101, Main Theater, Quad, 1687)
   - Resources   (*Example*: Tables, Chairs, Synthetic Field Lights)
   - Searches   (*Example*: All locations in B.2500; All Conference Rooms)
   - Reports   (*Example*: Daily Report, 3-Day Report, Location Listing)

Example of 25Live Calendar

NOTES:

1. Make sure the correct Event Search has been selected.
   LPC-Events (Academic & non-Academic) should be the default search for all LPC classes and events.

2. You may change the date range for the Calendar by clicking on the date; a pop-up window will be displayed. Click on the start date desired.
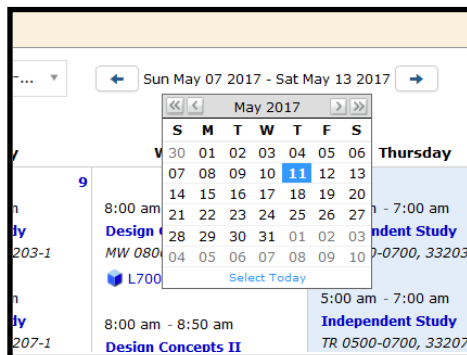
3. You may view the calendar in 3-Day, Week, or Month format.

25Live Tabs

TABS:

Home: Display Dashboard or Calendar

Event Wizard: Create an Event Request

Events: Search for Events by Keyword
                    Example: Math Jam

Locations: Search for Locations by: <u>Room Number</u>   <u>Room Name</u>
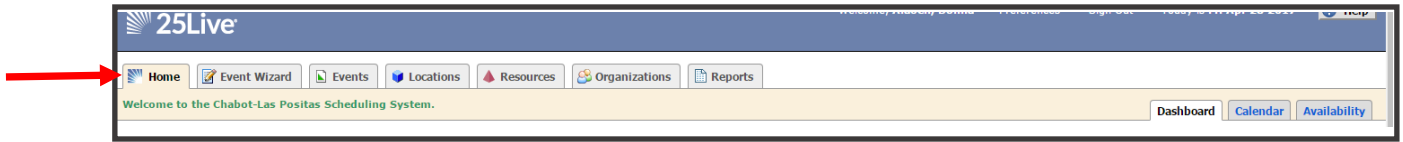   *Examples*:   4119   Main Theater
                                                4128   Black Box
                                                PE101   Gym
                                                                Classrooms
                                                                Conference Rooms

> **PUBLIC LOCATION SEARCHES YOU MAY BE INTERESTED IN:**
> - **LPC-All Spaces**
> - **LPC-Classrooms**
> - **LPC-Computer Labs**
> - **LPC-Conference Spaces**

Resources: Search for Resources
                    Examples: Table
                                       Canopy
                                       Microphone
                                       Podium

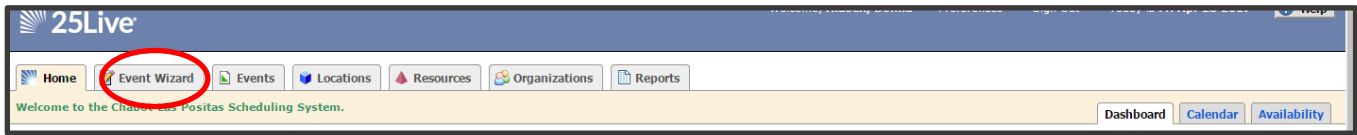**Organizations:**   Search for Organizations
                    Examples: Athletics
                                       LPC Foundation
                                       CATSS
                                       Computer Science
                                       Mathematics

Reports: Run Reports
                    Example: Event Confirmation Detailed

EVENT WIZARD: Create an Event/Facility Request

25Live

Home | Event Wizard | Events | Locations | Resources | Organizations | Reports

Welcome to the Chabot-Las Positas Scheduling System.

Dashboard | Calendar | Availability

Or [✎] **Create an Event**

EVENT NAME & TYPE SCREEN:

Untitled #1 | New Event...

Event Name
Event Title for Campus Calendars

HELLO - This reservation wizard is designed to collect the information needed to schedule an event on the LPC campus.
Please be as detailed as possible when submitting this information.
* All requests are subject to approval *

⚠ **Date Restrictions**
Event occurrences that you create are restricted to:
- No later than 2017-12-31
- At least 1 day from today

Start by entering the basic event information

Fields with ***** are required.

Event Name

Limited number of characters allowed in this field

Event Title gets displayed on Calendars.

User upper/lower case and be specific.

Event Title for Campus Calendars

[   ] *****

🔍

Athletic Game / Meet / Match
Athletic Practice
Audition
Awards / Celebration / Graduation
Class Related
Commencement / Convocation / College Day
Conference
Exhibit / Presentation
Facility / Tech Work / Maintenance
Film / Movie
Fundraiser

Search for an Event Type

Event Type

Search for an Event Type ▾ *****

Primary Organization for this Event

Search for an Organization

Additional Organization(s) for this Event

Search for Additional Organizations

◄ Back

Select an Organization

👥 **Find By...**

Your Starred Organizations

Search

Index

Faculty: For Primary Organization, choose your Academic Discipline (I've preloaded these for you).

Examples: THEATER (THEA)   MARKETING (MKTG)
                    SPANISH (SPAN)   BIOLOGY (BIO)
                    ADMINISTRATION OF JUSTICE (AJ)   GEOLOGY (GEOL)

DO NOT CHOOSE THE ORGANIZATION CODES USED SPECIFICALLY FOR THE ACADEMIC CLASSES. THOSE SHOW UP AS:
                    THEA   MKTG
                    SPAN   BIO
                    AJ   GEOL

-5-

NUMBER OF PARTICIPANTS & DESCRIPTION SCREEN:

Enter additional basic event information.

Expected Head Count

Event Description

◀ Back

Next ▶

Cancel   Save

The Head Count should reflect participants and observers.

Provide an Event Description if desired. This information will be useful when the *Calendar* feature is used in the future.

Prepared by Sheri Moore   6/21/17

DATE SCREENS:

If the event occurs **only once**, select "No."

For example, event occurs only on Monday, August 7, 2017 from 2:00 p.m. – 4:00 p.m.

If the event occurs multiple times on different days with ==DIFFERENT START AND END== times, select "No."

For example, event occurs on Tuesday, August 8, 2017 from 9:00 a.m. – 10:30 a.m. and will occur again on Thursday, August 10, 2017 from 1:30 p.m. to 3:00 p.m.

You will need to create two separate events in this case.

If the event occurs on multiple dates with the ==SAME START AND END== times, choose "Yes".

*For example, event occurs from **2:30 p.m. – 4:30 p.m**. on Tuesday, August 8, 2017 and Wednesday, September 13 and Tuesday, October 10 and Friday, November 10.*

This is a great way to schedule Weekly or Monthly staff meetings, shared governance meetings, office hours, etc.

DATE & TIME SCREEN:

Tell us WHEN this event takes place.

*Select the dates/times for the **initial event** in the repeating series.*
Subsequent occurrence dates will be entered on the next page.

Event Start: Fri May 12 2017   11:00 am

Event End: Fri May 12 2017   12:00 pm

☑ The **first occurrence** begins and ends on the **same day**.

Before and After

Does this event require additional time before the event?   ○ Yes   ● No

Does this event require additional time after the event?   ○ Yes   ● No

◄ Back   Next ►

✖ Cancel   💾 Save

Designate the date and time for the event.

IMPORTANT

If the event will occur on multiple dates (with the same start and end times), <mark>enter the first date of the occurrence only</mark>.

Event Start: August 7   2:30 pm

Event End: August 7   4:00 pm

On the next screen, you will be able to select all occurrences for the event.

IMPORTANT

Start and End Dates <u>must</u> be the same, otherwise 25Live will try to schedule ALL hours (24/7) between the start date/time and end date/time.

If you need time to set up before the event or time to take down after the event, enter it here.

Prepared by Sheri Moore   6/21/17

IF REPEATING EVENT (SAME START AND END TIMES, REGARDLESS OF DATES):

Ad Hoc Repeats
Individually select dates to add to the event.

Daily Repeats
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

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   N

❌ Cancel   💾 Save

If you indicated the **Event Repeats**, these are your choices.

Hint:
- Using the "Ad Hoc Repeats" features give you flexibility to choose any date.
- Using "Monthly" Repeats is great for scheduling monthly staff meetings.

Describe how this event REPEATS.

Ad Hoc Repeats ▼

Click on any date to add it to the Occurrence List.

◄ May ▼ 2017 ▼ ●

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
15	16	17	18	19	20	
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Occurrence List

Date	Comments	Status
Sat May 27 2017		Active ▼ ☐

Click on all dates for this event.

Save

◄ Back   Next ►

❌ Cancel   💾 Save

LOCATION SCREEN:

Find and select LOCATIONS.

⭐ **Your Starred Locations...**

🔍 **Search by Location Name...**

1687

L1600 1687
Conference Room L1600 1687
Max Capacity: 20

☑ Show only my authorized locations that have no time conflict
☑ Enforce head count

🔄 Refresh

Saved Searches...

Advanced Search...

◄ Back

❌ Cancel   💾 Save

Selected Locations

📍 **L1600 1687** ✓ ☆ ❌
Conference Room L1600 1687
Max Capacity: 20
Features: IT - Data/Video Projector, Ceiling Mounted; IT - Laptop Interface, AC; IT - VCR/DVD; IT - Wireless; Power Outlets; Seating - Fixed; Teleconference Capable; Windows
Selected Occurrences: All Occurrences
Conflicts: None

View and Modify Occurrences

1. Enter room number. If the room is available, it will show up on the list for you to select. If it is not available, it will show up briefly and then disappear. See * below.

These are the features/equipment included in the room.

2. Click on the room when it's displayed here. Once selected, it will appear under "Selected Locations."

*If the room is available but is not showing up on the screen, de-select "Enforce Head Count."

3. Selected room will be displayed here; if a specific layout is required, include that info in the "Setup" area.

NOTE: You may select more than one location, just as long as the dates and times are the same as the first location.

NOTES ABOUT LOCATIONS:

25Live will only allow a single event to be scheduled in a location on the same date and time. However, there are occasions when the same location will be needed on the same date and time for different events. Examples include Health Center tabling, Club Days, college/employer/vendor tabling, etc. To accommodate these situations, multiple "areas" (Area 1, Area 2, Area 3, etc.) within a location have been created in 25Live. Please note, these "areas" do not represent a specific physical location. It just allows us to reserve multiple events at the same date/time. Those locations include:

- Quad: Area 1 through Area 9 (Reserve **Quad Entire** for all areas of the Quad)
- 1600 Lobby: Area 1 through Area 3
- 1600 Outside Front Patio: Area 1 through Area 3

Prepared by Sheri Moore   6/21/17

IF YOU DO NOT KNOW THE LOCATION YOU WISH TO USE AND WANT TO SEE WHAT IS AVAILABLE BASED ON THE DATE/TIMES ENTERED:

Find and select LOCATIONS.

☆ **Your Starred Locations...**

🔑 **Search by Location Name...**

| Search |
| No Matching Results |

☑ Show only my authorized locations that have no time conflicts
☑ Enforce head count

🔁 Refresh

Saved Searches...

Advanced Search...

Leave the location blank.

Click on "Advanced Search"

Advanced Search...

Features: Choose a feature...
☐ All ■ Any

Categories: Choose a category...
☐ All ■ Any

Layouts: Choose a layout...
☐ All ■ Any

Capacity: 10 or more

Search

L100 101 ✓
Classroom/Lecture L100 101
Max Capacity: 45

L100 104 ✓
Classroom/Lecture L100 104
Max Capacity: 45

L1600 1602 ✓
Classroom/Lecture L1600 1602
Max Capacity: 38

L1600 1620 COFFEE BAR ✓
Cafeteria Coffee Bar Area L1600 1620

☑ Show only my authorized locations that have no time conflicts   🔁 Refresh
☑ Enforce head count

You may narrow the search to conference rooms, classrooms, or other criteria, should it be necessary.

A list of available locations will be displayed.

If necessary, de-select these two options.

RESOURCES SCREEN

☆ Your Starred Resources...

🔍 Search by Resource Name...

LPC

LPC-Ath: Sound System in Gym	∞
LPC-Ath: Tables	∞
LPC-Ath: Volleyball Nets	∞
LPC-Custodial: Blue Fundraising Barrel	∞
LPC-Custodial: Canopy/Canopies	∞
LPC-Custodial: Chairs	✓
LPC-Custodial: Dolly Hand Cart	∞
LPC-Custodial: Floor Covering for Gym	∞

🔄 Refresh

Saved Searches...

Advanced Search...

◄ Back   **Next ►**

❌ Cancel   **💾 Save**

1. **ONLY** add resources if they are currently **not included** in the location. For example, do not ask for a projector, all rooms have them.

2. To see resources, Search by Resource Name and type:

LPC for all Resources
Ath for Athletic Resources
Cust for Custodial Resources
IT for I.T. Resources
Perf for Performing Arts Resources

3. After selecting the resource, indicate the quantity.

☆ Your Starred Resources...

🔍 Search by Resource Name...

chairs

LPC-Ath: Folding Chairs	∞
LPC-Custodial: Chairs	100/100
LPC-Perf Arts: Chairs from Black Box	100/100
LPC-Perf Arts: Orchestra Chairs	80/80

🔄 Refresh

term to a key word in the name or utilizing a category under the advanced search.

HIDE ▲

Selected Resources

🔺 LPC-Custodial: Chairs   ✓ ☆ ❌

Conflicts: None

Setup Instructions:

Avail/Total: 100/100

Quantity: 1

PLEASE NOTE: Not all resources (especially I.T. resources) are available for each room.

ALSO, do not select Perf. Arts Chairs for chairs delivered by M&O.

ATTACH FILE SCREEN:

Add or remove ATTACHED FILES.

Attached Files

You can attach up to 5 files to this event. The maximum size for a file is 25MB. File types accepted:

- PDF, TXT, RTF
- JPG, JPEG, PNG, GIF
- DOC, DOCX, CSV
- XSL, XSLX

Attached Files

[Select File]

◄ Back   Next ►

⊠ Cancel   💾 Save

If you need to attach a layout or a Certificate of Liability, use this screen.

CONTACTS SCREEN:

Select CONTACTS for this event.

Scheduler

👤 Ho, Nan   ☆ ×

nho@laspositascollege.e

Requestor

👤 Woods, Kristy   ☆ ×

kwoods@laspositascollege.e

Emergency Contact

👤 Search for a Contact

◄ Back

⊠ Cancel   💾 Save

The Scheduler will be pre-loaded based on the location and/or requirements designated by the Deans/Departments.

- Some locations have a designated Scheduler, such as Christine Hornbaker for the Main Theater.
- Some Deans want to review all of their Divisions' event requests before forwarding them for final confirmation. Other Deans do not want to review them so the event will go directly to Sheri Moore for final confirmation.
- Do not change the pre-loaded Scheduler unless you are a Club Advisor. If the event being created is for an LPC Club, please enter Scott Miner as the Scheduler.

COMMENTS SCREEN:

Add additional COMMENTS and NOTES for this event.

Comments

Add Comments as needed, perhaps with special instructions to Sheri Moore or M&O if necessary.

◄ Back   Next ►

⊠ Cancel   🖫 Save

EVENT STATE SCREEN:

Verify or change the EVENT STATE.

📄 **Draft**

This information cannot be edited.

◄ **Back**

❌ **Cancel**   💾 **Save**

Save the Event.

NOTE:
The request will be routed to the Scheduler for further processing.

Final confirmation will be e-mailed to the Requester from Sheri Moore.

Notify your Dean that your request needs approval by sending an e-mail.
NOTE: The location is not locked in until the Dean changes the event state to Tentative.

Select:
- Requester (yourself)
- Scheduler (Dean, Scott Miner, Christine Hornbaker)

Select:
- Event Confirmation (Detailed)
- Include event details in body

Send

-16-

EVENTS SCREEN – SEARCHING FOR YOUR EVENTS:

Enter event name's keyword or click "More Search Options"

Prepared by Sheri Moore   6/21/17

RESULTS OF EVENT SEARCH:

Search For Events | Pre-Defined Event Searches

Search For Events

Search by Keyword: [Enter a Search Term...] [X] [GO] Fewer Search Options

Cabinet: [All Cabinets ▾]

Types EDIT

Organizations EDIT

Categories
*Las Positas Event EDIT

Your Role: [Requestor ▾]

States EDIT

[GO] [START OVER]

[List] [Calendar]

Dates: Current and Future Dates | Choose Visible Columns ▾ | 💾 Save Search | 🔵 Refresh

		Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
📝	☆	Engrg Tech Cohort Office Hour	Engrg Tech Cohort Office Hour	2017-AALXVK	MSEPS	Meeting	*Las Positas Event	Requestor	Mar 13 2017	Apr 08 2017	Confirmed	L800 805
📝	⭐	Math Jam	Math Jam	2017-AALXVX	MSEPS	Class Related	*Las Positas Event	Requestor	Aug 05 2017	Apr 08 2017	Confirmed	L600 607
📝	⭐	Math Jam	Math Jam	2017-AALXWA	MSEPS	Class Related	*Las Positas Event	Requestor	Aug 07 2017	Apr 08 2017	Confirmed	L2400 2414, L2400 2416, L2400 2412, L6 607
📝	⭐	Math Jam	Math Jam	2017-AALXWD	MSEPS	Class Related	*Las Positas Event	Requestor	Aug 11 2017	Apr 08 2017	Confirmed	L1600 1641, L1600 1642A
📝	⭐	Math Jam	Math Jam	2017-AALXWF	MSEPS	Class Related	*Las Positas Event	Requestor	Jan 12 2018	Apr 08 2017	Confirmed	L1600 1641, L1600 1642A

Here is a list of all of your events where you are the Requestor. Double click on the event for which you want to see the details.

🏠 Home | 📝 Event Wizard | 📄 Events | 📦 Locations | 🔺 Resources | 👥 Organizations | 📄 Reports

Search For Events | Pre-Defined Event Searches | **Engrg Tech Cohort Office Hour**

Engrg Tech Cohort Office Hour

[Details] [Calendar]

⚙ More Actions... ▾ | 🔵 Re

Event Details

Event Name:	Engrg Tech Cohort Office Hour
Event Title:	Engrg Tech Cohort Office Hour
Event Type:	Meeting
Reference:	2017-AALXVK
State:	Confirmed
Organization:	👥 MSEPS
Scheduler:	👤 Moore, Sheri
Requestor:	👤 Woods, Kristy
Event Categories:	*Las Positas Event
Head Count:	0 expected 0 registered
Event Owner:	👤 Moore, Sheri
Creation Date:	Sat Apr 08 2017

Event Occurrences

Start Date	Start Time	End Date	End Time	Assignments
Mon Mar 13 2017	12:30pm	Mon Mar 13 2017	2:00pm	📦
Wed Mar 15 2017	12:30pm	Wed Mar 15 2017	2:00pm	📦
Fri Mar 17 2017	12:30pm	Fri Mar 17 2017	2:00pm	📦
Mon Mar 20 2017	12:30pm	Mon Mar 20 2017	2:00pm	📦
Wed Mar 22 2017	12:30pm	Wed Mar 22 2017	2:00pm	📦
Fri Mar 24 2017	12:30pm	Fri Mar 24 2017	2:00pm	📦
Mon Mar 27 2017	12:30pm	Mon Mar 27 2017	2:00pm	📦
Wed Mar 29 2017	12:30pm	Wed Mar 29 2017	2:00pm	📦

NOTE:
Requestors may only modify events that are in a Draft state.
Contact Sheri Moore if modifications need to be made to the event once it is Tentative or Confirmed.

LOCATION SCREEN – SEARCHING FOR LOCATIONS:

You may search by room number (2490, 505, 101, etc.) or room name (Black Box, classroom, conference room, etc.)

Click on "Load List" if it is a search that will bring back multiple locations, such as classroom.

Click on "Calendar" if it is a single room search to see the availability.

Prepared by Sheri Moore   6/21/17

LOCATION SCREEN – SEARCHING FOR LOCATIONS:

Several "Public Searches" have been predefined. Those include:
- LPC-All Spaces
- LPC-Classrooms
- LPC-Computer Labs
- LPC-Conference Spaces

Prepared by Sheri Moore   6/21/17

RESOURCE SCREEN:

To see when a specific resource has been assigned, type:
- The specific name of the resource, such as LPC-Custodial: Tables and then select Calendar.

Or
- The category of the resource, such as:

  LPC   for all Resources
  Ath   for Athletic Resources
  Cust   for Custodial Resources
  IT   for I.T. Resources
  Perf   for Perf. Arts Resources

Then click on "Load List."
Select the Resource to see when it has been requested.

EXAMPLE OF A RESOURCE SEARCH FOR CHAIRS:

Prepared by Sheri Moore   6/21/17

ORGANIZATION SCREEN:

REPORTS SCREEN:

Reports are available for Events, Locations, Resources, etc. Click on "View Sample Report" to see the data provided on the report. Many of the reports will require an "Event Search" and a "Location Search." These searches must be set up prior to running the report. Contact Sheri Moore for more information if Reports are needed.

Prepared by Sheri Moore   6/21/17

TIPS FOR SUCCESS:

1. **Remember to login to 25Live using either Firefox or Google Chrome (NOT Internet Explorer).**

2. **Encourage your Dean to approve your events/facility requests promptly in order to lock in the location, which will also make it visible on the calendars. (Draft events do not lock in the location. Deans needs to set the Event State to "Tentative" and the Scheduler to "Sheri Moore.")**

3. **For faster searches, remember to "Star" your frequently used locations and resources.**
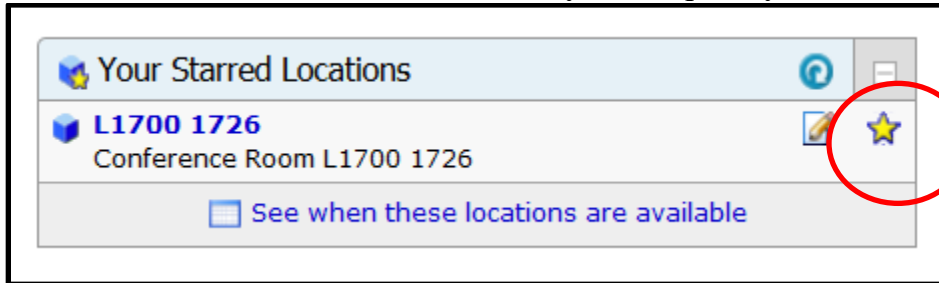

4. **Make sure the calendar is set for the correct search and the correct date range.**

5. **Use the refresh button if you are not seeing the results you expect.**
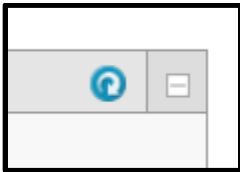
6. **Most requesters know the location they would like to use. It's extremely fast to determine if the location is available by first looking up the Location then going to the Calendar for that location. If the meeting time is available, you may begin Creating the Event from the calendar.**
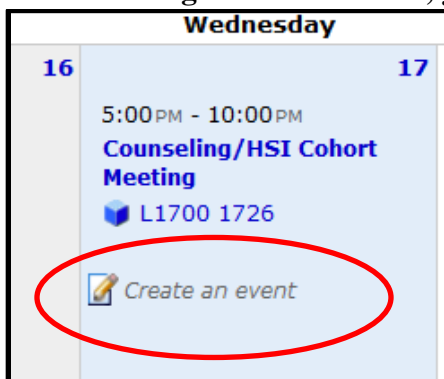
7. **25Live is web-based and can be accessed from anywhere and there is a mobile app for it as well. You must have a 25Live login in order to use the mobile app.**

   NOTE: 25Live is shared with Chabot College. You may see Public Searches which begin with "CC" – ignore those.

Prepared by Sheri Moore   6/21/17