How to Request USF Health Space in 25Live

One Time Event
Before you begin, here are some helpful tips:

- Chrome and Firefox are the recommended browsers for use with 25Live.
- All fields containing red asterisk (ﷺ) are required.
- Always click the Next button at the bottom of each page to proceed.
- Click the Back button at the bottom of the page to view your previous screen, not your browser’s back button, or navigate using the hyperlinked page titles to the left of the screen.

- Log into 25Live online at 25live.collegenet.com/usf with your USF Health Email Address and Password then bookmark this page.
Creating an Event

- From the 25Live home page, click the Create An Event button or select the Event Wizard tab.
Creating an Event

- Enter an event name in the text box.
- Select an Event Type from drop down list.
- Select the Sponsoring organization (this is your department name).

The Sponsoring Organization is a pre-populated list. You can click on the text box, which will bring up a search bar. Type your department name and it should appear as an option. If you have issues finding your department name, try typing in only one key word from your department name (the name as entered into 25Live may be different from the name in which you refer to your department, ex: Dean’s Office vs. Office of the Dean). If you still cannot find your department name, contact hbush@health.usf.edu.
Creating an Event

- Enter the expected total number of attendees for your event.
- Enter a brief description of the event in the “Event Description” box.
Event Occurrences

- For events that have only one occurrence, select ‘No.’
- See web tutorial on how to create event requests for reoccurring events.
Event Date and Time

- Enter the Event Date and Start and End Time as well as Setup and Takedown time if desired.

- Setup, Pre-Event, Post-Event, and Takedown are not required. You can include all of your time needed in the Event Start and End time. Only Event Start and End time will appear on a Location’s calendar (see web tutorial for checking location calendars).
Find a Space

- If you know the exact name of your location, choose the Search by Location Name option. Enter the building code and room number, then hit Refresh at the bottom right of the task box. You can also enter the building code only to see the availability of all locations within a building.

- Tip: The “Show only my authorized locations” and “Enforce headcount” checkboxes may be limiting your search results. Try unchecking one or both of these boxes for more results.
Find a Space

- Use Advanced Search to search all USF Health space available for request by different criteria, such as capacity.
Find a Space

- From the results list, select your desired location. Be sure the location, once selected, appears to the right of the screen.
Additional Information

- Answer any event related questions that appear.

- Not all event types will have related questions. If there are no questions on this page, just hit the ‘Next’ button.
Contacts

- The name of the designated Approver appears in the Scheduler text box.
- Your name appears in the Requestor text box.
- There are no actions required on this page, just hit the ‘Next’ button.
Additional Comments

- This screen allows you to enter additional comments and notes in the available text boxes. These notes are seen by the location Approver only.

- The Approver’s response will appear in the Confirmation Notes box.

- *This is not a required field, but a good place to add any additional information or questions about your event. Ex: We plan to have a DJ and music, can we serve food in this room?, etc.*)
Submit Request

- Click the ‘I Agree’ check box and Save to submit your request.
- All requests are processed within two business days.
- Remember, the more information you provide about your Event the easier it is for the Approver to process your request.
- Event request submission is not the same as event approval/room assignment. Approvers will send an email once the location has been assigned. If you have questions about the status of your request please contact the Approver.
Additional Resources

- Visit the [USF Health 25Live webpage](https://usfhealth.25live.com) for tutorials, videos and hands on training schedules.

- Contact Heather Bush – [hbush@health.usf.edu](mailto:hbush@health.usf.edu) – with any 25Live related questions.

- For technical assistance (access issues, system failures, etc.), email [25Live-Support@usf.edu](mailto:25Live-Support@usf.edu) to submit a support ticket with the USF 25Live System Admin team.