



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 (*) 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.

USF SOUTH FLORIDA.	
Mome Sevent Wizard Events Scattions A Resources SOrganizations	ks 🛅 Reports
UNIVERSITY OF SOUTH FLORIDA 25LN	
P Quick Search	Find Available Locations
Search Events Go	I know WHEN my event should take place help me find a location!
	I know WHERE my event should take place help me ohoose a time!
Search Locations Go	Create an Event
Search Resources Go	
	Your Upcoming Events 1 Event in which you are the Requestor
P Your Starred Event Searches	L 1 Event in which you are the requestor
You do not have any Starred Event Searches!	🕑 Tasks 📀 🗉
P Your Starred Location Searches	🖉 You have No Tasks on Today's Agenda
You do not have any Starred Location Searches!	0 Outstanding Tasks
	P 0 Flagged Tasks
Your Starred Resource Searches O C You do not have any Starred Resource Searches!	
Your Starred Reports	
You do not have any Starred Reports!	
	题 Icon Legend 🛛 Feedback 💡 Help Tips: Enabled 🛛 🔣 Text Size: 🗄 🖂 🗉
	What's New © 2008 - 2015 CollegeNET, Inc. Privacy Policy Browser Recommendations Mobile Version Product Feedback







Creating an Event

- \succ 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 <u>hbush@health.usf.edu</u>.

Event Name			
Student Leadership Training		1	
Event Type			
Training/Workshop	☆ *	√	
Primary Sponsoring Organization			
Shared Student Services, USF Health	🗙 × *	1	
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C Arts & Sciences <u>Dean's</u> Office	*		
Athletic Training <u>Dean's</u> Ofc, MCOM			
Athletics Dean's Office			
	E		
Behavioral/Comm Sciences Dean's Office	E		
Behavioral/Comm Sciences <u>Dean's</u> Office Business <u>Dean's</u> Office	Ξ		1
Behavioral/Comm Sciences <u>Dean's</u> Office Business <u>Dean's</u> Office Education <u>Dean's</u> Office			
Behavioral/Comm Sciences <u>Dean's</u> Office Business <u>Dean's</u> Office Education <u>Dean's</u> Office Engineering <u>Dean's</u> Office			١
Behavioral/Comm Sciences <u>Dean's</u> Office Business <u>Dean's</u> Office Education <u>Dean's</u> Office Engineering <u>Dean's</u> Office Global Sustainability <u>Dean's</u> Office		;	ľ
Behavioral/Comm Sciences <u>Dean's</u> Office Business <u>Dean's</u> Office Education <u>Dean's</u> Office Engineering <u>Dean's</u> Office			N





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.

	Expected Head Count 7	
E	vent Promotional Information	
	A ▼ A ▼ E Ξ Ξ Ξ Ξ Ξ Font Family ▼ Font Sizes ▼ E Ε	
	The Shared Student Services team will interview candidates for the Operations and Information Specialist position.	
Back	Next ►	
	Zancel 🗟 Save	





Event Occurrences

- \blacktriangleright For events that have only one occurrence, select 'No.'
- See web tutorial on how to create event \geq requests for reoccurring events.



Does this event have more than one occurrence?

No

00

This event has only one occurrence.

Any other related events are separate and distinct.

Yes

This event has more than one occurrence.

It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.

< Back			Next ►
	Cancel	Save	







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).

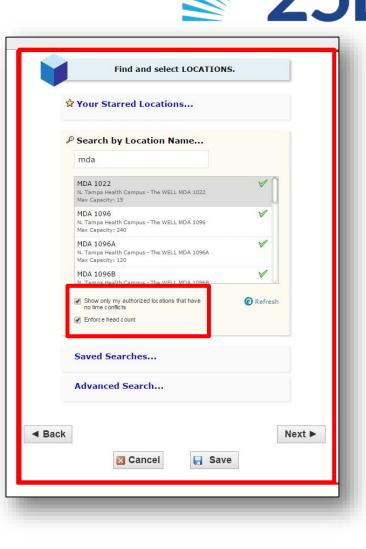
	Tell us W	/HEN this event ta	kes pl	ace.	
		dates and times of the ac ore- or post-event times ca			
	Event Start:	Wed May/11/2016	0	10:00 am	
	Event End:	Wed May/11/2016		4:00 pm	
	The eve	ent begins and ends on th	e same o	d <mark>ay</mark> .	
	Setup or Pre-E Does this event r Post-Event or		 Yes Yes 		
Back		Cancel 📑	Save]	Next ►
			ouve		





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.



25Live® Intuitive scheduling software to find the space you need.







Intuitive scheduling software to find the space you need.

Find a Space

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

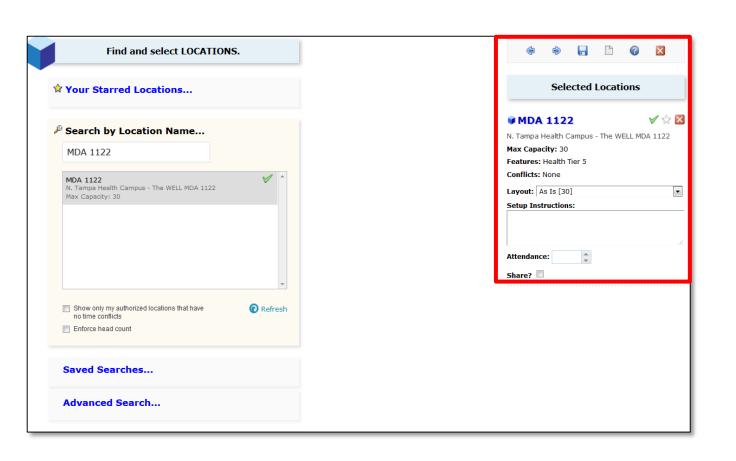
Features: Choose a feature	
	ALL ANY
Categories: Choose a category	
	ALL ANY
Layouts: Choose a layout	
	ALL ANY
Capacity: 10 or more	
Search	
LRC 123	
N. Tampa Health Campus - Public Health Buildi Max Capacity: 12	ng LRC 123
LRC 207	¥ 0
N. Tampa Health Campus - Public Health Buildi Max Capacity: 12	ng LRC 207
MDA 1022 N. Tampa Health Campus - The WELL MDA 102	~
Max Capacity: 15	
MDA 1096 N. Tampa Health Campus - The WELL MDA 109	96
Show only my authorized locations that have	O Defeat
no time conflicts	🔞 Refresh
Enforce head count	





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 \geq there are no questions on this page, just hit the 'Next' button.

Select ADDITIONAL EVENT INFORMATION for this event.				
* 1. Will you be serving	g alcohol?			
© Ye	es 💿 No			
* 2. Alcohol Application	n Approved?			
© Yes	es 💿 No			
Cancel	Save			







Contacts

- \succ 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' \geq button.

8	Heather Bush		Å	×	٣	
		hbus	h@health.ı	usf.	edu	
Re	questor					
8	Curt Preisser	0	۲ ۲	×	¥	
		Operations & Info cpreisse	rmation Sp r@health.u	usf.	alist edu	
ack						Next ►
	Cancel	E S	ave			



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.)



Intuitive scheduling software to find the space you need.

Add	l additional COMMI ev	ENTS and NOTES	s for this	
Addit	ional Comments	to Approver		7
			1	
Confi	rmation Notes			
	This	s information cannot be	edited.	
Back				Next ►
	🔀 Cancel	Save		





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.

Colle	erstand that I am l ege Guidelines gove ce and resources at Flor	erning the use of ca	mpus
Link to	the web page.	gree *	
Back	Canaal		Next ►
	Cancel	Save	





Additional Resources

- ➢ Visit the <u>USF Health 25Live webpage</u> for tutorials, videos and hands on training schedules.
- ➢ Contact Heather Bush <u>hbush@health.usf.edu</u> with any 25Live related questions.
- For technical assistance (access issues, system failures, etc.), email <u>25Live-Support@usf.edu</u> to submit a support ticket with the USF 25Live System Admin team.

