25Live® Event (Space) Requests Quick Reference

Sign-in Instructions

Account set-up/maintenance - If you have forgot or need to change your password, please visit: [https://memo3.maricopa.edu/usertool.html](https://memo3.maricopa.edu/usertool.html).

Browser/Platform Compatibility – 25Live® is compatible with Safari, Firefox and Chrome in both the Mac and Windows platforms. Internet Explorer is NOT recommended.

Getting Started

1 Interface Tabs – The tabs can be used to navigate to different options. The easiest tab to use is **Home** where events can be searched and created quickly from the Dashboard.

2 Quick Search – Locate events by name, location or assigned resources.

3 When & Where – Make events based on **WHEN** or **WHERE** the event will take place.

4 Create an Event – Open the **Event Wizard** to create an event.

Calendar View – Review events by a time period and space location.

Help – Get help by topic. Enable Help Tips at the bottom of the page for in context help throughout the interface.

Customize Dashboard – Choose what items and options appear in the dashboard. Items can also be rearranged.

Dashboard Items – Starred and recent items can be accessed quickly from the dashboard.
**Event (Space) Request Options**

**Using the WHEN Option**
1. **For one-day events**, select the I Know WHEN my event will take place – help me find a location! option from the center panel.

2. Select the **Date, Start/End Times** and estimated **Number of Attendees**.

3. From the **Search within** drop-down menu select a location to search. **Note:** Your preferred locations will be loaded in the menu.

4. Click **Show me what’s available ->**.

5. After finding a location, select **Use this Location**. **Note:** if no matching locations are found you will need to change one or more of the parameters (date, time, number of attendees).

6. Use the **Event Wizard** to complete the space request process.

**Using the WHERE Option**
1. Select I Know WHERE my event will take place – help me choose a time! from the center panel.

2. In the search window enter the **Location Name** and select Go. When searching for locations use the appropriate format.

   **Main Campus**: PC [Letter] BLDG-Room# format (e.g. PC H BLDG-117, PC C BLDG-102, etc) or PC OUTSIDE-Location (e.g. PC OUTSIDE-SS).

   **Sites**: PC Site-Room# format (e.g. PC OSS-110, PC DT-PCDT201, PC NUR-PCNUR218, etc.).

3. Choose the location from the drop-down menu.

4. Click the **date range** to change dates.

5. Select **Show me this location’s availability ->**.

6. Click the time slot icon for your event and use the **Event Wizard** to complete the space request process.

**Using the Create Event Option**
1. Select **Create an Event** from the center panel.

2. Use the **Event Wizard** to complete the space request process.

**Using the Event Wizard**
The Event Wizard guides the space request process. Simply complete each required element. Follow through each step one-by-one by using the navigation options. When you click in a field, notes will appear in the right panel to guide you in completing the section. **Note:** the * indicates REQUIRED fields. You cannot move on with your request without completing these sections.

**Edit Event Details Panel**
Use the **Event Details Panel** (to the left of the center panel) to monitor event creation progress or to navigate to edit a particular event detail.
Edit Event Details
*1. Enter an Event Name or Authorized Driver Name. Note: The event name can be your course prefix & number for library reservations.

*2. Search for OR select the Event Type from your starred type options.

*3. Search OR select the event Primary Organization (Department, Division) or Driver from your starred organization options. NEXT >

*4. Enter or verify the estimated expected Head Count for the event.

*5. Enter an Event Description or Trip. Note: This will be a public description if the event is published to the calendar, so check the spelling. NEXT >

*6. Indicate if the event has more than one occurrence. NEXT >

*7. Enter or verify your event date/time.

Extra Event Option – Click the Pre-Event/Set-up OR Post Event/Takedown Time options to enter additional event time. NEXT >

Reoccurring Event Option – If the event has more than one occurrence, select the repeat option and add additional dates as needed. Note: The time for the event must be consistent for all reoccurring events to use this option. NEXT >

*8. Find and select a Location or Vehicle OR if a location was already identified, Check to verify that the space is available for the event dates/times. Note: More details about the rooms will pop up under Selected Locations on the right side of the screen. NEXT >

10. Search OR select event Resources from your starred resource options. Note: Leave this field blank if the default space set-up and resources. NEXT >

11. Select Contacts for the event including the event scheduler and requestor for the space or vehicle. NEXT >

12. Select an Event Category from the predefined list. Note: Select Do Not Publish to Web to keep the event off of the public calendar. Use travel for Vehicle reservations. NEXT >

13. Enter Event Comments and Room Set-Up Requested for the event (space) or the Driver Destination for a Vehicle reservation. NEXT >

*14. Read and check the Affirmation box. Select Finish to complete the scheduling process. Note: The system will run one last check on the space availability and prompt you to fix any errors. Please do not consider your preferred space, resource, or vehicle confirmed until you receive an email declaring your Event State as confirmed.

Editing Events
Requestors may edit an event request they have created before a scheduler has processed the event.

Finding Event Drafts to Edit
1. Click on Events Tab > Pre-Defined Groups > Event Drafts You Have Requested > Run.

2. From the List View find the draft you want to edit and click on the Edit this event icon (pencil/paper) to the left of the draft entry.

3. Edit as needed and select Save. Note: The system will run one last check on the space availability and prompt you to fix any errors.

Requesting Changes for Scheduled Events
Requestors do not have the ability to edit an event request that has already been processed.

For ANY changes to your processed event reservations, email the details to Event and Fleet Services department.

PC Event and Fleet Services Contacts
Nancy Yocopis, Events Space Scheduling 602.285.7734
nancy.yocopis@phoenixcollege.edu

Rose Gilbert, Vehicle Scheduling
602.285.7536
rose.gilbert@phoenixcollege.edu

1/30/16 (H. Agria)
Cancelling & Changing Events

Cancelling Events
Only schedulers can cancel events in their assigned spaces. Requestors must contact the Event and Fleet Services department for cancellations.

Changing Events
Only schedulers can make changes to confirmed events in their assigned spaces. Requestors must contact the Event and Fleet Services department to make any requests for changes to confirmed events.

PC Event and Fleet Services Contacts
Nancy Yocupis, Events Space Scheduling
602.285.7734
nancy.yocupis@phoenixcollege.edu

Rose Gilbert, Vehicle Scheduling
602.285.7536
rose.gilbert@phoenixcollege.edu

Copying Events
The copying events feature is one of the system's time saving options to help you more quickly and easily create future events based on a previous event's details. This is a great option for annual activities.

When you copy an event all of the information from the original will be duplicated in a copy. You can update dates and other details to the copy to create a new event.

1. From the Dashboard use the Quick Search feature to find the event.

2. Click on the event to open it.

3. From the More Actions Menu select the Copy this Event option. Note: You also have the option to create a copy after creating/editing an event in the success page summary area displayed after creating an event (space) request.

4. A duplicate event will be created. Go through each tab in the Event Details Panel and update the fields. Note: Be sure to rename the event.

5. Click Finish to complete the event creation process.

Viewing Location Availability

By Room
1. From the Dashboard, enter a location into the Location Quick Search panel. When searching for locations use the appropriate format.

Main Campus: PC [Letter] BLDG-Room# format (e.g. PC H BLDG-117, PC C BLDG-102, etc) or PC OUTSIDE-Location (e.g. PC OUTSIDE-SS).

Sites: PC Site-Room# format (e.g. PC OSS-110, PC DT-PCDT201, PC NUR-PCNUR218, etc.).

2. Select Go.

3. Use the Availability (single date view) or Calendar (weekly view) tab to review the location availability.

4. Click the Create Event Icon to open the Event Wizard to begin an event (space) request.

By Building
1. From the Dashboard, open the Locations tab from the menu.

2. Enter your building information and click More Search Options. When searching for locations use the appropriate format.

Main Campus: PC [Letter] BLDG format (e.g. PC H BLDG, PC C BLDG, etc) or PC OUTSIDE for all outdoor spaces.

Sites: PC Site format (e.g. PC OSS, PC DT, PC NUR, etc.).

3. Select Edit next to the Categories option.

4. From the pop-up window, check boxes for the types of spaces in that building to search (i.e. CLAS for classroom spaces, etc.).
5. Select Go and use the Availability tab to review the location results.

**By Pre-Defined Locations**
1. From the Dashboard, open the Locations tab from the menu.
2. Select the Pre-Defined Location Search tab.
3. Select a Search Grouping and select Run.

**Tip: Star locations** as you search and create events. This will make it easier to search these spaces later.

**Using Starred Items**

The yellow star icon throughout 25Live® indicates that an item (location, resource, organization, etc.) is currently a favorite. **It is highly recommended to use stars.** Starred items can be used as shortcuts to build events, generate location availability searches and more.

Clicking the empty star icon stars the item. Clicking the icon again will unstar it and remove it from your starred lists.

**Saved Searches**

Saved searches can help you build a custom calendar making it easy for you to determine availability of your spaces for a set date or date range.

**Creating Saved Searches**
1. Select the Locations Tab from the Dashboard.
2. Next to the Search window click to open the More Search Options feature.
3. Enter the keyword for the location you want to search.

**For Buildings:** PC [Letter] BLDG format (e.g. PC H BLDG, PC C BLDG, etc) or PC OUTSIDE for all outdoor spaces.

**For Individual Rooms:** PC [Letter] BLDG-Room# format (e.g. PC H BLDG-117) or PC OUTSIDE-Location (e.g. PC OUTSIDE-SS) or PC Site-Room# format (e.g. PC OSS-110) for sites.

4. Optional: Add additional filters (Categories, Layouts, Features, Capacity) to narrow the location search results.

5. Select Go.

6. Review returns and select Save Search from the menu.

7. In the pop-up window, choose from one of the following save options:

**Search Criteria** – Saves the criteria of the search. This means if a new location matching your search criteria is added it will display in future searches.

**Search Results** – Saves the results of this specific search. New spaces matching the criteria will not display in subsequent searches.

8. Add a Search Name to help you identify the search.

9. Select the checkbox “Add this to Your Starred Searches”.

10. Select Save Search and Close the window.

**Using Saved Searches**

Saved searches can be accessed from several areas throughout 25Live®.

**OPTION 1: Your Starred Location Searches**

Use this option to get an overview of the availability of spaces in one of your saved searches based on a given date/date range.

1. From the Dashboard locate the Your Starred Location Searches panel. **Note:** If your saved...
search does not appear immediately, select the refresh option.

2. Click on the name of the search from the panel and the Location tab will open.

3. Select either the Calendar (date range) or Availability (single date) view tab to see the schedule for a space for an elected period. Note: Click on the date or date range to choose another time period. Preferences are sticky.

OPTION 2: Find Available Location
Use this option if you know when your event is going to take place, but want to find a location from one of your saved searches.

1. From the Dashboard locate the Find Available Location panel. Select the “I know WHEN my event should take place – help me find a location!” Option.

2. Enter the date, start time, end time and estimated # of attendees for the event.

3. From the Search within drop-down menu select a saved search to identify possible space locations for your event.

4. Click “Show me what’s available” to see the available spaces within the saved search for the event date specified.

5. Review the available spaces and select Use This Location to open the Event Wizard and request the space.

OPTION 3: Pre-Defined Location Searches
Use this option to search locations based on pre-defined criteria (space layouts, space features, AND saved/starred searches, etc.)

1. From the Dashboard open the Locations tab.

2. Select the Pre-Defined Location Searches tab.

3. To view locations by your saved searches select either Your Starred Searches or All of Your Searches from the Search Groupings menu.

4. Pick a specific saved search from the list.

5. Click Run.

6. Select either the Calendar (date range) or Availability (single date) view tab to see the schedule for a space for an elected period. Note: Click on the date or date range to choose another time period. Preferences are sticky.

Helpful Resources

PC Event and Fleet Services Contacts
Priscilla Gonzales, Coordinator, Facilities
602.285.7437
p.gonzales@phoenixcollege.edu

Nancy Yocopis, Events Space Scheduling
602.285.7734
nancy.yocopis@phoenixcollege.edu

Rose Gilbert, Vehicle Scheduling
602.285.7536
rose.gilbert@phoenixcollege.edu