

CENTER FOR STUDENT INVOLVEMENT
UNIVERSITY *of* WASHINGTON | TACOMA

USING 25Live FOR RSOs

A GUIDE FOR RSOs TO REQUEST SPACE ON CAMPUS
USING THE 25LIVE SYSTEM

UPDATED: DECEMBER 2018



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GETTING STARTED

This document has been created to assist registered student organizations (RSOs) with using the 25Live system to request space on campus. It contains important information such as deadlines, policies, and definitions, as well as step-by-step walkthroughs.

Any questions about this information can be directed to the Center for Student Involvement at uwtclubs@uw.edu.

RESPONSIBILITY FOR REQUESTS

By submitting a request for space on the UW Tacoma campus, the RSO is agreeing to abide by all campus policies and procedures with space use. The Center for Student Involvement must review and approve all RSO requests before they can be confirmed; however, the RSO is responsible for ensuring all information is accurately entered and all policies are followed.

- > **RSO Space Reservations:** <http://www.tacoma.uw.edu/involvement/rso/resources/reservations>
- > **RSO Resources & Policies:** <http://www.tacoma.uw.edu/involvement/rso/resources>
- > **Campus Event Policies:** <http://www.tacoma.uw.edu/uuf/event/policies>
- > **Event Management Safety Agreement:** <http://www.tacoma.uw.edu/uuf/emsa>

WHAT IS 25Live?

25Live is the online system that UW Tacoma uses to schedule space on-campus. Launched in 2018, the system provides a variety of benefits to scheduling, including allowing RSOs to have direct access to request spaces, as well as see availability of locations prior to submission. All requests for RSO meetings and events are submitted through 25Live.

ACCESS TO 25Live

RSOs are able to receive access to the 25Live scheduling system, after they have completed the respective training. Once completed, the RSO's access will be valid for the remainder of the current school year. Once the school year has ended, the access is deactivated until the organization completes the training again during the next year. This is to ensure that the RSO's newest officers are always trained and up-to-date with information pertaining to space requests.

Attending Training At this time, all 25Live training for RSOs are in-person. The Center for Student Involvement schedules trainings on a consistent basis. Upcoming training dates and times can be found on our [Upcoming Events website](#). An online version of the training is being considered, but is not yet available.

RSO Login RSOs log into 25Live with their **RSO's UW NetID and password**. Access will not be granted to individual/personal accounts. RSOs are encouraged to limit use of the 25Live system to their members who have completed 25Live training. This ensures that the RSO does not mistakenly violate any campus policies, as well as keeps the request process smooth and quick for the RSO.

IMPORTANT DETAILS TO NOTE

There are several important details that RSOs should be aware of when using 25Live:

- > Requests should be submitted **at least three weeks in advance** of the first date in the request.
- > All requests from RSOs are submitted as a “Draft” until reviewed by the Center for Student Involvement. Once reviewed and approved by the Center for Student Involvement, the RSO’s request will be advanced in the process to be reviewed by the location scheduler.
- > Some requests may result in charges. RSOs should be prepared for any and all costs associated with their events. It is not the responsibility of the Center for Student Involvement to pay for costs associated with an RSO’s reservation.

LOGGING IN TO 25Live

1. To log into 25Live, go to: <http://tacoma.uw.edu/25live>
2. You will be prompted with the UW login portal – **enter the RSO’s NetID and password**. Do not enter your personal login information.

COMMUNICATION ABOUT YOUR REQUESTS

Once submitted, communication about your requests will be sent to your RSO’s UW email address (the @uw.edu that is created for each RSO). This is done to maintain history and a central location for communication for RSO requests. Failure to respond to communication can delay the review and/or approval of

HOME TAB / DASHBOARD

Located in the “HOME” tab, the dashboard allows quick access to a variety of at-a-glance information and quick links to information that is important to the RSO.

- > **Quick Search:** In this box, you can search for events (name or reference number) and locations.
- > **Find Available Locations:** You can use this as a shortcut to determine when or where for your request.
- > **Recently Viewed:** This section will show recent events that you have viewed during this login session.
- > **Your Starred Event Searches:** This section will list any starred searches that your account has.
- > **Your Upcoming Events:** This section will list upcoming events that you have submitted.
- > **Your Starred Events:** This section will events that you have starred – for quick access to them.
- > **Your Event Drafts:** This section will notify you of the number of requests you have in “Draft” state – meaning they have not yet been reviewed by the Center for Student Involvement.
- > **Your Starred Location Searches:** This section will list any location searches that your account has.
- > **Your Starred Locations:** This section will list any locations that you have starred – for quick access.
- > **Your Starred Reports:** This section will list any reports that your account has.
- > **Tasks:** This section lists any tasks or to-do items that you have to complete or were created by your account. In general, RSOs will mostly create tasks for others.
- > **Your Starred Resource Searches:** THIS WILL NOT BE USED BY RSOs.
- > **Your Starred Resources:** THIS WILL NOT BE USED BY RSOs.

CUSTOMIZING THE DASHBOARD

The Dashboard is customizable – meaning that you can rearrange the boxes and remove any that you won’t use. You can do this by clicking the “Customize Dashboard” button at the top right of the dashboard. **We highly encourage RSOs to remove the “Your Starred Resources Search” and “Your Starred Resources” boxes.** RSOs will not use these.

The screenshot displays the 25Live dashboard interface. At the top, there is a navigation bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. Below this is a welcome message: "Welcome to 25Live, the UW's room-assignment management app. To be added as a user, please contact your administrator." The dashboard is divided into several sections:

- Quick Search:** A box with three search fields: "Search Events", "Search Locations", and "Search Resources", each with a "Go" button.
- Find Available Locations:** A box with two 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 is a "Create an Event" button.
- Your Starred Event Searches:** A box indicating "You do not have any Starred Event Searches!".
- Your Starred Location Searches:** A box indicating "You do not have any Starred Location Searches!".
- Your Starred Resource Searches:** A box indicating "You do not have any Starred Resource Searches!".
- Your Starred Reports:** A box indicating "You do not have any Starred Reports!".
- Your Upcoming Events:** A box indicating "You are not associated with any upcoming events".
- Your Event Drafts:** A box showing "No Event Drafts in which you are the Scheduler" and "No Event Drafts in which you are the Requestor".
- Tasks:** A box showing "You have No Tasks on Today's Agenda", "0 Outstanding Tasks", "0 Flagged Tasks", and "0 Tasks Assigned By You".
- Recently Viewed:** A box showing "(none)".
- Your Starred Events:** A box indicating "You do not have any Starred Events!" and "Throughout this site you can mark any Event as 'Starred' by clicking its ☆ icon."
- Your Starred Locations:** A box indicating "You do not have any Starred Locations!" and "Throughout this site you can mark any Location as 'Starred' by clicking its ☆ icon."
- Your Starred Resources:** A box indicating "You do not have any Starred Resources!" and "Throughout this site you can mark any Resource as 'Starred' by clicking its ☆ icon."

At the top right of the dashboard, there are buttons for "Customize Dashboard" and "Help".

EVENTS TAB

The “Events” tab is where you can view and search reservations and their details. This is the tab that all event information will open in. The Events section contains multiple sub-tabs:

- > **Search For Events:** Where you can search for events via name or event reference number.
- > **Pre-Defined Event Searches:** Pre-made event searches that your RSO may/may not use.
- > **Advanced Event Search:** Custom searches that your RSO may/may not setup and use.
- > **Specific Events:** As you open specific events, they will open in new sub-tabs. You can quickly switch between open tabs at any time.

VIEWING AN EVENT

Once a request has been submitted into 25Live, it will appear as an event and the details regarding the event can be viewed.

The screenshot displays the 25Live interface for an event titled "WINTER 2019 INVOLVEMENT FAIR JDH". The interface is divided into several sections:

- Event Details:** Contains fields for Event Name, Type, Reference, State, Organization, Categories, and Head Count. It also includes a comments section and a list of event custom attributes.
- Event Preferences:** A section for configuring event settings.
- Event Occurrences:** A timeline view showing the event's duration from 10:00 am to 4:30 pm on Wednesday, January 9, 2019. Key points include Start (12:00 pm), End (1:30 pm), and Takedown (4:30 pm).
- Location and Setup Details:** Lists several locations with their respective layouts and instructions:
 - WPH KOPP GALLERY:** Layout: Empty Space. Instructions: No setup in this space (no tables or chairs).
 - WPH COLUMBIA BANK LOBBY:** Layout: Empty Space. Instructions: No setup needed (no tables and chairs).
 - WPH JTR STUDENT COMMONS:** Layout: Fair.
 - WPH MAR/JTR:** Layout: Fair. Instructions: Tables setup for fair style. Will be able to provide a diagram and number of tables closer to event.
 - WPH MILGARD ASSEMBLY ROOM:** (No specific details listed).
- Tasks Completed:** A summary of task progress: Approvals (0/2), Assignments (5/5), and To Do's (0/0).
- Creation Date:** TUE DEC/11/2018.
- Cabinet:** UNIVERSITY OF WASHINGTON EVENTS.
- Folder:** TACOMA CAMPUS EVENTS.

- > **Edit this Event:** This button will only be visible if the request can be still be edited by the RSO. Once the request has been reviewed and approved by the Center for Student Involvement, the RSO can no longer directly edit the event.
- > **Event State:**
 - **Draft:** The request has not yet been reviewed by the Center for Student Involvement and can be edited or cancelled.
 - **Tentative:** The request has been reviewed and approved by the Center for Student Involvement. It is currently being reviewed by the location scheduler.
 - **Confirmed:** The request has been confirmed for location. This does not mean that your support services (setup, media, safety, custodial, etc.) are confirmed yet.
 - **Cancelled:** The event has been cancelled and all locations have been released.

- > **More Actions:** This list of options allows for various tasks – including the option to copy the event (to use again for future requests), email the event details, create a to-do task, and more.
- > **Refresh:** Refreshes just the event details if any changes have been made since loading.
- > **Red X:** Closes just this event’s sub-tab.

- > **Event Details Column:** The section/column along the left – Event Details – is a summary of the information submitted in the request.
 - **Event Name**
 - **Event Type:** Will always be UWT RSO Request
 - **Reference:** This is the reference number assigned to this reservation.
 - **State:** Same as Event State above.
 - **Organization:** Will always be “UWT RSO”
 - **Scheduler:** Will always be “RSO Coordinator”
 - **Requestor:** Your RSO’s account
 - **Head Count:** The number of expected individuals
 - **Attached Files:** If any files were uploaded to the request, they would appear for download.
 - **Description:** This is the description of the event that was submitted in the request.
 - **Comments:** These are the questions or comments that were entered by the RSO and will be reviewed by the RSO Coordinator.
 - **Event Custom Attributes:** Answers to questions answered in the request.
 - **Requirements:** This is where the RSO will have checked and listed any of the support services that pertain to the event (media services, food, facilities, safety, etc.).

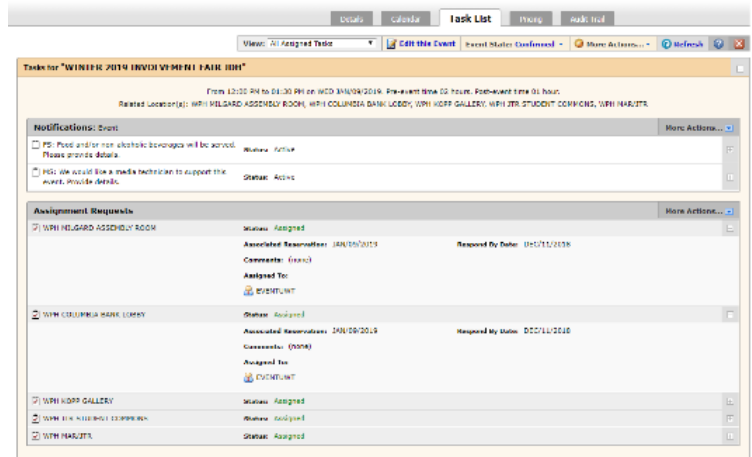
- > **Event Occurrences:** The section/column along the right – Event Occurrences – contains additional event information.
 - **Dates:** All dates associated with the request will be listed here – individually. Each date can be expanded for further information.
 - **Start/End Time:**
 - Pre-Event: This is the time that the reservation begins – when the RSO has time in the space to setup their own items before the event begins.
 - Start: This is when the actual event itself begins.
 - End: This is when event end.
 - Post-Event: This is when the reservation ends and the RSO must be completely cleaned-up and out of the space.
 - **Locations & Setup:** Below the start/end time, the locations assigned to this reservation will be listed. A **grey cube** next to the location name means the location is not yet confirmed. A **blue cube** means the location is confirmed. Below each location will list the setup requested and the details provided for the setup.
 - **Resources Assigned:** If any resources are assigned to the reservation, they will appear to the right of the locations. Resources include support for services such as media, campus safety, facilities, custodial, furniture needs, etc.

TASK LIST

The task list tab of an event shows the status of the tasks associated with the reservation. This includes if the location has been approved or some support services. Make sure to have the task list view set as “All Assigned Tasks.”

PRICING

The pricing tab would show any costs associated with the reservation.



AUDIT TRAIL

The audit trail is a log of actions taken on the reservation.

EMAILING EVENT DETAILS

25Live allows for easy access to email the details of an event to any email address. To send an email with event information:

1. Open the event you wish to email about.
2. Click the “More Actions” menu and choose “Email Event Details.”
3. You can choose from accounts already associated with the event (your RSO’s email for example), or enter Additional Recipients.
4. Choose the “Event Confirmation (Related)” or “Event Confirmation (Detailed)” attachment.
5. Enter a message body if you wish.
6. Click Send.

The email will be sent from 25Live to the email addresses provided. A direct link to the event details will be automatically included in the email, as well.

COPYING EVENTS

If your RSO has an event that is hosted multiple times per year, or event annually, you can copy previous events to keep most of the important details. Once copied, you can change any details of the event, but it allows for quicker work if some of the request details are the same.

1. Open the event you wish to copy.
2. Click the “More Actions” menu and choose “Copy this Event”
3. Click “Copy Only This Event”

RELATE EVENTS

If you have reservations that are connected (i.e. same event, but spread over multiple requests), you can connect them in 25Live. When you view one of the events, you will see quick links to the other related events. This is called "Relating" in 25Live. To relate events:

1. Open the first reservation.
2. Click the "More Actions" menu and choose "Managed Related Events"
3. Click "Add Events to Set"
4. Search for the other reservation via name of event reference number
5. Click the check mark next to the correct reservation name
6. Click "Add Selected" at the bottom of the search options

LOCATIONS TAB

The “Locations” tab is where you can view and search available space and their details, including availability. The Locations section contains multiple sub-tabs:

- > **Search For Locations:** Where you can search for events via name or event reference number.
- > **Pre-Defined Location Searches:** Pre-made location searches that your RSO may/may not use.
- > **Advanced Location Search:** Custom searches that your RSO may/may not setup and use.
- > **Specific Locations:** As you open specific locations, they will open in new sub-tabs. You can quickly switch between open tabs at any time.

FINDING A LOCATION

There are a variety of ways to view locations in 25Live. Anytime you see a location name that is a link, you can click it to go to that locations page and availability calendar. You can search directly from the Dashboard or click the “Locations” tab and search from there.

All locations for UW Tacoma can be searched by simply searching “Tacoma.” However, this will result in ALL spaces. You can search specific locations (i.e. JOY 117 or WPH or UWY). **Note:** Spaces in WCG, BHS, BB, and GWP are coded as “ADMC###.” For example, “ADMCWCG” or “ADMCBB.”

LOCATION AVAILABILITY

To view the availability of a specific location, first search for the location. Choose the “Availability (Daily)” or “Availability (Weekly)” tab for that location. On the availability grid, you may see:

- > **Green Blocks of Time w/ Event Name:** These are other reservations in the space. This means that the space is not available during that time.
- > **Yellow Blocks of Time w/ Event Name:** These are reservations in a connected space to the one you are searching. This means that the space is not available during that time.
- > **Grey Blocks w/ Closed:** These are the times that the location is closed and not available for reservation.
 - o See “After Hours Requests” on page 22
- > **Grey Blocks w/ Blackout:** These are the times that the location is not available due to a variety of reasons (holidays, maintenance, etc.).

Date	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
WED DEC/05/2018	Closed																		Closed
THU DEC/06/2018	Closed							SET-UP											Closed
FRI DEC/07/2018	Closed				TEAR-DOWN/S			SIAS ALL FACULTY MEETING			TEAR-DOWN/SET-UP			CAMPUS ADULT MINISTRY FALL MEETINGS					Closed
SAT DEC/08/2018	Closed				YMCA YOUTH AND GOVERNMENT 2018														Closed
SUN DEC/09/2018	Closed																		Closed
MON DEC/10/2018	Closed																		Closed
TUE DEC/11/2018	Closed																		Closed

It is important to note that just because a space may look available on the calendar, **does not** guarantee that the space can be reserved. There are a variety of other factors that space schedulers take into consideration when reviewing your requests and determining if it can be approved.

LOCATION DETAILS

The “Details” tab of a specific location provides in-depth information about the space.

UWY 303/304 (Tacoma University Y Student Assembly Room 303/304)

Details | List | Availability (Daily) | Availability (Weekly) | Calendar

Actions... Refresh

Comments
 UWY 303/304 is the full Student Assembly Room in the University Y Student Center and is located on the third floor. It has a maximum capacity of 375 people. It can be divided into two smaller spaces, UWY 303 (181 capacity) and UWY 304 (194 capacity). The space is managed and scheduled by the Center for Student Involvement. More information about the space can be found here: <http://www.tacoma.uw.edu/uwy/events/spaces>

Spaces Locked: This space will be locked. Please check-in with the Front Desk in the Center for Student Involvement (UWY 107) upon arrival to have the door unlocked.

Building Access Waiver: Please note that you are responsible for providing a building entrance waiver for access to the University Y for any individual that is not a member of the YMCA of Pierce and Kitsap Counties. More information about the building entrance waiver can be found here: <http://www.tacoma.uw.edu/uwy/events/policies>.

Reservation Policies: It is an expectation that you review our policies prior to your reservation. Failure to adhere to the policies can result in additional charges to your event. You can find all of this information at: <http://www.tacoma.uw.edu/uwy/events/policies>.

Equipment: We have a variety of equipment available for reservation use. You can review our equipment list at <http://www.tacoma.uw.edu/uwy/events/equipment> and notify us of any items that you'd like to utilize.

Costs & Charges: If your reservation requires any charges, a separate estimate will follow the confirmation of space. Information about rental rates and charges can be found here: <http://www.tacoma.uw.edu/uwy/events/rates>.

Default Instructions
 none

Features
 AV - Computer and Monitor (5)
 AV - HDMI Input Capability
 AV - Microphone, Podium
 AV - Microphone, Wireless Handheld (6)
 AV - Microphone, Wireless Lapel (2)
 AV - Screen (S/B/Hsb) (4)
 AV - VGA Input Capability
 AV - Video Projector (Overhead) (4)
 AV - Wireless Internet
 Chairs - Plain Movable
 Furniture Type - Movable Furniture (5)
 Lectern - Electronic
 Tables (S/B/Hsb)

Layouts

Layout	Capacity
Max Capacity	375
Empty Space (default)	375
Banquet	375
Custom	375
Fair	375
Lecture Seating/Rows	375
Open Square	375
U-Shape	375
Workshop	375

Images
 Viewing Layout Image: Empty Space

Map
 Map | Satellite

Categories
 Building - UWY University Y Student Center
 Tacoma Campus (Non-Construction)

Related Spaces
 Also Assign: UWY 303, UWY 304
 Close To: UWY 307, UWY 306
 Divides Into: UWY 303, UWY 304

Location Scheduler
 none

Comments Unique information about the location will be listed in the “Comments” section. It’s important to review and be aware of this information as it may impact your request.

Default Instructions This space may include default instructions about the setup that you should be aware of.

Features The features of the space, including furniture types and A/V options, will be listed here.

Layouts If the location can accommodate special setups (i.e. banquet, fair, etc.), they will be listed in the “Layouts” section on the location details page. For many spaces, you can view a diagram and photo of the different style of setups. If a location can have a custom setup, that will be listed as a layout option.

Layouts	Capacity
Max Capacity	375
Empty Space (default)	375
Banquet	375
Custom	375
Fair	375
Lecture Seating/Rows	375
Open Square	375
U-Shape	375
Workshop	375

Related Spaces If the location has any related spaces (close to, divides into, etc.), they will be listed in the “Related Spaces” section. This information can help with planning if you need spaces that are close to each other or able to be divided.

SUBMITTING A REQUEST

Prior to submitting a request, you should be prepared with the following information:

All Requests:

- > Event date(s) and time(s)
- > Preferred location(s)
- > Expected attendance
- > Event description
- > Day-of-contact info (name, email, phone)
- > Questions/comments for the RSO Coordinator regarding this request

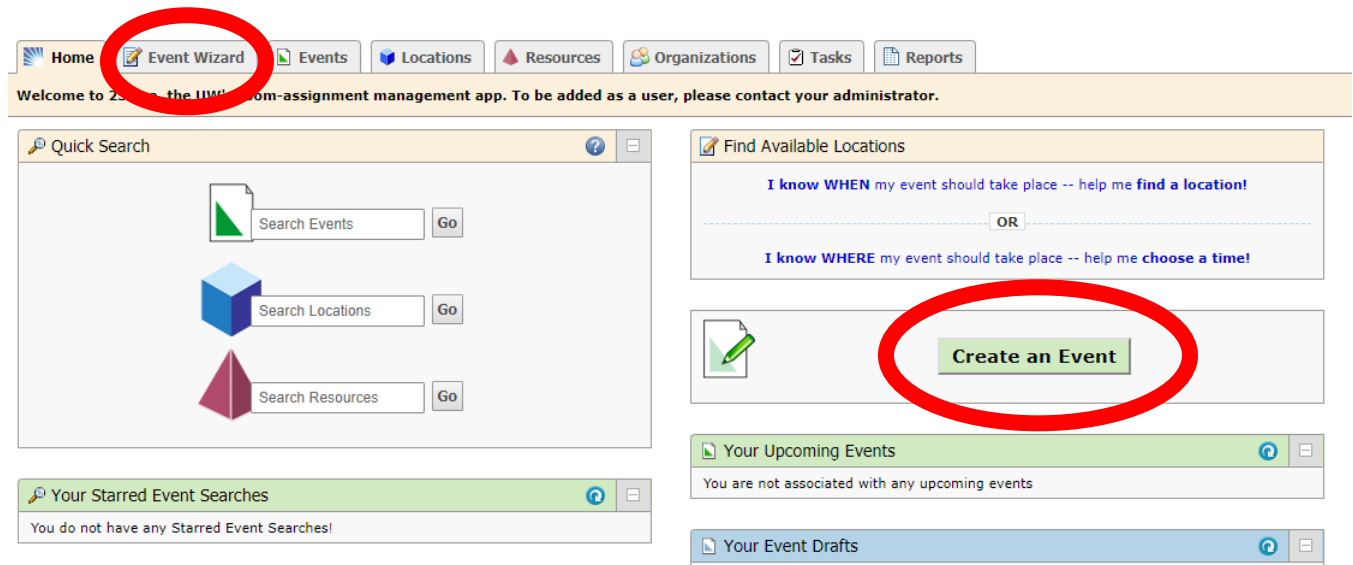
Requests with Event/Support Needs:

- > Setup information for location(s)
- > Support needs (media, facilities, safety, etc.)
- > Food/alcohol service (details and caterer name)

STARTING YOUR REQUEST

When ready, to begin to your request:

1. Log into 25Live at: <http://tacoma.uw.edu/25live> with your RSO's UW NetID and password
2. Start your request by:
 - a. Clicking "Create an Event" on the Dashboard
 - b. Clicking the "Event Wizard" tab along the top



PAGE 1 – EVENT NAME

3. **Event Name:** This is the title of your event. Please be specific and include years, months, or quarters. For example, "ASA Officer Meetings Winter 2019" or "APISU Luau 2019"

4. **Event Type:** Always select "UWT RSO Request"

5. **Department:** Always select "UWT RSO"

ENTER YOUR EVENT NAME HERE [New Event...](#)

ENTER YOUR EVENT NAME HERE

This request form is for requesting space on behalf of an RSO. Please do not submit non-RSO requests through this form.

More information about the request process can be found online here: <http://www.tacoma.uw.edu/involvement/rso/resources/reservations>. Please send any questions to clubsuuf@uw.edu. Thank you!"

UWT RSO Request
UWT RSO

Date Restrictions
Event occurrences that you create are restricted to:
• No later than 2019-08-31

Start by entering the basic event information.

Event Name
ENTER YOUR EVENT NAME HERE ✓

Event Type
UWT RSO Request ☆ ✓

Department
UWT RSO × ✓

◀ Back Next ▶

Cancel Save

PAGE 2 – HEAD COUNT & EVENT DESCRIPTION

6. **Expected Head Count:** This is the number of people you expect to be in attendance. Note that this box does help determine which spaces are available, so don't over-inflate your expected attendance.

7. **Event Description:** Provide a detailed description of your event. This the information that the RSO Coordinator and the location scheduler use to determine if the request can be approved or not.

ENTER YOUR EVENT NAME HERE

UWT RSO Request
UWT RSO
10 Attendees Expected
ENTER A DETAILED DESCRIPTION OF YOUR EVENT HERE.

Progress...

Date Restrictions
Event occurrences that you create are restricted to:
• No later than 2019-08-31

Enter additional basic event information.

Expected Head Count
10 ✓

Event Description ✓

ENTER A DETAILED DESCRIPTION OF YOUR EVENT HERE.


PAGE 3 & 4 – EVENT DATE/TIME

8. Is this a repeating event?:

- Yes:** If your request has multiple dates, all with the same timeframe.
- No:** If your request does not repeat or have multiple dates/times.
- No:** If your request has multiple dates/times with different timeframes. You will need to submit separate requests for each timeframe.

9. Event Start/End Date & Time: Enter the start/end date and times for the event. This is the actual event time. Your request will almost always have the same start/end date, as overnight events are uncommon and require pre-approval.


10. Additional Time: If your RSO requires additional setup (pre-event) or clean-up (post-event) click YES for that respective question and enter how much time is needed. This will add the time before/after the event time that you entered above. Your space will be ready for you at the beginning of this additional time and you must vacate the space by the end of the clean-up time.

 **ENTER YOUR EVENT NAME HERE**

UWT RSO Request
UWT RSO
10 Attendees Expected
ENTER A DETAILED DESCRIPTION OF YOUR EVENT HERE.

THU DEC/20/2018
10:00am - 11:00am


Progress...

 **Date Restrictions**

Event occurrences that you create are restricted to:

- No later than 2019-08-31

[CLOSE](#)

 **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:
Thu DEC/20/2018 10:00 am

Event End:
Thu DEC/20/2018 11:00 am

The first occurrence begins and ends on the same day.

Additional Time

Does this event require additional time before the event? **Yes** **No**

Pre-Event: 0 Days 0 Hours 0 Minutes

Reservation Start: 10:00am

Does this event require additional time after the event? **Yes** **No**


Post-Event: 0 Days 0 Hours 0 Minutes

Reservation End: 11:00am

PAGE 4b – REPEATING DATES

11. If you responded YES to the repeating dates question (step 8 above), you will see this page. If you chose NO to that repeating dates question, you can skip to STEP 14.

12. Choose the repeating option that best fits your request:
- Remember that repeating events must all have the same timeframe.**
 - Ad Hoc:** Individually select dates.
 - Daily:** Repeats multiple days in a row. You can choose the criteria for the repeat pattern.
 - Weekly:** Repeats on a weekly or #-weekly basis. You can choose the criteria for the repeat pattern.
 - Monthly:** Repeats on a monthly or #-monthly basis. You can choose the criteria for the repeat pattern.
 - Does Not Repeat:** Changes the request to a non-repeating request.
13. On the repeating events page, as you adjust the repeat pattern criteria, the occurrence dates will automatically appear. Verify these are correct. You can cancel dates as needed.



Choose how this event REPEATS.

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.

Occurrence List		
Date	Comments	Status
THU DEC/20/2018	<input type="text"/>	Active ▼
FRI DEC/21/2018	<input type="text"/>	Active ▼
SAT DEC/22/2018	<input type="text"/>	Active ▼
SUN DEC/23/2018	<input type="text"/>	Active ▼
MON DEC/24/2018	<input type="text"/>	Active ▼
TUE DEC/25/2018	<input type="text"/>	Active ▼
WED DEC/26/2018	<input type="text"/>	Active ▼
THU DEC/27/2018	<input type="text"/>	Active ▼
FRI DEC/28/2018	<input type="text"/>	Active ▼

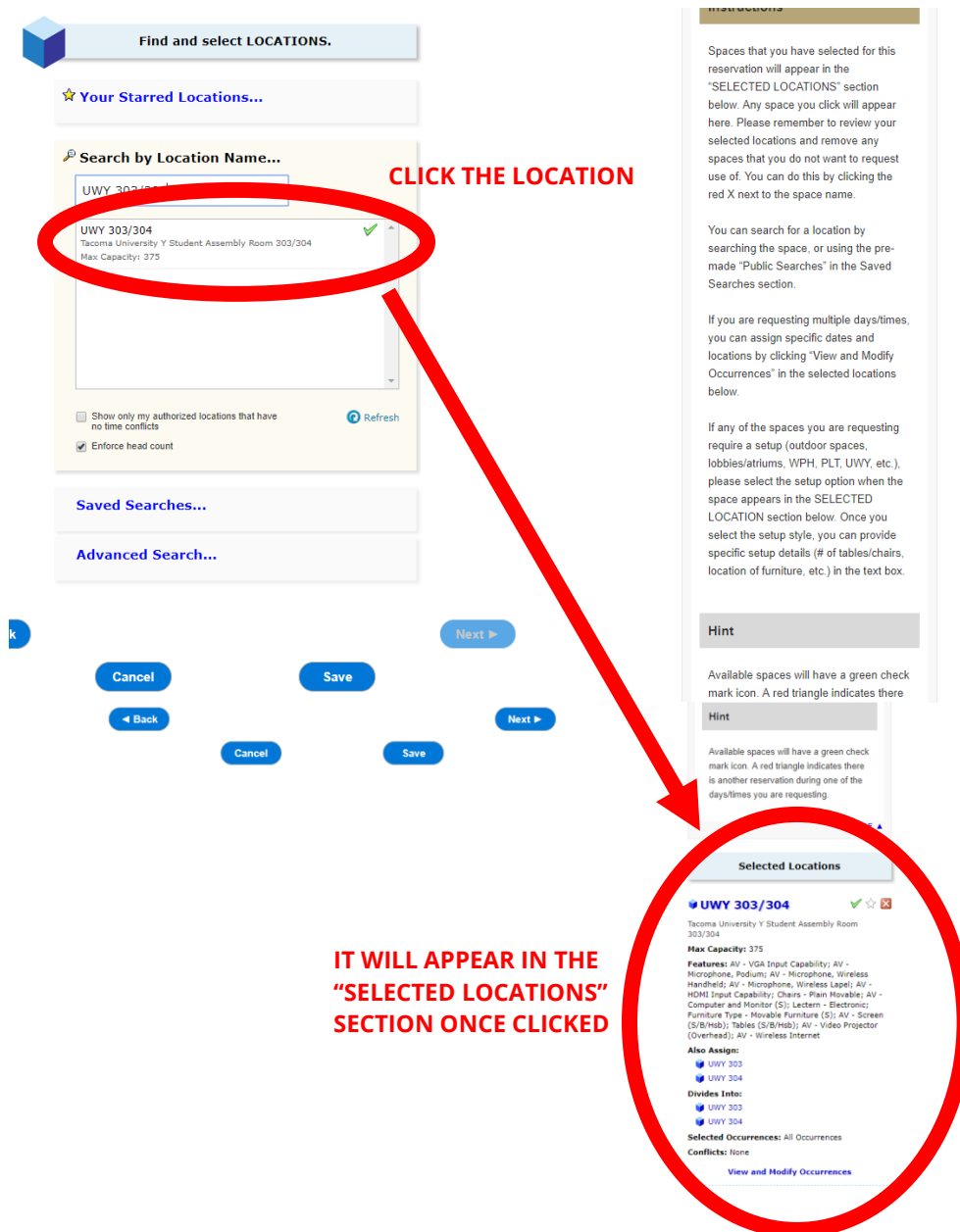
PAGE 5 – LOCATION(S) & SETUP INFORMATION

14. You can select the location(s) you want in multiple ways:
- Your Starred Locations:** These are locations that your account has starred and uses often.
 - Search By Location Name:** You can search for spaces by their name/room number (i.e. WPH, JTR, UWY, JOY 117, CP 105, ADMCBHS 104, etc.).
 - Saved Searches → Public Searches:** Pre-created public searches have been created for ease of searching. You can search by space type – classrooms, outdoor spaces, indoor event spaces, atriums/lobbies, etc. *We highly recommend using these!*
15. As you search, locations will appear that meet your criteria (time, day, head count).
- ✓ = The space is available and meets your criteria
 - ⚠ = The space is not available – there is a conflict with at least one (not all) of the dates. It is possible that some of the dates you have requested are available in that space. You can find this

out by clicking the space (it will populate to the right) and then clicking "View/Modify Occurrences" below that space along the right. You can also hover over the triangle image and a box with the conflicts listed will appear.

- c.  = The space is not available to you (for various reasons) to request.
- d. A grey/black box means that that space is currently on a blackout for scheduling.

16. To select a space, simply click it in the list and it will populate to the "SELECTED LOCATIONS" section along the right – below the instruction boxes. **NOTE: Every time you click a space, it will assign it.** If you accidentally click a space, or need to remove a space that has been added to the Selected Locations section, simply click the red "X" next to the location name in the Selected Locations section.



Find and select LOCATIONS.

★ Your Starred Locations...

🔍 Search by Location Name...

UWY 303/304 ✓

Tacoma University Y Student Assembly Room 303/304
Max Capacity: 375

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

Saved Searches...

Advanced Search...

Cancel Save Next ▶

◀ Back Next ▶

Cancel Save

CLICK THE LOCATION

Spaces that you have selected for this reservation will appear in the "SELECTED LOCATIONS" section below. Any space you click will appear here. Please remember to review your selected locations and remove any spaces that you do not want to request use of. You can do this by clicking the red X next to the space name.

You can search for a location by searching the space, or using the pre-made "Public Searches" in the Saved Searches section.

If you are requesting multiple days/times, you can assign specific dates and locations by clicking "View and Modify Occurrences" in the selected locations below.

If any of the spaces you are requesting require a setup (outdoor spaces, lobbies/atriums, WPH, PLT, UWY, etc.), please select the setup option when the space appears in the SELECTED LOCATION section below. Once you select the setup style, you can provide specific setup details (# of tables/chairs, location of furniture, etc.) in the text box.

Hint

Available spaces will have a green check mark icon. A red triangle indicates there is another reservation during one of the days/times you are requesting.

Hint

Available spaces will have a green check mark icon. A red triangle indicates there is another reservation during one of the days/times you are requesting.

Selected Locations

UWY 303/304 ✓ X

Tacoma University Y Student Assembly Room 303/304

Max Capacity: 375

Features: AV - VGA Input Capability; AV - Microphone, Podium; AV - Microphone, Wireless Handheld; AV - Microphone, Wireless Lapel; AV - HDMI Input Capability; Chairs - Plain Movable; AV - Computer and Monitor (S); Lectern - Electronics; Furniture Type - Movable Furniture (S); AV - Screen (S/B/Hub); Tables (S/B/Hub); AV - Video Projector (Overhead); AV - Wireless Internet

Also Assign:

- UWY 303
- UWY 304

Divides Into:

- UWY 303
- UWY 304

Selected Occurrences: All Occurrences

Conflicts: None

[View and Modify Occurrences](#)

IT WILL APPEAR IN THE "SELECTED LOCATIONS" SECTION ONCE CLICKED

17. If your request has multiple dates and you'd like to assign different locations to different dates, click the "View & Modify Occurrences" link in the location under the SELECTED LOCATION section. *This is really handy when you have just ONE date that has a conflict. You can assign all other dates to your preferred location and then move that one conflict date to another location.*

- A box will appear with all dates. Uncheck the check mark in the "Assign?" column if you want to remove the location from that date.
- You can then go back to Step 15 and select another space. Click the "View & Modify Occurrences" link for the new location and then assign the date that you unchecked in the previous time to the new location.

<input checked="" type="checkbox"/> Assign?	Date	Conflicts?	Layout	Setup Instructions	Attendance
<input checked="" type="checkbox"/>	THU DEC/20/2018	(none)	Banquet [375]	We would like 10 tables with 8 chairs each. The tables can be in two rows of 5 nearest the UWY 304 side of the room.	
<input checked="" type="checkbox"/>	FRI DEC/21/2018	(none)	Fair [375]	25 tables in fair style throughout the room. 2 chairs per table, please.	

18. If your request requires a setup, follow the steps below. If it does require a setup, skip to step 19.

- Setup Information (Single Occurrence):** If your request needs a setup in a location, you will add it to the respective location in the SELECTED LOCATIONS section (once you have clicked a space to add it there).
 - Layout:** Choose the pre-determined layout that best matches the setup you would like. You can choose "Custom" setup if have a unique/custom need.
 - Setup Instructions:** In this box, please type the specific details regarding your setup. This includes the number of tables/chairs, locations of furniture in the space(s), etc. The more detail you include, the easier the process is.
 - Multiple Locations:** If you have multiple locations in your request, you have to do this for EACH location that requires a setup.

Selected Locations

UWY 303/304

Tacoma University Y Student Assembly Room
303/304

Max Capacity: 375

Features: AV - VGA Input Capability; AV - Microphone, Podium; AV - Microphone, Wireless Handheld; AV - Microphone, Wireless Lapel; AV - HDMI Input Capability; Chairs - Plain Movable; AV - Computer and Monitor (S); Lectern - Electronic; Furniture Type - Movable Furniture (S); AV - Screen (S/B/Hsb); Tables (S/B/Hsb); AV - Video Projector (Overhead); AV - Wireless Internet

Also Assign:

- UWY 303
- UWY 304

Divides Into:

- UWY 303
- UWY 304

Conflicts:

None

Setup Instructions:
We would like 10 tables with 8 chairs each. The tables can be in two rows of 5 nearest the UWY 304 side of the room.

Attendance:

b. **Setup Information (Multiple Occurrences):** If your request needs a setup in a location AND has multiple dates, you will add it to the respective location in the SELECTED LOCATIONS section (once you have clicked a space to add it there).

- Click "**View and Modify Occurrences**" – a box will appear with each of the occurrence dates.
- Layout:** Choose the pre-determined layout that best matches the setup you would like. You can choose "Custom" setup if have a unique/custom need.
- Setup Instructions:** In this box, please type the specific details regarding your setup. This includes the number of tables/chairs, locations of furniture in the space(s), etc. The more detail you include, the easier the process is.

Selected Locations

UWY 303/304

Tacoma University Y Student Assembly Room
303/304

Max Capacity: 375

Features: AV - VGA Input Capability; AV - Microphone, Podium; AV - Microphone, Wireless Handheld; AV - Microphone, Wireless Lapel; AV - HDMI Input Capability; Chairs - Plain Movable; AV - Computer and Monitor (S); Lectern - Electronic; Furniture Type - Movable Furniture (S); AV - Screen (S/B/Hsb); Tables (S/B/Hsb); AV - Video Projector (Overhead); AV - Wireless Internet

Also Assign:

- UWY 303
- UWY 304

Divides Into:

- UWY 303
- UWY 304

Selected Occurrences: All Occurrences

Conflicts: None

View and Modify Occurrences

- iv. **Multiple Locations:** If you have multiple locations in your request, you have to do this for EACH location that requires a setup.

PAGE 6 – UPLOADING DIAGRAMS & FILES

19. Requests that have a setup should upload a setup diagram on this page. You can upload up to five different files to this one request. Information about setups and blank diagrams can be found here: <http://www.tacoma.uw.edu/uuf/setups>

The screenshot shows a section titled "Add or remove ATTACHED FILES." with a sub-section "Attached Files". Below this, it states: "You can attach up to 5 files to this event. The maximum size for a file is 25MB. File types accepted:" followed by a bulleted list: PDF, TXT, RTF; JPG, JPEG, PNG, GIF; DOC, DOCX, CSV; XSL, XSLX. At the bottom of this section is a "Select File" button.

PAGES 7 & 8 – ADDITIONAL EVENT INFORMATION & SUPPORT NEEDS

20. **Are all attendees from this campus?** If all of your attendees will be UW Tacoma faculty, staff or students, choose YES. If at least one person (including kids/partners of faculty/staff/students) will be present, choose NO.
21. Enter the name, email address and phone number for the Day-Of-Event Contact.
22. On the page titled "REQUIREMENTS," please check and provide comments for all options that pertain to your event. These questions will notify the appropriate departments to assist with your event. If you fail to check a box, or provide comments, your request may not be able to be fulfilled.

The screenshot shows a section titled "Select ADDITIONAL EVENT INFORMATION for this event." with four required fields, each marked with a red asterisk:

- Are all attendees from this campus?** with radio buttons for "Yes" and "No".
- Day-of-Event Contact Name** with a text input field.
- Day-of-Event Email Address** with a text input field.
- Day-of-Event Phone Number** with a text input field.

NOTE: Detailed information about each item can be found online here: <http://www.tacoma.uw.edu/uuf/25live/requirements>

23. If your request does not require any of the options to be checked, please check the very last option titled "This event requires none of the services listed above."

PAGE 9 – QUESTIONS/COMMENTS TO RSO APPROVER

24. If you have any questions or comments for the RSO Coordinator, please list them here. The RSO Coordinator will review them and respond to you if necessary.

PAGE 10 – AGREE TO POLICIES AND SAVE

25. The final step of the request is to agree to the linked policies by clicking the "I agree" box. By doing so, you acknowledge that you will follow all University and RSO policies regarding use of space on campus. Failure to do so can result in disciplinary action and/or charges for your RSO.
26. Click Save!

PAGE 11 – REQUEST CONFIRMATION/DETAILS PAGE

27. Once submitted, you will receive the confirmation page – there will be large green box with confirmation text at the top of the page. Please note the following:

- a. Your request still requires review and approval from the Center for Student Involvement. This means that your request will remain in “DRAFT” state until this has been completed. Locations will be saved as preferences and not assigned until the CSI has approved the request.
- b. **View Details:** Click this button to go to the details page of the request
- c. **Edit:** Click this button to edit the request. You can edit the request directly as long as it is in “DRAFT” state. After that, please see the “Editing after CSI Review” section on page 20.
- d. **Copy:** If you want to copy this request – to use as a template for another request – click this button.
- e. **Email:** If you want to email the details of the request, or a direct link to the request, click this button. You can type in any email address to email it to.

Thank you for submitting your RSO space request. Your request will be reviewed by the Center for Student Involvement and any space managers or support departments associated with this event. You will receive confirmation of space assignment once this has been completed. Please note that all communication regarding this event will go to your RSO's email, as well as the day-of-contact. Please be sure to check BOTH of these email accounts for communication. If you have any questions about this request, please contact us at clubsuuf@uw.edu

Close 

Here's Some Information About Your Event







Locations Saved as Event Preferences

Location 'UWY 105' was removed from DEC/26/2018 and converted to a preference.
Location 'UWY 303' was removed from DEC/26/2018 and converted to a preference.
Location 'UWY 105' was removed from DEC/27/2018 and converted to a preference.
Location 'UWY 303' was removed from DEC/27/2018 and converted to a preference.
Location 'UWY 105' was removed from DEC/28/2018 and converted to a preference.
Location 'UWY 303' was removed from DEC/28/2018 and converted to a preference.

What's Next?

- | | |
|------------------------------|---|
| View Details | View the Event Details page for this event. The full range of actions are available to you from there. |
| Edit | Need to make some more edits to this event? Click this button to start editing. |
| Copy | Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts. |
| Email | Email the details of this event to its stakeholders or anyone else. |

More Event Options

- | | |
|--|---|
|  Print Confirmation |  Create "To Do" |
|  Manage Relationships |  Manage Bindings |
|  Take Ownership of this Event |  Add to Starred? |

Event Preferences

The following locations were requested for this event:

-  UWY 303

Event Tasks

No Active Tasks

EDITING A REQUEST

Once submitted, you may need to edit your request, for various reasons: change date/time, change location, adjust setup, modify event support needs, etc.

EDITING BEFORE CSI REVIEW (DRAFT STATE)

While your request is still in DRAFT state, you can edit it directly. You can do this by:

1. On the Dashboard, find the "Your Event Drafts" box and click the "# Event Draft in which you are the Requestor." This will take you to a list of your requests that are currently in DRAFT state.
2. Locate the request you'd like to edit and click the name of the event.
3. Click "Edit this Event" along the top.
4. Make any necessary edits in the request form and click Save.

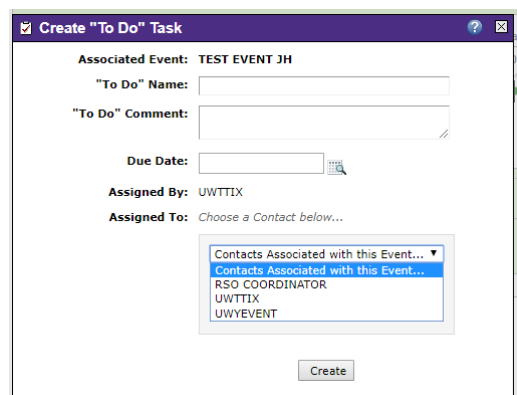
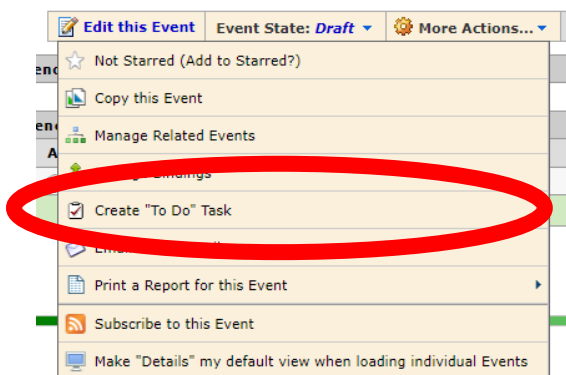
Your request will be reviewed by the Center for Student Involvement with the changes and modifications.

EDITING AFTER CSI REVIEW (TENTATIVE/CONFIRMED STATE)

Once your event has been reviewed and approved by the CSI, it will be moved into Tentative or Confirmed state. At this point, your RSO can no longer directly edit the request. However, you can request for changes to be made. To do this, follow these steps:



1. On the Dashboard, find the "Your Upcoming Events" box and click the "# Events in which you are the Requestor." This will take you to a list of your requests.
2. Locate the request you'd like to edit and click the name of the event.
3. Click "More Actions" along the top yellow bar.
4. Choose "Create "To Do" Task". A box will appear titled "Create "To Do" Task."



5. Enter the following information:
 - a. **"To Do" Name:** Enter something like "Changes to this Request"
 - b. **"To Do" Comment:** Enter SPECIFIC information about what to change. For example, "Please change date from ##.##.#### to ##.##.####." OR "Please adjust the setup option from 10 tables to 15 tables." Detailed information is IMPORTANT and extremely helpful.
 - c. **Due Date:** Always put today's date – the date you submit the to do task!
 - d. **Assigned To:** Choose "RSO COORDINATOR" from the list.









6. Click "Create."

This will send a notification to the RSO Coordinator that your request has changes that need to be made to it. Once reviewed, the RSO Coordinator will make the changes you requested. If they have questions, they will contact you.

You will receive an email that the changes have been made once your request has been edited. **Note:** Your edits may need to go back to the location scheduler or support departments for further review and approvals. Please monitor your email and the request for updates.

Checking Status of an Edit Request You can check the status of your edits request at any time by clicking the "Task List" tab on the requests details page. Under "To Do's" you will see your edits. The different status options mean:

- > **Active:** The request has not yet been approved or denied by the RSO Coordinator. This means the changes requested have not occurred yet.
- > **Complete:** The changes were completed and made to the reservation.
- > **Declined:** The changes to the request were declined by the RSO Coordinator and not completed.

To Do's		More Actions... 
<input type="checkbox"/> Edits to Request	<p>Status: Active</p> <p>First Date: DEC/26/2018 Respond By Date: DEC/26/2018 </p> <p>Comments: Please remove the last date of the request. It is no longer needed.</p> <p>Assigned To:  RSO COORDINATOR</p>	
<input checked="" type="checkbox"/> Edits to this Request Again	<p>Status: Complete</p> <p>First Date: DEC/26/2018 Respond By Date: DEC/26/2018</p> <p>Comments: Please adjust the time frame to start two hours earlier for all dates.</p> <p>Assigned To:  RSO COORDINATOR</p>	
<input checked="" type="checkbox"/> Edits to this Request	<p>Status: Declined</p> <p>First Date: DEC/26/2018 Respond By Date: DEC/26/2018</p> <p>Comments: Please adjust the setup of the first date to banquet style. 10 tables only. 8 chairs per table.</p> <p>Assigned To:  RSO COORDINATOR</p>	

OTHER INFO TO KNOW

AFTER HOURS REQUESTS

25Live restricts scheduling of locations based on the building hours entered by the University. This means that if you are wanting to request use of a space “after hours” (outside of the building’s regular hours), you need to follow a slightly different process:

- > **Event Date & Time:** For the event date & time (pages 3 & 4 in request process), choose a date and timeframe that is as close to the actual time you want. Then in the “Questions/Comments to RSO Approver” – please list the full details of the day/timeframe of the event. For example:
 - If your event starts before the building closes, put the start time as the actual start time, and then the end time is when the building closes. Then enter the full details in the Questions/Comments box.
 - If your event is completely outside of regular hours, then choose a random day/time close to actual time. Then enter the full details in the Questions/Comments box.

You will be notified via email of any questions or concerns about your request, as well as status updates. Please note that after hours requests can take extra time to review and process.

QUESTIONS ABOUT 25Live & SCHEDULING

Any questions from RSOs regarding 25Live should be sent to the Center for Student Involvement at clubsuuf@uw.edu. The RSO Coordinator will review and respond.