Opus College of Engineering
Guide to Reserving Rooms in 25Live

How to Login

Go to Web Address: https://25live.collegenet.com/marquette/ and select “Sign In”
How to Create a Reservation Event

- Provide a descriptive “Event Name”
  - Examples: MEEN 1234 Review Session, Energy Analytics Research Team, Westown High School Visit
- Select “Event Type” that best matches the type of reservation.
- Identify the “Primary Organization” for the reservation. This is typically the department, college or student organization
  - Note: departments are identified by the course abbreviation.
  - You may also search for key words such as “electrical engineering”
- “Additional Organization(s)” may be specified, but not required.

Select Next to continue to the next screen
Enter the additional basic event information requested:

- “Expected Attendance” will help you find a location that can accommodate the number of attendees you expect.
- “Event Description” provides additional details used for approving the reservation request.

Select Next to continue to the next screen

Repeating Reservations

Decide if the reservation occurs multiple times or only happens once.

TIP: You may identify daily, weekly or monthly patterns or select irregularly scheduled / ad-hoc reservations
Reservation Timing

- Use the calendar icon to specify a start date and time.
- Select the end time
  - TIP: Most reservations start & end on the same day
- You may build additional time into the reservation:
  - Setup time for room setup, catering setup, etc.
  - Pre-Event time for participants arriving/gathering
  - Post-Event time for participants socializing
  - Takedown time for clean up

Verify your “Event Duration” and “Reservation Duration”

Event Duration: 1 Hour

Reservation Duration: 3 Hours

Select Next to continue to the next screen
If you selected a repeating reservation event, here is where you specify the recurrence pattern.

You may select reservation occurrence dates on the calendar.

Use the “Status” drop-down to identify which dates are included with the reservation request.

- Active = Included with reservation request
- Cancelled = Not included with reservation request

Select Next to continue to the next screen
You may search by location name or specify advanced search criteria to find a location that will meet your needs.

TIP: Use “DL” to search for Engineering Hall

The checkmark indicates the room is available.

The triangular warning indicates the room is not available.

IMPORTANT:

You must select a location and verify that it appears in the sidebar as shown below:

Selected Locations

- DL125
  Engineering Hall 125 - Approved by Engineering
  Max Capacity: 16
  Features: None
  Selected Occurrences: All Occurrences
  Conflicts: None

View and Modify Occurrences

Next ➤ Select Next to continue to the next screen
Select the contacts for the reservation request:

**Scheduler:**
This is the name of the individual entering the reservation request through 25Live on behalf of the requestor.

**Requestor:**
This is the person who originated the reservation request and is considered the contact person for the actual event.

Select Next to continue to the next screen

Select the Category for the event:

**Academic:** This is academic class-related such as the course, review sessions, labs and final exams.

**Featured Event:** This is an event that is considered public and may be featured on the web site.

**Non-Academic:** This is for faculty/staff business and.

**USI Events:** This is used by AMU Events Management

Select Next to continue to the next screen
Additional comments and notes are optional. They are helpful to provide information about catering, contact information, etc.

**FINAL EVENT CONFIRMATION**

Please select the “EVENT STATE” that describes the status of the reservation. Tip: “Confirmed” is used most frequently.

DRAFT: This is the start of the reservation request that is not ready to be submitted. Draft items can be saved and updated in the future.

TENTATIVE: This is similar to draft, but when a scheduler is awaiting confirmation from the event requestor. This is rarely used.

CONFIRMED: This completes the reservation request and submits for approval. This event state is used the majority of the time.

Select Next to continue to the next screen.

Save

Saves the reservation and proceeds to next screen.
IMPORTANT: RESERVATION ROUTING

This is routes the reservation to the appropriate university group.

ENGINEERING SCHEDULING:

Routes the reservation request to the OCOE Office of the Dean for approval.

FACULTY AND STAFF:

This option is used for general-pool classrooms and other university-wide spaces. This routes to Office of the Registrar.

If your reservation request is approved, you will receive confirmation via email.
How to View Room/Area Calendars

Select the “Locations” Tab

Search for the location by keyword. Please be specific unless you want to view all calendars.

Hint: You may search “engineering” for College of Engineering locations. Please use “DL” for Engineering Hall locations.

Select the calendar tab.
**Important:** Select the dates for the search. The calendar only shows reservations during the specified date range.

You may click the reservation to view more information about the “event.”