

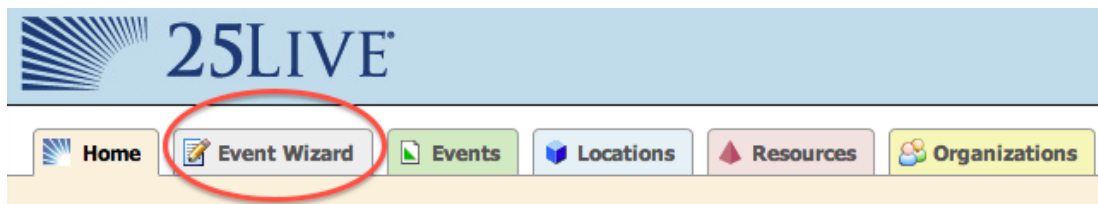
Requesting Space in 25Live

Procedure

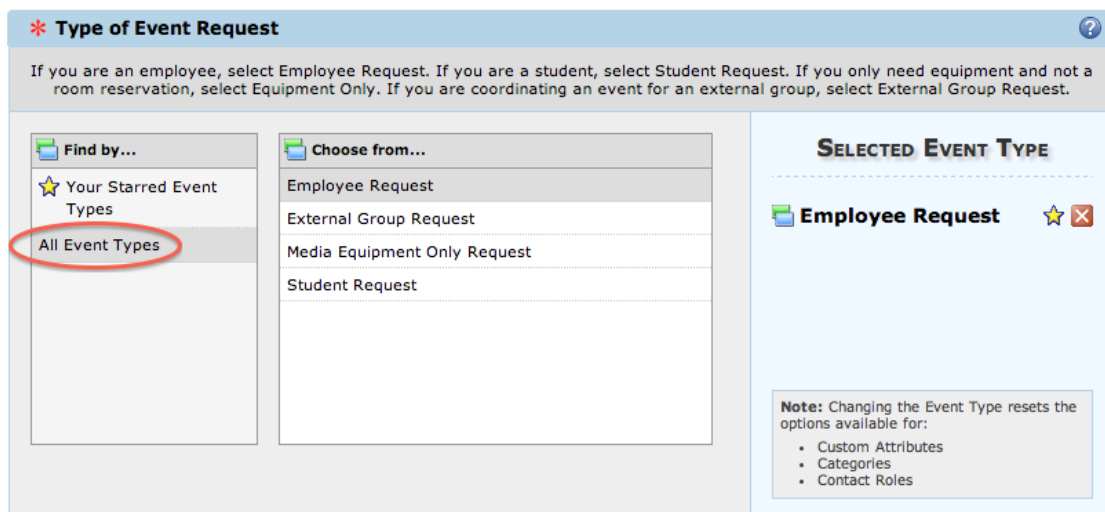
1. Go to 25live.georgefox.edu and click log in in the upper right corner of the screen. Use your MyGFU log in to access your account.



2. Go to the "Event Wizard" Tab.



3. Under "Type of Event Request" click on "All Event Types."



4. There are four required fields that must be completed in order to submit your request: They are Type of Event, Event Name, Date and time, and Primary Organization. When all the fields are completed you will see two green check marks in the Event Status box.

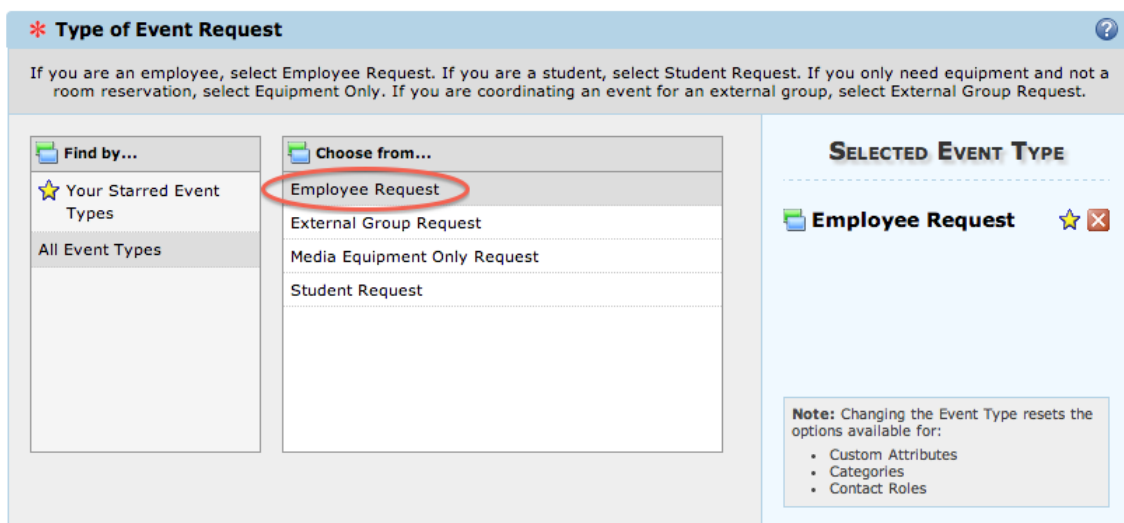


5. There are four events types:
- Employee Request** - for requesting a room for a department or GFU meeting or event.

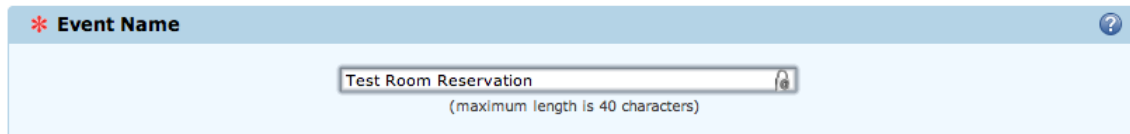
NOTE: If you have student employees entering requests for you or the department, have them use this event type so they can see the public calendars that the event can be shared on.

- External Group** - for a group outside of George Fox wanting to reserve a room. These requests generally need to go directly to Event Services, unless you are co-sponsoring the event.
- MPS Equipment Only Request** - when equipment is needed for a class scheduled through the Registrar's Office or for customer pickup of equipment. See document called [25Live - Requesting MPS Equipment](#).
- Student Request** - a request of a room for a student meeting or event.

6. Click on the the appropriate event type. In this example we will use Employee Request.



7. Event Name - Enter the name of the event.

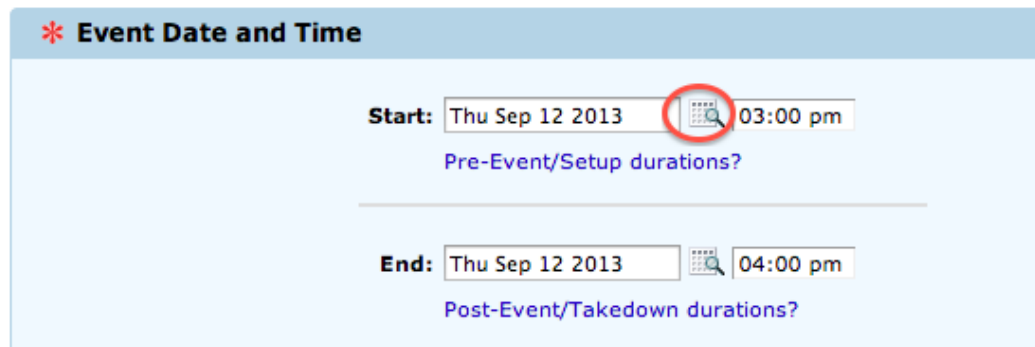


The screenshot shows a form titled '* Event Name' with a text input field containing 'Test Room Reservation'. Below the field, it says '(maximum length is 40 characters)'. There is a question mark icon in the top right corner of the form header.

8. Click Next at the bottom of the page.

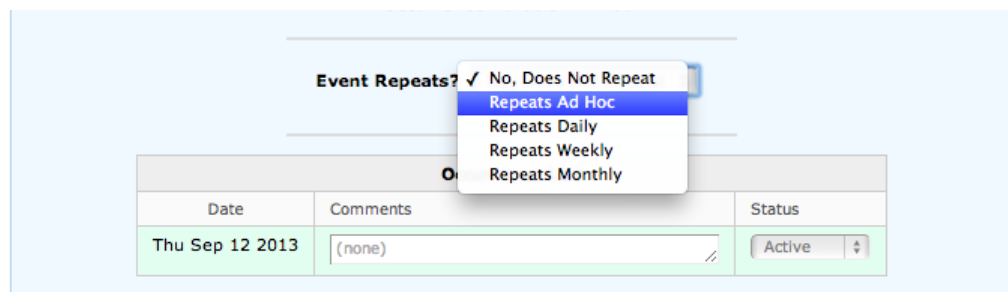
9. Date and Time of your Request

- a. Select the start date by clicking on the calendar next to the start date field and select the date.



The screenshot shows the 'Event Date and Time' form. It has two main sections: 'Start' and 'End'. The 'Start' section has a date field 'Thu Sep 12 2013' with a calendar icon circled in red, and a time field '03:00 pm'. Below it is a link 'Pre-Event/Setup durations?'. The 'End' section has a date field 'Thu Sep 12 2013' with a calendar icon, and a time field '04:00 pm'. Below it is a link 'Post-Event/Takedown durations?'.

- b. Select the start time by entering the desired time in the field on the right. The time defaults to AM. To request equipment for the afternoon/evening, type "p" or "pm" after the time.
- c. Repeat step 6 and 7 for the end date and time.
- d. If the event repeats, select repeat type and select the dates. Your choices are Repeats Ad Hoc (for random dates), and repeats daily, weekly or monthly.

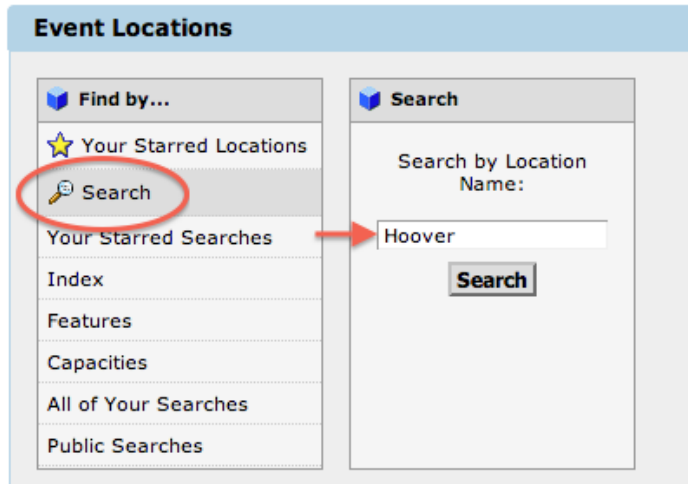


The screenshot shows the 'Event Repeats?' dropdown menu. The options are: 'No, Does Not Repeat' (checked), 'Repeats Ad Hoc', 'Repeats Daily', 'Repeats Weekly', and 'Repeats Monthly'. Below the dropdown is a table with columns 'Date', 'Comments', and 'Status'. The first row has 'Thu Sep 12 2013' in the Date column, '(none)' in the Comments column, and 'Active' in the Status column.

Date	Comments	Status
Thu Sep 12 2013	(none)	Active

10. Locations - There are multiple ways to select a location, for this example we are doing simple search for a room with in a building.

11. Let's do a search for a classroom in Hoover.



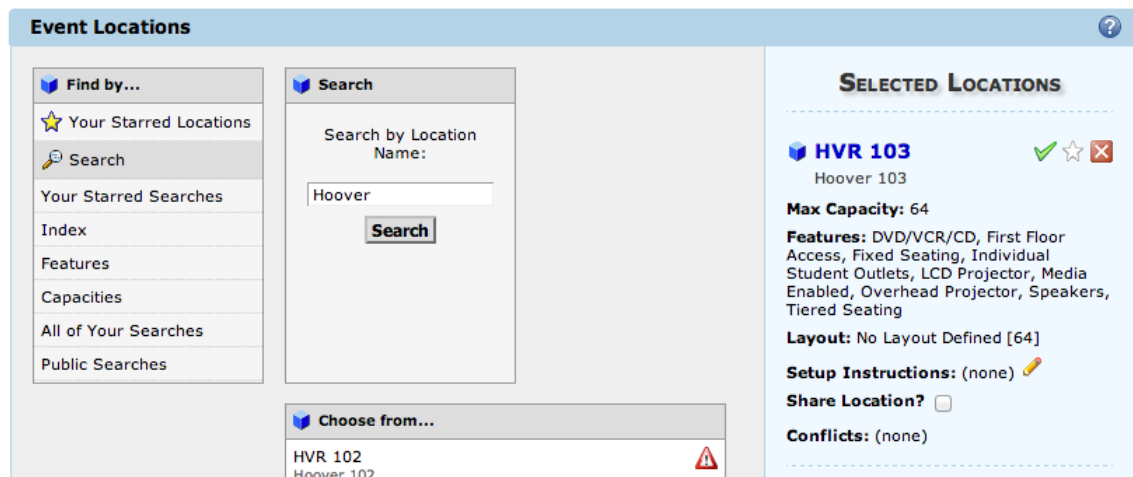
12. The search will bring up all the rooms in Hoover. **Do not request a room that is a lab.** The full name will indicate if it is a lab for a specific department.

13. The list will show rooms with a  green check or  triangle with red edges.

a. Green check means the room is currently available for the dates and times you are requesting.

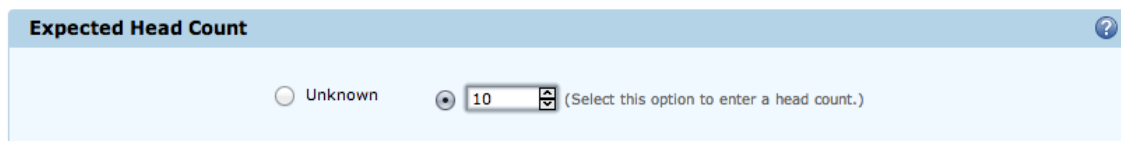
b. Triangle with red edges means one or more of the dates is not available for the dates and times you are requesting.

14. Select an available room and it will show up on the right side of the window



15. If you click on the star between the green check and the red square with an X, the room will now be one of your starred locations and you can find the room by clicking your Starred locations. This is handy if you tend to reserve the same rooms.
16. Expected Head Count - **Always enter an expected head count, even if it is an estimate.** Click on the circle first, then enter the count in the field.

This will help Event Services in the event that the room is requested by you and another group at the same time. Event Services will be able to select a room that will meet your needs if they are not able to give you the room you requested.

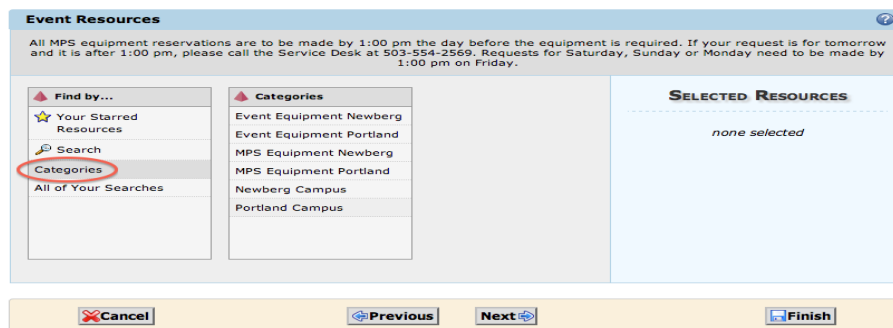


Expected Head Count ?

Unknown 10 (Select this option to enter a head count.)

17. Click Next at the bottom of the page.
18. Selecting Resources—*If you do **not** need audio-visual equipment skip this section.*
 - a. Click on Categories. There are groupings of MPS equipment for each campus. The Newberg Campus and Portland Campus groupings will give you the MPS equipment for that location.

NOTE: If you don't select a category, you may select equipment that is not available on your campus.

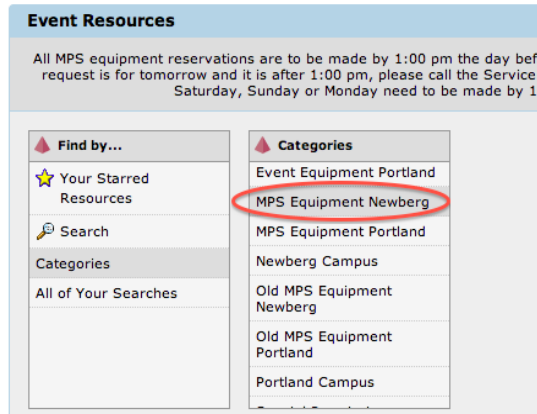


Event Resources ?

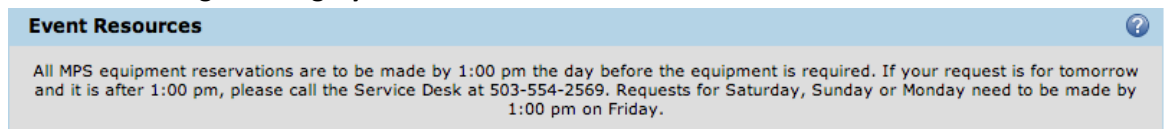
All MPS equipment reservations are to be made by 1:00 pm the day before the equipment is required. If your request is for tomorrow and it is after 1:00 pm, please call the Service Desk at 503-554-2569. Requests for Saturday, Sunday or Monday need to be made by 1:00 pm on Friday.

Find by...	Categories	SELECTED RESOURCES
<input type="radio"/> Your Starred Resources	<input type="checkbox"/> Event Equipment Newberg	none selected
<input type="radio"/> Search	<input type="checkbox"/> Event Equipment Portland	
<input checked="" type="radio"/> Categories	<input type="checkbox"/> MPS Equipment Newberg	
<input type="radio"/> All of Your Searches	<input type="checkbox"/> MPS Equipment Portland	
	<input type="checkbox"/> Newberg Campus	
	<input type="checkbox"/> Portland Campus	

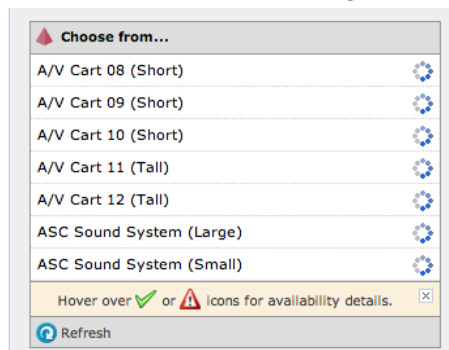
- b. Select the appropriate category, depending on which campus and type of equipment you would like the to use.



c. Note the message in the gray bar:



d. Let the list of equipment load. A list will start and as long as the blue dots are circling the information is still loading.



e. Select your equipment - if the item is displayed alongside a green check mark, the equipment is available the dates you need it. Unavailable equipment is displayed with a triangle with the red edges.



To save the item as a favorite, click on the star between the green check mark and the red square with the X.

19. Click Next at the bottom of the page.

20. Select an Organization for this event. You can find an organization by doing a search, looking at the index, or searching in Types or Categories. Once you have selected your organization, it will appear on the right under Selected Organizations.

The screenshot shows a web interface titled '* Primary Organization for this Event'. It is divided into three main sections. On the left, under 'Find by...', there are options: 'Your Starred Organizations', 'Search', 'Index', 'Types', and 'Categories'. The 'Search' option is highlighted. In the middle, under 'Search', there is a text input field labeled 'Search by Organization Name:' and a 'Search' button. On the right, under 'SELECTED ORGANIZATION', the text 'none selected' is displayed.

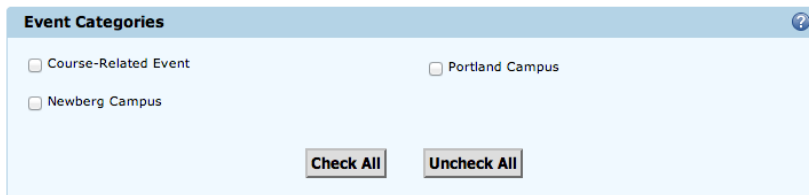
21. The requestor for the Event will default to your name. If you are entering a request for someone else, you can search by their name or the selected organization for this event and change the requestor.

The screenshot shows a web interface titled 'Requestor'. It is divided into three main sections. On the left, under 'Find by...', there are options: 'Your Starred Contacts', 'Search', 'Selected Organization Contacts', and 'Create New Contact'. The 'Search' option is highlighted. In the middle, under 'Search', there is a text input field labeled 'Search by Contact Name...' and a 'Search' button. On the right, under 'SELECTED CONTACT', the contact 'Parks, Piper' is displayed with a star icon next to it.

22. Click Next at the bottom of the page.

23. Event Description - the field is for the information about your event that you want displayed on the public calendars. If you are not publishing your event to a calendar you can leave this field blank. You can add links to a website or video, but you are not able to embedded videos here.

24. Event Categories - Always select the campus where the equipment will be used.



The 'Event Categories' form has a light blue header with a question mark icon. Below the header, there are two columns of checkboxes. The first column contains 'Course-Related Event' and 'Newberg Campus'. The second column contains 'Portland Campus'. At the bottom of the form, there are two buttons: 'Check All' and 'Uncheck All'.

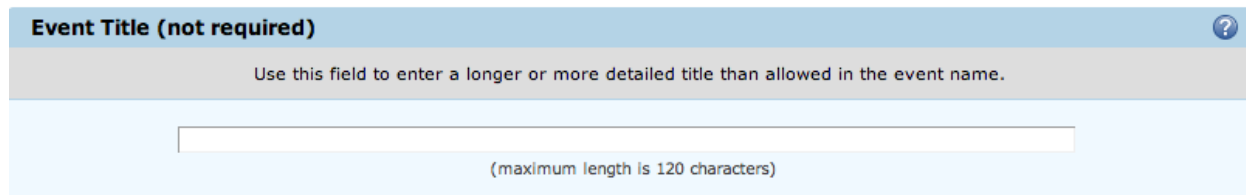
25. Click Next at the bottom of the page.

26. Publish to Calendar. If you would like this event to show on any of the public calendars listed, check the appropriate box.

27. Click Next at the bottom of the page.

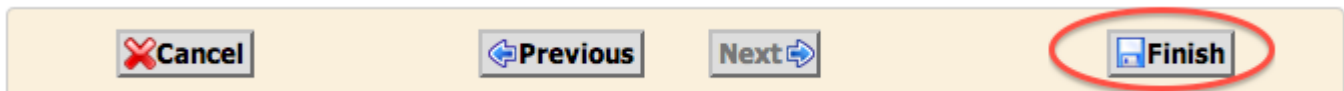
28. Event Comments - Enter any instructions or additional needs you have for Event Services or MPS in the Event Comments.

29. Event Title - This field is only used if you have a large event with separate breaks or events. For example Bruin Preview would be an event name, but Welcome Session or Financial Aid Seminar would be an event title under the larger umbrella of Bruin Preview.



The 'Event Title (not required)' form has a light blue header with a question mark icon. Below the header, there is a grey bar with the text: 'Use this field to enter a longer or more detailed title than allowed in the event name.' Below this is a text input field with a light blue border. Below the input field, there is a note: '(maximum length is 120 characters)'.

30. Click Finish and wait for the event wizard to process your request.



A horizontal bar with a light yellow background contains four buttons: 'Cancel' with a red X icon, 'Previous' with a left arrow icon, 'Next' with a right arrow icon, and 'Finish' with a blue square icon. The 'Finish' button is circled in red.

31. The following message is included on the screen after you finish your request:

Your event has been successfully saved. You will receive a confirmation email from Event Services for the Room Reservation and Event Equipment. You will receive a second confirmation email from MPS if you requested MPS Equipment.