Using 25Live to schedule a room/event...

1. Go to: http://schedule.pts.edu or click the “Schedule A Room/Event” link on my.pts.edu.

2. Log in using your PTS username and password.

3. You will then see the 25Live dashboard.

4. Using the center section, you have a few different options:

   (The “I know WHEN my event...” link will ask you for the date, time and attendees. The “I know WHERE my event...” link will ask you for the location.)
5. After making your selection, you will be shown the event wizard. The first screen will ask basic information about the event. Please note the help information on the right, as it will describe each field. The fields denoted with a red asterisk are required. When finished, click “Next.”

6. The next screen asks expected attendance and description information. Enter this information and then click “Next.”
7. The next screen asks if the event is a repeating event (Yes/No).

8. The next screen will ask for date and event time. This date/time should be of the event itself and not include any setup/tear down, as this can be easily added below under “Before and After.”

9. The next screen will show you the repeat options (if applicable).
10. The next screen will help you select a room. Simply put in a room name in the “Search by Location Name…” box and press enter or you can use the search functions below. Click “Next” when finished.

11. Once you find the room you want, click it. It will then show up on the right and include room features, capacity, any potential conflicts, default layout options, as well as a “Setup Instructions” box. If the desired room does not show, then it has already been requested. You can de-check “Show only my authorized locations…” in order to see the conflicting event. If you event has multiple rooms within the same time window, then you can add them here. Larger events and those with multiple time windows may require assistance from room reservation staff.

**Please note that all room reservations will need approved by the room reservation staff.**

(Hint: If you are likely to use this room often, take this opportunity to make it a favorite by clicking the star ✭ icon next to the room name. It will save you time in the future.)
12. The next screen relates to “Resources.” Resource options are: Setup/Facilities, Catering, IT/AV. As an example, if you need IT/AV support for the event (microphones for Knox)... you will enter “AV” in the “Search by Resource Name...” box and press enter.

IT/AV support will show below. Click “IT/AV Support.”
IT/AV support will show on the right side under “Selected Resources.”
Enter what your needs/requests are.
Please note: it is OK if you don’t know all the details at this time... anything is helpful. Please add the resource regardless, as this will notify them about your event. You will need to make sure that they have the relevant order/setup information for your event.
(Hint: If you are likely to use this resource often, take this opportunity to make it a favorite by clicking the star icon next to the room name. It will save you time in the future.)

Click “Next” when complete.
13. The next screen allows for file uploads in relation to this event. Click “Next” when complete.

![Add or remove ATTACHED FILES.]

Attached Files

You can attach up to 5 files to this event. The maximum size for a file is 25MB. File types accepted:

- PDF, TXT, RTF
- DOC, DOCX, XLS, XLSX

Attached Files

[Select File]

 ![Back] ![Cancel] ![Save] ![Next ▶]

14. The next screen is in relation to if this event is open to the public and therefore should be shown on the PTS web calendar. Click “Yes” or “No” then click “Next.”

![Select ADDITIONAL EVENT INFORMATION for this event.]

Public event? (Show on web calendar)

[ ] Yes  [ ] No

 ![Back] ![Cancel] ![Save] ![Next ▶]

15. The next screen sets the contacts for the event. The scheduler will automatically receive notifications when rooms and resources are approved as well as other communications. Click “Next” when complete.

![Select CONTACTS for this event.]

Scheduler

User, Test

[ ] Add

[ ] Remove

User admin@pts.edu

Requestor

User, Test

[ ] Add

[ ] Remove

User admin@pts.edu

![Back] ![Cancel] ![Save] ![Next ▶]
16. The next screen will show slightly differently based on the event type selected and is primarily for the Communications department. Please provide as much detail as you can. As with the resources, checking a need will still notify the department of the need, regardless of the detail.

17. The next screen will allow you to enter any comments for the event. Enter any relevant comments and click “Next” when complete.

18. The final screen of the wizard will show you two options. “Tentative” (the default option and the one that should be typically selected) and “Draft” (this option will allow you to save your progress and come back to complete). If you are ready to submit the event, make sure that “Tentative” is selected and click “Save.”
19. You will then see a confirmation screen with information about your event and options. At this point, notification emails are being sent to the appropriate parties in relation to this event.

(example resource approval email)

This is an automatic update from 25Live for Test User. Do not reply to this email. The following activity has occurred in 25Live. Click the reference number to see full event

test (2017-AAADCV):
David Middleton approved a request for IT/AV Support occurring on 2019-07-26 09:30

You are receiving this email from 25live.collegenet.com/pts because email notifications have be
20. In addition to email notification, you can click the “View Details” button or you can open the event later in 25Live via the dashboard screen where you started. From the “Event Details” screen you can, among other options:
- Edit the event using “Edit this Event”
- Check the approval status of rooms and resources.
- Copy the event using “More Actions…” → “Copy this Event”
- Star this event using “More Actions…” → “Not Starred (Add to Starred?)”
- Email event details using “More Actions…” → “Email Event Details”

Please note that cancellations must be sent to the room reservation staff.