

25Live How to Book Space

Log In

Log in here - <https://25live.collegenet.com/pro/salemstate#!/home>
Use your SSU email and password

Click "Create an Event"

The screenshot shows the 25Live Pro dashboard interface. At the top, there is a purple header with the 25Live logo, user name 'Melissa Arroyo', and navigation links for '25Live Pro', 'Event Form', 'Tasks' (with a red notification badge), and 'More'. Below the header is a search bar with 'Go to Search' and a 'Recently Viewed' dropdown. The main dashboard area is divided into several sections:

- Quick Search:** Includes search boxes for 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'.
- Find Available Locations:** Contains two prompts: '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!'. A red circle highlights a blue 'Create an Event' button with a pencil icon.
- Your Starred Events:** States 'You do not have any Starred Events!' and explains that events can be marked as 'Starred'.
- Your Starred Locations:** A dropdown menu.
- Your Starred Resources:** States 'You do not have any Starred Resources!' and explains that resources can be marked as 'Starred'.
- Your Upcoming Events:** Shows '21 Events in which you are the Requestor' and '196 Events in which you are the Scheduler'.
- Your Event Drafts:** Shows '1 Event Draft in which you are the Scheduler' and 'No Event Drafts in which you are the Requestor'.
- Tasks:** Shows 'You have 4 Tasks on Today's Agenda' and '8 Outstanding Tasks'.
- Your Starred Event Searches, Location Searches, Resource Searches, and Reports:** Each section has a dropdown menu.

The bottom of the screen shows a Windows taskbar with the date '7/14/2022' and time '2:24 PM'.

Complete the event request form

Event Form

25Live Pro Event Form Tasks 7 Melissa Arroyo More

Add New Untitled X

Preview any configuration as an administrator Advanced Requester

Please use this form to request a space and services for your event. If you have any questions about this form, please contact the student life operations office at events@salemstate.edu

Event Name - Required ⓘ

Event Title ⓘ

Event Type - Required ⓘ

Select from Types

Primary Organization - Required ⓘ

Search organizations Remove

[Create Organization](#)

Expected Head Count ⓘ

Event Name and **Event Title** are the same.

You can make them the same thing or skip **Event Title** and leave it blank.

Event Type is a drop down –

Offices and departments should **NEVER** select Student Organization Event or Student Organization Meeting

Student Organizations and Interest Groups should **ONLY** select Student Organization Event or Student Organization Meeting

Expected Head Count – what is your estimated attendance, this will help by only showing you rooms that can accommodate the expected attendance.

Event Form

25live.collegenet.com/pro/salemstate#!/home/event/form

Event Name
Event Title
Event Type
Primary Organization
Expected Head Count
Event Description
Date and Time
Locations
Attached Files
Comments
Confirmation Notes
Internal Notes
Event State
Post-Save

Event Description

File Insert Table View Format Tools

← → B I U A ↕ ...

Date and Time - Required

Fri Jul 15 2022

1:00 pm

To:

2:00 pm

This begins and ends on the same day

Duration:
1 Hour

Additional time ↓

Event Description – Briefly tell us about your event.

Date and Time - this should only be the event start and end time, if you need time for set up and break down that will be added under “Additional Time”

Additional Time – click the arrow to expand

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Post-Save

Additional time

Setup Time

0 Days 0 Hours 0 Minutes

Pre-Event Time

0 Days 0 Hours 0 Minutes

Post-Event Time

0 Days 0 Hours 0 Minutes

Takedown Time

0 Days 0 Hours 0 Minutes

Set Up Time – **Leave blank** – this is meant for the operations team to set up the furniture the way you request – we require a minimum of one hour.

Pre-Event Time – This is where you add the time you need to set up the event, decorate, sound check, etc.

Post Event Time – This is where you add the time you will need to take down decorations, clean up, etc.

Takedown Time – **LEAVE blank** – this is meant for the operations team to flip the furniture in the room for the next meeting/event

Event Form

25live.collegenet.com/pro/salemstate#!/home/event/form

Additional time

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern

July 2022

S	M	T	W	T	F	S
26	27	28	29	30	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

View All Occurrences

Repeating Pattern – If this is a one-time event, you can move on.

If this event is going to happen more than once, click on **Repeating Pattern** – this will allow you to select **all** dates.

Event Form

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Pattern Picker

Choose how you would like this to repeat

- Does Not Repeat
- Does Not Repeat**
- Ad hoc
- Daily
- Weekly
- Monthly

View All Occurrences

When you click on **Repeating Pattern** your options will be -

- Does Not Repeat** – this is the default for one-time events
- Ad hoc** – this is for events that happen sporadically and do not have a pattern
- Daily** – this is for events that happen multiple days in a row
- Weekly** – this is for events that happen on the same day each week
- Monthly** – this is for events that happen on the same date each month

To confirm you selected all the dates you needed you can click on View All Occurrences

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Saved Searches (optional)

Hint! Type :: to use SeriesQL.

Attached Files

Comments

Confirmation Notes

Search Locations – type in the name of the building and all available rooms will show,
Ex.
Ellison
Viking
Marsh

Hint! Type :: to use SeriesQL.

Add	Name	Title	Default Capacity	Availability	Conflict Details
<input type="button" value="Reserve Available"/>	CCMH120B	Marsh Hall Room 120B		0/1	Conflict Details
<input type="button" value="Reserve"/>	CCMH204	Marsh Hall Room 204	9	1/1	None
<input type="button" value="Reserve"/>	CCMHDIN	Marsh Hall Dining Common	340	1/1	None
<input type="button" value="Reserve"/>	CCMHLOBBY	Marsh Hall Lobby	4		
<input type="button" value="Reserve"/>	CCMHPET	Marsh Hall Petrowski Room	60		
<input type="button" value="Reserve"/>	CCMHQUAD	Marsh Hall Quadrangle	300		

Locations – This is an example of a search for Marsh – all the rooms you can book will show up.
If its green its available – hit “reserve”
If its brown only SOME of the dates you picked are available – you can click “conflict details to see which dates.”
If the room is not available it will still come up but be listed as “unavailable”

Event Form

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Hint! Type :: to use SeriesQL

More Options Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details
Reserve Available	CCMH120B	Marsh Hall Room 120B		0/1	Conflict Details
Reserve	CCMH204	Marsh Hall Room 204	9	1/1	None
Reserve	CCMH DIN	M			
Reserve	CCMH LOBBY	M			
Added below	CCMHPET	M			
Reserve	CCMHQUAD	Marsh Hall Quadrangle	300	1/1	None

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CCMHPET Marsh Hall Petrowski Room **Capacity: 60**

Date	Time	Conflicts	Shared	Layout	Instructions	Attendance
Mon Jul 18 2022	5:00 pm - 6:00 pm		<input type="checkbox"/>	Lecture ()	***NOTE: Please he	

Remove View Occurrences Cancel Preview Save

Locations – Once you have selected your room you will have to select your set up. This is done by clicking on **Layout**

Event Form

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CCMHPET Marsh Hall Petrowski Room **Capacity: 60**

Date	Time	Conflicts	Shared	Layout	Instructions	Attendance
Mon Jul 18 2022	5:00 pm - 6:00 pm		<input type="checkbox"/>	Lecture ()	***NOTE: Please he	

Remove View Occurrences

Attached Files Upload a file

Comments

Each room has different **Layouts** they can be found in the drop down. The number for each layout is the capacity for the room with that set up. Please use the **instructions** area to add any additional needs, including tech, and be sure to add your attendance number if you would like **LESS** than what the selected layout provides.

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Event Title
Event Type
Primary Organization
Expected Head Count
Event Description
Date and Time
Locations
Attached Files

Attached Files ⓘ

Upload a file

Comments ⓘ

If you prefer you can also upload your room set up by **uploading a file**

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Contact Roles
Categories
Requirements
Comments
Confirmation Notes
Internal Notes
Event State
Post-Save

Contact Roles ⓘ

Requestor: Janos, Kelly ☆ Scheduler: Arroyo, Melissa ☆ Create

Categories ⓘ

EDIT

× Meetings

Requirements ⓘ

alcohol permit (select police detail also)
Comment

housekeeping services
Comment

police detail
Comment

Sodexo dining services
Comment

Your name should be listed as the **Requestor Requirements**

Please select all that apply to your meeting/event.

If your event has alcohol, you are required to fill out the University Event Form and submit for approval.

Be sure to hit **SAVE** someone from the Campus Life and Recreation staff will review and confirm your reservation.

If you have questions please contact, Events@salemstate.edu

Cancel Preview **Save**