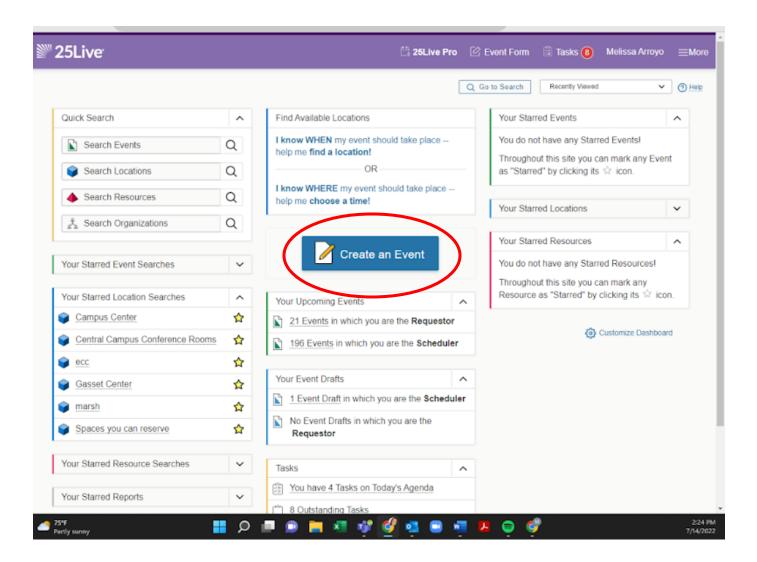
25Live How to Book Space

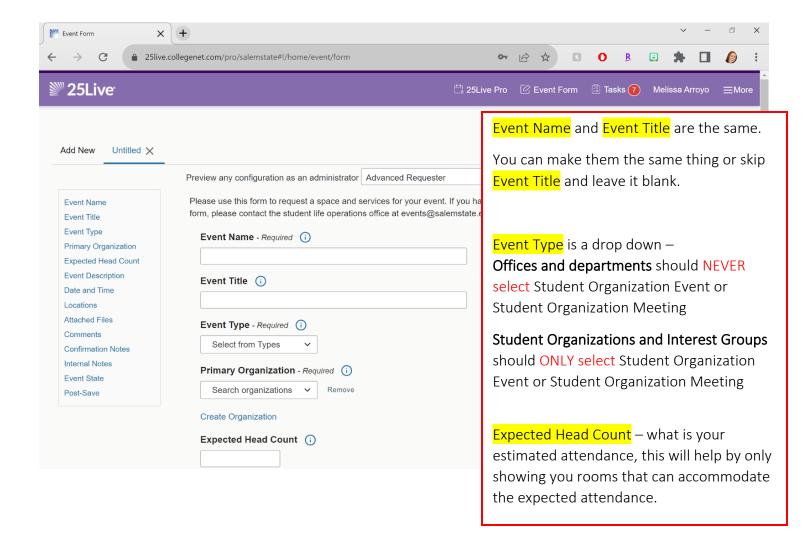
Log In

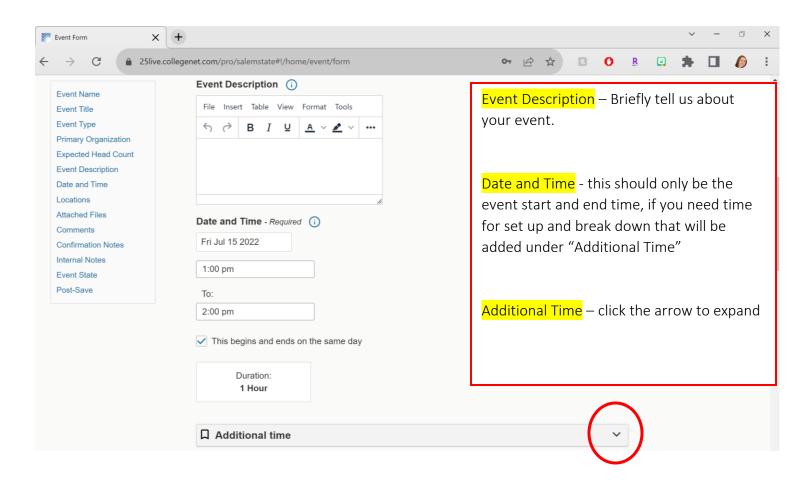
Log in here - https://25live.collegenet.com/pro/salemstate#!/home Use your SSU email and password

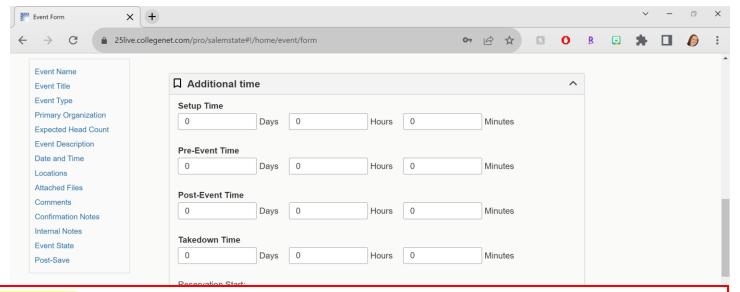
Click "Create an Event"



Complete the event request form





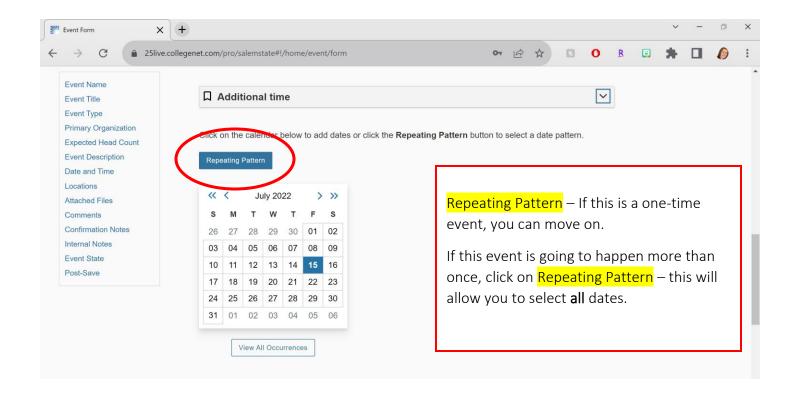


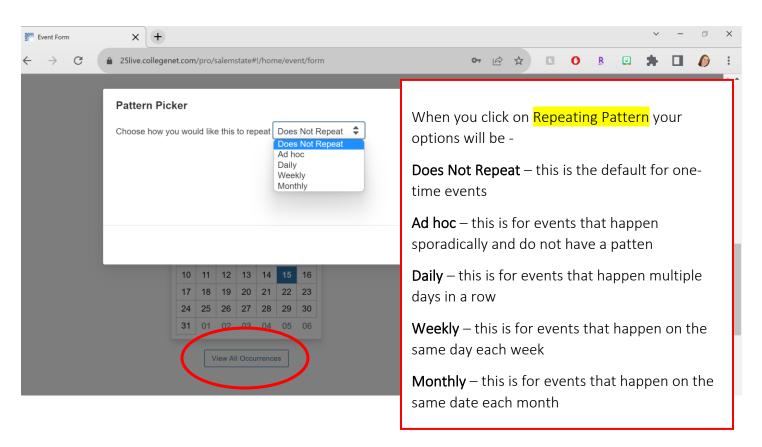
Set Up Time – Leave blank – this is meant for the operations team to set up the furniture the way you request – we require a minimum of one hour.

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





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

