25Live Quick Guide
How to Reserve a Room
Visit: https://25live.collegenet.com/calvin

1. Enter Calvin username and passphrase. (e.g. abc12@calvin.edu)

2. Click on the “Event Wizard” tab along the top of the page

Words of instruction and/or guidance are shown in the light blue boxes in each new screen.

3. Enter “Event Name” in the box
   ✓ 40 characters maximum including spaces.
   ✓ Be specific, clear and accurate. Examples include: benefit concert, band practice or movie.
   ✓ Avoid using acronyms.
   ✓ Event title – only if you want to expound on the Event Name.

4. Select “Event Type”
   ✓ Select from the scroll down menu.
   ✓ Choose an event type – this cannot be changed once the event is saved.

5. Select “Primary Organization” for this Event
   ✓ Type the name of the organization or department responsible for your event. Select from the choice(s) displayed.
   Click on “Next”

6. Enter additional basic event information
   ✓ Add in your Expected Head Count.
   ✓ Include additional information about your event under Event Description. Provide detailed description highlights (Who, What and Why).
   Click on “Next”

7. Is this a repeating event? Will your event occur once or multiple times?
   ✓ Select “No” or “Yes”
   ✓ “Yes” gives you the opportunity to select if the event happens weekly, monthly or allows you to select varying dates.
   Click on “Next”

8. Tell us WHEN this event takes place. Enter the date and time of the event.
   ✓ Enter the “Event Start” date and time
   ✓ Enter the “Event End” date and time.
   ✓ Additional Time. Do you know the amount of time needed for room set-up and/or take down?
     ✓ “Yes” – Enter the information below the event times.
     ✓ “No” – Event Services may add the time information.
   ✓ For events with multiple occurrences, follow the prompts to select additional days for your event’s occurrence.
     ✓ If the repeat event occurs at different times of the day, additional reservations are required.
   Click on “Next”
9. Find and Select LOCATIONS for your Event
   ✓ Search – type your preferred location name and click search. Use building codes to narrow down the building search (e.g. HH for Hiemenga Hall)
     ➢ Green checkmark – location is available during your requested times.
     ➢ Red triangle – location is unavailable during your requested times.
   ✓ Select preferred location – populates in the “Selected Locations” list (under the light blue box in right-hand column)
   Click on “Next”

10. Find and Select RESOURCES for your Event
    ✓ Browse resources by selecting among resource searches or index of names.
     ➢ Resources available include Catering (Food Service), Building (room setup), Audio (technical needs) and Calendar (if you want your event to appear on the Calvin web calendar).
     ➢ Enter specific needs in the setup box under the assigned resource.
    ✓ Select multiple resources by event occurrence.
    ✓ Click Modify Selected Occurrences to complete details for each occurrence of a resource.
    ✓ Populates in the “Selected Resources” list (under the light blue box in right-hand column)
   Click on “Next”

11. Select CONTACTS for the event (light blue box)
    ✓ Make sure your name is on the list or for whom you are making the reservation.
   Click on “Next”

12. Select which CALENDARS should publish this event.
    ✓ Choose if you want your event published to the College web calendar.
   Click on “Next”

13. Add additional COMMENTS and NOTES for this event.
    ✓ Add notes in Comments box
   Click on “Next”

14. Read the Affirmation and check if you agree.
   Click on “Next”

15. Click “Save”
    ✓ This is a critical step in the event request process!
    ✓ Once you have completed your event request and entered all of the necessary information, click the “Save” button.
    ✓ “Your event has been successfully saved!” will appear at the top of the event wizard.
    ✓ Please completely finish the event request process by clicking “Close.”
    ✓ Confirm your event request was submitted
     ➢ Click “Home” TAB and then “Dashboard” TAB. The event(s) just entered should appear under “Your Event Drafts.”
     ➢ Once confirmed by Event Services via email, the event will be listed under “Your Upcoming Events.”

If you have questions, please contact Event Services at 526.6280.