Creating a New Event in 25Live

Navigate to http://25Live.collegenet.com/wmich/pro or click on the 25Live link.
You will need a valid Bronco NetID to request space. At the top of the page, click "Sign In."

You will be taken to the WMU login page if you are not already connected. Enter your Bronco NetID and Password to continue.

Next, click on "Event Form" in the navigation bar to be taken to the event creation wizard.

Complete the Basic Event Information.

Event Name - *Required* ⓘ

The **Event Name** is used as the linking article for searches in 25Live. The Event Name is limited to **40 characters long**.

[   ]

Event Title ⓘ

The **Event Title** is used for publishing your event to the web (if applicable). The Event Title is limited to **80 characters long**.

[   ]

Event Type - *Required* ⓘ

The **Event Type** is an extremely important choice in building your event as it controls what additional information may be tracked on your event. Please select the most appropriate event type for your event.

[Select from Types   ⌄]

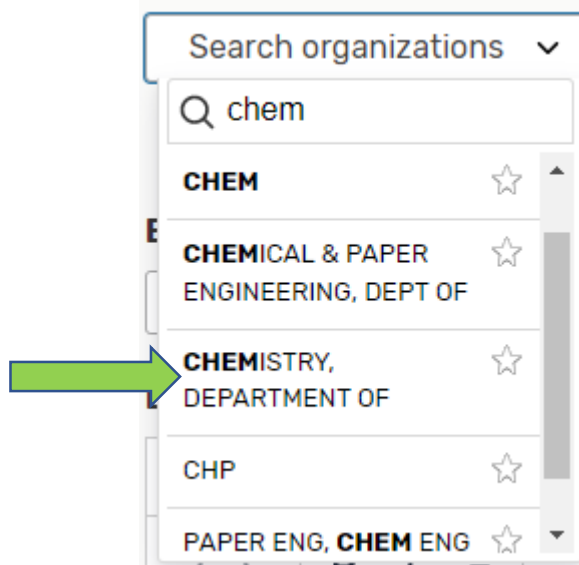**Primary Sponsoring Organization** - *Required* ⓘ

Each event is required to have a **Primary Sponsoring Organization**. If your organization is the sponsor of your event, it should be selected and placed here.

| Search organizations ⌄ | Remove |

Note regarding organizations:

Begin typing the name of your unit and select your organization from the list. In the case of academic departments, please use the full name of the department, not the course code prefix (For example: choose Chemistry, Department of, not CHEM). If your department is not listed, please email regi-roomscheduling@wmich.edu

| Search organizations ⌄ |
| Q chem |
| **CHEM** ☆ |
| **CHEM**ICAL & PAPER ☆ |
| ENGINEERING, DEPT OF |
| **CHEM**ISTRY, ☆ |
| DEPARTMENT OF |
| **CHP** ☆ |
| PAPER ENG, **CHEM** ENG ☆ |

Expected Head Count - *Required* ⓘ

[   ]

Event Description ⓘ

File Insert Table View Format Tools
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Date and Time - *Required* ⓘ

Thu Sep 01 2022

10:00 am

To:

11:00 am

Duration: **1 Hour**

Indicate the head count, add a brief description, and specify the date and time of the first occurrence of your event.

25Live does not permit users to request academic spaces less than 5 days from the event date.

If your event will begin within 5 days of your request, please contact regi-roomscheduling@wmich.edu

If your event will span multiple dates, select "Repeating Pattern" and choose the most appropriate option. If your event repeats, but doesn't follow a pattern, select "Ad Hoc" or simply choose the dates on the calendar.

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

Repeating Pattern

« ‹   September 2022   › »

S	M	T	W	T	F	S
28	29	30	31	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	01
02	03	04	05	06	07	08

Next, find a location.
If you already know the room you would like to use, you can enter it in the "Search Locations" field.
If the room is available, it will appear with a green "Request" button. Click on the button to request the room.

IF A LOCATION IS NOT SELECTED, YOUR REQUEST WILL NOT BE PROCESSED.

You may use the "Categories" option to search by building. "Features" will allow you to search by seating, furniture type, and more.

Locations

Locations Search   ^

Auto-Load Starred: No ⬤ Yes

☑ Hide Conflicts   ☑ Enforce Headcount

| Saved Searches (optional) ⌄ | Search Locations   ✕ |

ⓘ Hint! Type :: to use SeriesQL.

More Options ^   Reset   **Search**

Categories +

Features +

Cε

Pr Layouts +   ments of which you need to make your scheduler aware.

           between   and
Capacity
           [   ]   [   ]

Next, enter the contact information.

Contact Roles ⓘ

Your name will default you to the requestor role, as well as the scheduler role in some cases depending on the room requested. You are not advised to change this, unless you are scheduling on behalf of another party. If so, enter that person's name as the requestor. [Note: only current 25live users can be attached as contacts.]
Requestors will receive an email after submitting the event, as well as an additional communication when the location is approved.

REQUESTOR
| BRONCO, BUSTER ☆ ⌄ |

SCHEDULER
| BRONCO, BUSTER ☆ ⌄ |

EVENT CONTACT
| Search contacts ⌄ |
Remove

Finally, agree to any additional prompts and save. You'll receive a submission confirmation email – please note THIS IS NOT YOUR CONFIRMATION.
After your request has been approved by the Registrar's Office, you will receive an official confirmation.

Please contact regi-roomscheduling@wmich.edu with any questions.