

25Live – A Guide to the Room Reservation System

This Power Point is meant to assist users (at the Pitt Greensburg campus) with general questions about 25Live and will walk users through the process of submitting a space request.

<https://www.greensburg.pitt.edu/faculty-staff/campus-services>

-select **Room Reservations**

*This is also where Maintenance requests, IT help tickets, and other campus service tickets can be submitted.

Quick Search

- Search Events
- Search Locations
- Search Resources
- Search Organizations

Your Starred Event Searches

- UPG Courses Missing Locations

Your Starred Location Searches

- UPG Locations

Your Starred Resource Searches

You do not have any Starred Resource Searches!

Your Starred Reports

- Academic Term Summary - Excel

Find Available Locations

I know **WHEN** my event should take place -- help me **find a location!**

OR

I know **WHERE** my event should take place -- help me **choose a time!**

Create an Event

Your Upcoming Events

- 59 Events in which you are the **Requestor**
- 10 Events in which you are the **Scheduler**

Your Event Drafts

- No Event Drafts in which you are the **Scheduler**
- No Event Drafts in which you are the **Requestor**

Your Starred Events

You do not have any Starred Events!

Throughout this site you can mark any Event as "Starred" by clicking its ☆ icon.

Your Starred Locations

- CHHEMPFIELD
Chambers Hall Hempfield Room

See when these locations are available

Your Starred Resources

You do not have any Starred Resources!

Throughout this site you can mark any Resource as "Starred" by clicking its ☆ icon.

Customize Dashboard

The most important page – here you can see your upcoming events, starred events/locations/searches, and create an event!

University of Pittsburgh
25Live Academic Space
Reservation System

25Live Pro | Event Form | Tasks 25 | Sherra Moors | More

Recently Viewed | Help

Select Object: Events | Saved Searches (optional)

Quick Search Advanced

Hint! Type :: to use SeriesQL

Search has not been saved

Reset | Export Results | Save as | Search

Cabinets + | Organizations + | Types + | Categories + | States +

List | Calendar

← Future Only →

Recent & Future | Future | All Dates | Select Columns | Help

2 Matching Events

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Schedule	Requestor	Instructor
☆ SGA Exec Meeting		2023-ACZCZX	SGA-UPG	UPG Meeting			Thu 8 31 2023	12:00 pm	Thu 7 06 2023 3:16 pm	Confirmed	CH214		Al Thiel	Al Thiel	
☆ SGA Senate & Exec Meetings Meetings		2023-ACZCZW	SGA-UPG	UPG Meeting			Tue 8 29 2023	11:30 am	Thu 7 06 2023 3:12 pm	Confirmed	VH0118		Al Thiel	Al Thiel	

Windows taskbar: 42°F Heavy rain | 9:15 AM 11/21/2023

EVENT search – type in event key words if you know what event you are looking for; Blue, SGA, History, or event ID, such as ADASHG (Stress Less Day)

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Recently Viewed | Help

Select Object: Organizations | Saved Searches (optional)

Quick Search Advanced

upg

Hint! Type :: to use SeriesQL

Search has not been saved

Create New Organization | Reset | Export Results | Save as | Search

Types + | Categories +

List | Calendar

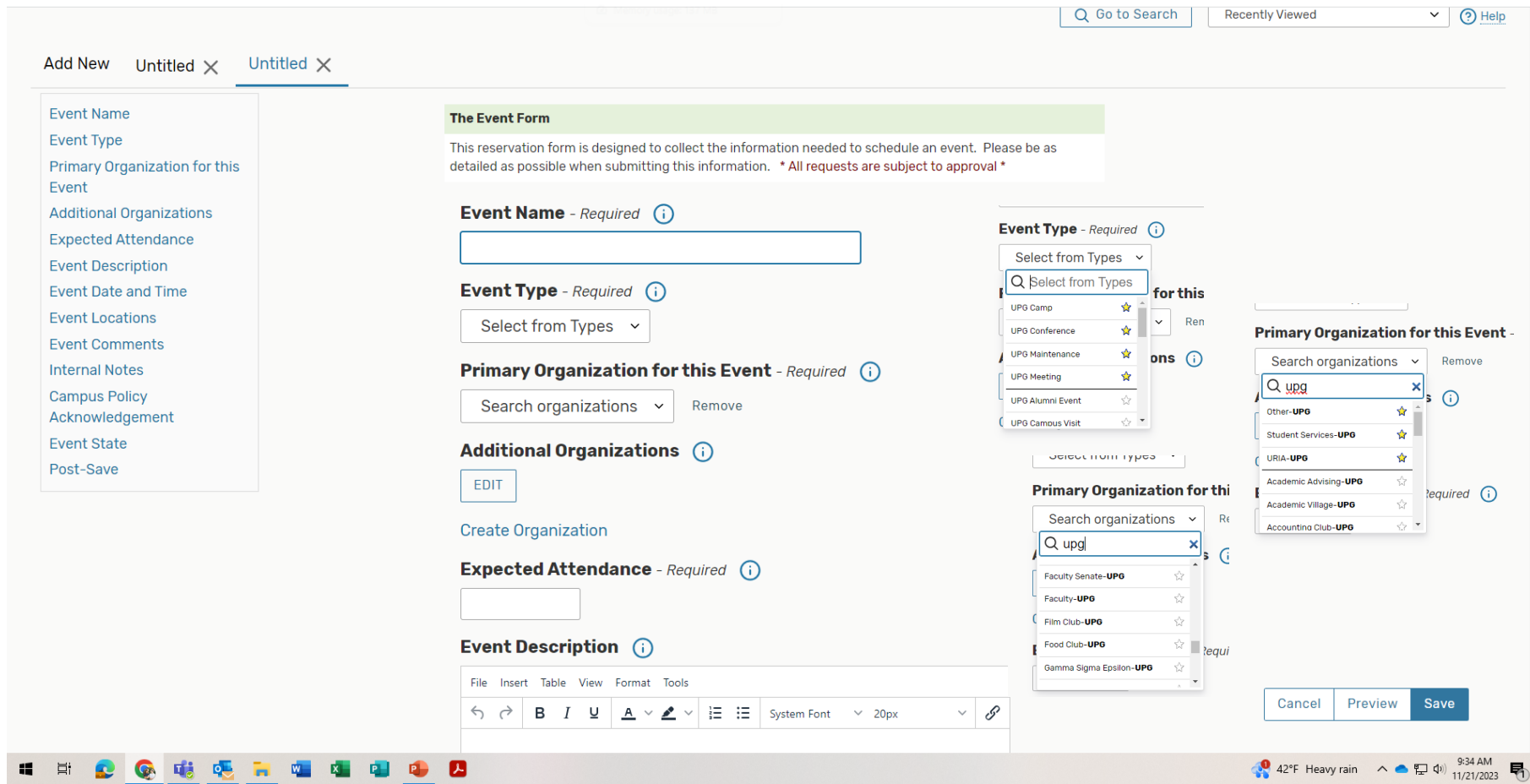
Select Columns | Help

90 Matching Organizations

Name	Title	Type	Categories	Accounting Code
★ Academic Advising-UPG	Academic Advising	Academic Department	UPG (Greensburg)	
★ Academic Village-UPG	Academic Village	Academic Department	UPG (Greensburg)	
★ Accounting Club-UPG	Accounting and Business Club	Student Group	UPG (Greensburg)	
★ Active Minds-UPG	Active Minds	Student Group	UPG (Greensburg)	
★ Admissions-UPG	Office of Admissions	Administrative Department	UPG (Greensburg)	

42°F Heavy rain | 9:24 AM 11/21/2023

ORGANIZATION search – student groups, departments, RA/CA can all be found here; don't see your group? Email upgspace@pitt.edu and request the group be added. Student groups MUST have an advisor and include that information in the request.



Notice the TWO **Untitled tabs** on the top left; it is easy to start creating an event and forget it is open. This can make it seem like a location is booked due to locations being “held” in one of the open tabs.

Org Type – limited by Oakland so just pick the most appropriate option.

Primary Org – we have over 85 orgs listed, all with a UPG affiliation; new ones can be added, just ask!

Secondary Org – to be used if multiple groups are working together on an event.

Event Name

Event Type

Primary Organization for this Event

Additional Organizations

Expected Attendance

Event Description

Event Date and Time

Event Locations

Event Comments

Internal Notes

Campus Policy Acknowledgement

Event State

Post-Save

Expected Attendance - Required ⓘ

Event Description ⓘ

File Insert Table View Format Tools

← → B I U A System Font 20px

Event Date and Time - Required ⓘ

Tue 11/21/2023

9:00 am

To:

10:00 am

This begins and ends on the same day

Duration:

1 Hour

Additional time

Cancel Preview Save

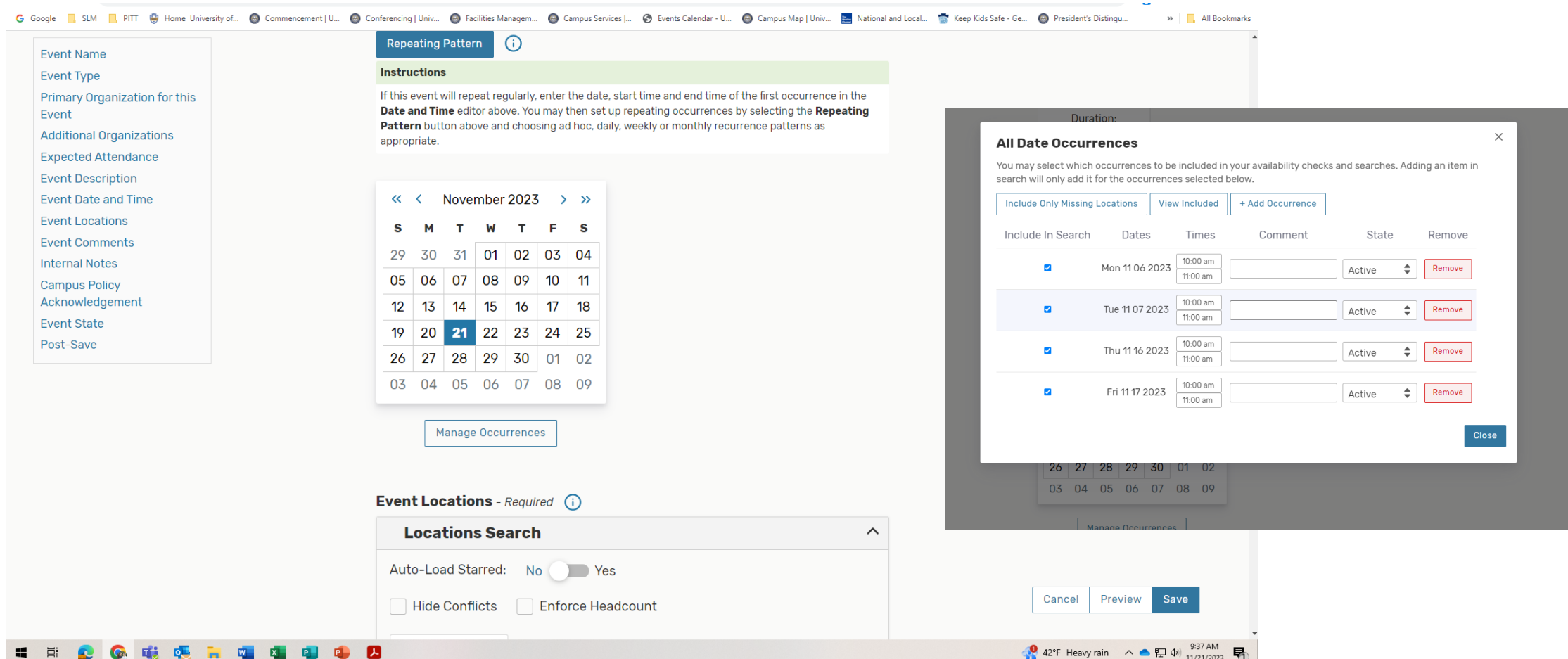
42°F Heavy rain 9:35 AM 11/21/2023

Event Description – currently, this information is not posted outside of 25Live but it is helpful to provide the basic details for the event. Requesters can also put notes here for the 25Live Admin team to see.

Date & Time – the system automatically starts with the current day; be sure to change it to the date you want your event (or the first day of a series of events)

The screenshot shows a web browser window with multiple tabs open. The main content area is a form for event reservations. On the left is a sidebar menu with items like 'Event Name', 'Event Type', 'Primary Organization for this Event', etc. The main form has a section titled 'Additional time' with a close button. Inside this section, there are two time selection fields: 'Setup Time' and 'Takedown Time', each with input boxes for Days, Hours, and Minutes. Below these are 'Reservation Start' and 'Reservation End' fields, both showing 'Tue 11 21 2023 9:00 am' and 'Tue 11 21 2023 10:00 am' respectively. A 'Reservation Duration' field shows '1 Hour'. Below the form is a 'Repeating Pattern' button with an information icon. At the bottom of the form is a calendar for November 2023 with a grid of dates. To the right of the calendar are 'Cancel', 'Preview', and 'Save' buttons. The Windows taskbar is visible at the bottom of the screen, showing the time as 9:37 AM on 11/21/2023.

Additional Time – do you need setup and tear down time before or after your event? This is where you can add minutes, hours, or even days. Facilities will not start setting up for an event until the reservation start time so always think about event start vs. setup start.



Repeating Pattern – if your event has multiple dates, either in a pattern (Tuesdays for 5 weeks) or random dates (Nov. 6, 7, 16, 17) you would indicate that information here.

Manage Occurrences – if your event also has different times, you can make modifications to each date under the “Manage Occurrences” button. Example – Nov. 6, 7 are at 10am but 16, 17 are at 11am.

This WILL impact your location search!

Event Name
Event Type
Primary Organization for this Event
Additional Organizations
Expected Attendance
Event Description
Event Date and Time
Event Locations
Event Comments
Internal Notes
Campus Policy Acknowledgement
Event State
Post-Save

Event Locations - Required

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾

Search Locations

Hint! Type :: to use SeriesQL.

Pre-Defined Groups

- Your Starred Locations
- Your Express Locations

Your Starred Searches

- UPG Locations

Public Searches

Internal Notes

Campus Policy Acknowledgement - Required

By checking this box, I agree that I have read, understand, and agree to terms outlined in [the scheduling policy](#).

I agree

Location Search – If you have starred your favorite locations, you can have them *auto-load* (come up under starred locations). You can also *hide conflicts*, which will not show any unavailable spaces. *Enforcing the headcount* will also only show spaces that fit the number of attendees you indicated.

All Pitt Greensburg spaces are under **UPG Locations**. You can use full name of the room or the building (Hempfield or Chambers; Powers 116 or just 116 – any rooms with the number 116 will come up). You can also type in the type of space you want (Computer Lab or classroom, for example)

The screenshot shows a web application interface for searching event spaces. On the left, there is a sidebar menu with various filters like 'Event Name', 'Event Type', etc. The main area has a search bar with 'mckenna' entered. Below the search bar is a table of results.

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
Reserve	MCK00130	McKenna Hall 130 Lecture Room	54	1/1	None	-
Reserve	MCK00131	McKenna Hall 131 Multipurpose space	12	1/1	None	-
Reserve	MCK00136	McKenna Hall 136 Computer Lab	24	1/1	None	-
Reserve	MCK00137	McKenna Hall 137	24	1/1	None	-

At the bottom of the search results, there is an 'Event Comments' section with a text input field and 'Cancel', 'Preview', and 'Save' buttons.

EXAMPLE: If you want a space in McKenna Hall, simply type in “McKenna”; all the spaces able to be reserved in McKenna will be listed UNLESS you have *hide conflicts* or *enforce headcount* selected.

If you wanted a computer lab, type in “Computer” and the various computer labs on campus will be listed.

*The gym is special – it has the option for half of the space to be reserved (GymA/GymB) as well as the entire space.

nt | U... Conferencing | Univ... Facilities Managem... Campus Services |... Events Calendar - U... Campus Map | Univ... National and Local... Keep

AUTO-LOAD Started: NO YES

Hide Conflicts Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾ x

Hint! Type :: to use SeriesQL.

[Reset](#) [Search](#)

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
Reserve	MCK00130	McKenna Hall 130 Lecture Room	54	1/1	None	-
Unavailable	MCK00131	McKenna Hall 131 Multipurpose space	12	0/1	Conflict Details	-
Unavailable	MCK00136	McKenna Hall 136 Computer Lab	24	0/1	Conflict Details	-
Unavailable	MCK00137	McKenna Hall 137 Computer Lab	24	0/1	Conflict Details	-

[Return to Top](#)

If there are conflicts, you will see the space listed as “Unavailable”; You will also be able to view the **Conflict Details** in a pop-up window. If the space you want is available, simply select **RESERVE** (Green button).

| U... Conferencing | Univ... Facilities Managem... Campus Services |... Events Calendar - U... Campus Map | Univ... National and Local... Keep

Saved Searches

[Reserve](#)

Unavailable

Unavailable

Unavailable

[Return to Top](#)

Conflicts

Conflicts on:

Tue 11 28 2023 • MCK00136
 ENGCOMP 0905
 3010 30897
 2241
 10:00 am - 11:15 am

ENGCOMP 0905
3010 30897 2241

Reference:
 2023-ACXGWG

Title:
 COLLEGIATE READING

Organization(s):
 ENGCOMP

Description:
 Instructors: Sears, Lou Ann

Location(s):
 MCK00136

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Event Comments

The screenshot shows a web browser window with the URL `25live.collegenet.com/pro/pitt#/home/event/form`. The page displays an event form for a 2023 event. On the left is a navigation menu with options like 'Event Name', 'Event Type', and 'Additional Event Information'. The main content area is titled 'Additional Event Information' and includes an 'Instructions' section: 'Please answer any and all questions applicable to this event.' Below this are three questions, each with a toggle switch:

- Do you intend to order catering (UPG)? No Yes
- Will AV or IT assistance be needed (UPG)? No Yes
- Will you be needing maintenance assistance for your event's Setup/Teardown (UPG)? No Yes

Below the questions is an 'Event Contacts' section with a note explaining the 'Requestor' and 'Scheduler' roles. Both roles are currently set to 'Moors, Sherra'. At the bottom right of the form are 'Cancel', 'Preview', and 'Save' buttons. The Windows taskbar at the bottom shows the date as 12/14/2023 and the time as 3:50 PM.

Additional Event Information: To assist event schedulers, there are three “trigger” questions that must be answered; they deal with Catering, AV/IT, and Maintenance assistance. If any or all of these support services are needed, please reach out to those departments.
Clicking Yes or No does **NOT** send a message to the departments!

Event Name
Event Type
Primary Organization for this Event
Additional Organizations
Expected Attendance
Event Description
Event Date and Time
Event Locations
Event Comments
Internal Notes
Campus Policy Acknowledgement
Event State
Post-Save

Event Comments ⓘ

Internal Notes ⓘ

Campus Policy Acknowledgement - Required

By checking this box, I agree that I have read, understand, and agree to terms outlined in [the scheduling policy](#).

I agree

Event State ⓘ

Confirmed ⌵

After Saving This Event... ⌵

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event
- Continue Editing Event
- Create Another Event

Cancel Preview Save

42°F Heavy rain 9:41 AM 11/21/2023

Once you have completed all the required areas, you must review and agree to the Scheduling Policy. You can then save the event or create related events or copies of events. The event will be listed as TENTATIVE until approved. Currently, the information in 25Live does not leave the system. It is NOT sent to any of the campus calendars and only system admins can view comments or internal notes.

Helpful Hints and Reminders:

- Requests are reviewed on a daily basis (Monday-Friday, 9am-4pm) and in the order in which they are received.
- Users are encouraged to submit requests at least 24 hours in advance, as there is only one system admin reviewing requests.

In one semester over 300 space requests are submitted, in addition to changes that are requested.

- Regarding changes or cancellations – they can only be made by a system admin.
Please email or call Sherra @ 724-836-7189 if you need any modifications to a request.
- If you are trying to request space during finals week, do not assume that spaces are actually open.
25Live is not able to have our unique schedule (if class meets X then final is at Y) reflected in the system.

Have additional hints or suggestions?

Please send them to upgspace@pitt.edu; Feedback from users is appreciated!