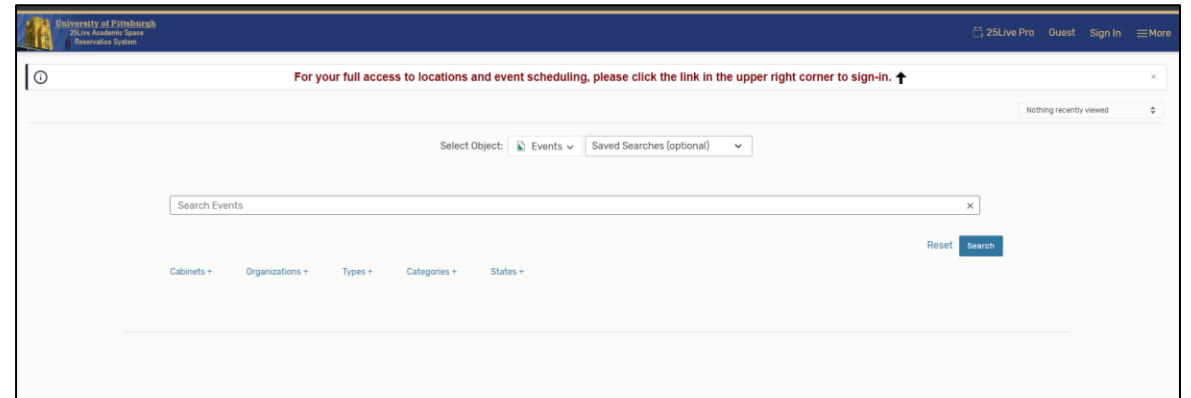
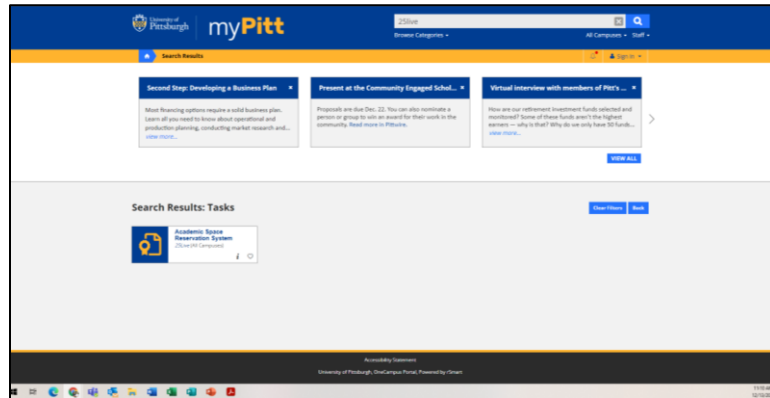


Welcome to 25Live for Pitt Greensburg!

To login to the new space reservation system, go to my.pitt.edu and do a search for 25Live (Academic Space Reservation System). Once selected, you will be taken to the 25Live sign-in page.



Users will be asked to login to my.pitt.edu if not already logged in; then the 25Live home page will come up (see next slide for image).

IMPORTANT: The initial login takes users to the main Oakland site where they will **ONLY** see Oakland spaces. All Pitt-Greensburg users must be moved into the UPG User Group, which will allow users to see Greensburg spaces. Please email upgspace@pitt.edu when the initial login has been done, before any space requests are submitted.

***Once Pitt Greensburg users are moved to the appropriate user group, a notification email will be sent. At that time, login to the 25Live system (through my.pitt.edu) and start requesting spaces!**

25Live Homepage

Dashboard

25live.collegenet.com/pro/pitt#/home/dash

University of Pittsburgh
25Live Academic Space
Reservation System

25Live Pro Event Form Tasks Sherra Moors More

Go to Search Nothing recently viewed Help

Your Starred Location Searches
You do not have any Starred Location Searches!

Your Starred Locations
You do not have any Starred Locations!
Throughout this site you can mark any Location as "Starred" by clicking its ☆ icon.

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 Starred Event Searches
You do not have any Starred Event Searches!

Your Upcoming Events
You are not associated with any upcoming events

Customize Dashboard

Quick Search

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

11:06 AM
12/13/2021

Once accounts are active, select “Create an Event” on the 25Live homepage to begin a request. Images of the event request form are below:

1

The Event Form

This reservation form is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information. * All requests are subject to approval *

Event Name - Required ⓘ

Event Type - Required ⓘ

Primary Organization for this Event - Required ⓘ

Additional Organizations ⓘ

Expected Attendance - Required ⓘ

Event Description ⓘ

3

Event Date and Time - Required ⓘ

Mon 12 13 2021

11:00 am

To:

12:00 pm

This begins and ends on the same day

Duration:
1 Hour

Additional time

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

Repeating Pattern ⓘ

| December 2021 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 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 | 07 | 08 |

2

Event Locations - Required ⓘ

Locations Search

Auto-Load Started: No Yes

Hide Conflicts Enforce Headcount

Saved Searches (optional) Search Locations

More Options

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 (located here).

I agree

Event State ⓘ

Tentative

The circled “i” icon will provide users with brief instructions about each area needing completed. There are also questions with sub-questions about Catering, AV/IT, and maintenance needs.

Tips for Users

- As Pitt Greensburg is sharing the 25Live system with the Oakland campus, users must be moved to the Pitt-Greensburg users groups before space requests can be submitted. Please email upgspace@pitt.edu after your initial login to 25Live so this move can happen.
- On the 25Live home page, there are “Quick Search” options for Events, Locations, Resources, and Organizations.
 - **Locations*-This is searching by building or specific space; Click on the magnifying glass and on the next page, then type in the building, room, or even type of space (Ex. Computer lab) and hit “Search”.
- On the Event Form, users are required to indicate the “Primary Organization for this Event”; this includes Academic Departments, Administrative Departments, and Student Groups. A list of the orgs currently in 25Live is on the following slide; please email upgspace@pitt.edu if an organization needs to be added.
- As 25Live is a new system for campus, patience will definitely be appreciated. But please do not hesitate to reach out if you have any questions about using the system. THANK YOU!

Campus Organization and Department/Division List

Academic Advising
Academic Village Senate
Accounting and Business Club
Active Minds
Alumni Relations
Athletics
Behaviorial Sciences
Beta Beta Beta (Biology Honor Society)
Black Student Union (BSU)
Center for Applied Research (CFAR)
Chartwells Dining
Chorale
Christian Fellowship Club (CFC)
Circle K
College Republicans Club (CRC)
Creative Writing Club
Criminal Justice Club
Delta Psi Omega (Theater Honor Society)
Distinct Voices (A Capella)
Diversity Student Coalition (DSC)
Education
Environmental Club
Faculty Senate
Film Club
Gamma Sigma Epsilon (Chemistry Honor Society)
Gender and Sexuality Alliance (GSA)
Greensburg Experience More (GEM)
Habitat for Humanity
Health and Rehabilitation Science Club (HRSC)
History Club
Humanities
Ice Hockey Club
La Femme
Lambda Pi Eta (Communications Honor Society)
Math Club

Military & Veterans Services
Natural Sciences
Nerdfighters
Nursing
Office of Admissions
Office of the President
Other
Outdoor Adventure and Community Services (OACS)
Pendulum
Performing Arts Society (PAS)
Phi Eta Sigma (Freshman Honor Society)
Photography Club
Pi Gamma Mu (Social Science Honor Society)
Pi Sigma Alpha (Political Science Honor Society)
Pitt Fight Club
Pitt-Greensburg Democrats
President's Committee on Diversity and Inclusion
Psi Chi (Psychology Honor Society)
Resident Hall Association (RHA)
Resident Student Council (RSC)
SALUTE (Veteran Honor Society)
Sigma Tau Delta (English Honor Society)
Spanish Club
Staff Council
Student Activities Board (SAB)
Student Athlete Advisory Council (SAAC)
Student Government Association (SGA)
Student Nurse Association (NSNA)
Student Pennsylvania State Education Association (SPSEA)
Student Services
Unity in Dance Team/Dance Club
University Library System (ULS)
University Relations and Institutional Advancement (URIA)
Visual Arts Society (VAS)