

## Request a Space

### 25Live General Information

The Bryant University Scheduling System is a robust web based system – **25Live**. The link for the site is available from the my.bryant.edu portal. All faculty, staff and student organizations should submit all space requests via the Event Creation tab of 25Live. You may access this site from both on campus and off campus.

Site URL: <https://25live.bryant.edu>

Make sure you sign into 25Live with your network credentials.

### What is 25Live?

25Live is a web-based scheduling product developed by CollegeNET. The application provides a centralized scheduling system and data repository for events held at Bryant University, yet allows individual users to maintain some of their personal scheduling preferences. 25Live enables users to view event information and request the use of space 24 hours a day, seven days a week from any computer with internet capability, as well as from a cell phone or tablet.

### Who can use 25Live?

25Live can be viewed by anyone who visits the website. The default view allows visitor to view basic event and location information. Access to request the use of space and resources and view user preferences is only available after logging into the system with a valid Bryant University username and password.

25Live is the only recognized tool to schedule events and request the use of space (other than for library study rooms).

### What if I want to use space on campus that needs approval?

Virtually all space on campus can be requested for use. There are several rooms/buildings that require approval:

The Bello Grand Hall and the Academic Innovation Center (AIC) Forum. Approval must be received in order to use these spaces. The forms necessary to gain this approval can be found

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### When may I submit my request for space?

Requests may be submitted at any time. We may keep the request in our queue and process it at later date; for example, requests for non-class related use of classrooms cannot be processed until the classes are finalized.

Student Organizations must make requests with a minimum of **3 business days' notice**. Requests for events occurring on the same date as the request cannot be processed.

## Bryant University scheduling cycle

The annual scheduling cycle is established by allocating space in the following priority order:

1. *Curricular classes* are scheduled into 25Live during the following times: Entered by the end of July for the Fall Semester; Entered in December for the Spring Semester
2. **Major Events:**  
Events that need spaces across campus such as Open House, Family and Friends Weekend, The Women's Summit etc.
3. **Master Calendar of Events:**  
Includes annual events such as President's Cultural Series, Varsity Athletics
4. **Student Organization-sponsored events:**  
Includes Bryant Players productions

## How do I make a request for space on campus?

1. Simply log in to 25Live with your network credentials (do NOT include @bryant.edu after your login name)
2. Click the **Create an Event** button
3. Complete the fields in the form and click **Save** on the last page
4. If you would like to have your event show in **Your Starred Events** list on your homepage, make this event a starred event after you have saved it

### TIPS:

Make your most commonly used locations, organizations, and event types favorites by clicking the white star to save your personal preferences for future requests.

Once your request has been processed by a scheduler, you will receive an email with an event summary attached. Make sure to review the email and the attached summary to check for accuracy and respond to any outstanding questions or issues with your request.

## How do I submit a multi-date event request?

In the dates/time field of the Event Creation form, check the **Event Repeats** button and select a repeat pattern. A calendar will open for you to select all your dates. As long as the meeting series is for the same TIME of day, you may use this feature. If your times are different, a separate request must be completed.

**\*\*Please only submit a *repeat meeting request for ONE semester at a time.***

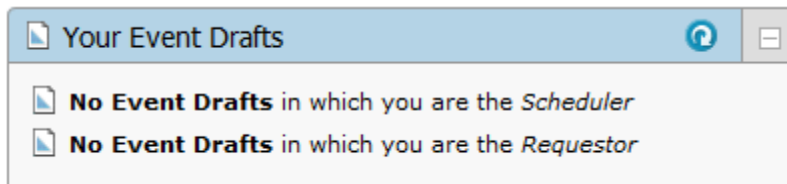
**\*\*Please omit dates that the Registrar's Calendar shows as a holiday or special event date in which no other activities may meet on campus.**

## Location Conflicts and Availability

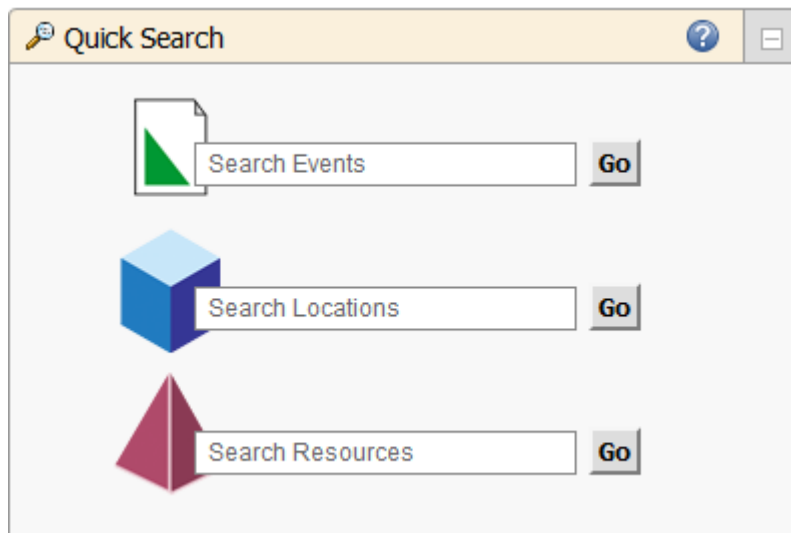
If the space shows a caution symbol to alert you of conflicts when completing the request form, hover over the caution symbol for more information. This will tell you which dates in your series have a conflict. For multi-date events, the conflict is not typically affecting all of your dates requested. Go to **View and Modify Occurrences** on your location field to view all your dates. Uncheck the dates with a conflict and choose another available location for those dates. You may also remove the conflicting dates on the Repeats Dates page, if you decide not to meet on those.

## Finding my events in 25Live

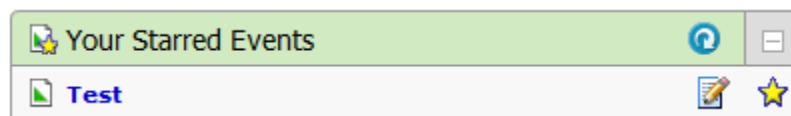
Your event request will be saved as a DRAFT until a scheduler has processed your request. Keep track of your drafts from the homepage dashboard. You are the *Requestor*.



Once your request has been processed and is *Confirmed* or *Tentative*, you can review its details by typing the name of the event in the Quick Search events box:



Or, if you made this event a Starred event, you can click on it from the Your Starred Events box:



You can then click on Calendar or Details.

## When should I receive a Confirmation for my request?

We strive to reply to your request in a timely manner. Our goal is to turn around requests within two business days. The response may take longer if a large number of requests has been received in a short period of time, more information from you is needed or if your request includes spaces that need additional approval. Requests for space for the next semester or further into the future will take longer to process per the scheduling cycle found in this document.

## How do I make a change or cancellation to my event?

**Cancellations** must be made as soon as you know you will no longer need the space you have reserved. This allows resources to be freed up (AV, setups). It also make the space or spaces you requested available to others.

Requests for **changes** to setups, spaces needed, times and/or dates must be made as soon as the change is known. Some changes may not be possible if the room is not available at the new time requested or if the change is requested last minute.

To cancel or to make changes to a *Confirmed* or *Tentative* event, email the Scheduler with the Reference ID of your event and what needs to be modified or cancelled.

If the event is still a *Draft*, you can edit it and make the changes as needed. You cannot cancel a draft however. Email the scheduler as above.

## Are there training opportunities for 25Live?

We do offer support and periodic training workshops for users of 25Live, requestors and schedulers. Please contact [sruthven@bryant.edu](mailto:sruthven@bryant.edu) to request training.

## 25Live Technical Issues?

The browser used to access 25Live can also affect performance. Please use Mozilla Firefox, Google Chrome or Safari for the best results. Internet Explorer is not recommended. If the site does not seem to load properly for you, try refreshing your browser or the screen you in. It is also recommended to clear your browser's cache. For assistance, please call the Help Desk.

## What does Tentative, Draft and Confirmed state mean?

DRAFT

When you make a request for space, it is just that: a request. The space is not actually assigned to you until you get a Tentative or Confirmed event summary from the Scheduler. Your request is in the Scheduler's queue in the order received.

## TENTATIVE

The scheduling office will keep an event tentative until all details have been confirmed. Your space is reserved (no one else can get it). The scheduler will change the state to Confirmed once all of your details have been submitted. Please make sure to respond to any requests from the scheduler else your event could be cancelled due to lack of details.

## CONFIRMED

Your scheduler will change the state to Confirmed when all of the details (approvals if required, setup information when needed etc.) has been received.

## CANCELLED

The event has been cancelled. If the event had multiple dates, all dates are cancelled.

## DENIED

Your request could not be processed.

## How do I receive services and equipment (“Resources” in 25Live) for my event?

It is recommended that you choose a location for your event that already has the equipment already installed in the space. To see a list of features of a space, click the detail view of a space name. If you need additional equipment, contact **AV** directly at extension 6128.

If your event is taking place in a meeting or conference room, enter the **room setup** in the Setup box on the Locations page of the Event Wizard. If no setup is entered, the setup that is already in the room from the previous event will be used. Classroom setups cannot be modified. Last minute setup changes may not be accommodated.

**Tablecloths** must be ordered directly through Bryant’s catering service, Sodexo.

If your event needs **50 or more** parking spaces during the Fall and Spring semesters only, please choose Parking Spaces on the Resource page and indicate how many you need.