Sign into 25Live:

https://25Live.collegenet.com/fullerton

(Please use Mozilla Firefox or Google Chrome.)

Request a Space:

(1) Find Available Locations.
(2) To request a room, Create an Event by clicking the pencil icon.

Event Wizard: The following information is required:

1. **Event Name** | **Event Title** | **Event Type** | **Organization**

2. **Expected Attendance:** Enter the *minimum* number of attendees. This gives you a broader range of rooms to choose from.

3. **Does this event repeat (same time)?** (daily / weekly / multiple days) Y/N

4. **Event Start & End Time.**
   - Allow 10-15 minute passing window before next event (e.g. 10 am – 10:50 am).
   - If needed, include Setup/Takedown time within the Event Start & End Time.

5. **Select Locations.**
   - Locations you have selected will already appear in the bottom right-hand corner.
   - If needed, this screen allows you to search & add more rooms to your request.
   - Remove rooms by clicking the red ✗. Favorite this location by clicking the star ⭐ icon.
   - **If this event requires multiple rooms, please indicate why in the Internal Notes screen.**

**Setup Instructions.**
For instructions or comments that you would like to appear on the Confirmation PDF, use this field. By default: Lock/Unlock, Custodial Services, and related information are provided in this field.

6. **Scheduler** = person creating this event request in 25Live
   **Requestor** = organizer/host of the event

7. **Internal Notes:** Provide notes or additional information to the approver.

8. **Event State** = Tentative

SAVE.

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Here’s Some Information About Your Event

- **Location Requests Pending Approval**
  - Location ‘CS110A’ requested for Feb/01/2017.
  - Location ‘CS110B’ requested for Feb/01/2017.
Request Status – Assigned / Denied?
You will get a notification email regarding the status of your request.

To check on the status of your request:
- Navigate to Your Upcoming Events on the homepage.
- Click on the name of your event.
- Under the Details tab, click [+] next to Assignments to expand the view.
- Locations that have been successfully assigned will have a blue cube. If the cube is gray, the room is still pending approval.

In this example, CS 110A was approved. CS 110B is pending approval. If denied, it will no longer appear on the event.

Click Edit this Event to make changes to event details or request additional rooms.

After the event state is Confirmed:
- To Cancel or request changes to the event, click More Actions... and Email Event Details.

Please email change requests to the appropriate office:

Fall / Spring / in-between: 
scheduling@fullerton.edu

Winter / Summer: 
EIPscheduling@fullerton.edu