

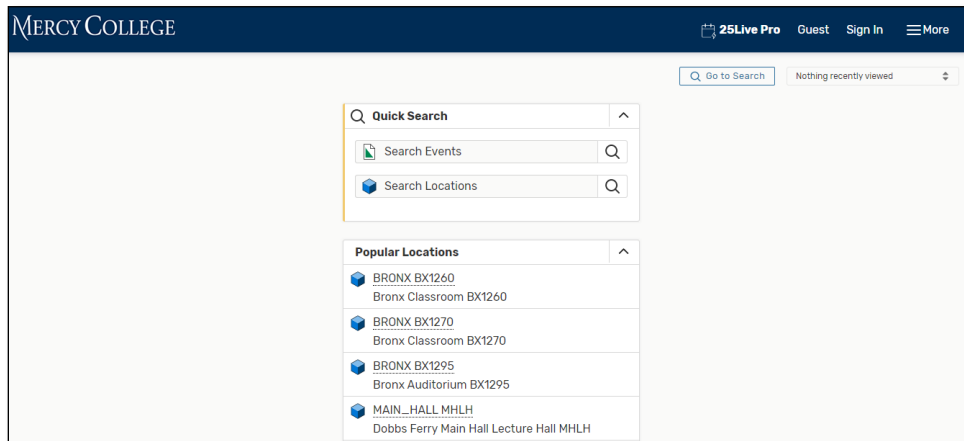
25LIVE PRO MERCY COLLEGE

HOW TO REQUEST A ROOM USING THE EVENT FORM

The instructions below illustrate how to request a room using the Event Form in 25Live Pro. If you have difficulty logging into your 25Live Pro account or you need 25Live Pro credentials, please contact a Campus Liaison or email malvarez28@mercy.edu for assistance.

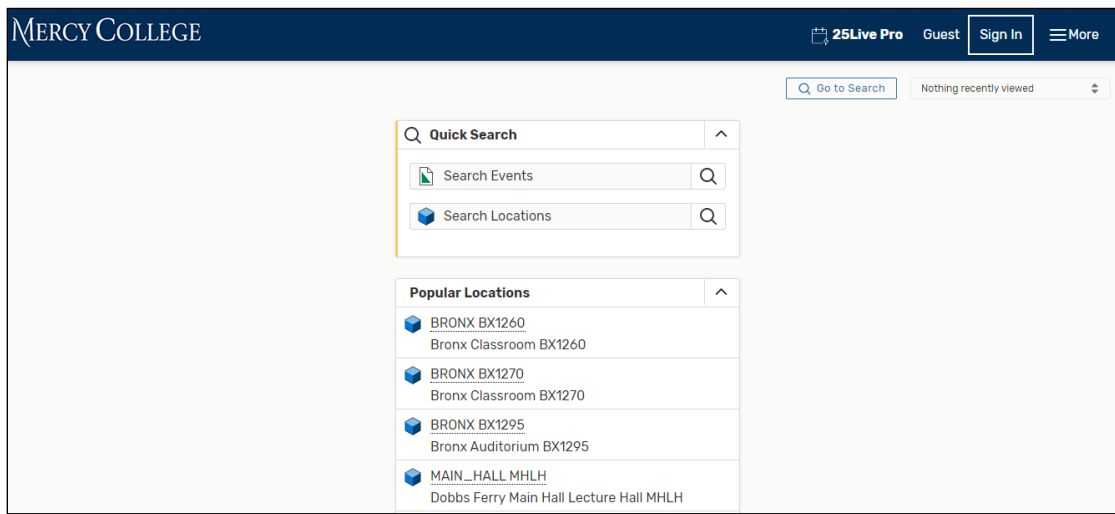
1. GO TO 25LIVE PRO

Go to 25Live Pro Mercy College or click [here](#).

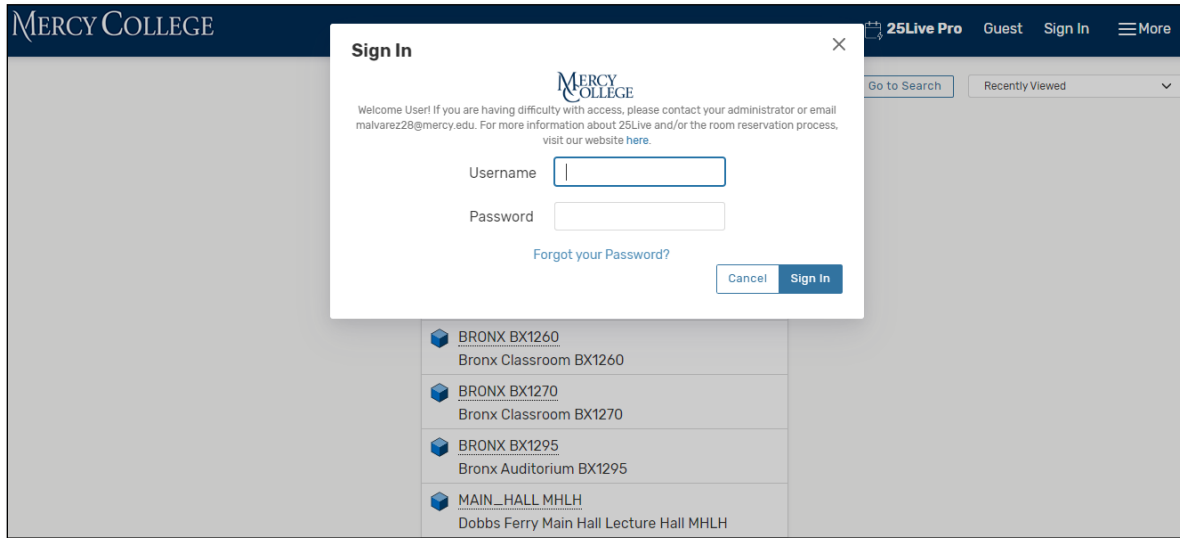


2. SIGN IN

Click **Sign In** at the location on your screen below.

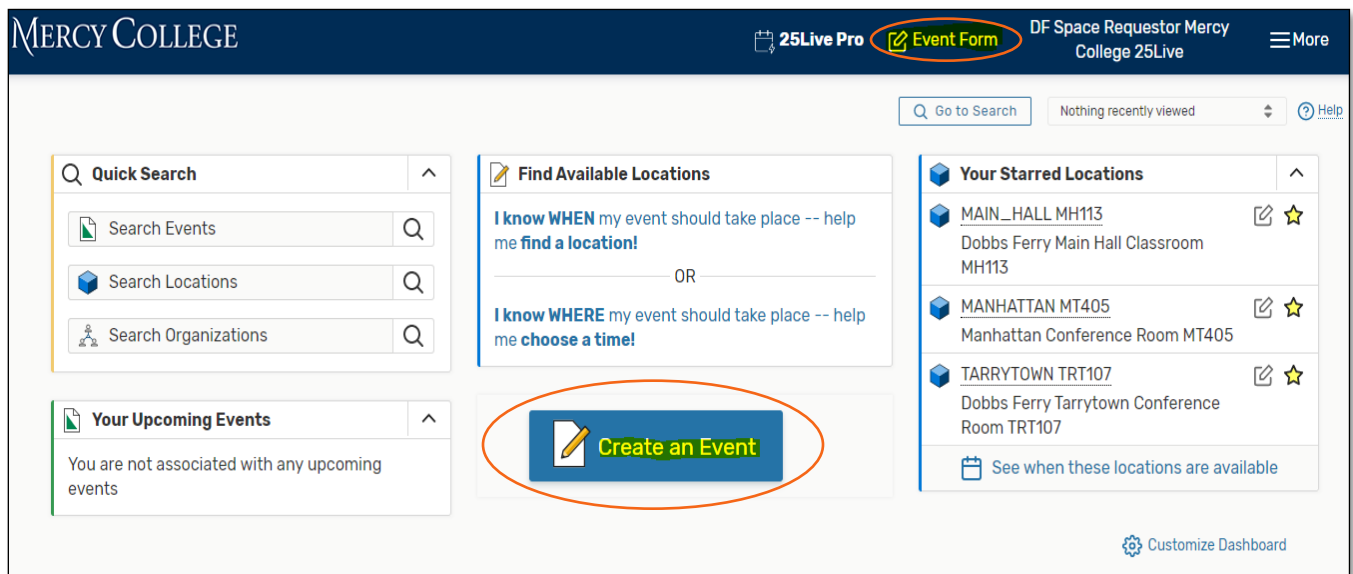


Sign in with your username and password. If you have difficulty logging into your 25Live Pro account or you need 25Live Pro credentials, please contact a Campus Liaison or email malvarez28@mercy.edu for assistance.



3. CLICK ON EVENT FORM

- Click on **Event Form** or **Create an Event** (highlighted below) on your Dashboard to request a room.



4. COMPLETE THE ROOM REQUEST FORM

- Complete all required fields on the room request form with details of your event.

Please complete this room request form and allow 1-2 business days for the Campus Scheduler to review and approve your request. This request will route to the Campus Scheduler responsible for the room you requested. If you have any questions regarding this request, please provide the Campus Scheduler with the Reference Number (i.e. 2016-AAFKTM) generated at the end of this process. Check out our video on how to request a room [HERE](#). For more information on the room reservation process and/or 25Live, please visit our webpage [HERE](#).

Event Title - Required ⓘ

Event Organizer - Required ⓘ

Select Event Type - Required ⓘ

Select Department - Required ⓘ

 Remove

- Quick Tip:** Click on the star to Favorite an **Event Type** and/or **Department**. Once items are Favorited, they will appear as your first options every time you complete this form.

Please complete this room request form and allow 1-2 business days for the Campus Scheduler to review and approve your request. This request will route to the Campus Scheduler responsible for the room you requested. If you have any questions regarding this request, please provide the Campus Scheduler with the Reference Number (i.e. 2016-AAFKTM) generated at the end of this process. Check out our video on how to request a room [HERE](#). For more information on the room reservation process and/or 25Live, please visit our webpage [HERE](#).

Event Title - Required ⓘ

Event Organizer - Required ⓘ

Select Event Type - Required ⓘ

Select Department - Required ⓘ

 Remove

- Provide an **Expected Head Count** and a detailed **Event Description**.

The screenshot shows two form sections. The first section is titled "Expected Head Count - Required" with an information icon. Below the title is a text input field containing the number "15". The second section is titled "Event Description - Required" with an information icon. Below the title is a rich text editor with a menu bar containing "File", "Insert", "View", "Format", and "Tools". The editor toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, font family, font size, and link. The text area of the editor contains the text "Mercy Monthly Meeting".

- Click on **Additional Time** to indicate the required **Setup** and/or **Takedown** times:
 - **Setup time:** This time is used for setting up your event location, and the location is likely closed to event attendees. Services such as catering, facilities or IT can use this time to prepare and setup equipment and resources. This set-up time will be factored into your start-time.
 - **Takedown time:** After attendees have left, this time can be used for clean-up and for services such as catering, facilities or IT to remove equipment and resources. This takedown time will be factored into your end-time.

The screenshot shows the "Date and Time - Required" form field with an information icon. It contains several input fields: "Thu May 28 2020", "4:00 pm", "To:", and "5:00 pm". There is a checked checkbox labeled "This event begins and ends on the same day". Below these is a "Duration:" field showing "1 Hour". At the bottom, there is a dropdown menu with a calendar icon and the text "Additional time", which is circled in orange. Below the dropdown is the text "Click on the calendar below to add dates or click the button below to select a date pattern." and a blue button labeled "Repeating Pattern".

Additional time

Setup Time

0 Days 5 Hours 0 Minutes

Takedown Time

0 Days 3 Hours 0 Minutes

Reservation Start:
Thu May 28 2020 11:00 am

Reservation End:
Thu May 28 2020 8:00 pm

Reservation Duration:
9 Hours

- Indicate whether your event has more than one occurrence. If yes, select the **Repeating Pattern** option and choose your recurrence type. If no, skip to **Step 5**.

Date and Time - Required ⓘ

Thu May 28 2020

4:00 pm

To:

5:00 pm

This event begins and ends on the same day

Duration:
1 Hour

Additional time

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

Repeating Pattern

- Choose your recurrence type for your event's repeating meeting pattern:
 - **Ad Hoc Repeats:** allows you to select specific dates for your event, with no distinct pattern.
 - **Daily Repeats:** repeats every day consecutively within a time period or repeats on a specified day within a pattern. For example, this event will repeat every 3rd day until May 30th.

- **Weekly Repeats:** repeats every week on a specific day or bi-weekly until a specific date. For example, this event will repeat every other week until May 30th.
- **Monthly Repeats:** repeats every month on a specific date or repeats on a certain day of a month for a certain number of occurrences. For example, this event will repeat every 3rd Monday of the month for 6 months.
- **Does Not Repeat:** the event has only one occurrence.

5. CHOOSE A LOCATION

- Select an available location by using the **Saved Searches** option (highlighted below) and choose a campus to search for available locations.

Locations Search ^

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Saved Searches (optional) ▾

×

Pre-Defined Groups

Your Starred Locations

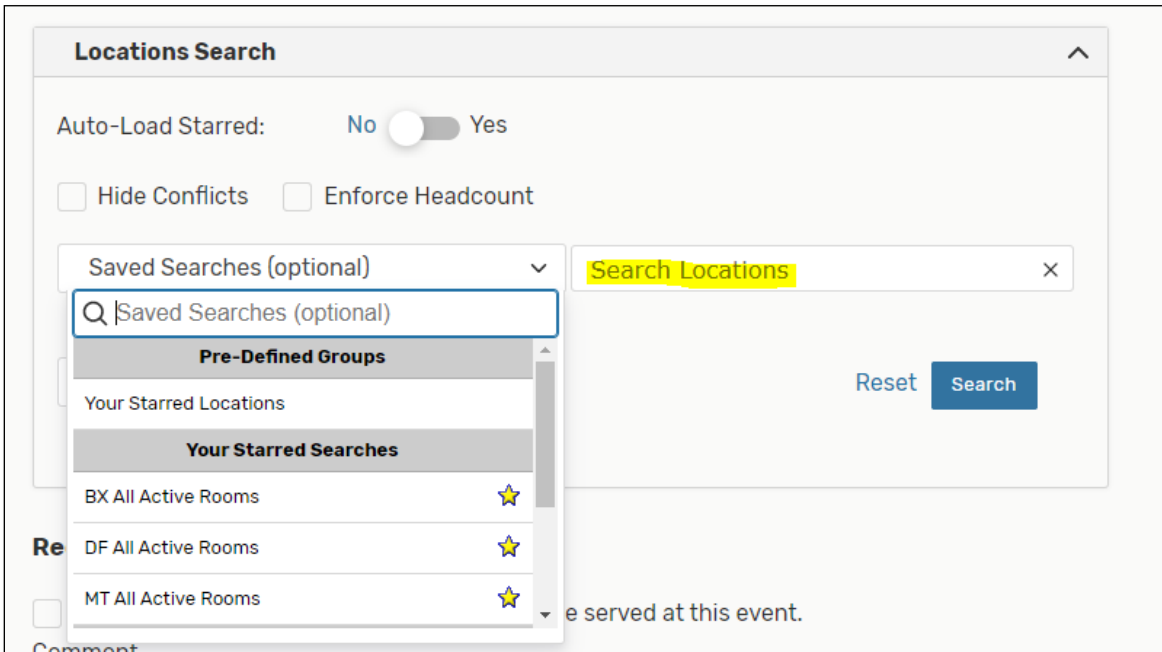
Your Starred Searches

- BX All Active Rooms ★
- Re** DF All Active Rooms ★
- MT All Active Rooms ★

▾ e served at this event.

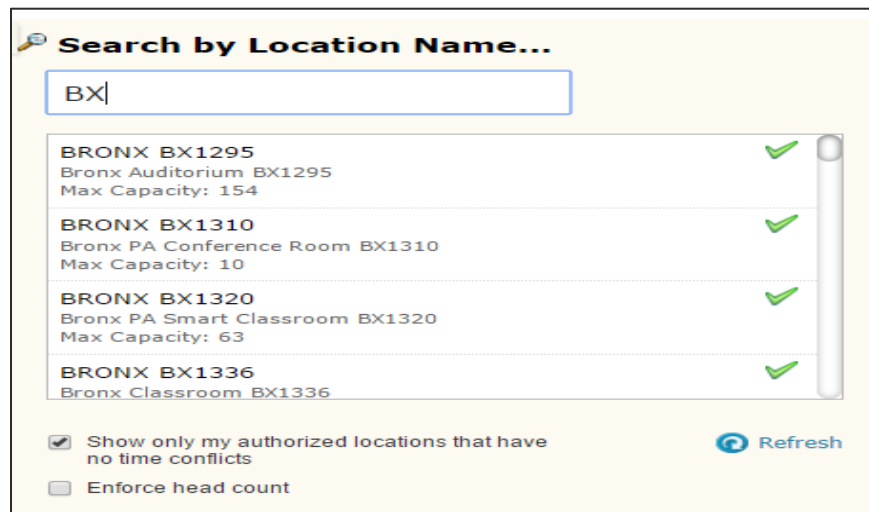
Comment

- Another option to select an available location is by using the **Search Locations** option (highlighted below) and type your preferred room number or room title keywords. For example, type "Main" to view all available Main Hall classrooms or type "Larry" to view the Larry Bone Conference Room.



Quick Tip: Search by building code. For example, type **BX** (building code for the Bronx Campus) into the Search Locations search box (highlighted above) to view a list of all assignable Bronx spaces.

- Building codes are listed below for each campus:
 - Dobbs Ferry: MH (Main Hall), VIC (Victory Hall), VH (Verrazzano Hall), GMH (Gratia Maher Hall), HUDH (Hudson Hall), TR (Tarrytown)
 - Bronx: BX
 - Manhattan: MT



- Finally, you can search for an available space using **More Options**. This will allow you to search for an available space with specific room features, categories, and/or layouts.

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Saved Searches (optional) Search Locations

More Options ^

Categories

Features

Layouts

Capacity between and

Reset Search

For example, the search below is tailored to find spaces that match certain criteria. Select as many categories, features and/or layouts that apply to your preference. Adding a minimum and maximum capacity is optional as well.

Categories

Matching Any Matching All

× Dobbs Ferry - Main Hall

Features

Matching Any Matching All

× Accent Wall

× Furniture - Mobile Furniture

× Technology - AV technology Space

Layouts

Capacity between and

10 30

- In your Search, if applicable, check or uncheck **Enforce Head Count** or **Hide Conflicts**. If selected, these options will filter for a room of your preference using the selected criteria.

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts

Enforce Headcount

Saved Searches (optional) v

Search Locations x

i Hint! Type :: to use SeriesQL.

More Options v

Reset
Search

6. ADD EVENT REQUIREMENTS (OPTIONAL)

- Check off any requirements that apply to your event and/or provide relevant details. This section is optional and can be skipped by the requestor. After this request is submitted by the requestor and approved by the Campus Liaison, the details outlined below will be available in the PDF Email Confirmation sent to you by the Campus Liaison. **It is important to note the information provided by the requestor below is informative and will not notify Facilities, IT/Helpdesk, Security or Food Services. The requestor must contact the parties mentioned above and/or relevant vendors directly to make their requests.**

Requirements i

A. Food and/or non-alcoholic beverages will be served at this event.
 Comment

B. Alcohol will be served at this event.
 Comment

C. This event involves a fee or donation for admission.
 Comment

D. This event is marketed to the community.
 Comment

E. Onsite Contact and Cell Phone Number on the Day of the Event:
 Comment

7. PROVIDE DETAILED INSTRUCTIONS (OPTIONAL)

- Provide additional information, detailed instructions and/or general comments relevant to your event below. This section is optional and can be skipped by the requestor. **It is important to note the information provided by the requestor below is informative and will not notify Facilities, IT/Helpdesk, Security or Food Services. The requestor must contact the parties mentioned above and/or relevant vendors directly to make their requests.**

OPTIONAL: Provide additional information, instructions or notes below.

Emailed Facilities 06/03/20 to set-up 3 large tables in the front of the room and 3 rows of 10 chairs in each row. Emailed IT 06/02/20 to set-up microphone, projector and projector screen.

8. ACKNOWLEDGEMENT

- Read the Terms and Conditions and then check the **I Agree** box before you submit your request.

Terms and Conditions - *Required*

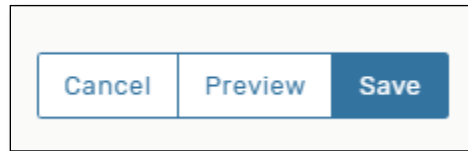
By submitting this request, I agree to the following terms and conditions:

- All reservation requests are subject to administrative approval.
- Please be sure all rooms remain in its original condition.
- Requests for audio/visual equipment must be made with IT at helpdesk@mercy.edu.
- Requests for special set-up instructions must be made with facilities at facilities@mercy.edu.
- If your event will require catering services or the use of DF cafeteria spaces (Main Hall Faculty Lounge, Main Hall Cafeteria, Main Hall Cafeteria Stage, and Victory Café), please contact foodservices@mercy.edu.
- Security should be made aware of events taking place on campus, especially those that may involve large groups, and/or outside attendees not normally associated with the College, for both safety & parking issues. They can be contacted at safety@mercy.edu.
- All contents, including technology and furniture of this room, must be returned to its original location.
- If I cancel the event associated with this request, I assume responsibility for contacting any service providers (i.e. IT, facilities and/or food services) associated with my request and will notify them of the cancellation.
- My organization will be liable for any fees incurred for services associated with any providers for cancellation without notice.
- In the event of building maintenance, dates and/or room locations are subject to change
- For any questions regarding room reservations, please contact the Campus Scheduler associated with your reservation.

I agree

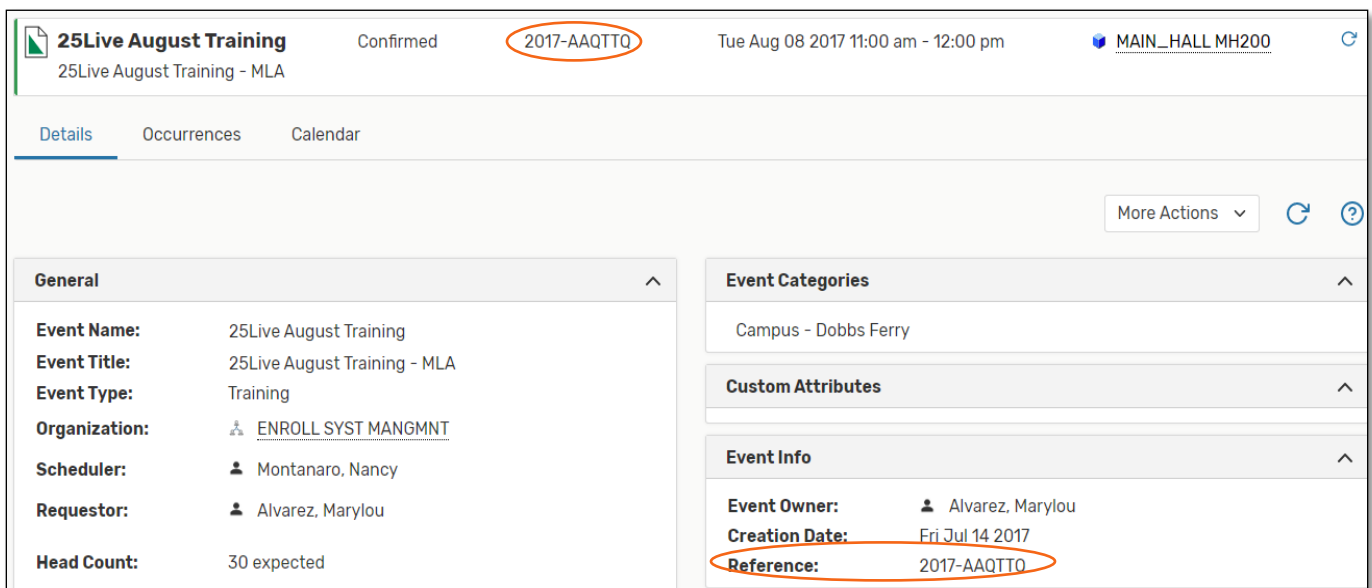
9. SAVE RESERVATION

- Review all the details of your reservation on the left side of your screen and then click **Save**. You have the option to preview the details of your request prior to saving by clicking the **Preview** button below. Once you save the request, it will remain in **Tentative** status until the Campus Liaison approves your request. When the Campus Liaison reviews and approves your request, the **Event State** will change to a **Confirmed** status. The Campus Liaison will send you a PDF Email Confirmation summarizing the details you provided.

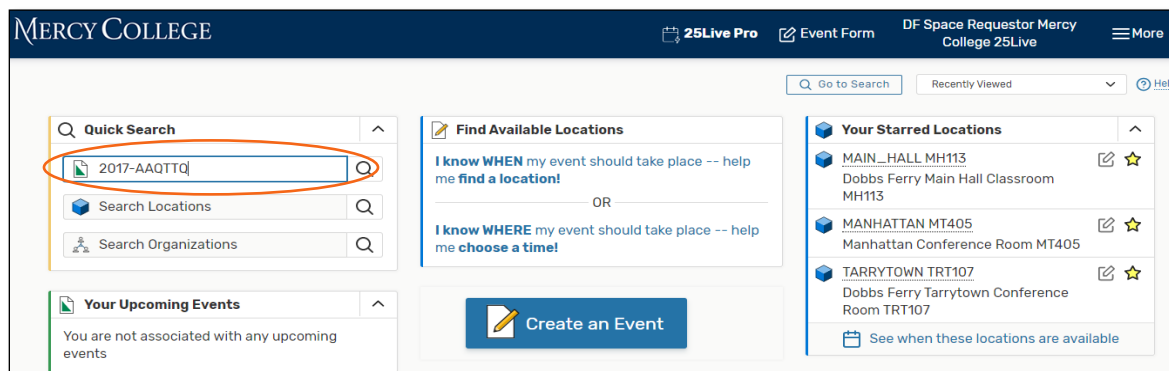


10. CHECK THE STATUS OF YOUR REQUEST

- To check the status of your request, you will need to know the **Reference ID** number circled below. The Reference ID number is also included in the PDF Email Confirmation provided by the Campus Liaison.

A screenshot of the 25Live Pro interface. At the top, the event is titled '25Live August Training' with a status of 'Confirmed' and a reference ID '2017-AAQTTQ' circled in red. The date and time are 'Tue Aug 08 2017 11:00 am - 12:00 pm' and the location is 'MAIN_HALL MH200'. Below this, there are tabs for 'Details', 'Occurrences', and 'Calendar'. The 'Details' tab is active, showing a 'General' section with fields for Event Name, Event Title, Event Type, Organization, Scheduler, Requestor, and Head Count. To the right, there are sections for 'Event Categories', 'Custom Attributes', and 'Event Info'. The 'Event Info' section shows the Event Owner, Creation Date, and Reference ID, with the Reference ID '2017-AAQTTQ' circled in red.

- Go to the **Quick Search** on your 25Live Pro Dashboard and type in the **Reference ID** in the **Search Events** box.

A screenshot of the 25Live Pro dashboard. The 'Quick Search' box is highlighted with a red circle and contains the text '2017-AAQTTQ'. Below the search box are buttons for 'Search Locations' and 'Search Organizations'. To the right, there are sections for 'Find Available Locations', 'Your Starred Locations', and a 'Create an Event' button. The 'Your Starred Locations' section lists several locations with star icons.

- The **Event State** will be listed in the **Event Details** as illustrated below. For example, the request below has a **Confirmed** status because it was already reviewed and approved by the Campus Liaison.

The screenshot displays the 25Live Pro interface for Mercy College. At the top, the header includes the Mercy College logo, navigation links for '25Live Pro', 'Event Form', and 'DF Space Requestor Mercy College 25Live', and a 'More' menu. Below the header, a search bar and 'Recently Viewed' dropdown are visible. The main content area shows a list of events, with the first entry being '25Live August Training' (25Live August Training - MLA). The status 'Confirmed' is circled in orange. Other details for this event include the ID '2017-AAQTTQ', the date and time 'Tue Aug 08 2017 11:00 am - 12:00 pm', and the location 'MAIN_HALL MH200'. Below the event list, there are tabs for 'Details', 'Occurrences', and 'Calendar', with 'Details' selected and also circled in orange. A 'More Actions' dropdown menu is located to the right. At the bottom, two panels are visible: 'General' showing the 'Event Name: 25Live August Training' and 'Event Categories' showing 'Campus - Dobbs Ferry'.

*Last modified 06/08/20 by M.A.