25Live Event Scheduling System to Request Room/s for Non-Class Events

Use the following link on Firefox or Google Chrome browser, to look up locations, events and to request rooms for non-class events: https://25live.collegenet.com/umass/#home_calendar

Sign in
The site opens to the default Calendar tab, but you can click on the Dashboard tab to search for events based on public searches. You can navigate through the tabs for different searches. Click on ‘Sign In’ on top right hand corner, to access your account.

Of the two tabs on the right—‘Dashboard’, and ‘Calendar’, the page will open to the tab last visited, even though ‘Calendar’ is the default tab.

Calendar View
From the Home tab above, you can adjust the date, and search by Day (3-Day), Week or Month.

Dashboard View
This is where you have the tools to customize the screen to your needs and liking.

Note: You can move, hide or reveal the headers and fields as you please.
Create an Event

To create and submit a new request, you could either click on the Event Wizard tab on top, or click on the ‘Create an Event’ label in the middle of the screen. Fill out the details in each field, and click next.

For the Event Name (1st field) please fill out your abbreviated Dept/Subject, Catalog & Section number/s (if class related), the purpose of the event, (e.g., Mtg, Thesis, Guest Lecture, Exam, Review, etc), and finally and importantly, the event date/s in the mm/dd , or mm/dd-mm/dd (for multiple dates) format.

Event Name

MATH 233/01 M-Term Exam 10/13

If the event is for multiple days, then answer ‘Yes’, click Next, enter the date and time of the first occurrence, and select the most appropriate option for how the event repeats on the next screen. If your dates are random, then choose the Ad Hoc option, otherwise choose from the remaining options--Daily, Weekly and Monthly.

For the preferred location, click on ‘Saved Searches’ and select from the building, if you are unsure of the specific name. Please ignore the fields that do not apply, and continue by clicking next until the last screen. Save your request. If you need to make any changes, you can edit it. Your request will be automatically generated for us to see; you do not need to email us for this.

Note: Your role is always that of a Requestor
Find and Select Locations (tab within the Event Wizard—the request form)
Your Upcoming Events

Under this header, you will find your current and future requests that are pending as well as approved or cancelled.

Your Event Drafts

Under this header, you will find a list of your pending drafts.

Find Available Locations

If you want to search for a particular location, then enter the abbreviated location name or the first letter if you are unsure of the abbreviation. Select your location, and click on “Show me this location’s availability”. If you want to revert to the original two choices, then click the curved arrow on upper right hand corner.

Quick Search

This is a good tool to quickly search for specific events by reference numbers and location names. Please note that you must enter at least two letters if you don’t know the correct abbreviation. You can also conduct an extensive search for Events and Locations through the tabs on top of the screen, and then save or star them.

Starring Event, Locations, Event and Locations Searches

You can star your Events, Locations, Event Searches and Location Searches, so next time you log in, they will appear on your dashboard under the appropriate headings. The starred locations will appear on top when you enter your location preference in your request.

Recently Viewed

Your recently viewed locations or events will appear below this heading.
Note:

- Please use the calendar to search for a location/s of your choice, and select it as preference when you fill out the form. Be sure to consolidate all requests for the same event, even if they require multiple rooms, and or span multiple dates, as long as the time slot is the same.
- Write additional information in the ‘Comments’ field. If you use acronyms or abbreviations in the event name, please be sure to explain in the Comments field.
- If you ask for a large chunk of pre and post-event time, please explain in the comments, why you need it. Please do not request pre-event set up time for every event as a buffer.
- When you check availability, make sure you allow the 15 minute required gap between events.
- If you are requesting spaces for days that follow other days’ schedule, then you must check availability for those days. For example, if your request is for a Tuesday that follows Monday schedule, then you must check to see whether the room you are looking for, is available on Mondays. In the event name list the day/date of the actual event, but while selecting the actual dates, select—both—Monday and Tuesday. State very clearly in the comments, when your event is.
- If your event dates cross over the last day of classes, please submit a separate request for the dates that fall after the last day of classes, because we will not be able to process requests for reading day and exam period early on. Submit a separate request for each semester.
- Your requests will be pending until we approve and assign space/s. You should get an automated message acknowledging receipt of your request, but we will send you a confirmation when we make the reservation. Your reservation state may show as ‘Tentative’ but you may consider it as confirmed as long as there is space assignment. The tentative state allows us to change reservation due to unforeseen circumstances.
- If you need to change your pending request/s please log on and ‘Edit’ your request/s. If you need to cancel your pending draft, then please type CANCEL at the end of the event name—the first field, so we can cancel it when we come across it.
- If you need to change or cancel an approved request, please email us (at rscheduling@registrar.umass.edu) the reference number and let us know, so we can cancel the original request. You may then submit a new request to replace the old one.
- We usually need at least two weeks to process requests, and we process them in the order that they were received. We try to process requests on short notice too, but it would be best to back up the request with a phone call (545-2605) or an email. Please note that we need at least two days’ notice to reserve a room in the Integrated Learning Center building.
- We’ll try our best to accommodate. Our priority in assigning rooms is first of all, to assign rooms for classes until the first week after a new semester begins. After that we process all exams and review sessions during the semester, and then are able to address other events, in the order that they were received.
- You will have better chances of getting a room if your event start time follows the meeting pattern on the university matrix to avoid conflicts with classes.
- Please note that we manage and reserve the university spaces only. We do not book atriums and hallways.

In addition to the above, policies to keep in mind while using the space/s assigned:

- Please only use the spaces assigned, and do not occupy vacant rooms. It ends of causing conflicts at times.
- Please note that food or drinks are not allowed in the classrooms.
- Please make sure that the furniture is not moved around, rearranged, or removed from the classrooms.
- Please do not leave trash behind.
- The group occupying a space should be mindful of, and respectful to the surrounding classes/groups/students/faculty/staff.
- The group occupying a space should not be loud, noisy, or disruptive to classes and events around the assigned space.