

This document is intended for those in the Oregon State (Corvallis) Community who have been approved to request room reservations in 25Live. If you are not an approved requestor, please reach out to your [department scheduler](#) for assistance with requesting space for your event. If you do not have a department scheduler listed or if you believe you should have requestor privileges, please reach out to the Schedule Desk at 25Live.Help@oregonstate.edu. We will either grant you the permission to request spaces or direct you to a scheduling representative in your department who can assist you.

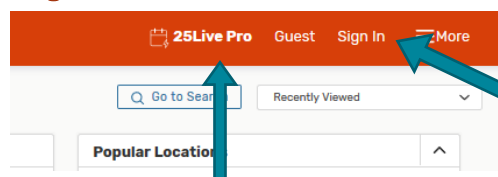
This document is often specific to events requested in Corvallis General Purpose (GP) Classrooms. Methods described may also be used to identify/request departmentally controlled spaces. Department may have their own procedures, timelines, or policies with regards to scheduling their spaces. Contact the [department scheduler](#) directly with questions/concerns. Controlling departments can be viewed on the details page for any location.

GP Classroom Scheduling Timeline

Events taking place...		To Be Scheduled no later than	To Be Confirmed
Welcome Week (Fall term only)	Prior to term start	Scheduled with summer term events or as received	When scheduled
	Term start date or later	1 week prior to term start or 1 week prior to event	Cannot be confirmed, soft holds only
Week 1 of term		Week prior to Week 1	Cannot be confirmed, soft holds only
Week 2 of term		Week 1 of term	Cannot be confirmed, soft holds only
Week 3 of term		Week 2 of term	On Monday of week 3
Week 4 thru 10 of term		Week 3 of term, then as received	When scheduled
Finals Week		Week 9 of term	When scheduled
Summer Session		Mid to late March, then as received	When indicated
Term Extensions (Intersessions)		With prior term events, then as received	When scheduled or indicated

- The above is a general timeline for scheduling events in GP classrooms. Changes to this timeline may be made without notice and at the discretion of the Schedule Desk.
- Events in GP rooms during weeks 1 or 2 are ALWAYS considered soft holds. Soft hold means that the event is subject to cancellation or room changes if the room requested is needed for an academic course section.
- Event requests will not be accepted more than 12 months in advance.
- Evening and weekend events may be scheduled and/or confirmed earlier than the timeline indicated above at the discretion of the Schedule Desk.

Log in to 25Live Pro

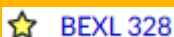


Go to <https://25live.collegenet.com/pro/oregonstate>

Use the "Sign In" link in the top right corner to log in using your ONID credentials.

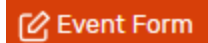
After logging in, you will oftentimes be looking at your Dashboard, but click the "25Live Pro" link in the top right corner to return to your Dashboard at any time.

Hint: When using 25Live you can click the Star next to locations, organizations, events, and other items to save them as a favorite and make them easier to find in future searches.



Fill out the event form

Click Event Form at the top of the page to go to the Event Form. Pay close attention to instructions throughout this form. If instructions aren't visible, click the ⓘ symbol to show them.

 Event Form

Event Name/ Title	Choose an event name that clearly describes the event within a 40 character limit. You can also use Event Title to have a longer title if your title is longer (120 character limit).
Event Type	Choose from a list of event types which best matches your event.
Primary/ Additional Organization	This should be considered the sponsoring department/organization, and should almost always be your department or student organization. If you need an organization added, contact 25Live.Help@oregonstate.edu .
Expected Head Count	How many will be at the event.
Date and Time	Choose the date (or start date) and time desired for your reservation in the boxes provided. Change the end time to be at :20 or :50 of the hour. To set up a regularly repeating pattern, click "Repeating Pattern" and select daily, weekly, or monthly, then choose a repeating pattern and end date given the options provided. Do not make multi-day requests that span midnight. Requests should only include days/times when someone will be physically present in the room. Keep the "This begins and ends on the same day" box checked. Important: The end time(s) of all events MUST be on the :20 or :50 after the hour. You will have to manually type in the end time to meet this requirement. If you do not end your event on the :20 or :50, your event will be denied or changed to fit this criterion. This is how we ensure a buffer between back-to-back events.
Locations	Search locations to identify available spaces. Your search options are to: <ol style="list-style-type: none"> 1. Use the "Saved Searches" drop down to select General Purpose Classrooms (Corvallis), or use another saved search as needed, to see available rooms available under that search 2. You can also type a specific building code or name in the "Keyword Search" box to bring up available rooms in that building (GP and Dept spaces), or you can type a specific room (with building code or name, and room number) to see if that is available. 3. Use the "More Options" drop down as needed to find specific types of rooms. You can filter by category, features, layouts, or capacities. <p>Available rooms will have a "Request" button. Click that button to add the room to your reservation request. If you see a "Request Available" button instead, click the "Conflict Details" button to see what kind of conflict it is. If it is a conflict because it is <i>Closed</i>, that just means the building itself is closed (e.g. on a weekend); you can still request the room, and the conflict will be overridden automatically. Other conflicts cannot be overridden. (such as holidays, blackouts, or other events scheduled in the room).</p>
Contact Roles	"Requestor" may be any contact who is requesting/representing the event, whether that be you or another person. "Scheduler" should always be whomever is submitting the request in 25Live. "Day of contact" is optional, but may be used to indicate a contact on the day of the event if it is different from requestor.
Categories	Indicate whether any of the available categories apply to this event.
Requirements	Click the box for any of the requirements that apply to your event. Pay careful attention to the whether a campus is specified for a requirement. If none of the requirements apply, select the last option to acknowledge that you do not need any of the requirements. At least one box must be selected in order to submit your event.
Comments	Please provide background/description of your event here, as well as any comments or questions you'd like to be seen by the approvers for the room you are requesting. This will not be published information.

I agree * You must agree to the terms and conditions by clicking the "I agree" button in order to submit your request. Review all entered information for accuracy, then click "Save" at the bottom of the form to submit your event for review.

You will be contacted via email as to whether your event is scheduled or confirmed, but you can check the status of your event by searching for "Events in which you are the Scheduler" using the **Event Search**.

★ If you "Star" an event, it may also show up on your Dashboard for easy access.

