25LivePro ROOM SCHEDULING MICHIGAN STATE UNIVERSITY

25Live Pro does not have the tabs on top of screen, color shading of boxes have moved to the left, boxes can be moved and collapsed.

On top 25Live Pro is home tab, Event Wizard tab, Tasks tab. More button has calendar and availability view, searching and reporting.

Go to Search button- combines all search options to one page.

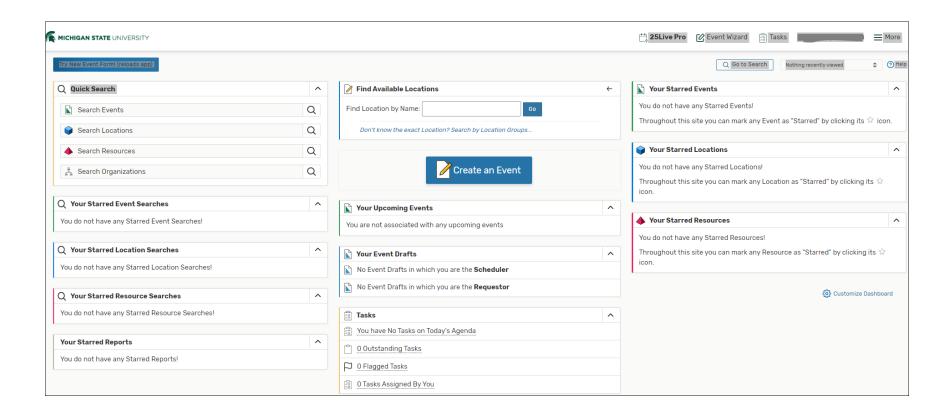Back button in browser is fine to use, it will remember what you had loaded.

Recently Viewed – everything you have viewed in the session.

Create an Event – loads the Event Wizard. It has a new Try New Event Form! (reloads app). It is linear, can scroll, it is not a page by page wizard.
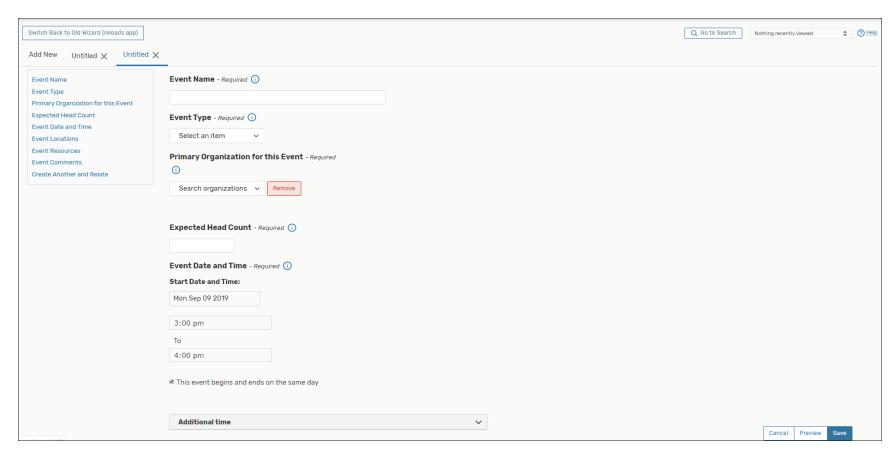
Event view has changed, details are above, tabs are in the middle, can change more items without hitting editing this event, can now change Event Type: (must have permissions).

Tasks: can see Outstanding tasks, Task List – automatically shows All Assigned tasks, shows if another resource or room is required for this event, so you can see if it will be confirmed or tentative.

1. To create an event, navigate to https://25live.collegenet.com/pro/msu
2. Sign in with your MSU NETID and Password. There is no need to log off in 25LivePro since it authenticates with your MSU NetID. When you are done with your session, close out of the window.

3. Click the "Create an Event" button.

4. Begin with the Event Name, Event Type, and Primary Organization for the event.
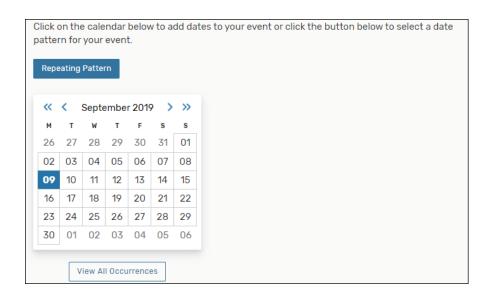
Event Type: If you're in doubt about the type of your event, select Meeting.

Primary Organization: You can search for your organization or star commonly used organizations for easier retrieval.
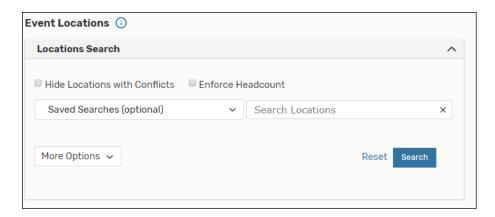
If your organization is not listed, contact the Office of the Register at http://reg.msu.edu

Enter an Expected Head Count. This maximum number is needed when selecting the right sized room.

Enter Start Date and Time and whether you will need any Additional time before or after the event.
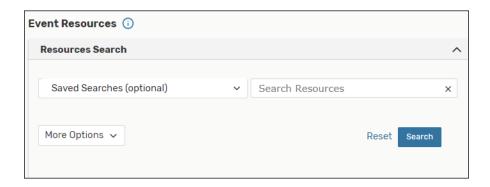
Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

Repeating Pattern

« ‹ September 2019 › »

M	T	W	T	F	S	S
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	01	02	03	04	05	06

View All Occurrences

Specify whether this is a repeating event, select Repeating Pattern and the Pattern Picker will walk you through the steps.

Event Locations ⓘ

Locations Search ⌃

☐ Hide Locations with Conflicts   ☐ Enforce Headcount

Saved Searches (optional) ⌄   Search Locations ✕

More Options ⌄   Reset   **Search**

Event Locations: Search for the location where you would like to have your event (make sure to press enter after you type the name).

For example, Bessey Hall., Click Request, then the room appears, with details, you can then select the room for a pictoral view.

Event Resources: Used for rooms at the Grand Rapids SECCHIA Center.

Event Comments: Add any comments you'd like to include about the event. Click Cancel, Preview or Save.

Event Comments ⓘ

Cancel | Preview | **Save**