Before you begin:

- **Recommended browsers:** Before logging in, the browser preference is Firefox or Google Chrome. Internet Explorer (9 or higher) can be used but the Compatible View must be turned on or the user will be unable to log in. For the MAC, Safari and Firefox are both supported.

- **View room availability:** To view the availability of a room, you can view the rooms without signing in to the system. However, if you want to request a room then you would need to click on the Sign In link.

- **For more information:** Additional information about 25Live can be found at roomscheduling.msu.edu under Frequently Asked Questions.

**LOGIN TO 25LIVE**

1. To access the Academic Room Scheduling program entitled 25LIVE, in your browser go to: roomscheduling.msu.edu

This will take you to the Registrar’s Academic Room Scheduling web site.
Click the **Access 25Live** link. The first screen you will see is the Quick Search Dashboard dialog box. This is the home page of 25Live. Under the Quick Search, you can search for Events, Locations, and Resources. How to do searches are covered below in this reference guide.

If you would like to request a location, for example, then you would need to click the “**Sign In**” link in the top right corner of the screen. Once signed in, you will see the same Dashboard but populated with more features. Below is an overview of the Dashboard.

**OVERVIEW OF THE 25LIVE DASHBOARD**

When you “**Sign In**” to 25Live, the Dashboard that displays allows you to request a room. It is the same Quick Search Dashboard that displayed when you first access 25Live but this Dashboard is more populated. It has many components. You can do a Quick Search, Create an Event, customize the Dashboard, see a list of Your Events you have requested, display a list of icon legends, and create “starred” (your favorites) if you request the same room space frequently. Note that **Help** is at the top right corner of each screen. You can also enlarge the text by clicking on the Text size icon at the bottom of the screen.
NAVIGATION

When the Create an Event button is clicked, it will display several screens of dialog boxes. At the end of the screen you will see a CANCEL, PREVIOUS, NEXT, and FINISH buttons. Use these buttons as needed when requesting an event space. NOTE: It is recommended to “cancel” an event versus “delete” an event. With “cancel” you can always go back and un-cancel it and the event will be there. If you “delete” it will not be saved in the system, therefore, you would have to start the request over from the beginning.

HELP

The 25Live dashboard screen provides information for getting assistance on questions you may have on room scheduling. Each page tab will display a help icon in the upper right corner to guide you through the content. Some fields will also include the help icon.

ON-LINE HELP

The 25Live On-Line help provides detailed information. To view “Help” click on the Help button at the top right corner of the screen. Under “Help Contents” click on Getting Help. Scroll through to see the kinds of information to assist you in using 25Live. This Reference Guide is to help request a room, therefore it does not cover all the features that 25Live has to offer.
VIEW AVAILABLE ROOM SPACE

1. When you first access 25Live the screen that displays is the Quick Search 25Live Dashboard. You can search for an event, location, or resource without logging into the 25Live system. If you want to request one of these items, you need to click the Sign In link at the top right corner of the page.

   25Live Dashboard (without clicking on the “Sign In” link)

2. To Search for a Location: Under Quick Search in the Search Locations text box, key in the building (e.g. Bessey). Click Go.

3. A list of available rooms in that building will display.
4. Click the Availability page tab.

5. In the Name column, click on the desired room.
   The screen displays the room image, features, attributes, layout, capacity, and a map displaying where it is located on campus.
6. Click the Availability page tab again. This will show you the usage/availability of the room.
7. At this point you can either Sign In to request the room or you can exit the system by closing your browser.

**SCHEDULE A ROOM REQUEST**

**STEP 1 – SIGN IN**

To access the Academic Room Scheduling program entitled 25LIVE, in your browser go to:
roomscheduling.msu.edu
This will take you to the Registrar’s Academic Room Scheduling web site.

Click the Access 25Live link.
Click Sign In (located at the top right hand corner of the page).
Log in with your MSUNet ID and Password.
The 25Live Dashboard screen will display.
This is the starting point to request a room.
STEP 2 – CREATE AN EVENT

Click the Create an Event button to request a room.

You will notice five (5) red asterisks (*). These are the required fields. There are optional fields you can fill out, but all required fields must be filled out before you can submit your request. The required fields are:

* Event Name
* Event Type
* Primary Organization
* Date and Time
* Expected Head Count

STEP 3 – EVENT NAME

Enter the Event Name.

The Event Name is important because this is the name you use to do searches. It displays on the event details screen and the calendar. Choose a name that is understandable to others. Avoid acronyms when possible. The maximum length is 40 characters.

Scroll down to the “Event Type” dialog box.

STEP 4 – EVENT TYPE

Select one of the Event Type options. This is the activity type that best relates to the event you are requesting. Select “Meeting.” The selected type will appear in the column on the right.
STEP 5 – PRIMARY ORGANIZATION FOR THIS EVENT

Search for your organizational or department name. Searches can be performed by entering the full name or a portion of the name (e.g. Registrar). Select the appropriate organization name from the “Choose from…” field. The selected organization name will appear in the column on the right.

STEP 6 – EVENT COMMENTS

Optional: Enter any comments you would like to convey to the scheduler regarding your room request.
STEP 7 – *DATE AND TIME

Enter the date and time for the event. Select a date by clicking the calendar icon. Type the start time and end time in the corresponding field. This information along with expected headcount, and location preferences will be used by the schedulers to finalize your request.

Note: If scheduling multiple dates, use the “Event Repeats” box to schedule dates. They will appear in the “Occurrence List.”

PRE-EVENT/SETUP DURATIONS

Note: If you need pre (setup) and post (take down) for your event, then click the Pre-Event/Setup durations link to display options for Pre-Event time. Select the amount of time you may need in the space prior to the official start of the event.

Setup time is the actual setup of the space (furniture, a/v, catering, etc.). When necessary it will be entered during the review of the request. You do not need to enter setup time when creating the request.
STEP 7 – PRE-EVENT/SETUP DURATIONS and POST-EVENT/TAKEDOWN DURATIONS

Use this screen if you desire to set up any pre or post setup or takedown activities for your room.

There are “Pre-Event” and “Setup” times. The “Pre-Event” is the time you would like for the room to be open/available for others to come in (e.g. 30 minutes before the start time. In this case for your 2:00 p.m. meeting, the pre-event time would be 1:30 p.m.). The “Setup” time would be the time you need to prepare to get everything in place (e.g. furniture, a/v equipment, cater setup, etc.) before people arrive in the room (e.g. 30 minutes before the Pre-Event time which in this case would be 1:00 p.m.).

Select the amount of time you may need in the space prior to the official start of the event. Setup time is for the actual setup of the space (furniture, a/v equipment, catering, etc.).

Repeat these steps for the end date and time for the event. Remember, as with setup time, takedown time will be added upon review of the request.
Event Repeats

Select one of the four “Event Repeats?” options:

- Repeats Ad Hoc
- Repeats Daily
- Repeats Weekly
- Repeats Monthly

Select the preferred dates.

Occurrence List

All occurrence dates will appear in the “Occurrence List.” It is possible to add comments to specific event dates.

Click **Next** at the bottom of the screen to go to the next section of the form.
STEP 8 – *EXPECTED HEAD COUNT

Enter the maximum number of seats required for your event.

STEP 9 – EVENT LOCATIONS

Search and select your desired space location. You can search for a particular location by keying the space name into the search field and clicking “Search” (e.g. Bessey). You can search by using the name of the space (e.g. EBH...which is Ernst Bessey Hall), the building name and room number (e.g. EBH 214). The search field is not case sensitive.

Note: It is strongly recommended that you select a location.
NOTE: EVENT RESOURCES

The Event Resources are ONLY available for rooms located at the SECCHIA Center in Grand Rapids.

Note: Saving Your Request

25Live enables you to save your room request by two methods:
You can click the Save icon at the top of the dialog box once you have entered in all the required fields. Or you can click the Close icon. When choosing Close, the following dialog box displays. Select your desired option.

STEP 11 – CLICK FINISH

Click Finish at the bottom of the screen to complete your space request.

You will receive a message “This event has been successfully saved.”

Once the event request is approved, you will receive a confirmation email within two (2) business days.
EDIT A ROOM REQUEST

There are various methods to edit a space request.

METHOD #1:

If you are in any of the screens when requesting your room, you can always click the **PREVIOUS** or the **NEXT** button at the bottom of the screen to go back to a previous screen to edit or go forward (Next) to another section. Make your desired changes in the appropriate section.

METHOD #2:

If you have just clicked the **FINISH** button to complete your request, click the **Edit** button to edit your request.

You will notice once you click **EDIT** that the screen displays with the page tab entitled “Editing: ... “ with the name of your request in the header.

Make the edit(s) you desire and click **SAVE** on the last screen.
How to Edit, cont. -- METHOD #3:

If you are logged out of the system, Sign In to 25Live.

On the HOME screen, the number of events you have requested will be displayed under the same column as “Create an Event”.

Click on the link for “Event in which you are the Requestor.”

All of the events you have requested will be displayed. Click on the “Event name” link or click the “Edit” icon to the left of the link name.

NOTE: If you need to cancel your room request, contact the Registrar’s Office at reg@msu.edu or call (517) 355-4522.

LOGOFF 25LIVE

To logoff 25Live, click the CLOSE button on your browser window.