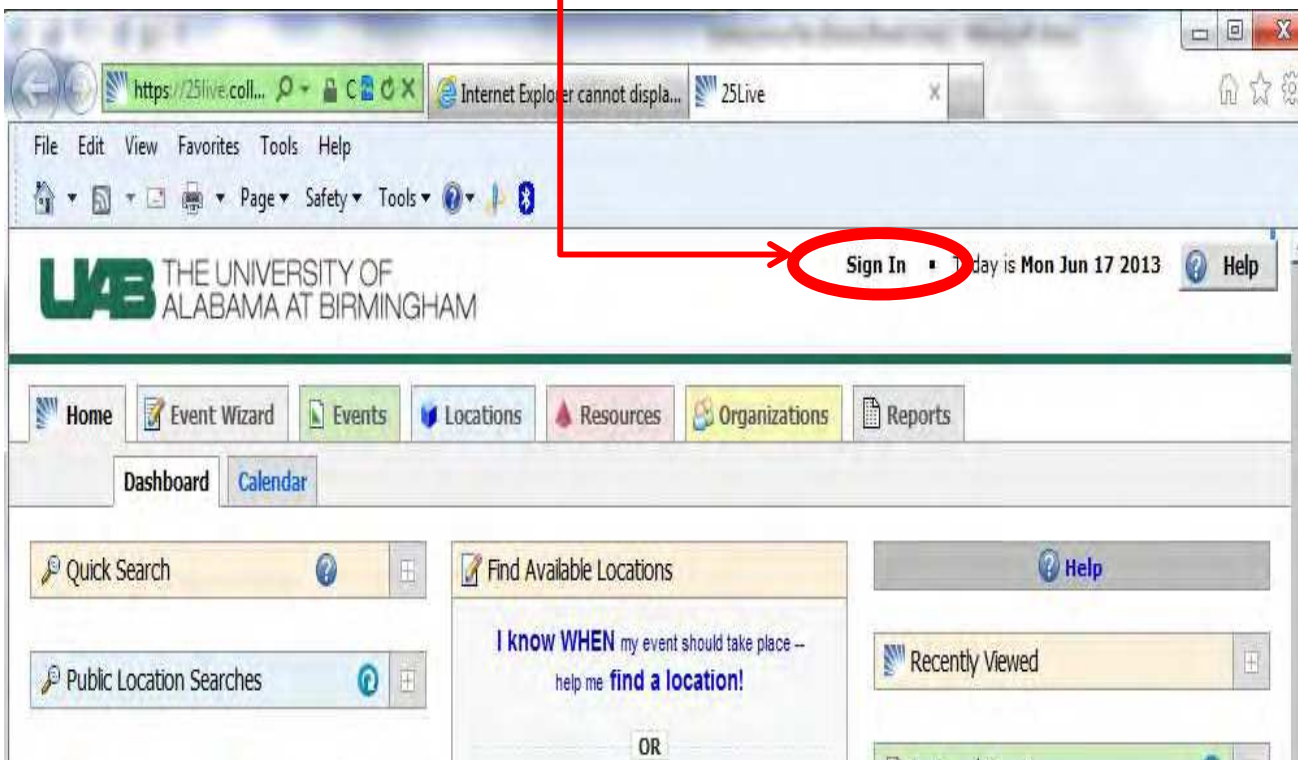


FireFox is the recommended web browser for 25Live.

If you have problems or issues using 25Live, check your Web Browser (Internet Explorer, Google Chrome, etc..)

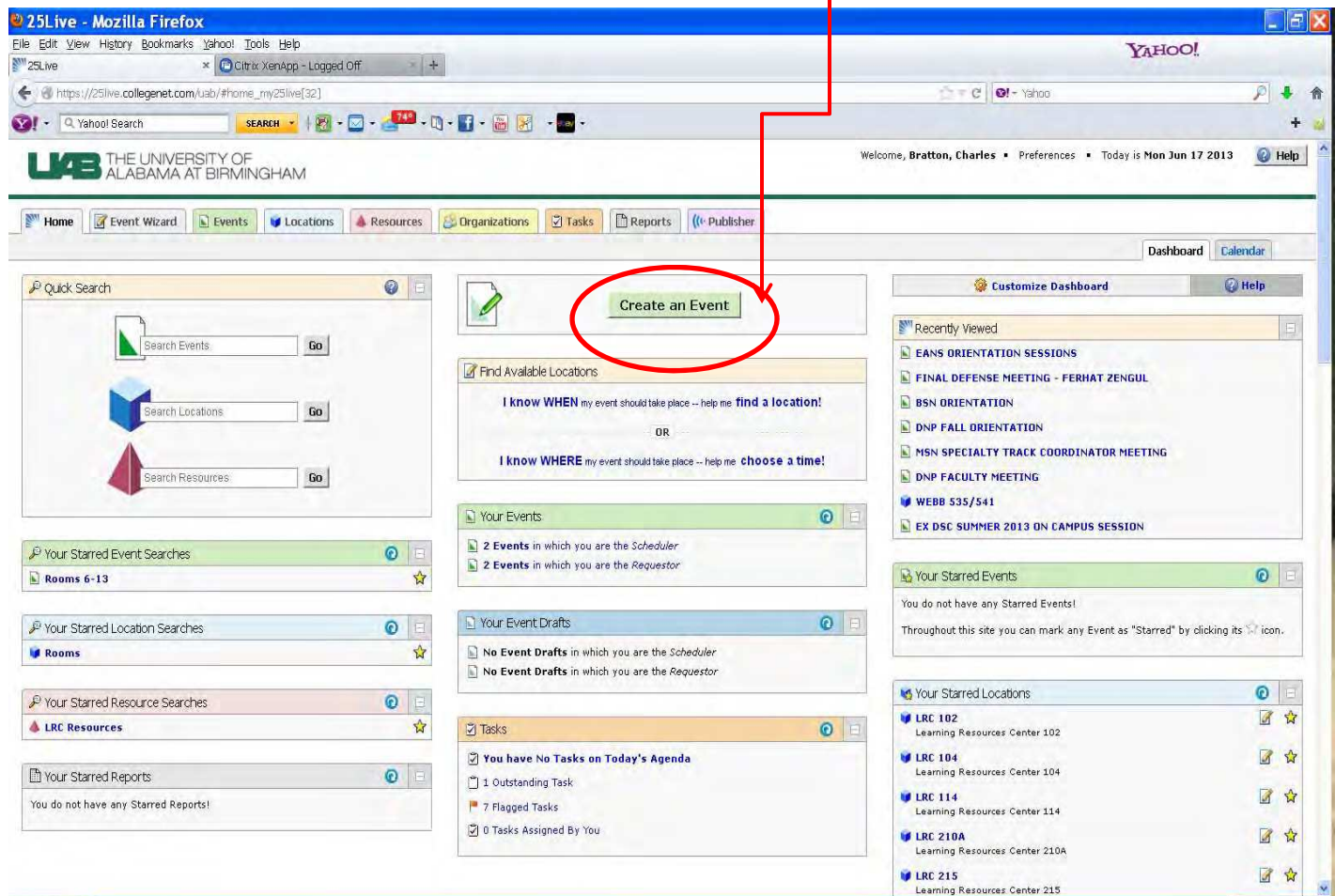
Link from UAB LRC Website: <https://25live.collegenet.com/uab/>

**Before you submit or request an Event reservation, please login using your Blazer ID and password**



# To Submit a Room Request

Select **“Create an Event”** - locate in the center of the web page.



All fields with **Red Asterisk \*** must be completed before you can submit the reservation.

- Event Name
- Event Type (choose from list)
- Primary Organization sponsoring the Event-“Scholl Health Professions, School of Nursing , etc....”
- Event Date and Time (Dates can be entered manually or by using the calendar; Time must be entered manually)
- Event Description (Please add requestor’s name )
- Event State – “All reservations will be **Tentative**”

Select **“Next”** to proceed with the reservation

Firefox Welcome to Firefox 25Live Administration ... admin\_utility\_data\_rel... 25Live Configuration ... 25Live 25Live

https://25live.collegenet.com/uab/#rsrvwiz\_new\_1371505832721[1]

Most Visited Getting Started 25Live Google UAB - Administrative S... UAB - Directory - Home UAB - Request IT Servi... UAB Blackboard Learn ... University of Alabama ...

Home Event Wizard Events Locations Resources Organizations Tasks Reports Publisher

Creating: Untitled #1 New Event...

### CREATING: UNTITLED #1

**EVENT STATUS**

- \* 6 Required Fields Remaining
- ✓ No Scheduling Conflicts Detected!

**EDIT EVENT DETAILS...**

- \* Name
- \* Type
- \* Primary Organization
- \* Date and Time: Mon Jun 17 2013 4:00pm - 5:00pm
- \* Description
- \* State
- \* Locations
  - Expected Head Count
  - Resources
- \* Title
  - Categories
  - Comments

**\* Event Name**

(maximum length is 40 characters)

**\* Event Type**

Find by...  
Your Starred Event Types  
All Event Types

Choose from...  
Academic Calendar  
Bake Sale\*  
Blood Drive\*  
Class / Workshop\*  
Clinical  
Clinical-00  
Clinical-01  
Clinical-02

**SELECTED EVENT TYPE**  
none selected

Note: Changing the Event Type resets the options available for:  
• Categories

**\* Primary Organization for this Event**

Find by...  
Your Starred Organizations  
Search  
Index  
Types  
Categories  
Create New Organization

Search  
Search by Organization Name:  
Search

**SELECTED ORGANIZATION**  
none selected

**\* Event Date and Time**

Please allow for any set up time.

Start: Mon Jun 17 2013 04:00 pm  
Pre-Event/Setup durations?

End: Mon Jun 17 2013 05:00 pm  
Post-Event/Takedown durations?

Occurrence Duration: 1 Hour

Event Repeats? No, Does Not Repeat

Occurrence List		
Date	Comments	Status
Mon Jun 17 2013	(none)	Active

Check for Location/Resource Conflicts

x Find: Next Previous Highlight all Match case

**\* Event Description**

This field will appear on the calendar and is visible to the public.

**Note:** Some HTML tags (including TABLE tags) are not supported by 25Live Publisher.

**\* Event State**

Choose from...

- Draft
- Tentative
- Confirmed
- Sealed
- Denied
- Cancelled

**SELECTED EVENT STATE**

 **Cancel**

 **Previous**

**Next** 

 **Finish**



 **Icon Legend**  **Feedback**  **Help Tips: Disable**  **Text Size:** 

25Live v23.0 ©2008 - 2013 CollegeNET, Inc. [Privacy Policy](#) [Browser Recommendations](#) [Mobile Version](#) [Product Feedback](#)

Find:   **Next**  **Previous**  **Highlight all**  **Match case**



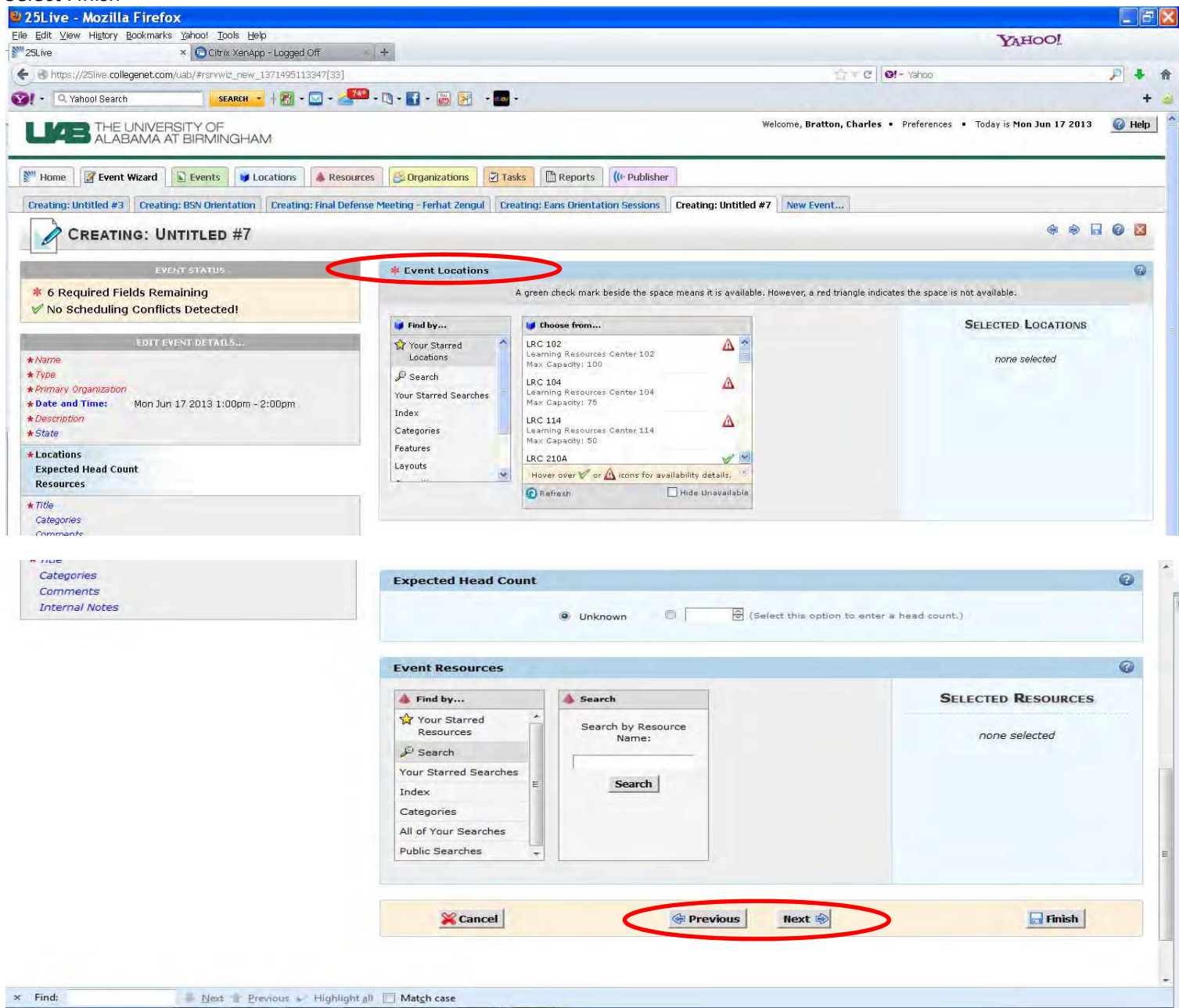
All fields with **Red Asterisk** \* must be completed before you can submit the reservation.

- Event Locations
  - You may search for the room you would like to reserve,
    - If a Green Check Mark appears- The room is available, 
    - If a Red triangle with exclamation mark inside, it is not available for your date and time 
- Expected Headcount – If known
- Event Resources –
  - Each Room supported by the LRC has an Overhead Projector, Dell Workstation, and Room Microphone System, external connection for Laptop and Logitech Webcam
  - Software Applications include: Microsoft Office Suite, SPSS, Adobe Reader
  - Please note any special software or hardware needs not listed in this section in the “Event Comments Section”

Select **Next** to Proceed with Room Reservation.

If you have omitted a required field, the system will prompt you for the needed information

Select Finish



25Live - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

25Live Citrix XenApp - Logged Off

https://25live.collegenet.com/uab/#rsrvwiz\_new\_1371495113347[33]

Yahoo! Search

UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

Welcome, Bratton, Charles Preferences Today is Mon Jun 17 2013 Help

Home Event Wizard Events Locations Resources Organizations Tasks Reports Publisher

Creating: Untitled #3 Creating: BSN Orientation Creating: Final Defense Meeting - Ferhat Zengul Creating: Ears Orientation Sessions Creating: Untitled #7 New Event...

CREATING: UNTITLED #7

EVENT STATUS

\* 6 Required Fields Remaining

✓ No Scheduling Conflicts Detected!

EDIT EVENT DETAILS...

\* Name

\* Type

\* Primary Organization

\* Date and Time: Mon Jun 17 2013 1:00pm ~ 2:00pm

\* Description

\* State

\* Locations

Expected Head Count

Resources

\* Title

Categories

Comments

Internal Notes

Find by...

Your Starred Locations

Search

Your Starred Searches

Index

Categories

Features

Layouts

Choose from...

LRC 102 Learning Resources Center 102 Max Capacity: 100

LRC 104 Learning Resources Center 104 Max Capacity: 75

LRC 114 Learning Resources Center 114 Max Capacity: 50

LRC 210A Learning Resources Center 210A Max Capacity: 50

Hover over ✓ or ⚠ icons for availability details.

Refresh Hide Unavailable

SELECTED LOCATIONS

none selected

Expected Head Count

Unknown (Select this option to enter a head count.)

Event Resources

Find by...

Your Starred Resources

Search

Your Starred Searches

Index

Categories

All of Your Searches

Public Searches

Search by Resource Name:

Search

SELECTED RESOURCES

none selected

Cancel Previous Next Finish

## Final Step of Event Reservation

- Event Title – If Event has not been titled, please do so now
- Event Categories – “Not Required”
- Event Comments – Please note any special room, software, audio/visual or computer needs.
- Click **FINISH**

The screenshot displays the 25Live event reservation interface. The browser window is titled "25Live - Mozilla Firefox" and shows the URL "https://25live.collegenet.com/uab/#rsrvwiz\_new\_1371495113347[33]". The page header includes the University of Alabama at Birmingham logo and the user name "Bratton, Charles". The navigation menu includes "Home", "Event Wizard", "Events", "Locations", "Resources", "Organizations", "Tasks", "Reports", and "Publisher". The main content area is titled "CREATING: UNTITLED #7" and features several sections:

- EVENT STATUS:** Shows "6 Required Fields Remaining" and "No Scheduling Conflicts Detected!".
- EDIT EVENT DETAILS...:** A sidebar with fields for Name, Type, Primary Organization, Date and Time (Mon Jun 17 2013 1:00pm - 2:00pm), State, Locations, Expected Head Count, Resources, Title, Categories, Comments, and Internal Notes.
- Event Title:** A text input field with a red asterisk and a red circle around it. The description reads: "This field will appear on calendar and is visible to public." and "(maximum length is 120 characters)".
- Event Categories:** A dropdown menu with a red asterisk and a red circle around it. The description reads: "You must first select an Event Type."
- Event Comments:** A text area with a red asterisk and a red circle around it. The description reads: "This is not visible to the public. Please advise on any special accommodation you may need."
- Internal Notes:** A text area at the bottom of the form.

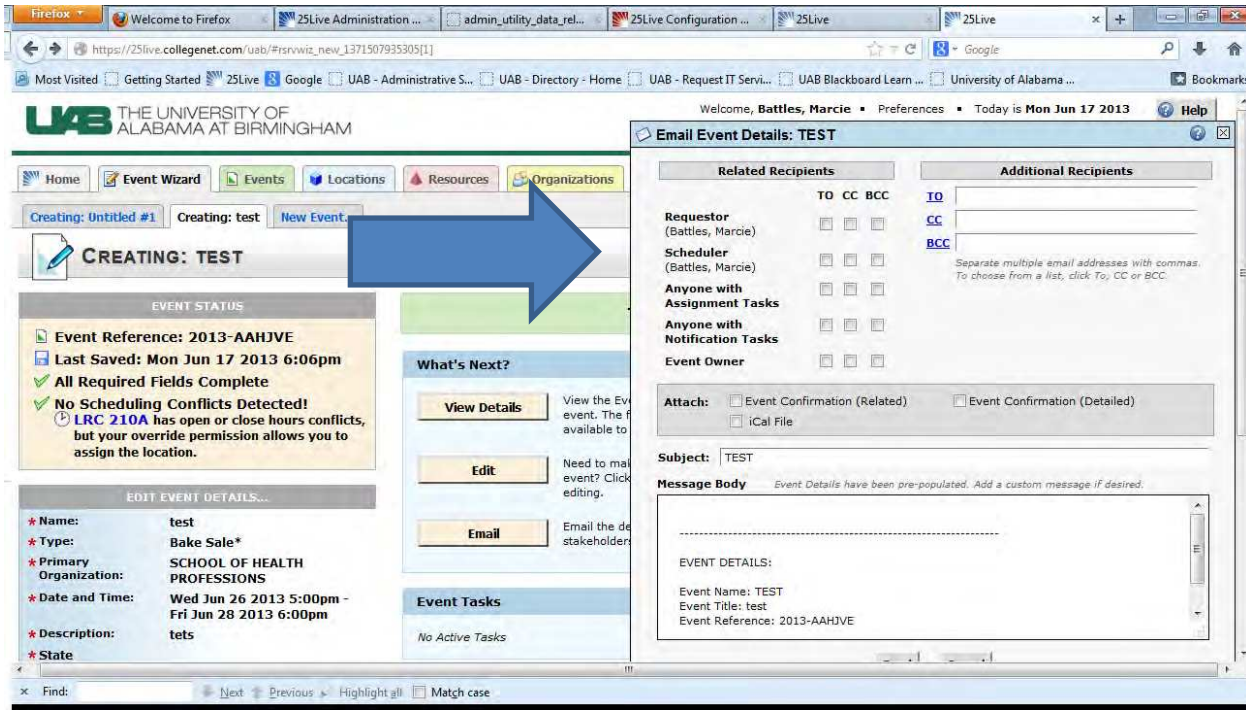
Once the Event has been completed and all required information entered. You should receive a message that says “ **This event has been successfully saved.**”

## For Email Conformations

Please Select “**Email**” in the “What’s Next Box”

The screenshot displays the 25Live administration interface. At the top, a green banner reads "This event has been successfully saved." Below this, the "What's Next?" section contains three buttons: "View Details", "Edit", and "Email". A blue arrow points from the "Email" button in the "What's Next?" section to the "Email" button in the "What's Next?" section. The "Event Status" section on the left indicates that all required fields are complete and no scheduling conflicts were detected. The "Event Details" section on the left shows the event name "test", type "Bake Sale\*", primary organization "SCHOOL OF HEALTH PROFESSIONS", and date and time "Wed Jun 26 2013 5:00pm - Fri Jun 28 2013 6:00pm". The "More Event Options" section on the right includes "Print Confirmation", "Copy", "Create 'To Do'", "Establish Relationships", "Take Ownership of this Event", and "Add to Starred?". The footer of the page includes "25Live v23.0 ©2008 - 2013 CollegeNET, Inc. Privacy Policy Browser Recommendations Mobile Version Product Feedback".

Please select the appropriate recipients to receive the email confirmations. Additional Recipients may be added to the email confirmation.



Once the Event has been approved, an email confirmation will be sent to the Requestor and any other additional recipients.



When finishing a request, if the following page appears, please click on AD HOC before saving. If the request is saved under the "I don't know" heading, it is saved as a draft and not completed.

The screenshot shows a Mozilla Firefox browser window with the URL [https://25live.collegenet.com/ub/#rsnwiz\\_new\\_1374091111285\[22\]](https://25live.collegenet.com/ub/#rsnwiz_new_1374091111285[22]). The page title is "CREATING: TEST EVENT". On the left, there is a sidebar with "EVENT STATUS" (All Required Fields Complete, No Scheduling Conflicts Detected) and "EDIT EVENT DETAILS..." (Name: test event, Type: Class / Workshop\*, Primary Organization: LEARNING RESOURCES CENTER, Date and Time: Thu Jul 18 2013 2:00pm - 3:00pm, Description: test event, State: Tentative, Locations: LRC 114, Resources: Internet Connection, Title: test event). The main content area asks "Under which heading would you like to save this event?" and lists various categories with radio buttons. A blue arrow points to the "AD HOC" option, and a red star is placed next to the "I Don't Know" option. A "Save" button is visible at the bottom right.

**EVENT STATUS**

- ✓ All Required Fields Complete
- ✓ No Scheduling Conflicts Detected!

**EDIT EVENT DETAILS...**

- \* Name: test event
- \* Type: Class / Workshop\*
- \* Primary Organization: LEARNING RESOURCES CENTER
- \* Date and Time: Thu Jul 18 2013 2:00pm - 3:00pm
- \* Description: test event
- \* State: Tentative
- \* Locations: LRC 114  
*Expected Head Count*
- Resources: Internet Connection
- \* Title: test event
- Categories
- Comments
- Internal Notes

**Under which heading would you like to save this event?**

- I Don't Know  
If you do not select a heading, this event will be saved as a Draft, and any Locations or Resources you selected will only be assigned as a preference.
- AD HOC
- AD HOC
- ADMIN
- ADMINISTRATION
- ARTS & HUMANITIES
- BUSINESS
- ENGINEERING
- EXTERNAL
- GENERAL
- NATURAL SCIENCE & MATHEMATICS
- NURSING INTENSIVES SUMMER 2013
- SCHOOL OF EDUCATION
- SOCIAL & BEHAVIORAL SCIENCES
- STUDENT
- STUDENT GROUP
- SUPPLEMENTAL INSTRUCTION
- TESTING

Save