For best performance for this scheduling system, we strongly suggest that you use one of the following browsers: Mozilla Firefox or Google Chrome.
Welcome to 25Live

http://scheduling.wpi.edu

- Log in with you WPI login, and password.
- Quick search allows you to search for events and locations or go the tabs for more information.
- Helpful Icons

**Tool Tips** was designed for general use and not specifically for WPI.
**Customizing your dashboard** - Drag dashboard elements to rearrange them. Watch for the cursor change, then drag an element from the dashboard to this area to hide it from view. Drag a hidden element from this area to reposition it on your Dashboard.

**Starred Items** – Users can designate any location, event, organization or event type to help speed up searches and requests. Click on the hollow star icon to the left of the name column in a list view or during the request process. When clicked, the icon will turn yellow and be starred in your user’s 25Live account.

**Preferences** - Users can set their preferences for the date and time display
To request your location we suggest using

**Find available location** {I know when} – when using this option, the location search only returns results for space with the exact number or 5 above your attendees entered.

{I Know where} – You will be asked to name a location. Pick a date range; click on the date range given to open a calendar, and then click
Creating an Event Request

Note - If your need for a location is immediate please contact as directly. Contact information will be supplied at the end of this presentation.

Event Name - 25Live is a web-based scheduling system and is viewable by anyone who may be visiting the WPI web site, therefore we ask you to please be specific, clear and accurate as possible.

Sponsoring Organization - User will choose organization or department that is responsible for this event. This is a perfect time to start your organization for quick choice on your next request.

Event Type - Choose an event type that best describes the nature of your event.
Creating an Event Request

**Event Date & Time** - Provide the start and end time of your event. The Events Office will add your required set up and break down times needed. If your meeting will be the same times weekly, monthly or repeats Ad Hoc you may use the Event repeats drop down to set additional dates.

**Expected Head Count** – This field is not required, but will be helpful in putting you in the right location for the size of your event. Please be precise as possible.

**Event Location** – Gives you a wide range of search capabilities. A green check shows you the location is available and a red triangle indicates the location is not available. Click on the available desired location. If you go back to change any of the suggested date or time please remember to click on the refresh button to give you an accurate space availability. You can also check the hide unavailable to narrow down your search.

**Note:** In some instances it will necessary for the scheduler to change your requested location.
Creating an Event Request

**Event Comments** – is the communication between you and the scheduler.

**Event Description** - Is what you wish to advertise to the public.

Review your request – click **Finish** to submit. Your request will get automatically directed to the appropriate schedule according to the requested location.

- Be sure to close your event once you click Finish

- You will receive an **acknowledgement email** informing you that your request has been routed to the scheduler for the location requested- this is not a confirmation of the space.
Your event is not confirmed until you receive your “Confirmation Email”. Please review that all the information is correct. Contact the scheduler with any additional information, corrections or cancellations.
Contact information:

Academic Space – Cathy Battelle reservations@wpi.edu

Event Space – William Battelle, Kristen Bates & Jared Erb events@wpi.edu

Athletic Space – Pam Griffin griff33@wpi.edu & Meredith Merchant memerchant@wpi.edu