**School of Public Health 25Live User Guide: How to Make Reservation Requests**

1. Go to https://25live.collegenet.com/pro/yale/, and sign in with your NetID and NetID password. (Note: the preferred browser is Firefox.)

2. Once signed in, there are two ways to create an event request. You Can click **Create an Event**, or you can use the **Find Available Locations** tool.



3. Use the **Event Form** to enter the details for your event. Click the ⓘ icon for additional information about any field. Jump to any field in the Event form by using the sidebar on the left of your screen. You can cancel or save your event at any time.



4. A single event can have multiple locations and occurrences. If an event will have multiple occurrences, click the "Repeating Pattern" button to select if the event will occur on a daily, weekly, monthly or ad hoc pattern. Ad hoc dates can be specified by clicking the appropriate date on the displayed calendar.

5. If you need to change the start and end time for individual event occurrences click on the "View all Occurrences" button and change the time as needed.

6.) Use the "Search Locations" box to search the name of the location you wish to reserve. From the results list, click the "Request" button next to the location you wish to reserve. After you click the desired location, the room it will appear below the Locations Search under Selected Locations. You can remove rooms by clicking remove under the location name.

If you are not searching for a specific location, three pre-defined searches are available to help locate School of Public Health Locations. Select **Saved Searches (optional)** to view and select these searches. You can save these searches for quick reference on the dashboard by selecting the star icon to the right of the search.



Above the search results are two check boxes for limiting your search results to locations with no conflicts and by enforcing headcount. You may wish to deselect either to see rooms that may be smaller than your expected headcount or to see what conflicts exist and possibly adjust the time of your event. If a location is available, it will be displayed as "None" under conflict details. If conflicts exist, a "Conflict Details" link will appear that shows information about the conflict.

7.) Use the **Additional Event Details** to note your A/V needs and whether your event will be serving food. If your event will require A/V assistance, please note you're a/V requirements in the **A/V Request Details** field.

**Additional Event Details** - *Required*

* Do you need A/V assistance?          Yes

* Does your event require Zoom?

* Does your event require Lecture Capture?

* A/V Request Details

* Will you be serving food?

8.) Acknowledge the School of Public Health **Terms and Conditions** and provide a **COA**. A COA is required for all School of Public Health room requests but will only be charged if the reservation results in additional cleaning and repairs.

**Terms and Conditions** - *Required*

Please note YSPH course and academic bookings take priority in all YSPH classroom spaces. If you are booking a YSPH classroom for an alternate purpose, please note that your booking can be cancelled as a result of a YSPH course or academic conflict *at any time during the academic year*.

☐ I agree

**COA** - *Required* ⓘ

A COA is required for all YSPH room requests. Failure to provide a COA will result in a denied reservation request. Your COA will only be charged if there is any additional cleaning, repairs or re-arranging of furniture that is required after the use of the room.

9.) On the last field, you can either save the event as a Draft or as Tentative. Most times you will want to save as Tentative, which will prompt an approver to review your request. If you save as a Draft, you will need to eventually save again as Tentative to submit the event for approval.

**Event State** - *Required* ⓘ

Tentative

10.) Throughout 25Live you still see star icons ☆ . You can click these icons at any time to mark locations, organizations, and events as favorites.