Using 25Live

Search for a Space
Find Available Location:

**Step 1.** From the main 25Live home page, locate the “Find Available Location” dashboard element box.

**Step 2.** Click the appropriate link to search for rooms available by time or by location.
- **I know WHEN**: Allows you to select a space available based on date/time.
- **I know WHERE**: Allows you to select a space based on building/room location.
Quick Search:

**Step 1.** From the 25Live home page, enter the item’s name in the events or locations search box. Press the Go button to view search results.

Once you have submitted a search item you will be presented with the room or building list. You can then click the availability tab to see times that a space is available. Remember to change the date to the day you are looking for.
Click the star icon to the left of the room’s name to mark this location as a favorite. Starred favorites will show up under the favorite’s dashboard box on the home page. (Note: Too many starred items will slow down load time)

Click the room’s name to view that room’s availability grid/calendar/details.

To request the space for your event hover your mouse over an available date and time to reveal the (create event) button. Click the button to trigger the event wizard.

The wizard already contains the date/time and location information for the event when triggered this way.
Create an Event

**Step 1.** If you do not wish to trigger the event wizard by searching for a location first, simply click on Event Form from any page.

**Step 2.** Enter the Event name and Event title. They can be the same thing.

**Step 3:** The event type you choose is important! If you are wanting to use SAC Space, you MUST choose a SAC Event Type. Same with UGC Space, you MUST use a UGC event type. All other events may use Department related, exam or review session accordingly.
If you have an even type you use a lot you can favorite it. Simply click on the star icon & it will turn Yellow. It is now a favorite!

**Step 4.** Enter in your organization. As with event types you can favorite your org & then it will appear in future in your drop down menu.

**Step 5.** Enter in Expected Headcount. This will help you to find a room that can fit your expected size.

**Step 6.** Enter in your event description. Feel free to copy and paste from any flyers you may have created.

**Step 7.** Enter your event date and time. If you are asking for multiple days you do so in the next section. Your event will ALWAYS start & end on the same day. Never uncheck this box.
Step 8: Additional time: If you need time before the start of your event to setup your space this is where you enter it.

<table>
<thead>
<tr>
<th>Setup Time</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Days</td>
<td>0</td>
</tr>
<tr>
<td>Hours</td>
<td>1</td>
</tr>
</tbody>
</table>

**Setup Time**: Used by event centers to setup the room as you need. Please enter in 1 hour when asking for large event spaces.

**Pre—Event Time**: This is your time in the space before an event. Time to decorate tables, setup computers, etc.

<table>
<thead>
<tr>
<th>Pre—Event Time</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Days</td>
<td>0</td>
</tr>
<tr>
<td>Hours</td>
<td>1</td>
</tr>
</tbody>
</table>

**Post Event Time**: This is your time in the space after your event. This is to clean up and collect your things.

**Takedown Time**: Used by event centers to reset the room. Please enter in 1 hour when asking for large event spaces.

Step 9: If the event repeats you will then be asked to set up the repeating pattern.

**Ad hoc**: Has no distinct pattern. You select the dates you want from the calendar individually

**Daily** – If you want a location every day of the week through a certain date.
**Weekly** – You can choose the day of the week this will repeat on. You can also choose the repeat pattern (Repeats every week, every other week, every 3rd week, etc). Then you select the last meeting date.

**Pattern Picker**

- How does this event repeat? **Weekly**
- Repeats every **week**
- Repeats on:
  - ☐ Sun
  - ☐ Mon
  - ☐ Tue
  - ☐ Wed
  - ☐ Thu
  - ☐ Fri
  - ☐ Sat
- Repeats through **Wed Sep 25 2019**
- ○ Ends after 1 **iterations**

**Monthly** – You can have a once a month meeting. You can choose to repeat it by the number of days from the start or end of the month.

**Pattern Picker**

- How does this event repeat? **Monthly**
- Repeats every **month**
- ○ Repeat by Day: Add Repeat Day
- ○ Repeat by Position: Add Repeat Position
- Repeats through **Wed Sep 25 2019**
- ○ Ends after 1 **iterations**

You can choose to repeat it by the number of days from the start or end of the month.

- ○ Repeat by Day
  - Repeat **5 days** from **Start of the Month**
  - Add Repeat Day

Or you can choose the position. The first Sunday of the month for example.
IMPORTANT: If you have a reoccuring event you should cancel any dates you don’t plan on meeting. For example, if you meet on Thursdays, you should cancel the meeting date of Thanksgiving as it is unlikely you will meet. To do this, click here:

View All Occurrences

Then change state from Active to Cancelled

Step 10. You can search for a location for this event using a starred location or a location search that you created previously. You can also search by location name.

You can narrow down your search by clicking

   [Hide Locations with Conflicts] [Enforce Headcount]
• If you choose Hide Locations with Conflicts only those spaces that are available for EVERY date you have will appear. If no spaces populate that means nothing is available for the EVERY date. If you uncheck that box, you will be able to see what is available.
• Enforce headcount will only show you spaces that can fit your proposed headcount.

If you want to see more information on a space, simply right click on the location and open in a new tab or click details.

If a space is available, click the request button. If it is not it will state unavailable. If you wish to see why it isn’t available you can click the Conflict details.

If a space is available but not on every date you will see this. It will show you how many dates are available in that space.

If you click on Conflict Details it will tell you which date isn’t available.
Conflicts on:  
Wed Oct 30 2019  •  FREY 104  
SSO/SALI Panel  
starting at 12:30 pm and ending at 2:00 pm

You can then ask for the space on the dates where it is available by clicking Request Available.

Once you have clicked on a space it will say Added below

You will then see the space listed below

- FREY 224
  - Add to favorites
  - Location Title: Frey Hall - 224
  - Capacity: 32

Remove  View Occurrences

Step 11. Enter in contact information for the event. You don’t have to fill in all fields.

Contact Roles for this Event

<table>
<thead>
<tr>
<th>Requestor</th>
<th>Scheduler</th>
<th>Additional Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG, TEST</td>
<td>REG, TEST</td>
<td>Search contacts</td>
</tr>
</tbody>
</table>

Instructor

Search contacts

Step: 12 You must agree to all terms

I agree - Required

I agree to all terms and conditions of the building I am requesting space from.

☐ I agree
Step 12. Click save and your request will now go off to the building that controls the space you are asking for. It will also bring you to the events details page.

Clicking “Occurrences” will bring you to this page, giving you a summary of the event and every occurrence.

Once your event is approved you will see that the space will become blue and no longer awaiting approval. You should also receive a confirmation email from the building schedulers.
You can also check this by going to the event page and click on the task list.

To make changes to your event after it has been created contact the building you have requested space from:

Registrar Space on West Campus: regsched@stonybrook.edu

Student Activities Space: sacsbureservations@stonybrook.edu

UGC spaces: ucollegesreservations@stonybrook.edu

Health Science Center spaces: hsoss_classrooms@stonybrook.edu
How to run the Space Availability by Meeting Pattern Report:

To run the space availability by meeting pattern report click on the more tab on the upper right corner & select reports.

Select Location reports and then Space Avail by Meeting Pattern Custom
Once you select the report you are now able to enter report parameters. The start date and end date should capture one week of the semester. **If you enter dates for the full semester the report will take longer to run.**

**Select Report Parameters**

* Start Date:  
Mon Aug 26 2019

* End Date:  
Fri Aug 30 2019

The location search drop down will list all of the location searches you have saved.

* Location Search:  
Classroom Search

Pad time should have a value of 0 entered. For easy searching on the report you can select yes under Sort by Capacity. Ignore target pattern duration

* Pad Time:  
0

Sort by Capacity:  
○ Yes  ○ No

Target Pattern Duration:

Select your delivery method.

**Report Delivery Options**

* View this report now  
○ Email this report to yourself  
○ Email this report to...

Run Report

Once you have all the fields populated hit run report.

If you chose to view the report now, a new tab will open and bring you to the download screen. If this window does not appear make sure you have pop up’s enabled for 25Live.
Once your report has downloaded you are able to view all available space in each meeting pattern.

<table>
<thead>
<tr>
<th>Space Name</th>
<th>Space Formal Name</th>
<th>Capacity</th>
<th>Campus Partition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEMST 126</td>
<td>Chemistry building - 126</td>
<td>30</td>
<td>Chemistry Building</td>
</tr>
<tr>
<td>E&amp;SSCI 069</td>
<td>Earth and Space Sciences - 069</td>
<td>50</td>
<td>ESS</td>
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<td>Earth and Space Sciences - 183</td>
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</tr>
<tr>
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<td>Engineering building - 143</td>
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<td>Engineer</td>
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<tr>
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<tr>
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