Express Scheduling a Space Using 25Live

What is Express Scheduling?

- Express Scheduling is an easy, direct way to schedule a simple single day, single occurrence event that doesn't require resources (ie; not needing any setup, cleanup, AV or catering). This quick form is used for conference rooms that are immediately available for scheduling without need of approval.
- NOTE: The maximum duration of an Express Scheduling event is four (4) hours. Events longer than 4 hours must be approved and scheduled using the EVENT WIZARD.

YOU WILL NOT RECEIVE A CONFIRMATION FROM FACILITY RESERVATIONS

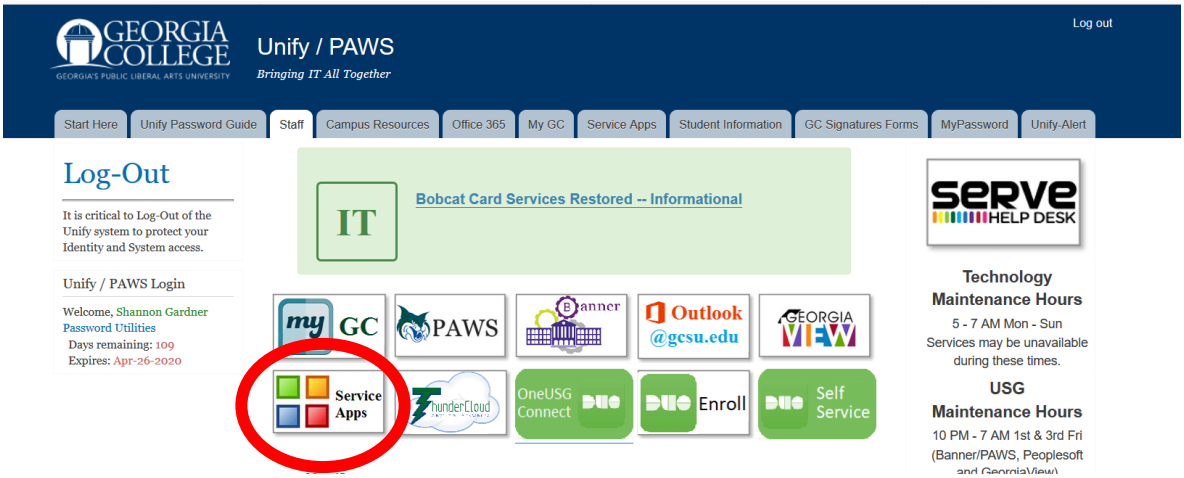
WHEN USING EXPRESS SCHEDULING

Step 1 – Accessing 25Live

To access 25Live from phone, tablet or desktop:

a) Log in to Unify with your Unify credentials.

b) Select the *Service Apps* tile.

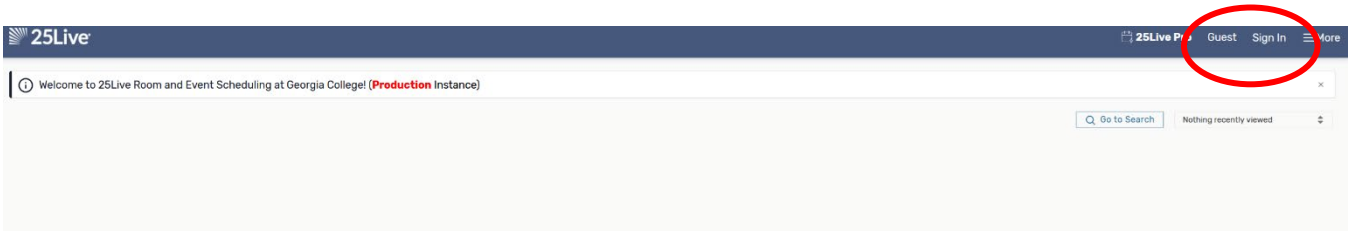


c) From the *Service Apps* page, scroll down and select the *25Live* icon.

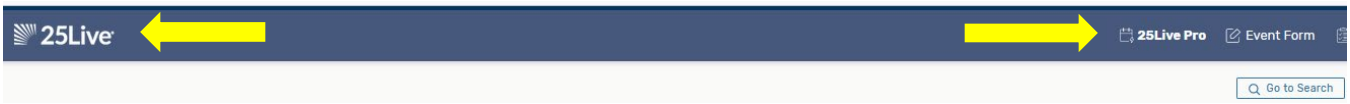


25Live

The 25Live site opens to a home screen. If the screen is blank, you will need to sign in.

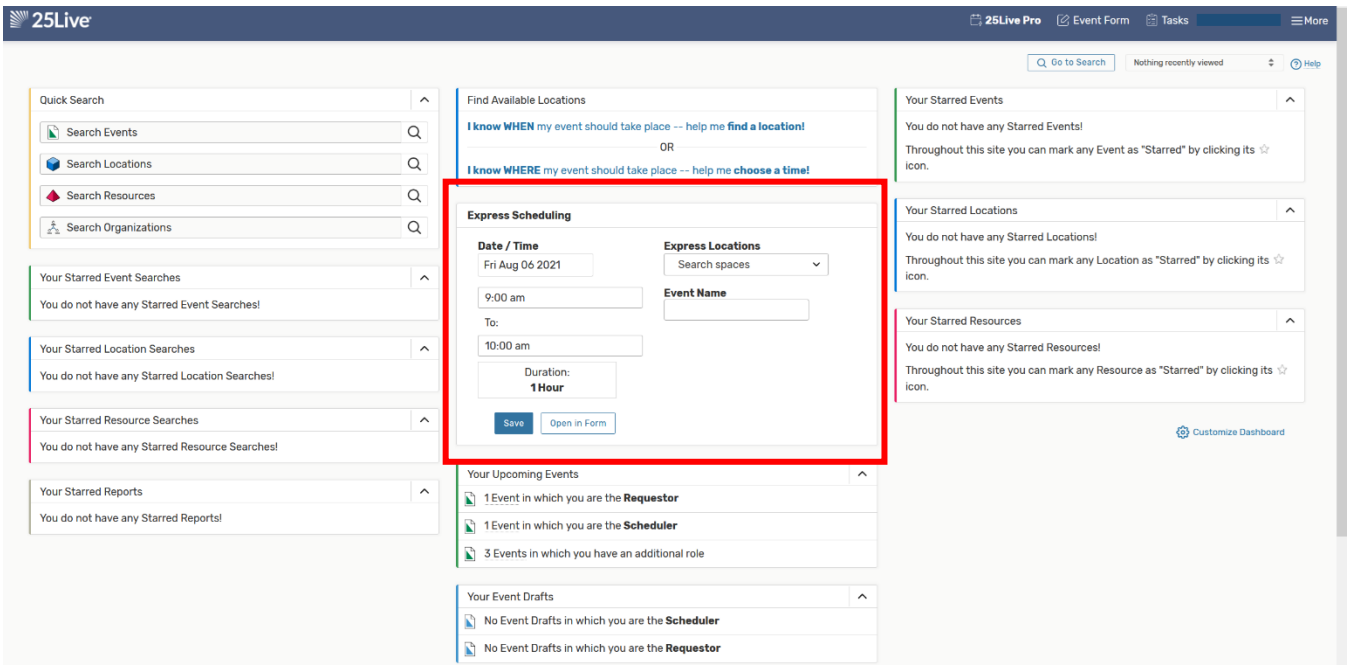


If the 25Live Home Page does not appear (see below), click 25Live on the far left or 25LivePro next to Event Form:



Your view may appear different than the image below since it will scale and re-size based upon the display area of the device you are using.

Express Scheduling is in the middle of the home page.



Step 2-Choose the Date

- The date field defaults to the current date. Use the Date picker button icon if you would like to choose a different date.
- Multi-day events cannot be scheduled with Express Scheduling. Use the “Event Form” in that case.

Step 3-Choose the Time

- A duration limit of four hours has been set for all event requests using EXPRESS SCHEDULING. Your event cannot be longer than that limit, or an error message such as the following will display:
    - *The selected location only allows events up to 240 minutes long…*
- If you would like to create a longer event, use the Event Wizard.

Step 4-Find the Location

- Start typing a location building number and room number, then choose a match from the resulting list.
- NOTE: A list of locations with building numbers is provided at the end of this document.

Step 5-Add Event Name

- As with any event, the name of the event is required.

Step 6-Save the Event

- If no conflict or error messages are displayed, use the Save button to save your event.
- If the Save button is unavailable, look for an error message displayed on the form. Conflict messages are displayed as:
    - Green checkmark: Displayed with the message, "No Conflicts"
    - Red Text: Error messages display in red text on the form, including Location conflicts

NOTE: YOU WILL NOT RECEIVE A CONFIRMATION FROM FACILITY RESERVATIONS

WHEN USING EXPRESS SCHEDULING

Commonly Used Rooms for Express Scheduling*

Building	Room Number	Max Capacity
Arts & Sciences	251	20
Atkinson	201	7
Atkinson	202	40
Beeson	112	8
Beeson	116	7
Beeson	346	8
Centennial Center	104	12
Chappell Hall	205	10
Ennis Hall	105	17
Health Sciences Building	213	10
Humber-White House	206	20
Ina Dillard Russell Library	302	26
Ina Dillard Russell Library	325	11
Ina Dillard Russell Library	376	24
Kilpatrick	221 (Glass Room)	18
Lanier	200	15
Student Activities Center	Dogwood A	18
Student Activities Center	Maple A and B	32
Maxwell Student Union (MSU)	130/GIVE Center	30
Maxwell Student Union (MSU)	150/GIVE Center	15
Mayfair Hall	203	12
McIntosh House	107	6
Miller Court	206	15
Miller Court	406	8
Parks Hall	108C	10
Smith House	100	8
Summerlin House	109	10
Terrell Hall	115	10
The Depot	111 (inside P&T)	10
Wellness & Recreation Center	102D	10

*Other rooms may show in the list on 25Live, but may not be as easily accessed.