25 Live – Driscoll Indoor/Outdoor Table Reservation Instructions
Updated – April 11, 2013

25Live – University of Denver Campus Indoor/Outdoor Table Reservation Software

25Live is the new software used to schedule spaces in Driscoll Student Center, Sidelines Pub, academic buildings, outdoor spaces, and the Towers Centennial Room. The software is also used to schedule indoor and outdoor tables in Driscoll Student Center.

Step 1. Sign in to 25 Live

Navigate to [http://25live.collegenet.com/du](http://25live.collegenet.com/du) and click on “Sign In” link at the top right of the screen. (Recommended browsers: Firefox, Chrome, Safari)

Sign in by entering your Pioneer ID Number as the Username and your WebCentral Passcode as the Password.
Step 2. Begin the Event Creation and Editing Process

Click on the “Create an Event” button to begin your Indoor/Outdoor Table Request.
Step 3. Enter Event Name and Event Time information

Enter your “Event Name” - This field features a red asterisk (*) which means it is a required field. Please list a name that will be used on the daily event schedule to describe your tabling activity. The maximum length of your event name can be 40 characters including spaces.

Enter your “Event Type” - Click on “All Event Types” and select the event type called “Fair / Trade Show”. IMPORTANT: If you choose an event type that isn’t appropriate for your event, your request will be cancelled and you will be asked to resubmit it with the correct event type.

Step 4. Enter your “Event Date and Time” NOTE: This field features a red asterisk (*) which means it is a required field.

Enter the desired Start and End Date(s) and Times time for the event.

Enter “Pre-event duration” and “Post-event duration” if you will need extra time before or after the event for setup/takedown. For requesting tables, this is not necessary to fill out.
If your event repeats, find the **Event Repeats?** dropdown and select the appropriate repeat option. For example, if you would like a table every week or every two weeks on Tuesdays, select the "Repeats Weekly" option and fill in the details applicable. If your event does not have a specific repeat pattern (i.e., one week it occurs on a Tuesday and the next week it occurs on a Thursday) select the "Repeats Ad Hoc" option and select the specific dates of the occurrences on the calendar provided. As long as the meeting series is for the same TIME of day, you may use this feature. If your times are different, a separate request must be completed for each change in meeting time.

Once done with Event Date and Time options, click on the “Next” button to proceed to the next screen.

Follow written instructions above for this dropdown menu
Step 5. Select your “Primary Organization for this Event” NOTE: This field features a red asterisk (*), which means it is a required field.

To find your organization, Select Search> Search by Organization Name

If you cannot find your organization using the search feature: Select Types> Student, and choose your student group.

If you cannot find your organization on the list, you may select 'Not Listed' and provide the name of your student organization in the comment field provided toward the end of the request form. You will receive a follow up email asking you to submit required information so that your organization can be added.

Tip: Once you have found your organization, click the star to add to your starred organizations. This will make it easy to find your organization the next time you complete a request.
**Step 6. Add your “Event Head Count”** **NOTE:** This field features a red asterisk (*), which means it is a required field.

Enter the estimated number of attendees in the “Expected” field. For indoor and outdoor tables, you may select a maximum of 2 people.

“Registered Head Count” is not required.

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**Step 7. Select your “Event Location”**

There are multiple ways to search for the event location. Use the search feature that makes most sense to you in order to select your desired event location. In the example below, the event location is selected by performing a location search for “Driscoll table”

A green check mark will appear to the right of locations that are available during your requested time. A red triangle will appear to the right of locations that are unavailable during your requested time. You can filter your search to remove unavailable locations by checking the “Hide Unavailable” box at the bottom of your list of locations.
Select your preferred location and you will see it populates in the “Selected Locations” list to the right of the location field. There are 8 Bridge Tables and 4 Outdoor Tables to choose from. Information about the maximum capacity and space features will appear. Enter detailed setup instructions if necessary.

If you have requested a table for multiple days, you may find that your selected location will not be available for all your requested dates. The table will be bolded in red and under “Event Status” it will list the scheduling conflict.
To solve this, you will need to request a different a table for that date. Click on “Modify Selected Occurrences” under the conflicted table location (in blue). Deselect the date that conflicts.

Select another available table under the “Choose From” tab and select it.

Click on “Modify Selected Occurrences”, and only assign it for the conflicted date. Leave the rest of the dates blank, as you had previously assigned them to the previous table.
**Note:** When selecting multiple locations, it may take a while for the software to load. When there are green checkmarks next to all of your locations (as shown in the picture above) then the locations are all set.

Once done with Event Location options, click on the “Next” button to proceed to the next screen.
Step 8. “Event Resources”

For requesting indoor/outdoor tables, you will not need to select any event resources.

➢ Select Categories> General Resources> Choose from…
Step 9: Complete “Additional Event Information”

Please complete all fields that are applicable to your event. For tables, the only field you may need to complete is for “Any 3rd party vendor(s)?”
**STEP 10:** “Event Description/Event Categories and Calendars”

**NOTE:** THESE ITEMS NOT NECESSARY TO COMPLETE.

**Step 11:** Complete the “Event Comments” section

Please provide any additional information that would be helpful for the schedulers, service providers, or event approvers. An example is written below. Click the next button when done in order to proceed to the next screen.

![Event Comments](image)

**Step 12:** Complete the Requester and Event State Section

Search for your contact name and select someone to be the requestor/selected contact.

Select “Tentative” as the event state before clicking on the finish button.

![Requester and Event State](image)
Step 13: Under which heading should you save the event?

Select “Student Event” and hit save.

It will take a few moments to save the event. Please do not navigate from this screen until the event is saved and the next screen appears.
**SUCCESS:** Indoor/Outdoor Table Request Complete!

Once you receive notification that the event has been successfully saved, you are done with the request. **YOUR EVENT IS NOT CONFIRMED YET.** You may view details about your event request by clicking on the “View Details” button on the right hand side of the page.

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**Next Steps:**

- **Wait until you receive a confirmation email from the space scheduler.** Space and event requests should be submitted no later than 2 weeks in advance of the program date. Space request confirmations can and will take varying amounts of time, depending on the request process and space.

- Visit the [Programming Processes for Student Organizations Website](#) to proceed with planning your event.

**NOTE:** You **MAY NOT** begin to advertise your event until:

1.) You receive a confirmation e-mail from the space scheduler **AND**

2.) Your event is approved by the Office of Student Activities (Office of Student Activities approval is not required for Graduate Student organization events or for regular student organization meetings).

Please contact [Francisco Chacon](mailto:francisco.chacon@du.edu) for questions regarding space reservations. Please contact [Jill Duffy](mailto:jill.duffy@du.edu) for questions regarding student organization event processes.