

Our new campus event reservation form is an embeddable form through CollegeNet's room scheduling software, 25Live Pro. If you have access to 25LivePro, you will be able to select these event types directly from your event form and they will appear the same as the embeddable form.

All email correspondence in regards to your event will come from an [External] email in the CollegeNet system.

Requesting a Classroom Space

- Enter your Event Name. Please include the title of your department.
 - Example: POLS – Guest Speaker Series, September

- Select the Event Type.
 - BL General Inventory Special Requests
 - Used by scheduling officers only to indicate departmental events that have priority for schedule.
 - Examples: Guest lecture series, examinations outside of class times, film screenings for classes, department colloquia, etc.
 - BL General Inventory Classroom Requests
 - Used by all other faculty/staff for any classroom reservation.

- Select your Department.
 - Use the search to locate your department. It will appear as your main subject code with the long title in parenthesis.
 - Examples: MUS (Jacobs School of Music), POLS (Political Science)
 - If you are a member of an office, campus center, or are making the reservation on behalf of another group you can use a keyword search to find the title of your organization. Since the character spaces are limited and names have been truncated, standard acronyms are also included.
 - Examples: Office of Student Financial Assistance (OSFA), Black Film Center/Archive (BFCA), Gender Studies Graduate Assoc (GNDR GA)
 - Student groups registered with BeInvolved need to submit their event through the student specific form and be vetted by Student Affairs.

- Enter your Expected Attendance.

- Enter an Event Description if applicable.
 - Descriptions of events can help us in the event that we are unable to schedule you in your requested room. You can indicate information on technology needed or alternative spaces.

Date and Time

- Note: you will see a field title "additional time." This is for use by our office to indicate the 20 minute minimum passing period needed between events/classes when we review your room request. Any time you may enter here will be removed and will not be factored into your total reservation time.

- You will receive an error if you select dates outside of our current dates in which we are scheduling. Please check back at a later time to submit your reservation.

Making a single day/time request

- To make a single request click the date box and use the calendar to select the date of your event.
- In the time boxes, enter the start and end time of your event.
- You cannot enter multiple times on the same day in the same form (ex. 8:00am-10:00am and 3:00pm-4:00pm). These must be submitted as separate requests.
- You can skip all other fields and move onto locations.

Making a recurring event on random days, all at the same time

- If you would like to make an event for June 5, June 6, and June 10th all for 10:00am-11:00am, click in the date box and use the calendar to select the first date in your group.
- Enter your start and end time.
- On the calendar listed under “repeating pattern” select the additional dates you would like to reserve.

To:

Duration:
1 Hour

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

June 2021						
S	M	T	W	T	F	S
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03
04	05	06	07	08	09	10

- If you would like to remove any that you have selected, click the date on the calendar and then click “remove” in the pop-up window.

Date Occurrences (Sun Jun 06 2021) ✕

Dates	Sun Jun 06 2021
Times	<input type="text" value="10:00"/> <input type="text" value="11:00"/>
Comment	<input style="width: 100%;" type="text"/>
State	<input type="text" value="Active"/>
Remove	<input style="border: 2px solid red;" type="button" value="Remove"/>

- You can now move on to the locations section.

Making a recurring event for a repeating pattern at the same times

- To make a recurring event which repeats on a pattern (example: MWF, Daily, Monthly), click in the date box and use the calendar to select the first date in your group.
- Enter your start and end time.
- Click the “repeating pattern” button and select your pattern. For this example I am requesting a room MWF Jun 7 – July 31.
- Select the appropriate parameters using the repeating days, a repeating end date or iterations.
 - **Please only select dates for one term at a time.

Pattern Picker ✕

Choose how you would like this to repeat

Repeats every

Repeats on

Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

Repeats through

Ends after iterations

- When you have completed picking your pattern, the dates will appear on the calendar.
- You can now move on to the locations section.

Making a recurring reservation with different days and times

- This method can be used for either ad hoc or repeating events when you need to schedule a different time for each day within your reservation. In this example I will schedule 2 ad hoc days, one for 1:00pm-5:00pm and the other for 2:00-3:00pm.
- Click in the date box and use the calendar to select the first date in your group.
- Enter your start and end time to be used on the first date.
- Complete the appropriate steps above to select your events dates and populate them on the calendar.
- Underneath the calendar select “View All Occurrences”

Repeating Pattern

<< < August 2021 > >>

S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

View All Occurrences

- You can now use the text boxes to change the times on the days needed. You can also use this function to remove unneeded dates.

The screenshot shows a window titled "All Date Occurrences" with a close button (X) in the top right corner. It contains two event entries, each with the following fields:

- Dates:** Mon Aug 23 2021 (for the first entry) and Tue Aug 24 2021 (for the second entry).
- Times:** 1:00 p and 5:00 p (for the first entry); 2:00 p and 3:00 p (for the second entry, highlighted with a red box).
- Comment:** An empty text input field.
- State:** A dropdown menu currently set to "Active".
- Remove:** A red button labeled "Remove".

At the bottom right of the window is a blue button labeled "Close".

Locations

- Keep the “hide conflicts” box checked. This will populate search results only for available rooms. Utilize the “enforce headcount” box to show only rooms at the size for the headcount you have entered
 - **At the time this document was written there are two active capacities for rooms: Social Distancing and As Is. Using “enforce headcount” will enforce the social distancing capacity as used through July 31, 2021.
- Under Saved Searches you will be able to select “BL GI Classrooms” to view all rooms under registrar control.
 - If you are a current 25LivePro user, you may see your personal saved searches in this drop down.
- In the location search results you will see several fields.
 - Room Name. Hover over this field to see the features of the room as well as the “As Is” or regular capacity of the room (non-COVID number).
 - Default capacity. The capacity at the time of the request. At the time of this document it is the social distancing capacity for use through July 31, 2021.
 - Availability. If you have selected multiple days you can view how many of your meetings the room is available for. In this example I have two meetings and the room is available for both.

- **Conflict Details.** If you uncheck the “hide conflicts” box you will be able to see conflicting reservations by hovering over this field. Note that the events will all show as “private.”

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

BL GI Classrooms ★

BL GI Classrooms ×

[Reset](#) [Search](#)

BLPH 017	
Add	Request
Name	BLPH 017
Title	School of Public Health - 017
Default Capacity	10
Availability	2/2
Conflict Details	None

- Click “request” to request the room.

Requesting multiple locations on a single day

- Click “request” on all rooms you would like to request for the reservation.

Requesting different locations on different days

- In this example I will request PH 017 for one day and WH 121 for the other.
- Click “request” for all rooms you would like to use. This will populate them directly below the location search field.
- Click “View Occurrences” on the first room.

The screenshot shows a list of rooms. The first room is BLPH 017, School of Public Health - 017, with a capacity of 10. It has a 'Remove' link and a 'View Occurrences' button. The second room is BLWH 121, Woodburn Hall - 121, with a capacity of 9. It also has a 'Remove' link and a 'View Occurrences' button.

- Go to the day you would NOT like to use the room and uncheck the “included” box. For this example I would like to us PH 017 on Aug 23rd, so I have unchecked the Aug 24th box.

The screenshot shows the details for room BLPH 017. The date is Mon Aug 23 2021, and the time is 1:00 pm - 5:00 pm. The 'Included' checkbox is checked. The 'Shared' checkbox is unchecked. The layout is set to Social Distancing (10). The 'Attendance' field is empty. Below this, the date is Tue Aug 24 2021, and the time is 2:00 pm - 3:00 pm. The 'Included' checkbox is unchecked. The 'Shared' checkbox is unchecked. A 'Close' button is at the bottom right.

- Repeat this step for the next room.

- When you are completed, your room reservations will include the specific days for which they are scheduled by room.

The screenshot displays two reservation cards. The first card is for room BLPH 017 at the School of Public Health, with a capacity of 10. It shows an included date of Monday, August 23, 2021, highlighted in yellow. Below the date are two buttons: 'Remove' and 'View Occurrences'. The second card is for room BLWH 121 at Woodburn Hall, with a capacity of 9. It shows an included date of Tuesday, August 24, 2021, also highlighted in yellow. It similarly features 'Remove' and 'View Occurrences' buttons. Each card has a star icon in the top right corner.

Additional Questions

- Enter your name and full @iu.edu email in the requester fields.
- Answer the remaining questions on the form dependent on the event type selected

When you have completed your form, click “Save.” You will receive a confirmation page once your submission is complete.

The reservation will then be sent to our queue and we will review it as soon as we are able. Events are processed in the order received by current term (example Spring first, then Summer, then Fall).

You will receive a notice via email once your event has been reviewed.

Happy Scheduling!