



UNIVERSITY OF  
NORTHERN  
COLORADO

# **25Live Pro**

## **Training & Reference Guide**



# **University of Northern Colorado's**

## **Academic & Event Scheduling System**

**Updated 2/28/25**

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### THE MOST IMPORTANT THINGS TO REMEMBER:

- **ALL** Classes originate in Banner and then push into 25Live. Courses should never be placed directly into 25Live.
- Final Exam placement is done by the Academic Scheduling Support Specialist in the Office of the Registrar. Final Exams during Finals Week should never be placed directly into 25Live.
- S25 spaces are open to all scheduling **AFTER** the first week of classes has concluded for each Spring and Fall Semester and opens to all scheduling on February 1<sup>st</sup> for the Summer.
- Add the resources of Unlock/Lock by FM and Notification Facilities to all S25 reservations.
- All NonS25 spaces are department specific, so need that department's approval to schedule.
- You can put reservations in the system for NonS25 Restricted spaces, but the reservation will say "awaiting approval" until the reservation is approved by the department.
- All **non-academic** reservations should go through Conference & Event Services to schedule, **as well as** any academic reservation with elements that include any of these items:
  - Reservations that invite the public to campus.
  - Any breezeway, pavilion, or outdoor reservation.
  - Reservations that require extra resources like tables, chairs, trash cans, catering, etc.
  - Any reservation that is not directly related to academics.
  - Any non-course reservation involving a student group (even if academically related).
  - Any reservation requesting the use of UC or CC spaces (costs may apply).



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# 25Live Pro

## System Access

**25Live Pro is the scheduling system utilized by the University of Northern Colorado. Colleges/Departments have designated schedulers with the ability to place classes in the 25Live calendars through coding in the Banner system. Various designated schedulers can also manually enter meetings/events into the 25Live calendars using the event form. 25Live Pro user accounts are only granted to the designated College/Department schedulers, or to individuals that the Colleges/Departments authorize to perform scheduling duties.**

**Individuals that don't have a user account are welcome to visit 25Live Pro as a guest viewer: <https://25live.collegenet.com/pro/unco#!/home/dash>**

**25Live users with an active account can sign in using their username & password: <https://25live.collegenet.com/pro/unco>**

**Authorized individuals needing access to the 25Live Pro system would ask their Supervisor, Manager, or Department Head to fill out the OnBase form requesting a 25Live Pro user account for them.**

**New users to 25Live Pro are strongly encouraged to set up a training session with the 25Live Functional Administrator.**

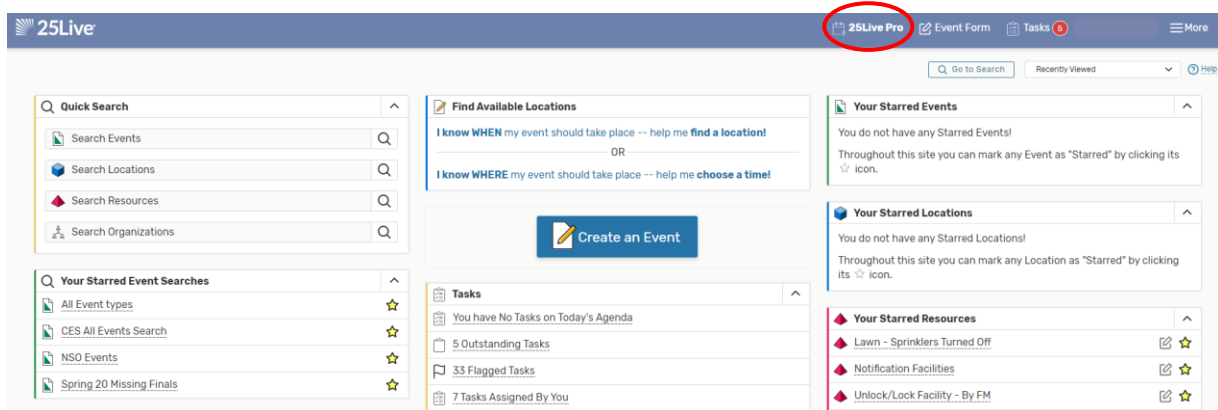
**Any questions can be directed to: [25LiveHelp@unco.edu](mailto:25LiveHelp@unco.edu)**



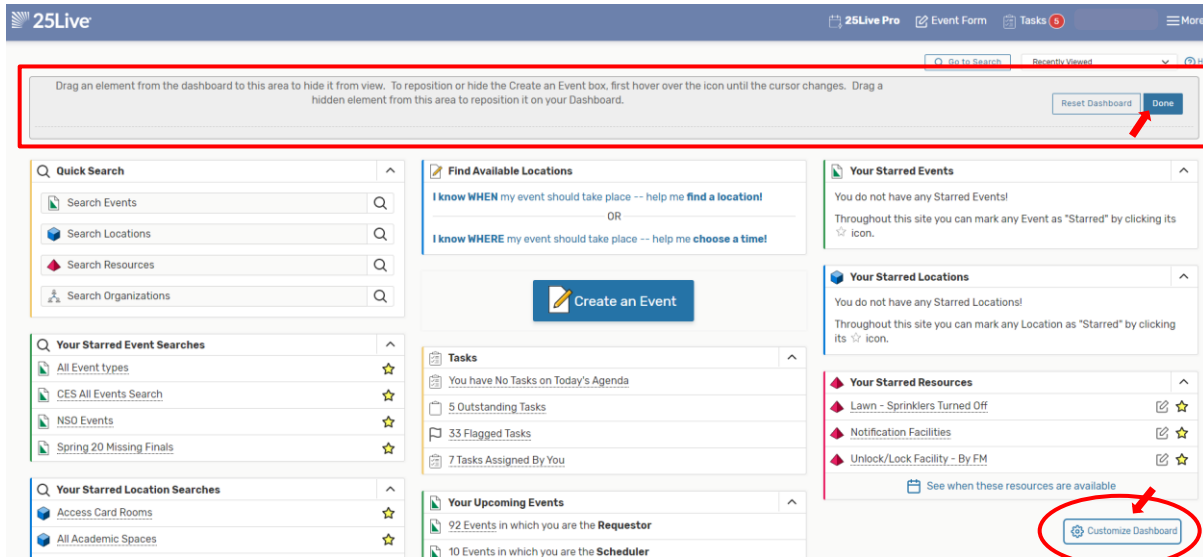
# 25Live Pro

## Customize & Utilize the Dashboard

Anytime you want to return to the dashboard after logging into the 25Live Pro system, click on the 25Live Pro icon shown circled in red here. The dashboard is also known as the homepage.



### Arrange the Home Page to Your Liking



Clicking on “Customize Dashboard” allows you to arrange your homepage. Drag and drop the different sections where you want them placed. You can hide any section you find you don’t need by following the directions in the section with the red box around it above. To exit editing, click the “Done” button.

## From the Dashboard, Utilize The 25Live Pro “Quick Search” Features

Searching for an Event?



Need to Research a Location?



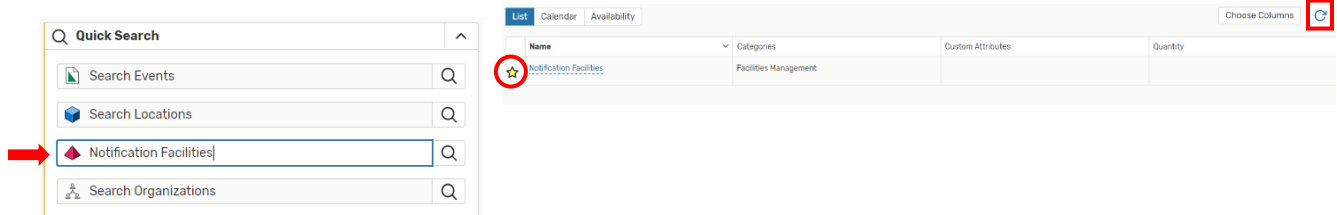
**TIP:** Most (but not all) of UNC’s rooms are coded with four letters for the building and four numbers for the room.

## While Performing Searches, Star Regularly Used Items

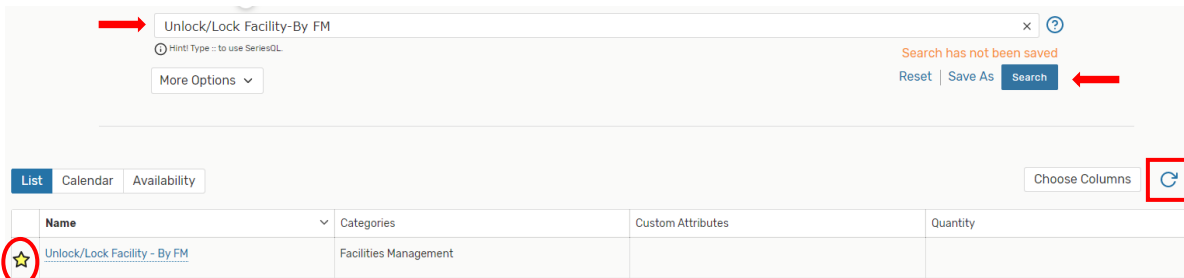
Any Event, Location, Resource, Organization, or Search can be Starred.

**Go ahead and star a couple resources that you will need as a scheduler:**

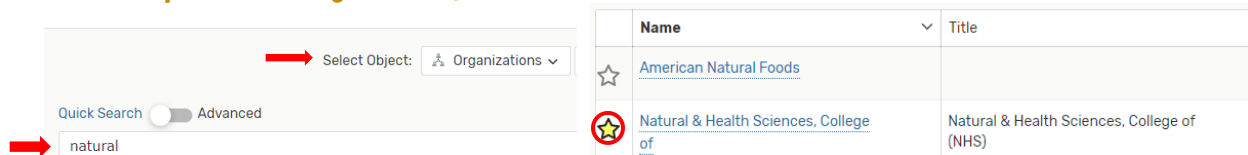
★ In the “Search Resources” section, type “Notification Facilities” then hit the spyglass. A new page will open. Select the Star next to that Resource you are looking for, and then Refresh the section by clicking the circular arrow to the right of that section.



★ On that same search page, now type in “Unlock/Lock Facilities-By FM”, hit enter or click the “Search” button. Select the Star next to that Resource, and then Refresh that section.



★ On the top of that same search page, change your “Select Object:” search to “Organizations”. Now in the Search bar, type in at least a partial spelling of your department as an organization name. Star your chosen organization, and then refresh that section.



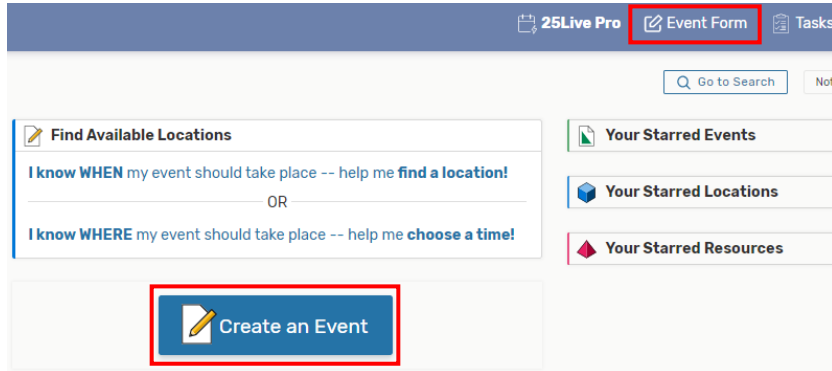
**TIP:** Return to and refresh the Homepage to see the recent changes displayed on your Dashboard. The refresh button is located next to the browser window at the top of your screen as shown highlighted here:



## Navigate to other areas of 25Live Pro from the Dashboard

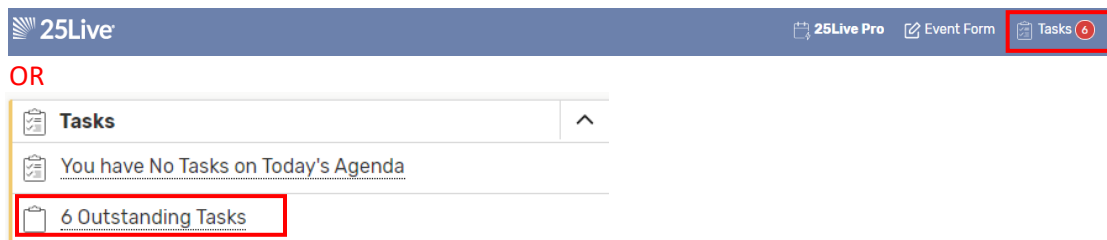
Note that there are multiple ways to navigate to the desired screen(s) in 25Live Pro.

➔ **Open the Event Form by clicking on “Event Form” or by clicking on “Create an Event”.**

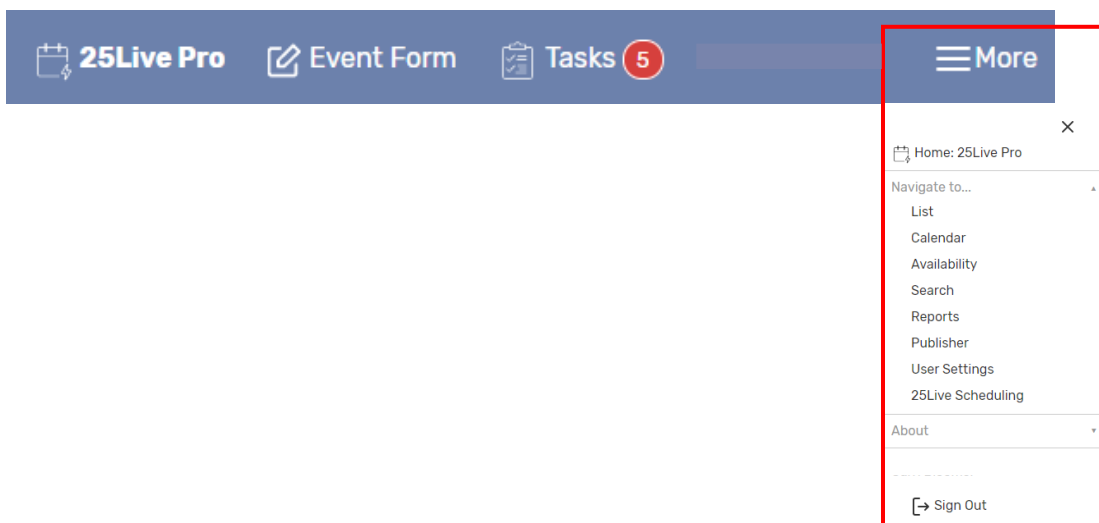


Note: The button in the middle of the page will not appear if Express Scheduling exists in your user group. If that is the case, use the “Event Form” button on the header bar to launch the Event Form.

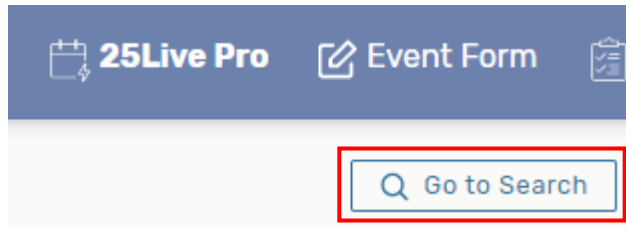
➔ **If applicable to your job function, check and clear any tasks by opening the “Tasks” tab, or by checking the “Tasks” section of your homepage.**



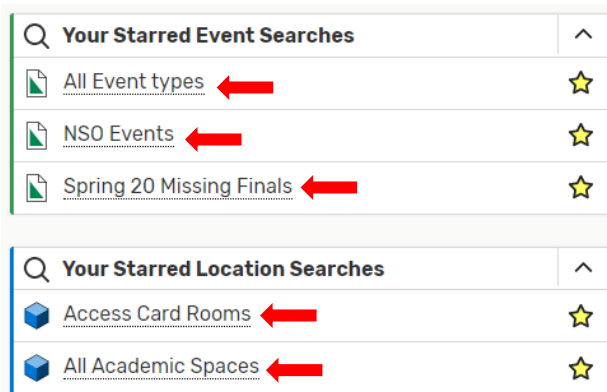
➔ **Use the “More” dropdown as an option to get to other screens like Calendars, Searches, Reports, etc. You can also modify your preferences or change your password by going into the “User Settings” located within the “More” dropdown. The “More” dropdown is also where you will go to “Sign out” of the 25Live Pro system.**



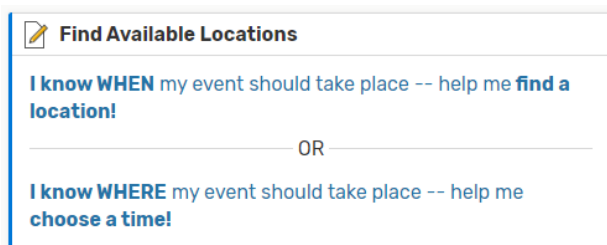
➔ You can also go directly to the Search page by clicking on the “Go to Search” button on the Dashboard, located directly under the navigation bar:



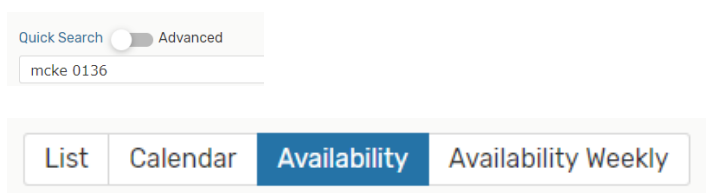
➔ If you have starred any events, locations, resources, or searches; from your homepage, simply click on your saved/starred title and the system will take you directly to that information.



➔ From the Dashboard, you can also utilize the “Find Available Locations” feature. Note: You will need to do a location search, then save and star the location(s) before this feature will work properly.



Remember that there is always more than one way to access the same information in 25Live. For example, instead of using the “Find Available Locations” feature from the dashboard, you could do a Locations Quick Search by building(s) or even plug in a specific location and check for availability from the Search page as shown in this example:





## Designated Technology Descriptions

**25Live has many categories and features that can help make searches more efficient. Below are the different technology designations with descriptions that are built into 25Live features and/or categories:**

### **High Definition Standard**

- **This is UNC IT's standard classroom build. This build typically includes a 7" touch-panel that allows for control of a projector, screen, and audio system. These rooms typically have a podium computer, breakout HDMI cables, and a document camera.**

### **High Definition Wall Interface**

- **These rooms include a high definition video system, audio system, and the ability to connect a device via HDMI and VGA.**

### **High Definition Conference**

- **These rooms include a high definition video system, audio system, and the ability to connect a device via HDMI. These rooms may also include wireless connectivity through Air Media.**

### **High Definition Collaborative space**

- **These rooms are custom built, flexible teaching space rooms. These rooms typically include multiple display outputs that are conducive to alternate class orientations and teaching styles.**

### **Low Definition**

- **These are classrooms that have not yet been upgraded to the new high definition standard. These rooms typically do include a projector, screen and audio system, with a podium computer and breakout VGA cables.**

### **Low Definition Wall Interface**

- **These are classrooms that have not yet been upgraded to the new high definition standard. These rooms typically include a projector, screen, and audio system, with the ability to connect a device via VGA cable.**

### **Laboratory**

- **These rooms vary and are typically setup with specific needs based on the college and location of the room.**

### **Individual Computers**

- **These spaces include computers for use by individual students. These rooms may also fall into other classroom or lab categories.**





## Scheduling Rules-S25 vs NonS25

There are two main types of rooms in the 25Live system. There are S25 rooms, and there are NonS25 rooms. The following information will describe the need for each designation and the protocols associated with scheduling in each type of space.

### **S25**

S25 is the basic designation for schedulable academic spaces. The Departmental Schedulers code all the offered courses in the Banner system for each term. Then during the Room Run, the system will look to place courses per that coding. The courses coded as needing a room will be optimally placed into an S25 location. S25 spaces are open to all scheduling, but the placement of courses always has priority.

It is the protocol for Fall and Spring terms that meetings or events are not to be placed in an academic space until after the first week of class has concluded. This rule exists because from the time the Room Run happens through the first week of classes, scheduling shifts are happening. If there is even a fraction of an event or meeting that is placed in an academic space during the scheduling of the term, the entire class for the semester will not be able to push into that room. That is why this rule is so important and why it is strictly upheld for S25 spaces.

It is also requested that no meeting or event be scheduled in Finals week until the fifth week of classes as the Final Exam Room Run occurs during the third week of classes and adjustments are made through the fourth week of classes.

Summer opens to all scheduling (still following the S25 and NonS25 designations) on February 1<sup>st</sup> each year.

### **NonS25**

NonS25 is the designation used for spaces in 25Live that are specific to Departments. The biggest difference between a NonS25 and an S25 room is that during the Room Run, the system cannot place a course from Banner into a NonS25 room unless specifically assigned to do so by the Departmental Scheduler in the Banner system.

The reason for a room to be classified as NonS25 in the 25Live system can vary, but the NonS25 designation alone alerts all schedulers that special permissions need to be obtained from the Department associated with that space before any scheduling occurs.

Please note that if the NonS25 location is going to be used for courses, the recommendation of waiting until the first week of classes to conclude before allowing events and meetings to be scheduled in that room still applies.

There are different kinds of NonS25 rooms as well. Clues have been built into the "Location Formal Name" in most cases so schedulers can easily and quickly see the room designation. If encountering a NonS25 without a clue built in, always contact the Department associated with that space to see how to proceed.

## **NonS25-Dedicated**

Rooms with the clue built in that say NonS25-Dedicated are just that; spaces that are dedicated to that specific Department. Most dedicated spaces can only be seen in 25Live by the Department that is associated with the space. Other dedicated spaces can be seen by all schedulers but cannot be reserved by anyone outside the Department. NonS25-Dedicated spaces are solely populated by the Department and at the Department's discretion.

## **NonS25-Restricted**

A NonS25-Restricted room allows for reservations to be placed by campus schedulers regardless of Department; however, the entered reservation won't be placed until the reservation is "Assigned" to the room by the Departmental Approver. When reviewing the reservation in the Occurrences tab, the requestor will see "is awaiting approval" next to the room name until the request is approved or denied. If approved, the wording "is awaiting approval" disappears and the room remains. If denied, the room and the wording will disappear completely, and the Departmental Scheduler should be reaching out to identify the reason the reservation cannot be placed as requested. Again, all NonS25 usage is at the Department's discretion.

## **Departmentally Associated NonS25 Spaces per Building**

Here is a breakdown of the Departmental spaces per building. These are generalizations, so some spaces within a building may be different than the generalization. If you have a question about a NonS25 space this will serve as a good starting point.

Arts Annex (ARTS)-PVA  
Butler Hancock (BTLR)-NHS  
Candelaria (CAND)-HSS  
Crab (CRAB)-PVA  
Fraiser (FRAS)-PVA  
Gray (GRAY)-PVA  
Guggenheim (GUGG)-PVA

Gunter (GUNT)-NHS  
Kepner (KEPN)-MCB  
McKee (MCKE)-CEBS  
Michener (MICH)-LIB  
Ross (ROSS)-NHS  
Skinner Library (SKNR)-LIB

## **Departmental Schedulers**

Here are the main Departmental Schedulers and their perspective scheduling areas. Please note this information is subject to change.

EBS- Susan Allen 351-3559, Alyssa Miles (BOM) 351-1464, Kelly Trinch (MCKE Building Coordinator) 351-3529  
HSS-Deb Lewis 351-2706  
LIB-Natasha Floersch 351-1529  
MCB-Abby Froom 351-4446, Sami Milliman 351-2088, Deidra Schaeffer (BOM) 351-2275  
NHS-Janice Riegel (BOM) 351-2740 or nhscoursescheduling@unco.edu  
PVA-Devon Rosson 351-2248, Allison Lubas (BOM) 351-3817, Helen Villarreal 2894 (Arts, Crab, Gugg), Derek Watson (Lab Coordinator) 351-2680  
UC & CC Spaces-contact 351-2558, email [event.services@unco.edu](mailto:event.services@unco.edu), or preferred is to fill out the Qualtrics survey: <https://www.unco.edu/events/>  
25Live Functional Administrator, Carri Bloomer 351-1820



## Computer Labs

Computer labs follow the same S25 and NonS25 rules as regular classrooms on campus. S25 spaces are open to all scheduling after the first week of classes has concluded, and open in Finals Week after the fourth week of classes has concluded. Summer term is the exception to these rules, in that it opens to all scheduling on February 1<sup>st</sup> each year. NonS25 spaces are governed by the Departments. Any reservations in these spaces must be approved by the Department associated with that space. The type of NonS25 room clues schedulers to how the room is scheduled.

**Did you know that students and instructors can now access almost all UNC software from ANY computer? Apporto is an application that allows the use of remote lab technologies and can be loaded on virtually any computer, on or off campus. Why is this important to schedulers? Because it may no longer be necessary to put a class in a specific space just to utilize a designated software.**

### How does Apporto work?

- 1) Visit this link: <https://unco.apporto.com>
- 2) Instructors will log-in with their regular unco.edu credentials, and students will sign in with their bears.unco.edu credentials
- 3) Click on the "Launch" button under the "Virtual Desktop"
- 4) From the virtual desktop, find the software needed and double click that icon to activate the chosen program.
- 5) When finished, remember to save all work and close the software. Then exit the session by using the window icon on the bottom of the Apporto desktop screen.

Visit this link to find out what software can be accessed using Apporto, and for other useful information about Apporto:  
<https://www.unco.edu/information-management-technology/teaching-learning/apporto.aspx>

### S25 Classroom Computer Labs

Open to general scheduling after the first week of classes has concluded.

- CAND 1170 - Individual & Observational (35 capacity/35 student computers)
- CAND 2035- (22 Capacity/ 22 student computers)
- CAND 2170- (30 Capacity/ 30 student computers)
- GUNT 1140- (28 Capacity/ 28 student computers)
- KEPN 0090- (48 Capacity/ 48 student computers)
- MCKE 0101W- (50 Capacity/ 38 student computers)

### Collaborative Classroom Technology

Open to general scheduling after the first week of classes has concluded.

- CAND 1140 (25 Capacity-Collaborative-6 individual computer)
- GUNT 1530 (30 Capacity-Collaborative-No individual computers)
- KEPN 0060 (42 Capacity-Collaborative-No individual computers)

### NonS25-Restricted Computer Labs

Open to general scheduling after the first week of classes, but approved reservation put in the system are "Assigned" to the room by the Departmental Approver through their "Tasks" Tab. Open to student use when not scheduled.

- KEPN 0030 (41 Capacity- Individual-MCB Approves)
- KEPN 0075 (32 Capacity- Individual-MCB Approves)
- KEPN 1050D (30 Capacity- Individual-MCB Approves)
- MCKE 0019 (30 Capacity/ 13 Individual student computers-Psych Sci Approves)
- MICH 10117 (21 Capacity-PC Computer Lab-CHE Approves)
- MICH 0303 (50 Capacity/ 35 Individual student computers-LIB prefers to input all reservations)
- MICH 0335 (50 Capacity/ 35 Individual student computers-LIB prefers to input all reservations)
- ROSS 1240 (25 Capacity-Individual-Eng. Dept or HSS Approves)
- ROSS 2261 (38 Capacity/ 37 Individual student computers-PC Lab-NHS or HSS Approves)

## **NonS25-Dedicated Computer Labs**

**Not available for general campus scheduling; College or Program determines schedule:**

- ARTS 0128 (4 Capacity, Printer Room for Digital Dark Room- Dedicated to PVA Photography)
- ARTS 0129 (3 Capacity, Faculty Office for Digital Dark Room- Dedicated to PVA Photography)
- ARTS 0132 (20 Capacity, Individual- Dedicated to PVA Photography)
- CAND 2110 (25 Capacity, Individual- Dedicated to HSS GIS)
- CAND 2140 (25 Capacity, 10 Individual computers- Dedicated to HSS SOC Research Lab)
- FRAS 0011 (25 Capacity, MAC Computers/Design Lab- Dedicated to PVA STAD)
- FRAS 0083 (30 Capacity, MAC Computers/Synthesis Lab with Piano Keyboards- Dedicated to PVA Music)
- FRAS 0085 (16 Capacity, Keyboard Lab with Headphones, Upright Piano- Dedicated to PVA Music)
- FRAS 0161 (20 Capacity, 12 Mac Computers -Dedicated to PVA STAD)
- GUGG 0105 (21 Capacity, MAC Computers/Graphic Art Computer Lab- Dedicated to PVA ART, Restricted for NSO)
- GUGG 0106 (22 Capacity, MAC Computers/Graphic Art Computer Lab- Dedicated to PVA ART, Restricted for NSO)
- GUNT 0010 (16 Capacity, 5 computers/ASLS Lab- Dedicated to NHS ASLS)
- GUNT 1750 (24 Capacity, 8 Computers/Biomechanics Research Lab- Dedicated to NHS Biomechanics)
- GUNT 1760 (12 Capacity, 7 Computers/SES Teaching Lab- Dedicated to NHS SES)
- GUNT 2110 (36 Capacity, 12 computers/Nursing Skills Lab/Clinic- Dedicated to NHS Nursing)
- GUNT 2130 (12 Capacity, 2 computers/Nursing Lab- Dedicated to NHS Nursing)
- GUNT 2190 (36 Capacity, 10 computers/Nursing Skills Lab- Dedicated to NHS Nursing)
- ROSS 0220 (24 Capacity, 9 Computers/PHYS Lab- Dedicated to NHS PHYS)
- ROSS 0235 (24 Capacity, 9 Computers/PHYS Lab- Dedicated to NHS PHYS)
- ROSS 0245 (17 Capacity, 8 Computers/PHYS Lab- Dedicated to NHS PHYS)
- ROSS 0261 (15 Capacity, 5 Computers/PHYS & ASTR Lab- Dedicated to NHS PHYS & ASTR)
- ROSS 1330 (24 Capacity, 3 Computers/Biology Lab- Dedicated to NHS BIO)
- ROSS 1331 (24 Capacity, 3 Computers/Biology Lab- Dedicated to NHS BIO)
- ROSS 1611 (24 Capacity, 8 Computers/Biology Lab-Dedicated to NHS BIO)
- ROSS 2335 (24 Capacity, 12 Computers/Anatomy Lab with Emergency Eye Wash & Shower- Dedicated to NHS BIO)
- ROSS 2385 (24 Capacity, 6 Computers/Anatomy & Biology Lab- Dedicated to NHS BIO)
- ROSS 2615 (9 Capacity, 5 Computers/Biology Research Lab- Dedicated to NHS BIO)
- ROSS 3257 (15 Capacity, 9 Computers/Meteorology Lab- Dedicated to NHS MET)
- ROSS 3265 (24 Capacity, 10 Computers/Meteorology Lab- Dedicated to NHS MET)
- ROSS 3615 (25 Capacity, 12 Computers/Chemistry Lab- Dedicated to NHS CHEM)
- ROSS 3655 (24 Capacity, 12 Computers/Chemistry Lab with Emergency Eye Wash & Shower- Dedicated to NHS CHEM)
- ROSS 2230G (10 Capacity, 8 Computers/LINUX Lab- Dedicated to NHS CS)

## **NonS25-Student Use Only Lounges with computers**

**Student-Use-Only Computer Lounges are available to students during open building hours. THESE SPACES CANNOT BE RESERVED.**

- CAND 0345- 6 Computers
- GUNT 1700- 5 Computers
- MCKE 0101E- 6 Computers
- ROSS 2263- 5 Computers

## **Departmental Schedulers Contact Information**

Here are the main Departmental Schedulers and their perspective scheduling areas. Please note this information is subject to change.

**EBS-Susan Allen 351-3559, Alyssa Miles (BOM) 351-1464, Kelly Trinch (MCKE Building Coordinator) 351-3529  
HSS-Deb Lewis 351-2706**

**LIB-Natasha Floersch 351-1529**

**MCB-Abby Froom 351-4446, Sami Milliman 351-2088, Deidra Schaeffer (BOM) 351-2275**

**NHS-Janice Riegel (BOM) 351-2740 or [nhsourcescheduling@unco.edu](mailto:nhsourcescheduling@unco.edu)**

**PVA-Devon Rosson 351-2248, Allison Lubas (BOM) 351-3817, Helen Villarreal 2894 (Arts, Crab, Gugg), Derek Watson (Lab Coordinator) 351-2680**

**UC & CC Spaces-contact 351-2558, email [event.services@unco.edu](mailto:event.services@unco.edu), or preferred is to fill out the Qualtrics survey: <https://www.unco.edu/events/>**

**25Live Functional Administrator, Carri Bloomer 351-1820**



# 25Live Pro

## Course Scheduling Process

The following information will help schedulers navigate general processes, procedures, and timelines pertaining to the University of Northern Colorado's academic calendars and scheduling protocols. Schedulers should also access and utilize the "Procedures/Guidelines for Academic Scheduling" for information regarding scheduling:

<https://www.unco.edu/registrar/faculty-staff/academic-schedulers.aspx>

### The Term Opens for Scheduling

- The Office of the Registrar opens the new term for scheduling about four months before the Room Run takes place. Reference the "Course Scheduling Calendar" for exact dates each term.
- Departmental Schedulers use the time between the Opening of the Schedule and the Room Run to set up the courses that are going to be offered that semester. All courses originate in the Banner system, and should never be directly scheduled into 25Live Pro.
- It is important to use the Class Scheduling Blocks while setting up courses because meeting patterns that do not subscribe to that scheduling paradigm won't necessarily be recognized by the 25Live system regarding rooming the course or placing the Final Exam.

### 25Live Room Run Process

- The Room Run is the process that optimally places the courses into the 25Live calendars using the coding that the Schedulers have entered into the Banner system along with the subject preferences built in 25Live.
- The Office of the Registrar's 25Live Functional Administrator is allotted a two-week window to perform the Room Run in January for the Fall, in July for the Spring, and in November for the Summer. See the "Course Scheduling Calendar" for actual dates.
- All scheduling in Banner for the term involved in the Room Run will need to be suspended during the Room Run loading period. Email communication from the 25Live Functional Administrator will be forthcoming to the Departmental Schedulers to mark the start and end of that event for each term.
- Any courses not placed during the Room Run will need scheduled through Banner by the Departmental Schedulers after the Room Run concludes. All applicable courses should be placed by the time the schedule opens for view on the web, but absolutely no later than when registration for that term opens.

### 25Live Final Exam Room Run Process

- It is important that there aren't any final exams, meetings, or events scheduled within "Finals week" until after the Final Exam Room Run is completed each semester.
- For both the Fall and Spring semesters, the Final Exam Room Run occurs during the third week of classes. Summer and Interim Final Exams are not placed through a Rooming process.
- The 25Live system pulls the data from the "01" Session Indicator in Banner's SSASECT to calculate when the Final Exam will take place. If the course has more than one line built in the "Meeting Dates" section of SSASECT, choose which pattern works best for the final exam and make that the "01" Session Indicator. It is important that there only be one "01" session indicator per course.
- UNC has rotating Final Exam schedules. To see which schedule is being used for which semester, visit <https://www.unco.edu/registrar/registration/final-exam.aspx>.
- Any Final Exams not placed during the Final Exam Room Run should be sent to the 25Live Functional Administrator by the Departmental Scheduler for placement inside the existing course reservation.



# 25Live Pro

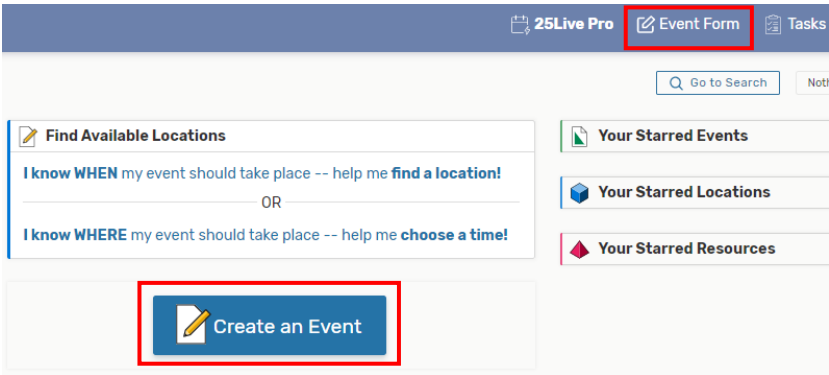
## Creating Reservations-The Event Form

All courses originate in the Banner System. 25Live Pro then pulls the courses into the calendars through a process called the Room Run. After the Room Run, any courses not placed will be manually assigned to a location through the Banner system by the Departmental Schedulers. Final Exams are placed during the third week of classes through another Room Run process. The scheduler should send the day/time/location of any Final Exam in need of placement to the Functional Administrator to be added to the course reservation already in 25Live.

The Event Form is used to enter all other meetings, events, rehearsals, performances, etc. that need to be placed into the 25Live Pro calendars per location availability and room classification after the first week of Spring and Fall classes have concluded. Summer meeting/event reservations can be placed starting the first of February each year.

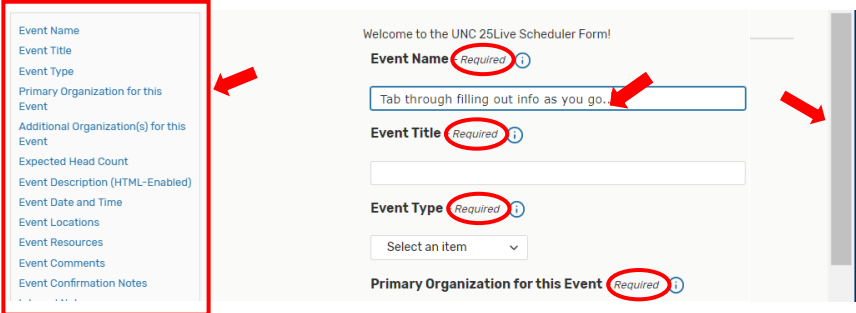
### Launch the Event Form

The Event Form is the tool that will walk you through setting up your reservation. From your Dashboard, click on either “Create an Event” or “Event Form”. Either selection will open the Event Form.



Note: the button in the middle of the page will not appear if Express Scheduling exists in your user group.

Navigate through the Event Form by scrolling down, using the scroll bar, by using the tab key to move from one field to the next, or by using the blue links to the right that will go directly to a specific field in the form. Please note that the form will not be saved if any “Required Fields” have been missed.



**TIP: Academic Schedulers should only be choosing an Event Type that states the category is for “academics” in some way; i.e., Non-Banner Class, Meeting-(In an Academic Space), Presentation-(In an Academic Space), Special Academic event, etc...**

Fill out the “Expected Head Count” field, and then move on to selecting when your event will occur. Even if your event is going to have a repeating pattern, you will always leave the check mark for the field “This event begins and ends on the same day”. Enter the first occurrence along with the time in the “Event Date and Time” section. **IMPORTANT:** This field should never show the start and end of the event on two separate days. If this is done improperly, the event will not track to the calendar correctly and the resources may not be applied as intended. This field sets the start day and time only. Any repeating pattern is set in the upcoming steps.



**Expected Head Count** *Required*

**Event Description (HTML-Enabled)** ⓘ Note that this field is not required, so can be left blank.

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

↶ ↷ **B** *I* U A ▾ **A** ▾ Font Family ▾ Font Sizes ▾ 🔗

**Event Date and Time** *Required*

Tue Oct 01 2019

8:00 am

To:

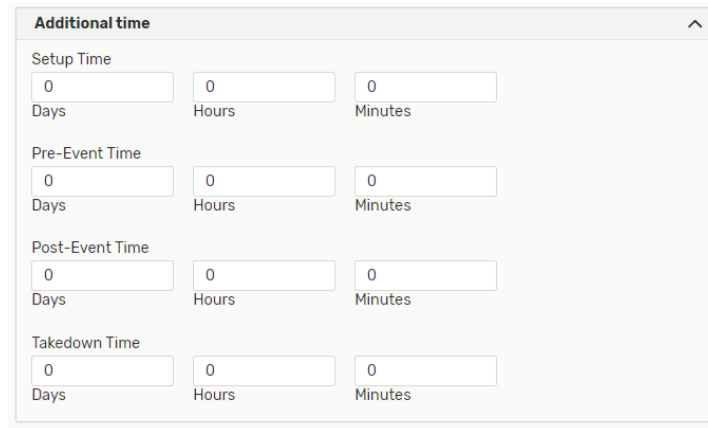
9:00 am

→  This event begins and ends on the same day

If needed, click on the down arrow on the “Additional time” bar and then fill out that section accordingly to add Setup, Pre-Event, Post-Event, or Takedown Time to the reservation.

**Additional time** ▾ →

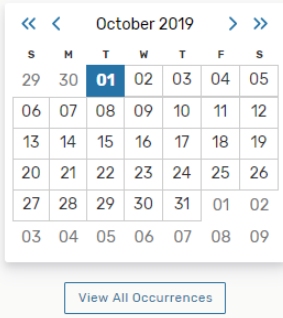
**Additional times are not required fields, so only need to be accessed when additional time needs added to an event. Additional time allows the room to be reserved without it becoming part of the public reservation time.**



**This next section is where you choose how the repeating pattern will behave; whether it will repeat daily, weekly, monthly, or by picking individual dates for the event to repeat through the Ad Hoc Repeats option:**

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

**Repeating Pattern**



**Pick a repeating pattern by clicking on the blue “Repeating Pattern” button as circled above, and then pick the days and times from the chosen meeting pattern as prompted by that screen’s required information as illustrated on the next page.**

**TIP: For reservations that require the event to occur at different times on the same day; after you have chosen the required meeting patterns, please click on the actual date block in the calendar for that day. So, in the example above, you would click on the highlighted day of October 01 in that calendar. A window will then open allowing the addition of another occurrence. Set the time of the new occurrence then close that pop-up screen. Then when you get to the step where you view all occurrences of the location, you will remove or leave the checkmarks in the “Included” column for the days the event will occur or not occur in that location:**

Date	Time	Conflicts	<b>Included</b>	Shared	Instructions	Attendance
------	------	-----------	-----------------	--------	--------------	------------



**Choose the appropriate repeating “pattern picker” and then fill out the associated fields:**

**Ad Hoc:**

**Pattern Picker** ×

How does this event repeat? Ad hoc ▾

**Repeating Pattern**

<< < September 2019 > >>

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	01	02	03	04	05
06	07	08	09	10	11	12

**Daily:**

**Pattern Picker** ×

How does this event repeat? Daily ▾

Repeats every day ▾

Repeats through  
Mon Sep 30 2019

Ends after 1 iterations

**Weekly:**

**Pattern Picker** ×

How does this event repeat? Weekly ▾

Repeats every week ▾

Repeats on  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Repeats through  
Wed Oct 02 2019

Ends after 1 iterations

**Monthly:**

**Pattern Picker** ×

How does this event repeat? Monthly ▾

Repeats every month ▾

Repeat by Day

Repeat by Position

Repeats through  
Wed Sep 25 2019

Ends after 1 iterations

**TIP: It’s always best to pick a “Repeats through” date instead of using the “Ends after (x) iterations. Please try to keep reservations within the current semester, and never to exceed the following semester. (NonS25 spaces have some exceptions to that general rule).**

**In this more specific example, the event is going to meet every Friday for three weeks. We could pick the Ad Hoc option and choose the three Fridays, or we can choose the Weekly Repeats as this example shows. Pick the day(s) of the week the event is to occur, and then plug in an end date in the “repeats through” field.**

**Pattern Picker** ×

Choose how you would like this to repeat Weekly ▾

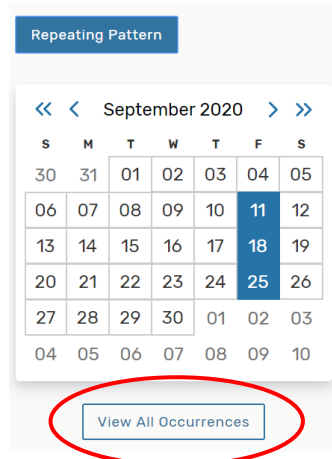
Repeats every week ▾

Repeats on  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Repeats through  
Fri Sep 25 2020

Ends after 1 iterations

After filling out the meeting pattern and clicking “Select Pattern”, click on “View All Occurrences”.



This is where it is possible to edit the times for different meeting patterns.

### All Date Occurrences

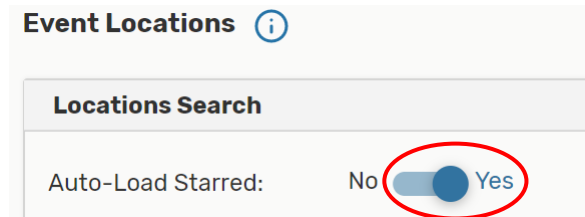
Dates	Times	Comment	State
Fri Sep 11 2020	9:00 am 10:00 am		Active
Fri Sep 18 2020	9:00 am 10:00 am		Active
Fri Sep 25 2020	9:00 am 10:00 am		Active

In this example below, September 11<sup>th</sup> and 25<sup>th</sup> had the times changed, whereas the 18<sup>th</sup> has the original time:

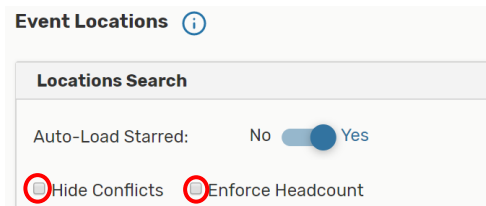
### All Date Occurrences

Dates	Times	Comment	State
Fri Sep 11 2020	10:00 am 11:00 am		Active
Fri Sep 18 2020	9:00 am 10:00 am		Active
Fri Sep 25 2020	10:00 am 11:00 am		Active

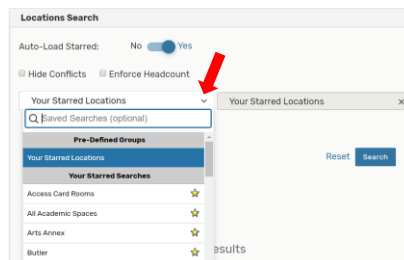
Now that the meeting pattern has been established, it is time to search for available spaces to place the event. The “Event Locations” section allows you to choose a room for your event. If you have starred locations that you place events in regularly, it would be beneficial to turn the “Auto-Load Starred” to “Yes” as shown circled below. You should only have to toggle that to “Yes” once so that every other entry into the Event Form will open with the starred locations already loaded to choose from.



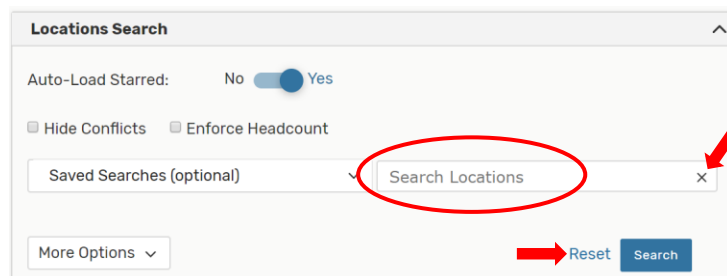
To see available locations without conflicts, check mark “Hide Conflicts”. To show only the rooms that can accommodate the size of your meeting or event, click on “Enforce Headcount”.



As with much of 25Live there are multiple ways to perform the same search. If looking for a previously starred location, simply use the drop down in the first bar and then choose the desired room.



If searching for a room that is not a Starred Location, click on “Reset” located next to the blue “Search” box or click on the “x” in the second field. The Search Locations field will open so you can type in that box.



If you want to reserve a specific location, type it into the “Search Locations” field. Keep in mind that the academic spaces are in the system with four letters for the building followed by a space and then four numbers for the room. You can search by only the building if you wish. Here is a list of the academic building codes:

Academic Building codes:  
ARTS =Arts Annex  
BTLR =Butler Hancock  
BNCC =Ben Nighthorse CC  
CAND =Candelaria  
CRAB =Crabbe Hall  
FRAS =Fraiser  
GRAY =Gray Hall  
GUGG =Guggenheim  
GUNT =Gunter  
KEPN =Kepner  
MCKE =McKee  
MICH =Michener  
ROSS =Ross Hall

Keep in mind that if the building has a lower level, then the four-digit room code will have an “L” before the four room numbers. An example of this would be MICH L0074 or MCKE L0151.

In the example below, CAND 0025 has been chosen. You can see that this room has a capacity of 40 individuals and that there are no conflicts in this room for the three days designated earlier in the Event Form.

It is very important that you now click on the “Reserve” button to select this room.

Add	Name	Title	Capacity	Availability	Conflict Details
<a href="#">Reserve</a>	<a href="#">CAND 0025</a>	CAND 0025 - S25- High Tech Observational	40	3/3	None

After selecting “Reserve”, the “Add” column changes to let you know the room has been “Added below”, and the room selection now appears in a box under the “Locations Search” box.

Add	Name	Title	Capacity	Availability	Conflict Details
<a href="#">Added below</a>	<a href="#">CAND 0025</a>	CAND 0025 - S25- High Tech Observational	40	3/3	None

[CAND 0025](#) CAND 0025 -S25- High Tech Observational **Capacity: 40**

[Remove](#) [View Occurrences](#)

**CAND 0025 has now been chosen for all three occurrences, but let's say that the requestor would like one of the meeting days in a location other than CAND 0025. We don't need to make a whole new reservation; we can just add another room and designate which days go in which room. Let's do a search for other rooms in Candelaria.**

**Go back to the text box and type in CAND, and then click on "Search" box. Scroll through the rooms to find a location that works with the parameters of your reservation. The search results will vary depending upon if the "Hide Conflicts" and/or "Enforce Headcount" (located at the top of the Location Search section) have been selected. If "Hide Conflicts" is not selected, clicking on "Conflict Details" will populate a pop-up screen to let you know what day and time has the conflict and the name of the conflicting event.**

The screenshot shows the 'Locations Search' interface with a search for 'cand'. The table lists several rooms with their respective capacities and availability. A red circle highlights the 'Conflict Details' link for the room CAND 1025. A red arrow points from this link to a 'Conflicts' pop-up window. The pop-up window displays the following information:

**Conflicts on:**  
 ⚠️ Fri Sep 18 2020 • CAND 0345  
 ECON 452 002 15397  
 9:05 am - 9:55 am

**For this example, let's reserve the S25 designated room of CAND 0375. Remember to click on the "Reserve" button to select the chosen room. The "Add" column changes to let you know the room has been "Added below", and the room selection now appears in a box under the "Locations Search" box with the other room already chosen.**

The screenshot shows the 'Locations Search' interface with the room CAND 0395 selected. The 'Add' column for this room has changed to 'Added below'. A red arrow points to this status. Below the search results, there are two boxes representing the selected rooms:

- CAND 0025** CAND 0025 -S25- High Tech Observational **Capacity: 40**  
 Remove View Occurrences
- CAND 0395** CAND 0395 -S25-General Classroom/High Tech **Capacity: 31**  
 Remove View Occurrences

**If the intent was to have this event meet in two locations, we would move on to the next part of the Event Form; however, we want to split this event so that it meets in one room for two of the meeting days and times and in a different room for the other meeting day and time. We can edit which room goes with which occurrence by clicking on the "View Occurrences" button from the boxes of the rooms we have selected.**

CAND 0025 CAND 0025 -S25- High Tech Observational **Capacity: 40**  
Remove View Occurrences

After clicking on “View Occurrences”, an editing window will display. Take the checkmarks out of the “Included” column for any occurrences that will not take place in that room. For this example, the event will be placed in CAND 0025 on the 18<sup>th</sup> only, so we will remove the checkmarks from the 11<sup>th</sup> and 25<sup>th</sup> occurrences.

**CAND 0025**

Date	Time	Conflicts	Included	Shared	Layout	Instructions
Set For All			<input type="checkbox"/>	<input type="checkbox"/>		
Fri Sep 11 2020	10:00 am - 11:00 am		<input type="checkbox"/>	<input type="checkbox"/>	Classroom Regular (40)	
Fri Sep 18 2020	9:00 am - 10:00 am		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classroom Regular (40)	
Fri Sep 25 2020	10:00 am - 11:00 am		<input type="checkbox"/>	<input type="checkbox"/>	Classroom Regular (40)	

Close that window when done making edits. Now click on “View Occurrences” of the other room.

CAND 0395 CAND 0395 -S25-General Classroom/High Tech **Capacity: 31**  
Remove View Occurrences

The event will be held in this room on September 11<sup>th</sup> and 25<sup>th</sup>, so those checkmarks will remain. The checkmark for the 18<sup>th</sup> will be removed from the “Include” column because we don’t want the event in this room on that day. When done click the “Close” button. You are now ready to move on to the next section in the Event Form.

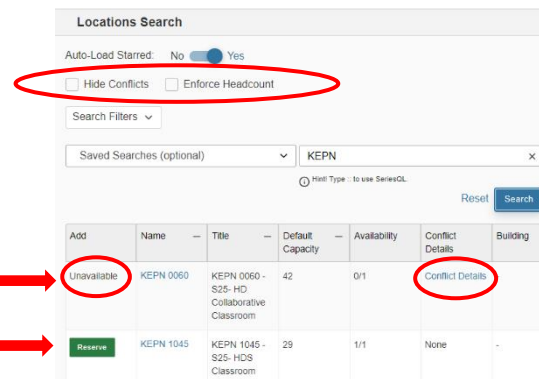
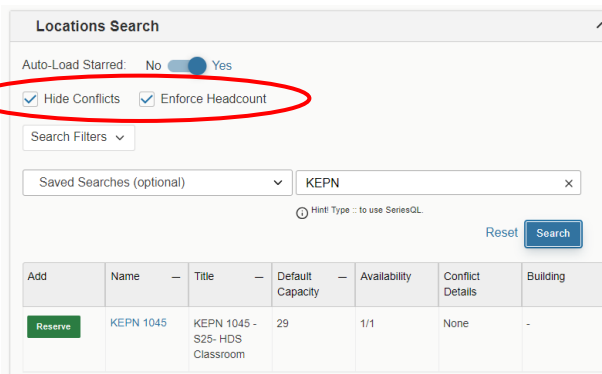
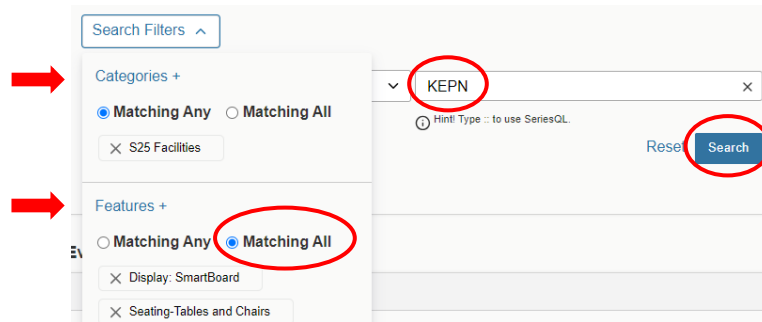
**CAND 0395** ✕

Date	Time	Conflicts	Included	Shared	Layout	Instructions	Attendance
Set For All			<input type="checkbox"/>	<input type="checkbox"/>			
Fri Sep 11 2020	10:00 am - 11:00 am		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classroom Regular (31)		
Fri Sep 18 2020	9:00 am - 10:00 am		<input type="checkbox"/>	<input type="checkbox"/>	Classroom Regular (31)		
Fri Sep 25 2020	10:00 am - 11:00 am		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classroom Regular (31)		

Close

**Just a quick side note: Had the location search required more specific criteria, we could have also clicked on the “Search Filters” drop down and added the necessary additional criteria from categories and or features.**

**An example of this would be if we were looking for an S25 space with table and chair seating that also has a Smartboard Display in the Kepner building. We would enter those criteria from “Categories” and “Features” and then type in the four-letter code for Kepner and hit search. Note that selecting “Matching Any” will produce results with rooms that have either feature criteria but selecting “Matching All” will find rooms that match all the intended feature criteria. In this example, that would be both a Smartboard and table & chair seating.**



**That search netted 2 matching locations (as shown above in the second box to the right and below), but had we marked the “Hide Conflicts” box and “Enforce Headcount”, the display would have only shown the one room that is available with the data we requested (as shown in the first box above on the left).**

Add	Name	Title	Default Capacity	Availability	Conflict Details
Unavailable	KEPN 0060	KEPN 0060 - S25- HD Collaborative Classroom	42	0/1	<a href="#">Conflict Details</a>
<a href="#">Reserve</a>	KEPN 1045	KEPN 1045 - S25- HDS Classroom	29	1/1	None

**Conflicts**

**Conflicts on:**  
 Mon Apr 22 2024 • KEPN 0060  
 HUSR 399 001 22344  
 202430  
 12:20 pm - 1:10 pm

**Again, if a scheduling conflict existed, that information would be displayed under “Conflict Details”. By clicking on the blue link, the conflict information would populate.**

Of course, just as in the previous example, by clicking on the “Reserve” button of the available room, that selected room would show below the “Locations Search” box in a new box, and you would be able to move on in the Event Form to assign necessary resources.

★ **Important TIP: All locations are coded with either an S25 or NonS25 designation. S25 locations are primarily for academic use and can only be reserved for meetings or events after the first week of classes have concluded. NonS25 spaces are Department specific, so need Departmental approval to schedule. The exception: Reservations can be entered for NonS25- “Restricted” rooms but will “await approval” by the Departmental Scheduler through their 25Live tasks before the reservation is assigned into the 25Live room calendar.**

Moving forward with the original example that has three event days and two different rooms, we are ready to assign this reservation any necessary resources. As with locations, you can plug in an exact resource, pick a resource from your starred resources, or you can browse for a resource by putting in the first few letters and then hitting “Search” on that page. Also as with the Event Locations section, toggle the “Auto-Load Starred” to “Yes” to get your starred resources to automatically show up as choices upon each entry into the event form.

**Resources Search**

---

Auto-Load Starred: No  Yes

★ **Important: For S25 Facilities, always select the resources of “Notification Facilities” and “Unlock/Lock” Facility-By FM”. This will ensure the classroom gets unlocked for the event and that the HVAC System gets activated. The selected resource(s) will show underneath the Resources Search box in the same fashion as the locations did in the Event Locations section. (Please note that any extra resources should be scheduled through Conference and Event Services- this includes any extra tabling, catering, custodial needs, etc.).**

**Event Resources**

**Resources Search**

Your Starred Resources

Your Starred Resources x

Reset
Search

Add	Name	Stock Total	Availability	Conflict Details
<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Reserve</span>	<a href="#">Lawn - Sprinklers Turned Off</a>	Unlimited	1/1	None
<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Reserve</span>	<a href="#">Notification Facilities</a>	Unlimited	1/1	None
<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Reserve</span>	<a href="#">Unlock/Lock Facility - By FM</a>	Unlimited	1/1	None

→

🔺 Notification Facilities

★ Remove from favorites

Remove
View Occurrences

→

🔺 Unlock/Lock Facility - By FM

★ Remove from favorites

Remove
View Occurrences



After the required resources are entered, move forward within the Event Form to fill out the Contact Roles. Your name will populate in the “Scheduler” field **and should remain that way**. The “Requestor” field, however, can remain with your name or the actual requestor’s name can be selected if they exist in the system. There is a later field that allows for comments if you want to elaborate on the Requestor’s information there instead.

**Contact Roles for this Event** ⓘ

Requestor Scheduler

The next field will be to select the requirements for the event. “Requirements (Other)” will populate only if they apply to your event, and these categories are usually only needed and accessible by Conference & Event Services. Specific training for these fields is provided to CES users by the CES 25Live Functional Administrator or another qualified individual.

➔ **Requirements (Other)** ⓘ

- Catering Notification  
Comment
- Deposit Required  
Comment
- Needs an Invoice  
Comment
- Parking - Pull  
Comment
- Parking Barricades  
Comment   
Quantity  Max: Unlimited
- Parking Passes Required  
Comment   
Quantity  Max: Unlimited
- Performance Hall Bar Requested  
Comment
- Piano Tuning  
Comment   
Quantity  Max: Unlimited
- Retail Catering Requested  
Comment
- Security-UNC Police  
Comment   
Quantity

All schedulers should add any pertinent comments to this next section. Please remember that 25Live is a publicly viewed scheduling platform, so comments should be limited to necessary and impartial information.

Event Comments ⓘ

Event Confirmation Notes ⓘ

Internal Notes ⓘ

You are now ready to Confirm and click on Save.

Event State ⓘ

Confirmed

Cancel Preview Save

After saving the event form, always review the reservation to make sure it appears as you intended. The general information will appear under the “Details” tab whereas the date, time, and placement will show under the “Occurrences” tab. Always check the “Occurrences” tab so you can see at a glance if anything was missed or not saved properly.

Here under the Occurrences tab is where the day(s), time(s), room(s), and assigned resources (if any) appear:

Test Reservation Confirmed 2020-ACJTDM Fri Sep 11 2020 10:00 am - 11:00 am CAND 0025 CAND 0395 Notification Facilities Unlock/Lock Facility - By FM

Details Occurrences Calendar Schedule Task List Pricing Audit Trail

**Event Occurrences**

Date	Start Time	End Time	Additional Details
Fri Sep 11 2020	10:00 am	11:00 am	CAND 0395 (2 resources)
Fri Sep 18 2020	9:00 am	10:00 am	CAND 0025 (2 resources)
Fri Sep 25 2020	10:00 am	11:00 am	CAND 0395 (2 resources)

If the Additional Details column is missing any rooming or resource information, please click on “Edit Event” from the Details or Occurrences page and simply add those missing items to the event form and save again.

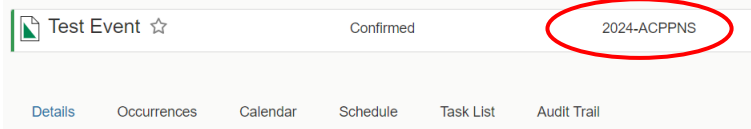
Test Confirmed 2019-ACHQHH Tue Sep 17 2019 8:00 am - 9:00 am CAND 0375

Details Occurrences Calendar Schedule Task List Pricing Audit Trail

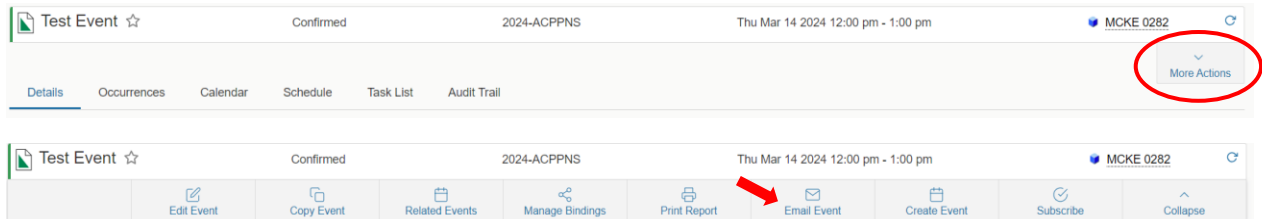
Edit Event Confirmed More Actions

**TIP: As mentioned earlier, if you have selected a Non-S25 “Restricted” room for your event, your reservation will show as “is awaiting approval” until it is assigned to the room by the Departmental Approver. When approved, the “is awaiting approval” disappears and the room remains. If the request is denied, the room will disappear from the reservation, and you will need to choose another location for your event. The Departmental Approver should reach out to you if they deny your request. The scheduler that entered the reservation is responsible for making sure the event is roomed after approval or for finding another location for the reservation if denied.**

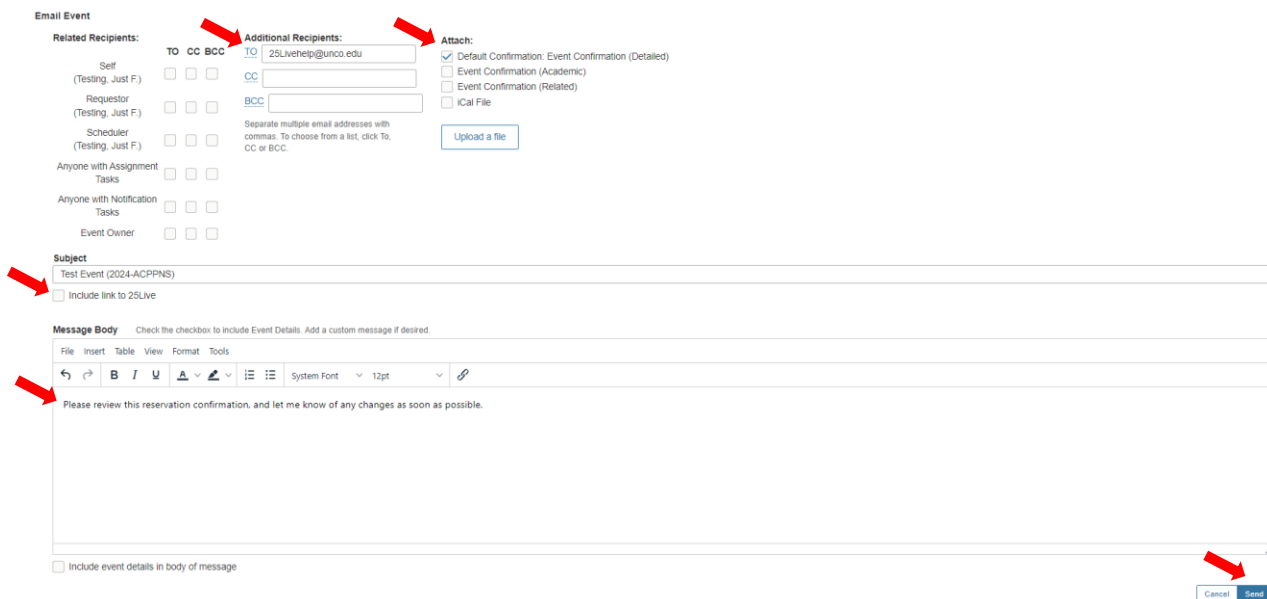
**Another Tip: If ever experiencing an issue with a reservation, please reach out to 25Livehelp@unco.edu. Please provide the reference number along with the issue. The reference number can be found at the top of the Details or Occurrences tab of the relevant reservation as shown circled in this example.**



**After a reservation is entered through the event form, more actions can be taken from the Details or Occurrences tab of the relevant reservation when necessary. By clicking on the “More Actions” drop-down a menu will appear that allows for further options such as Emailing the event details to someone else.**



**When emailing event details, remember that not everyone knows how to access 25Live, so it's best to send a PDF version of the reservation. To do that; after entering the email or selecting one of the Related Recipient boxes, Academic Schedulers should select “Default Confirmation: Event Confirmation (Detailed)” under the “Attach:” section. Then uncheck the “Include link to 25Live” box under Subject. Fill out the “Message Body” section and then click on Send. CES schedulers will follow the same basic instructions but will have other “billing” related options to select from. CES will do specific training for CES protocols.**





# 25Live Pro

## Express Scheduling

**Express Scheduling is a feature in 25Live that allows for quick entry of one-time reservations into specific NonS25 spaces (mostly departmental conference rooms). Using Express Scheduling bypasses all established rules and allows the scheduler to provide minimal information to schedule an event into a designated room calendar. Most Express Scheduling is limited to a maximum eight-hour window.**

**Express Scheduling is only accessible to authorized scheduling groups. If Express Scheduling is active for your security group, the Express Scheduling section can be found on the Dashboard (usually in the middle of the page).**

Express Scheduling

Date / Time: Thu Mar 14 2024

Express Locations: Search spaces

Event Name: [Empty field]

Start Time: 12:00 pm

To: 1:00 pm

Duration: 1 Hour

Buttons: Save, Open in Form

**Simply fill out the form with the day the event is to take place along with the start time and the end time. Provide a title in the Event Name field that clearly describes what event will be in the space. Avoid non-descript event names like “Team Meeting”. Please be specific like “ASLS Team Meeting”. Then use the drop down under Express Locations to choose a room.**

**You should only be seeing rooms that are available for your department to use. If the room is available, it will appear in the drop-down list for you to choose. If the room is not available for the day/time of your reservation, it will not even appear as an option to select. Use the scroll bar to see all the selections available. Click on the room you are selecting.**

Express Scheduling

Date / Time: Thu Mar 14 2024

Express Locations: Search spaces

Event Name: [Empty field]

Start Time: 12:00 pm

To: 1:00 pm

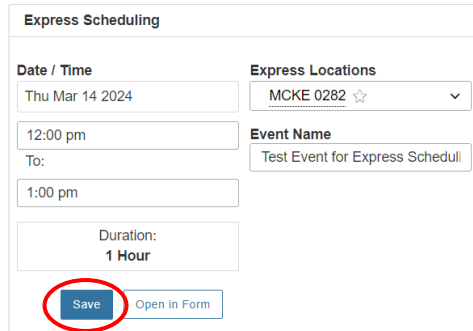
Duration: 1 Hour

Buttons: Save, Open in Form

Dropdown List:

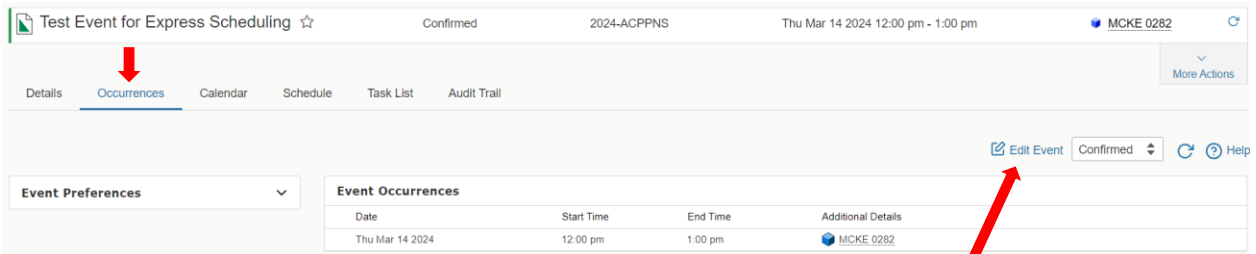
- MCKE 0213K (MCKE 0213K - NonS25- Ed Prep (STE) Conference Room -- Cap: 14)
- MCKE 0227 (MCKE 0227 - NonS25- Future Teacher Hub (STE Meeting Area) -- Cap: 16)
- MCKE 0282 (MCKE 0282 - NonS25- EBS Conference Room -- Cap: 30)

**After filling out the Express Scheduling section, click on Save.**



The screenshot shows the 'Express Scheduling' form. It includes fields for 'Date / Time' (Thu Mar 14 2024, 12:00 pm to 1:00 pm), 'Express Locations' (MCKE 0282), and 'Event Name' (Test Event for Express Scheduling). The duration is set to 1 hour. At the bottom, the 'Save' button is circled in red, next to an 'Open in Form' button.

**Just like when the Event Form is Saved, the Details page will populate with the reservation information. Always check the Occurrences tab to make sure the meeting/event appears as intended.**



The screenshot shows the event details page for 'Test Event for Express Scheduling'. The 'Occurrences' tab is selected, indicated by a red arrow. The event is confirmed and scheduled for Thu Mar 14 2024 from 12:00 pm to 1:00 pm at MCKE 0282. The 'Event Occurrences' table is visible, and the 'Edit Event' button is highlighted with a red arrow.

Date	Start Time	End Time	Additional Details
Thu Mar 14 2024	12:00 pm	1:00 pm	MCKE 0282

**If adjustments need to be made, simply click on “Edit Event”.**

**The regular event form will open for editing. Note that when editing an Express Scheduled reservation that all the “required” fields will now need to be filled out in the Event Form even though they were not required when initially entered from the Express Scheduling Form on the dashboard.**



# 25Live Pro

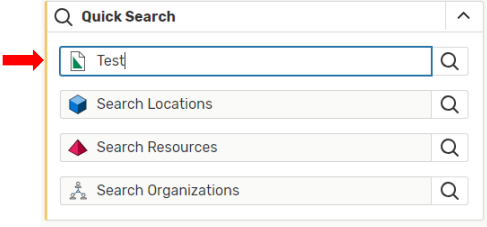
## Find & Edit Existing Reservations

Please only edit events that you have permissions to edit.

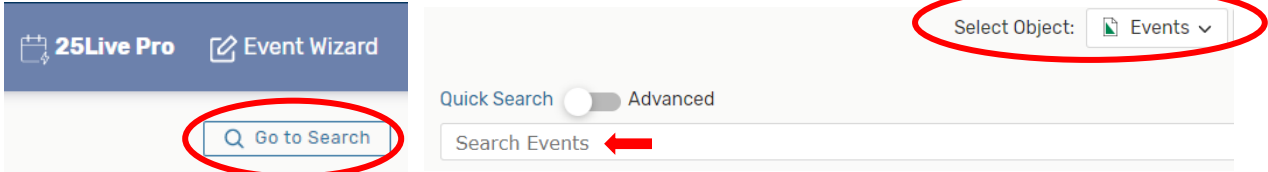
### Finding the Reservation to Edit

**There are multiple ways to find the Event you are wanting to edit:**

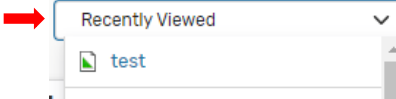
You can “Search Events” from the Quick Search section of your Dashboard by typing in the event name, reference number, or even a course’s CRN.



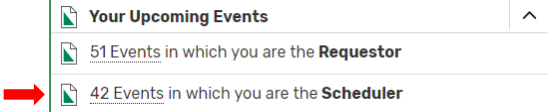
Or you can click on the “Go to Search” tab and then type in the event name or number in that search bar.



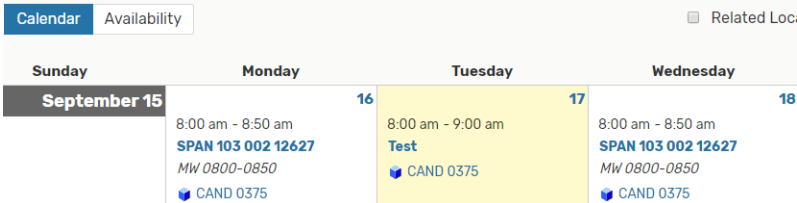
If the event you want to edit was viewed recently, you will be able to simply click on the event in your “Recently Viewed” section.



Having trouble finding the event you scheduled? You can always look under “Your upcoming Events” on the Dashboard.

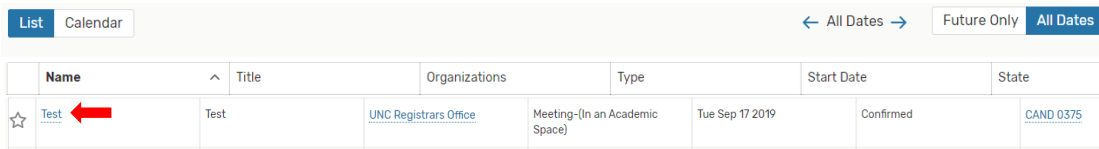


Yet another way to find an event is to go into the location’s calendar in which it was assigned and click on the event from there.



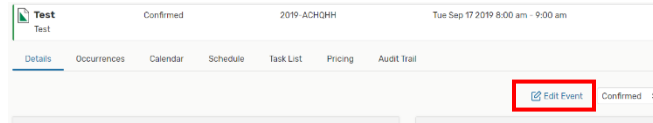
## Edit the Reservation

After finding the event you want to edit, the system opens an information page like the one below. Click on the name of the reservation to get the details page to open.

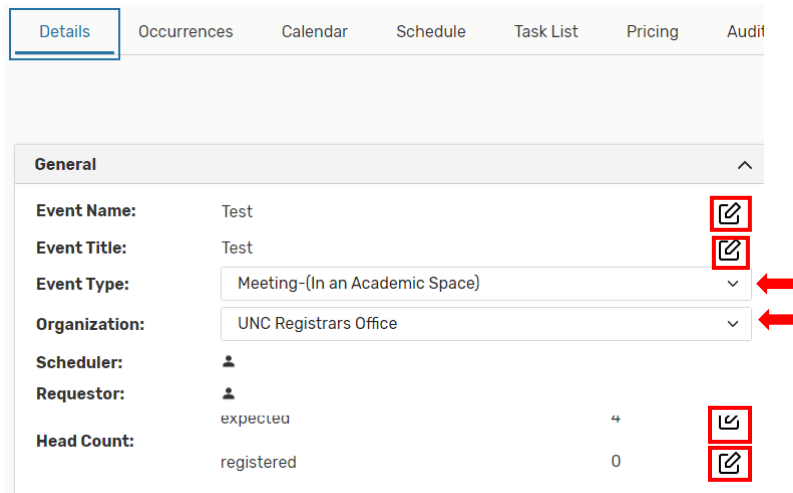


Name	Title	Organizations	Type	Start Date	State
☆ Test	Test	UNC Registrars Office	Meeting-(In an Academic Space)	Tue Sep 17 2019	Confirmed

From the Details or Occurrences page, you can get back into the Event Form to make edits to the reservation by clicking on the “Edit Event” icon.



Not all changes have to be made in the Event Form though. Editing can happen from the details page as well. Anything with a drop-down arrow or the pencil icon can be edited in this screen.



Details Occurrences Calendar Schedule Task List Pricing Audit

General

Event Name: Test [Pencil icon]

Event Title: Test [Pencil icon]

Event Type: Meeting-(In an Academic Space) [Dropdown arrow]

Organization: UNC Registrars Office [Dropdown arrow]

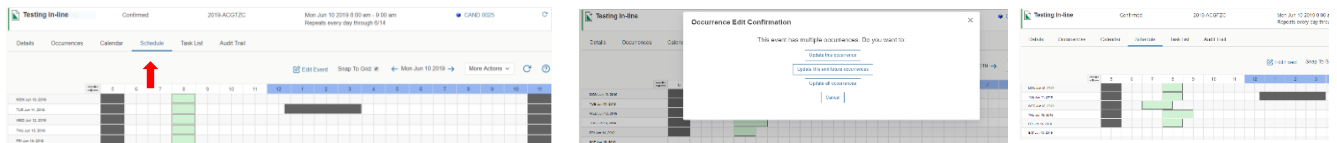
Scheduler: [User icon]

Requestor: [User icon]

Head Count: expected 4 [Pencil icon]  
registered 0 [Pencil icon]

## Reservation Occurrence Editing Outside the Event Form

As an alternative to going back into the Event Form, meeting patterns can be edited by using the “Schedule” tab on the event information page. For example, you can change a single occurrence in a recurring reservation by using drag and drop editing. (We do not use this method often, but it is an option).



Your event instances appear in green. Scheduled blackouts and other events appear in dark gray. You can move and stretch instances with click and drag, or right click for copy and delete functions. After a change, you will be asked if you want to apply the change to just one, some or all instances. Changes are saved automatically, but you will have to hit the refresh button to the right of the page to see the changes in the Occurrences tab.

A word of caution: If you go back into the Event Form once an event has been edited through the Schedule tab and have saved more changes, please check dates and times closely in the Occurrences tab to make sure changes have aligned properly.

## Editing to Cancel a Reservation

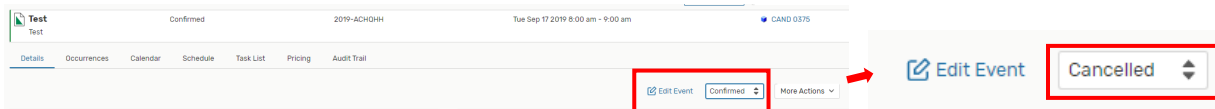
As you are noticing, there are many ways to navigate 25Live Pro. The different options take you to the same screens or entering changes in the system through different tabs generate the same results. That is no different for editing or cancelling an event.

- Event Name
- Event Title
- Event Type
- Primary Organization for this Event
- Additional Organization(s) for this Event
- Expected Head Count
- Event Description (HTML-Enabled)
- Event Date and Time
- Event Locations
- Event Resources
- Contact Roles for this Event
- Event Categories
- Event Comments
- Event Confirmation Notes
- Internal Notes
- Event State**
- Post-Save

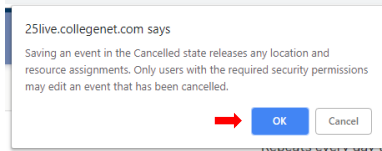
The most common way to edit or cancel a reservation is to click on “Edit Event”. That puts you back into the Event Form. To cancel an event, scroll to the “Event State” section toward the bottom of the form, or you can click on the blue “Event State” link on the left side of the page to be taken directly to that section in the form where you will choose “Cancelled” and then “Save”.

**TIP: From the Information box located on the top left corner of each Event Form, you can click on any line at any time in that box and it will take you to that section within the Event Form.**

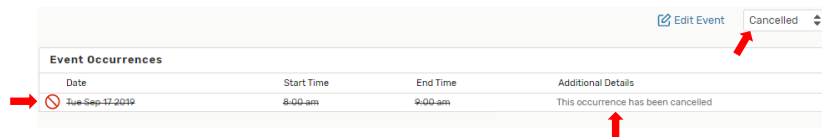
Another way to Cancel a Reservation would be to go to the Details or Occurrences tabs and click on the status drop-down that shows the event as “Confirmed”. Select “Cancelled” from that drop-down.



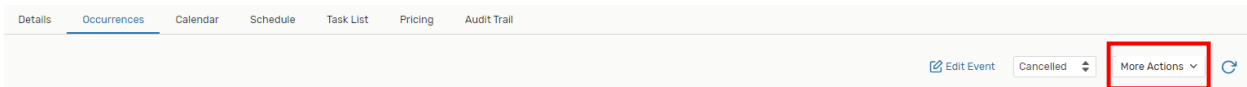
A pop-up window will appear after you select “Cancelled” to confirm the release of location and resources. Hit “OK”.



Now go to the Occurrences tab and Refresh to confirm changes.



Yet another way to cancel an event would be to click on “More Actions”, and from the dropdown select “Edit Event”. That will take you back into the Event Form where, as mentioned above, go to the Event State, and select “Cancelled” and “Save”.







# 25Live Pro

## Tasks

Depending on your role as a scheduler, you may be assigned as the person that monitors the tasks in your department. If so, please check tasks regularly throughout the day or at the very least once daily.

Please note that 25Live does not send emails through the notification system. If a task is accepted, the Reservation Requestor will not know that the Approver has selected “Approve”; likewise, if the reservation is denied...no one is alerted through the 25Live system that the Approver has selected “Deny”. **If denying a request, the Departmental Approver must communicate that through their UNC email or by phone to the Requestor.**

### Checking Tasks

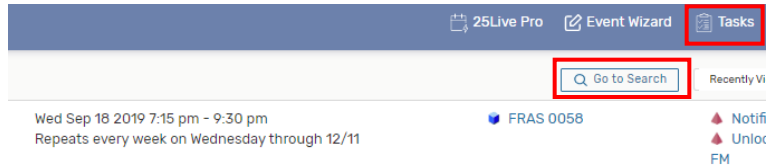
If applicable to your job function, tasks can be located through the “Tasks” tab or through the “Tasks” section. Both are located on the Dashboard of your Home page.

Tasks open in the view below. It is always a good idea to open the blue links in the event column because there may be multiple meeting patterns within one reservation that are not apparent in this view.

Event	Title	Task Item	Type	Status	Actions	Respond By	First Date	Reference	Assigned By	Assigned To	Scheduler
<a href="#">Class Quarter Meet Rehearsal</a>		<input type="checkbox"/> Rehearsal	Authorization	In Progress	<a href="#">Approve</a> <a href="#">Deny</a>	Tue Sep 17 2019	Wed Sep 18 2019	2019-ACHQ33	Brooks, Ron	You	Brooks, Ron
Professional development	Professional development	<input type="checkbox"/> Training-Academics	Authorization	In Progress	<a href="#">Approve</a> <a href="#">Deny</a>	Tue Sep 17 2019	Mon Oct 28 2019	2019-ACHQ3F	Floersch, Natasha	You	Floersch, Natasha
ASL Class	ASL Class	<input type="checkbox"/> Meeting-(In an Academic Space)	Authorization	In Progress	<a href="#">Approve</a> <a href="#">Deny</a>	Tue Sep 17 2019	Thu Sep 19 2019	2019-ACHQH3	Harris, Clinton	You	Harris, Clinton
Discover UNC - Life in MCB	Discover UNC - Life in MCB	<input type="checkbox"/> Presentation-(In an Academic Space)	Authorization	In Progress	<a href="#">Approve</a> <a href="#">Deny</a>	Tue Sep 17 2019	Fri Oct 11 2019	2019-ACHQHL	Voris, Janie	You	Voris, Janie

For Example, after clicking on the blue link in the red box above, the details page loads. Click on the Occurrences tab. As you can see, this event has 13 occurrences. To see all meeting days and times, click on the blue link that says, “12 following occurrences”.

After reviewing all the occurrences, you are ready to go back to the tasks page to “Approve”, “Assign”, or “Deny” the event. To get back to the Tasks page, you can of course hit the Tasks icon on the main page header, or you can select “Go to Searches” right under the main bar.



Now back in the tasks page, you can select “Approve”, “Assign” or “Deny”. The options depend on the way the security of the room was set up in the system. After making a selection, refresh to update the page.

Event	Title	Task Item	Type	Status	Actions	Respond By	First Date	Reference	Assigned By	Assigned To	Scheduler
Brass Quartet Wed Rehearsal		Rehearsal	Authorization	In Progress	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	Tue Sep 17 2019	Wed Sep 18 2019	2019-ACHQJJ	Brooks, Ron	You	Brooks, Ron
Professional development	Professional development	Training-Academics	Authorization	In Progress	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	Tue Sep 17 2019	Mon Oct 28 2019	2019-ACHQJF	Floersch, Natasha	You	Floersch, Natasha

Please remember that this is a monitoring system and by selecting Approve or Deny that you are just removing or clearing the request from your Overdue or Outstanding task list. Those reservations that you have “Approved” or “Denied” can now be found in one of the other drop-down folders such as Flagged, Completed, Assigned by You, or Today’s Agenda. You are not actually sending anything out that Approves or Denies the event. **IF further communication is needed with the requestor, you must do that through your UNC email or by phone.**

“Assigning” a room is different than “Approving” a room. If you have “Assign” permissions for a restricted space, you are essentially assigning or putting the entered event into the restricted room. This is the only task type that has an actual impact on scheduling a space. When a scheduler enters a reservation into a restricted space, their Occurrences tab will show that the room is “awaiting approval”. If the Approver of the location chooses “Assign” from tasks, the event is pushed into that room. The requestor will now see that the room is showing in the Occurrences tab, and that the “awaiting approval” has disappeared. If the Approver of the location has selected “Deny”, the room as well as “awaiting approval” will no longer show in the Occurrences tab. If denied, the Approver of the space should be communicating with the requestor the reason for the denial and letting them know they will need to look elsewhere to place their event.

Again, if you are a Task Approver or Assigner it’s important to be a good steward of the space(s) you are monitoring. Please make sure you check your tasks tab regularly throughout each business day.



## Reports

**Before You Can Run A Report, You Must First Create, Save, And Star A Search**

Q Your Starred Location Searches

- Arts Annex
- Butler
- Candelaria
- Crabbe Hall
- Frasier
- GRAY
- Guggenheim

**Searches**  
You can search for and Star:

- Events
- Locations
- Resources
- Organizations

Q Your Starred Event Searches

- Spring 2019
- Spring 2019-Missing Location
- Summer 2019 Not Placed

Q Your Starred Resource Searches

- Notification Facilities
- Unlock/Lock Facility-By FM

### Create Searches for Standard Reports

25Live Pro users can create searches to specify exactly which data (that is, which events, organizations, locations, and resources) they want to appear in the report the user is generating. 25Live Pro users can print reports or export and save reports in various file formats including PDF, Excel, Rick Text (RTF, Word), HTML, and plain text.

For Example: To Search for the criteria to list all the rooms and their attributes for Gunter Hall, you would perform a Search for Keyword “GUNT”. That search will populate as shown. Hit the “Save As” button. (Note: the following is just a snapshot of part of the report that will generate.)

Search has not been saved

Reset Save As Search

List Calendar Availability Choose Columns

Name	Formal Name	Categories	Features	Layouts	Max Capacity
GUNT 0010	GUNTER 0010-NonS25-Dedicated ASLS Lab	Specialized Dedicated, Code-S, Gunter Hall, Laboratory, Non S25 Facilities, Projector Room	Access-Cart, Boards-White-Fixed, CD Player, Computers-Instructor, Computers-Student, Floor-Carpet, Lighting-Controllable, Outlets, Projector Room, Projector-Overhead, Projector-Video Data, Room Type-Lab, Screen-Data Projection, Seating-Movable Seating, Seating-Tables and Chairs, Speakers, Updated		16
GUNT 0240	GUNT 0240-NonS25-ASLS Faculty Office	Code-O, Gunter Hall, Non S25 Facilities	Room Type-Office		5
GUNT 0250	GUNT 0250-NonS25-CLINIC CLASSRM	Code-S, Gunter Hall, Laboratory, Non S25 Facilities			10
GUNT 0270	GUNT 0270-NonS25-ASLS Faculty Office	Code-O, Gunter Hall, Non S25 Facilities	Room Type-Office		5
GUNT 0480	GUNT 0480-NonS25-ASLS Lab	Code-S, Gunter Hall, Laboratory, Non S25 Facilities	Access-Key Locked, Boards-Chalk-Fixed, Floor-Carpet, Lighting-Controllable, Outlets, Room Type-Lab, Seating-Tables and Chairs, Updated		12

**Name your search, mark the “Yes” to “Add as a Starred Search”, and then hit “Save”.**

Save Search

Search Name:

Add to starred searches:  No  Yes

Cancel Save

**You will have to refresh your browser to get the starred search to show up on your Dashboard.**

## Create Standard Reports

25Live Pro

Event Form

Tasks

More

From the 25Live Pro Header, click on the “More” Drop-down. Select “Reports”.

The Reports page will appear. Reports are organized into five sub-tabs: Your Starred Reports, Event reports, Location Reports, Resource Reports and Other Reports:

The screenshot shows the top of the 25Live Pro interface. On the left is the 25Live logo. Below it is a search bar labeled "Filter By Report Name here" with a "Go" button. To the right is a vertical navigation menu with five expandable sections: "Your Starred Reports", "Event Reports", "Location Reports", "Resource Reports", and "Other Reports".

The screenshot shows the "More" dropdown menu. It includes a close button (X) at the top right. Below is a search bar with "Home: 25Live Pro". A "Navigate to..." section lists several options: List, Calendar, Availability, Search, Reports (highlighted with a red box), Publisher, and 25Live Scheduling. Below this are "Preferences" and "About" sections, each with a dropdown arrow. At the bottom, it says "Carri Bloomer" and a "Sign Out" button with an external link icon.

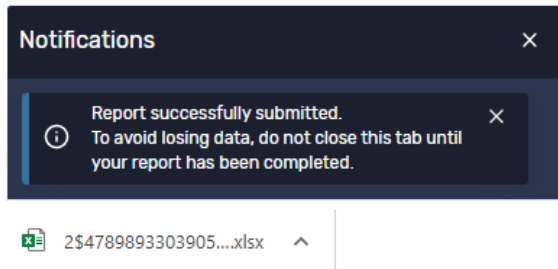
From those tabs, choose the type of report you want to run from the drop-down selection. There are hundreds of standard reports you can run from these tabs.

After a report is selected, provide any information or parameters the system requests. If you would like to preview how the report will appear or to make sure the report you have chosen will give you the type of information you require, you can view a sample of the report by clicking on the “View Sample” link.

The screenshot shows the configuration page for the "Daily Room Sheet" report. On the left is a navigation menu with "Location Reports" expanded, listing various report types. The main area is titled "Daily Room Sheet" and includes a "View Sample" link with a red arrow pointing to it. Below the title are two required dropdown menus: "Format Option" and "Delivery Option". Under "Report Parameters", there is a "Report Date" field set to "Thu Jul/28/2022", a "Location Search" dropdown, and a "Hide Unused Locations" section with radio buttons for "Yes" and "No" (where "No" is selected). A "Run Report" button is at the bottom right.

Please remember that the event or location search that you will choose comes from previously saved & starred searches in your 25Live Pro environment.

After you click on “Run Report”, a Notifications window will open to let you know you have successfully submitted a report, and a thumb file will eventually appear under the notification OR the download arrow at the top of the screen will indicate when the download is ready to open.



If you have trouble with this, try turning off your pop-up blocker.

Open the link, and the data can now be viewed in whatever format you have chosen. →

**For more advanced reports, save and star advanced searches. Most departments have their own search criteria that they can share with you. If you need help with advanced searches please email [25LiveHelp@unco.edu](mailto:25LiveHelp@unco.edu).**

**Wednesday, Feb 27 2019**

**GUNT 1140**

Event Times	Event
9:05 AM - 9:55 AM	SES 440 003 MMP 20294, MWF 0905-0955
2:30 PM - 3:20 PM	ASLS 594 001 20028, W 1430-1520
4:00 PM - 6:50 PM	RTH 452 001 21688, W 1600-1850

**TIP: To get back to the 25Live Pro environment from the Reports page, go to the “More” drop-down then in the “Go to Tool” drop down pick “25Live Pro”.**

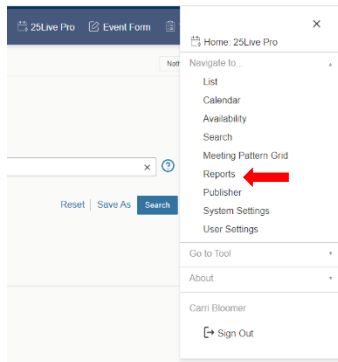
### Scheduled Reports

Several reports have been converted by CollegeNet to a format that allows them to be generated and emailed out automatically on a schedule.

Here is a standard list of reports that have Interactive capabilities:

- Calendar of Events 3 Day
- Calendar of Events 5 Day
- Calendar of Events 7 Day
- Contact Directory
- Contacts by Organization
- Customer Master Definitions
- Daily Events
- Daily Room Sheet
- Daily Room Sheet per Room
- Daily Setup by Location
- Daily Setup Report
- Drafts Report
- Duplicate Contact Candidates
- Event Checklist
- Event Confirmation Detailed
- Event Confirmation (Detailed) Estimate
- Event Confirmation (Related) Estimate
- Event Confirmation (Academic)
- Event Confirmation (Detailed)
- Event Confirmation (Related)
- Event Invoice
- Event Invoice (Related)
- Event Listing
- Event Location Monthly Calendar
- Event Master Definitions
- Events by Organization Type
- Layouts by Location
- Location Availability Grid Daily
- Location Inventory
- Location Listing
- Location Listing by Scheduler
- Location Master Definitions
- Location Monthly Calendar
- Location Unlock-Lock Times
- Location Unlock-Lock (3 Day)
- Locations by Campus Partition
- Locations by Category
- Locations by Layout
- Organization Listing
- Organization Partition Preferences
- Pricing Master Definitions
- Requirement and Resource Daily Setup
- Reservations by Date
- Resource Master Definitions
- User List by Security Group

Again, start out by using the More drop-down to select Reports:



Once in the Reports screen, please follow these CollegeNet instructions to set up scheduled reports:

### Getting To Reports Admin

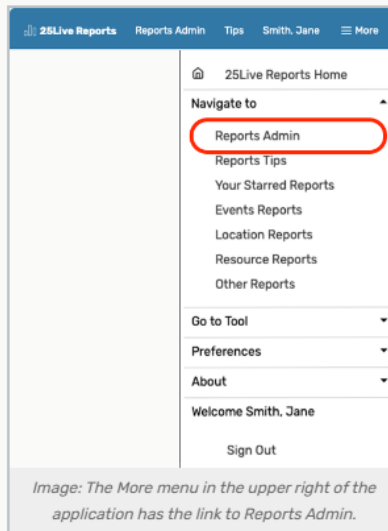


Image: The More menu in the upper right of the application has the link to Reports Admin.

Go to the Reports Administration area in the **More** menu. Use the **Navigate to** link to reveal options, then choose **Reports Admin**.

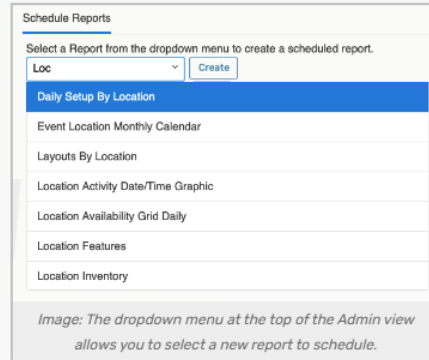
When you wish to return to the main reports view, use the "**Reports Main Page**" link.

After clicking on the "Reports Admin." button, if you see this next screen that suggests you do not have access to that report. Please just click on "Schedule Report" to advance to the next screen:



## How to Create a New Scheduled Report

### 1. Select a Report



Schedule Reports

Select a Report from the dropdown menu to create a scheduled report.

Loc

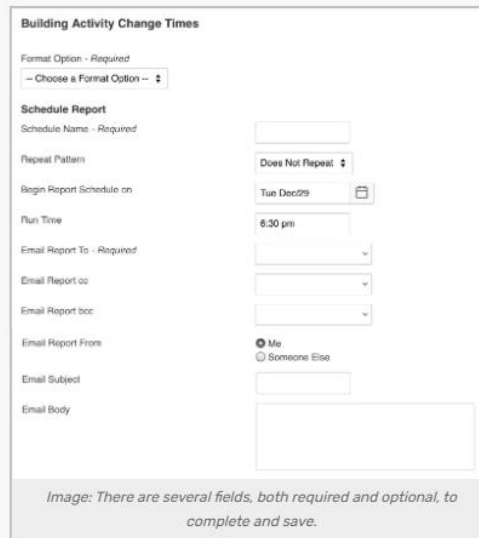
- Daily Setup By Location
- Event Location Monthly Calendar
- Layouts By Location
- Location Activity Date/Time Graphic
- Location Availability Grid Daily
- Location Features
- Location Inventory

*Image: The dropdown menu at the top of the Admin view allows you to select a new report to schedule.*

Select the report you want to schedule from the dropdown menu. You can type to filter by name in order to choose from a smaller list.

Use the **Create** button to complete scheduled information fields.

### 2. Complete Format, Schedule, and Parameters Fields



Building Activity Change Times

Format Option - Required  
-- Choose a Format Option --

Schedule Report  
Schedule Name - Required

Repeat Pattern  
Does Not Repeat

Begin Report Schedule on  
Tue Dec/29

Run Time  
6:30 pm

Email Report To - Required

Email Report cc

Email Report bcc

Email Report From  
 Me  
 Someone Else

Email Subject

Email Body

*Image: There are several fields, both required and optional, to complete and save.*

In the scheduled report information window, complete all of the marked required fields as well as any optional fields, including:

- **Format** - The format of the report that you are scheduling to send.
- **Schedule Name** - An internal name that is only used for organizing your scheduled reports.
- **Repeat Pattern** - An optional opportunity to repeat sending the report daily or weekly.
  - *Tip:* If you need to set up a report to run monthly, set the weekly repeat option to every fourth week.
- **Begin Report Schedule on** - The date you want to send the first report (or only) email.
- **Run Time** - Enter the time of day you want the email sent.
- **Email options** - including **To**, **CC**, **BCC**, **Email Subject**, **Email Body** (text to accompany the report attachment).
  - When searching for contacts, you may search for their name or email address

**Schedule Report**

Schedule Name - Required:

Repeat Pattern: **Does Not Repeat** ▾

Begin Report Schedule on: **Thu Mar/11** 📅

Run Time: **11:15 am**

Email Report To - Required:  **You can type an address into email fields or utilize the 25Live contact search option**

Email Report cc:

Email Report bcc:

Email Report From:

Email Subject:

Email Body:

Examples: Jane nobody@collegenet.com ☆

Conference Services Manager conference@yourschool.edu ☆

Smith, John smith.j@collegenet.edu ☆

Food Services Manager catering@yourschool.edu ☆

*Image: You can type an address into email fields or utilize the 25Live contact search.*

- **Report Parameters** - Optional parameters differ with each report to fine-tune what information is sent.



**Tip: Some Reports Allow For Relative Start Dates**

Some reports allow you to enter parameters for dates that are a number of days before or after the scheduled reporting date for the report's start date.

**For example:**

- If the report is scheduled to run on Monday, December 5th, and you want the results to include data from the previous week, you can enter -7
- To include the following week's data, enter 7
- To only include results beginning on the scheduled Reporting Date, enter 0 (zero)

**The following reports allow for relative dates:**

- Daily Events (just one day)
- Daily Operations
- Daily Room Sheet (just one day)
- Daily Setup by Location
- Daily Setup Report
- Event Checklist
- Event Location Monthly Calendar
- Events by Organization Type
- Location Activity Date/Time Graphic
- Location Availability Grid Daily (one day)
- Location Monthly Calendar
- Location Unlock - Lock Times
- Location Unlock-Lock (3 Day) (one day)
- Requirement and Resource Daily Setup
- Reservation by Date

### 3. Save Your New Scheduled Report

Use the **Save Scheduled Report** button in the lower-right of the window to save all your entries.

Your new scheduled report will now appear in the list or grid view of existing report schedules.

## Viewing Existing Listings

Existing schedules are shown in pages of results. Use the left ( < ) or right ( > ) arrows to go through the pages if more than one is displayed.



## How to Edit a Report Schedule



### Note: You Can Only Edit Reports That You Own

The Edit, Delete, Inactivate, or Active links are only available if you created the report schedule. If you are an administrator that needs to edit a schedule you don't own (such as when an employee has left), use the [Masquerade feature in 25Live Pro](#) then return to the 25Live Reports application. Any user can copy any report schedule.

### 1. Choose an Existing Schedule To Edit

Status	Created By	Actions
Active ▾	Joe Faculty	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
Active ▾	Jane Registrar	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
Active ▾	Bob Administrator	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>

*Image: The Edit link is available in both the list view and grid view.*

Find the schedule you wish to edit (see above on how to filter long lists), then use the **Edit** link.

### 2. Change Report Schedule Fields

**Contact Directory**

Format Option - Required  
PDF ▾

**Schedule Report**

Schedule Name - Required  
Monthly Contact Report

Repeat Pattern  
Weekly ▾

Repeat Every  
4th Week ▾

Repeat on  
 Monday  Tuesday  
 Wednesday  Thursday  
 Friday  Saturday  
 Sunday

Begin Report Schedule on  
01/04

Run Time  
3:00 pm

Email Report To - required  
Admin Testing, ca@collegepar.com

*Image: The information window has required and optional fields you can edit for the selected schedule.*

You can edit any of the fields you had available when creating the report scheduling. You can:

- Select a different Format
- Rename the report schedule
- Change the repeating pattern
- Change the report dates
  - Begin (*editing not recommended*)
  - Run Time
- Change report recipients and other standard email options:
  - To, CC, BCC
  - Email Subject
  - Email Body
- Alter Report Parameters

### 3. Save Your Changes

Use the **Save Scheduled Report** button in the lower-right of the window to save all your changes.

## Copying an Existing Report Schedule

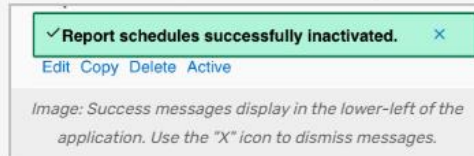
Even if you do not own a report, you have the option to copy it.

Use the **Copy** link in the action links area to create a duplicate of any report schedule. The information window will display all the fields for you to select or change from the copied schedule.

You should change the name of any copied report schedule.

The **Save Scheduled Report** button in the lower-right of the window will save your copied report schedule.

## Deleting and Changing the Active Status of a Report Schedule



Use the **Delete** link (in the **Actions** column in the list view or at the bottom of grid view blocks) to remove a schedule.

Use the **Inactivate** or **Active** links to change a report schedule's active status.



# 25Live Pro

## Blackouts

**Blackouts are entered into the 25Live Pro system anytime a space is going to be off-line or not schedulable. Blackouts can be entered into the system at the event level by the Scheduler, or at the master level by the Functional Administrator.**

**It is advisable that Blackouts encompassing many spaces or Blackouts projected to last more than two weeks be put into the 25Live system by the Functional Administrator. The Functional Administrator can be emailed at 25LiveHelp@unco.edu with those requests. Please include the following information in the email:**

- **Name of the Blackout that coincides with the reason the room will be taken off-line.**
- **The exact start date (and time if applicable).**
- **The exact end date (and time if applicable).**
- **All rooms or locations affected by the Blackout.**

**Blackouts put in by the schedulers will appear in the location calendar as any regular event would. Schedulers can see Blackouts put in at the master level by having the “Show Blackouts” box checked in the 25Live room calendars as shown below.**

Search: kepn 1005  
 Search has not been saved  
 Reset | Save | Save As | Search

More Options ▾

List | **Calendar** | Availability | Availability Weekly

Show Blackouts  Related Locations ← Sun May 24 2020 - Sat May 30 2020 → Weeks: 1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>May 24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
12:00 am - 11:59 pm <b>Blackout: Elevator Repairs-upper floors offline</b> KEPN 1005	12:00 am - 11:59 pm <b>Blackout: Elevator Repairs-upper floors offline</b> KEPN 1005	12:00 am - 11:59 pm <b>Blackout: Elevator Repairs-upper floors offline</b> KEPN 1005	12:00 am - 11:59 pm <b>Blackout: Elevator Repairs-upper floors offline</b> KEPN 1005	12:00 am - 11:59 pm <b>Blackout: Elevator Repairs-upper floors offline</b> KEPN 1005	12:00 am - 11:59 pm <b>Blackout: Elevator Repairs-upper floors offline</b> KEPN 1005	12:00 am - 11:59 pm <b>Blackout: Elevator Repairs-upper floors offline</b> KEPN 1005

**It is highly recommended that the “Show Blackouts” box is checked when Schedulers view any location calendar.**



# 25Live Pro

## Academic Scheduling Resources

**Please Direct any 25Live questions to: [25LiveHelp@unco.edu](mailto:25LiveHelp@unco.edu)**

**Scheduling courses can be an intricate process. Please utilize the “Procedures/Guidelines for Academic Scheduling” tools found on the Office of the Registrar’s web page under the Faculty & Staff dropdown.**

**[www.unco.edu/registrar](http://www.unco.edu/registrar)**

UNC > Office of the Registrar > Faculty/Staff Resources > Academic Course Schedulers

### Academic Course Schedulers

Academic scheduling is a complex process involving many units on campus. Decision-making begins with the academic unit. Each unit is represented by an academic scheduler, who works with faculty and administration to build and maintain course offerings. This page is designed to serve as a resource for UNC’s academic schedulers.



#### Forms

- Course Schedule Update Form
- Course Schedule Update Form Help Sheet
- Class Scheduling Blocks



#### Calendars

- Academic Term Calendar
- Class Scheduling Calendar
- 3-Year Academic Calendar
- Special Term/Short Course Deadlines
- Final Exam Schedule



#### Reference Guides

- Prime Time Scheduling Procedures
- Room Use Codes
- Common Banner Codes

[25Live Training and Reference Guide](#)

**➔ [Procedures/Guidelines for Academic Scheduling](#)**

**The Office of the Registrar is also a great resource for answering a multitude of questions:**

**Office of the Registrar Main Contact: 970-351-4862 (Option #2) or [registrar@unco.edu](mailto:registrar@unco.edu)**

**Scheduling & Registration Coordinator: [shonna.ulibarri@unco.edu](mailto:shonna.ulibarri@unco.edu)**

**Academic Scheduling Support Specialist: [carri.bloomer@unco.edu](mailto:carri.bloomer@unco.edu)**

**Curriculum Liaison Specialists: [kati.guerrero@unco.edu](mailto:kati.guerrero@unco.edu) and [kim.betz@unco.edu](mailto:kim.betz@unco.edu)**

**Degree Works Specialists/Graduation Team: [graduation@unco.edu](mailto:graduation@unco.edu)**

**Transfer Team: [transfeval@unco.edu](mailto:transfeval@unco.edu)**

**VA Certified Officers: [sco.va@unco.edu](mailto:sco.va@unco.edu)**

**25Live Support: [25LiveHelp@unco.edu](mailto:25LiveHelp@unco.edu)**



## Event Scheduling Resources

**Direct any 25Live questions to: [25LiveHelp@unco.edu](mailto:25LiveHelp@unco.edu)**

Please contact Conference and Event Services (CES) to reserve any event space at the University of Northern Colorado. Event spaces include but are not limited to: Campus Commons, University Center, Athletic Spaces, Outdoor Theaters, and all Lawn Areas. (Fees may apply.)

Any possible reservation that is not directly related to academic scheduling should be directed to Conference and Event Services for scheduling. This includes any recognized student organization (even if academically affiliated like an Honors Society Event). Also, if an academic event happens to require special resources like tables and chairs, or special accommodations like lighting or outdoor space use, those reservations should also be scheduled by CES.

These same guidelines apply to Residential Life Schedulers as well. Any reservation not directly related to departmental meetings or internal residential programming should go through Conference and Event Services. Reservations needing special resources like catering or tabling are to go through CES as well, even if the event is for internal purposes.

Any non-course related guests or groups (both affiliated or non-affiliated with UNC) requesting the use of an academic space or residential communal space for meetings or events are asked to please go through the CES for reservations as well.

Conference and Event Services is to be involved in any reservation that invites the public to campus (in any capacity). This applies to all scheduling whether it be for Academics, Admissions (Discover or Destination events), Orientations, Residence Life, or Athletics (MOU exceptions may exist).

These protocols will ensure that necessary departments are contacted, appropriate resources are assigned and delivered, proper documentation or permits are filled out, that any necessary police presence is requested, that parking is considered, and that insurance is documented when applicable.

Reservation requests can be submitted to Conference and Event Services:

- by filling out the Qualtrics Survey located on the website at <https://www.unco.edu/events/> (preferred)
- by sending an email to [event.services@unco.edu](mailto:event.services@unco.edu)
- or by calling CES at 970-351-2558.