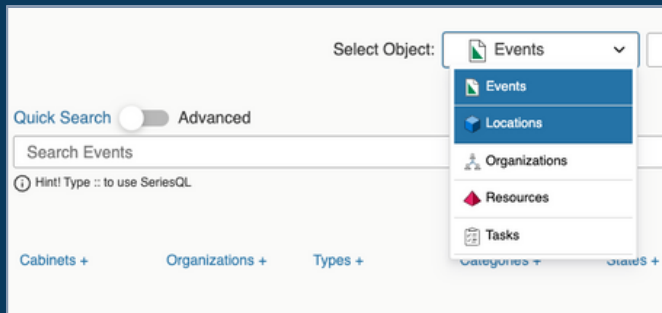


Office of Assessment and Program Review

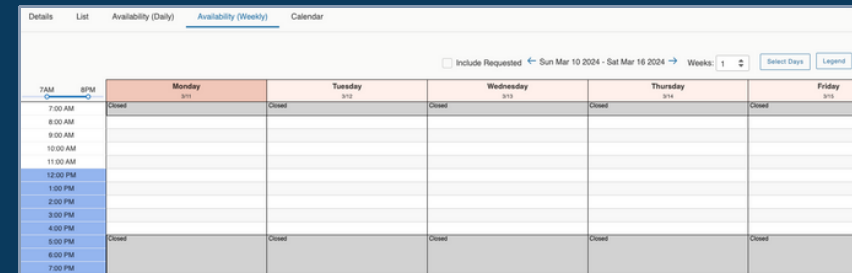
How to Reserve a Room For Program Review Meetings: 25Live

1) Search for Locations



Select **Locations** from the **Select Object** dropdown.

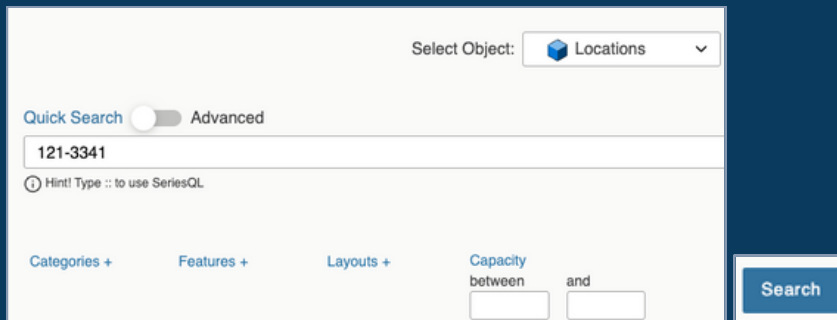
4) Select Desired Date and Time



Hover mouse over desired date and time until a **pencil icon** appears. Click to **edit calendar**.

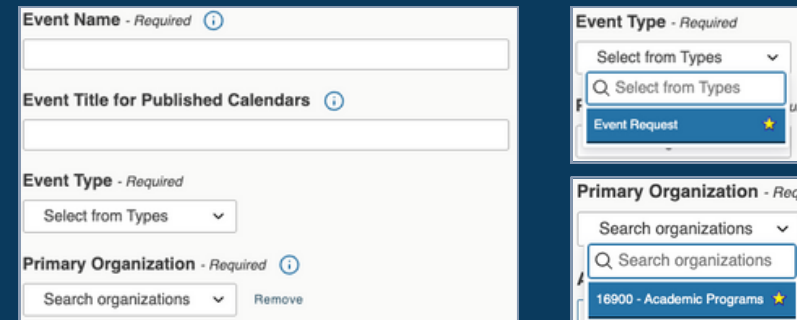


2) Enter Desired Location and Click Search



Enter **building** and **room number**. EX: Building 121 Room 3341. Written as 121-3341. Click **Search**.

5) Enter Meeting Information



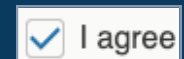
Enter **Event Name/Title**, **Event Type**, and **Primary Organization**. Complete remaining required fields.

3) Select Location from List

List Calendar Availability Availability Weekly								
1 Matching Location								
Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity	Building	
121 3341	SSB - Provost Office Conference Room	Campus - Main, Type - Conference / Meeting Room	AV - Conference Phone, AV - Remotes, AV - Telephone, AV - TV, AV - Video Conferencing, Board - White, Food - Allowed, Furniture - Conference Table	Conference	8	8	Building 121: Student Services Building	

Click the 121-3341 **blue hyperlink** from list of locations.

6) Agree and Save



Expect two emails:
1) **Submittal Received** and 2)
Event Confirmed