

Introduction to 25Live for Requestors

What is 25Live?

25Live is FCC's new web-based scheduling interface. The software provides an online availability calendar, scheduling system, and data repository for events held at the College. 25Live enables authorized members of the FCC community to view space availability and to request the use of the College's space 25 hours a day, seven days a week, from any computer with internet access.

Who can access 25Live?

Any staff or faculty with an active FCC user ID and password can log into 25Live to check availability of space and request a reservation.

What are the recommended browsers?

- Google Chrome
- Mozilla Firefox
- Apple Safari

25Live supports the latest version for each of these browsers as well as two major versions back, except for Internet Explorer. Minor display variations may occur between browsers.

Logging In

Open the 25Live URL: <https://25live.collegenet.com/frederick> from one of the recommended browsers. Click on the "Sign In" link at the top right or bottom left of the page. Please note that you may have to enable pop-ups for this website. You will enter your FCC user ID and password to log in. If you have any issues logging in, contact Facilities Planning at facility@frederick.edu.

The screenshot shows a web browser window displaying the 25Live website. The address bar contains the URL [https://25live.collegenet.com/frederick/#home_my25live\[0\]](https://25live.collegenet.com/frederick/#home_my25live[0]). The page header features the Frederick Community College logo and navigation buttons for 'Home' and 'Events'. A 'Sign In' link is highlighted with a red box and a red arrow pointing to it. The main content area contains a welcome message and instructions for using the system. The footer includes links for 'Icon Legend', 'Feedback', 'Help Tips: Enabled', 'Text Size', and 'Product Feedback'.

Requesting a Space

After logging on, you will be taken to the homepage. One way to find an available room is to use the “Find Available Locations” section.

Welcome to Frederick Community College space reservation system.

This site is best viewed using Google Chrome, Mozilla Firefox, or Apple Safari.

All requests to use College space for your event must be made and approved by using this system. Access to the system requires a user account. College employees may log in using their network accounts. Other users should contact the Scheduling Office at facility@frederick.edu for assistance.

No request is considered approved until it has been confirmed by the appropriate scheduler. You will receive an email confirmation.

Dashboard | Calendar

Quick Search

Search Events [Go]

Search Locations [Go]

Your Starred Event Searches

You do not have any Starred Event Searches!

Your Starred Location Searches

You do not have any Starred Location Searches!

Your Starred Reports

You do not have any Starred Reports!

Find Available Locations

I know WHEN my event should take place -- help me find a location!

OR

I know WHERE my event should take place -- help me choose a time!

Create an Event

Your Upcoming Events

You are not associated with any upcoming events

Your Event Drafts

No Event Drafts in which you are the Scheduler

No Event Drafts in which you are the Requestor

Tasks

You have No Tasks on Today's Agenda

0 Outstanding Tasks

0 Flagged Tasks

0 Tasks Assigned By You

Enter the date and time of your event. The headcount is required to find a room of an appropriate size. Choose a search category from the pull-down list and click “Show Me What’s Available.”

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Dashboard | Calendar

Quick Search

Search Events [Go]

Search Locations [Go]

Your Starred Event Searches

You do not have any Starred Event Searches!

Your Starred Location Searches

You do not have any Starred Location Searches!

Your Starred Reports

You do not have any Starred Reports!

Find Available Locations

Enter the desired date and time for your event

Date: Tue Apr 12 2016

Start Time: 2:00 pm

End Time: 4:00 pm

Number of Attendees: 10 (required)

Search within: Select a Location Search...

Show

- All Conference Rooms
- All General Classrooms
- All Outdoor Spaces
- Annapolis Hall
- Athletics Center
- Braddock Hall
- Catoctin Hall
- Conference Center
- Gambrill Hall
- Jefferson Hall
- Linganore Hall
- Monroe Center
- Student Center
- Sweadner Hall

Your Upcoming Events

You are not associated with

Your Event Drafts

No Event Drafts in which you are the Scheduler

No Event Drafts in which you are the Requestor

Find Available Locations

Enter the desired date and time for your event:

Date:

Start Time:

End Time:

Number of Attendees: (required)

Search within:

Show me what's available!

Find Available Locations

Enter the desired date and time for your event:

Date:

Start Time:

End Time:

Number of Attendees: (required)

Search within:

- L200** Use This Location
Linganore Hall - Room 200 - Adjunct Workspace/Conference Room
Max Capacity: 10
- J300** Use This Location
Jefferson Hall - Room 300 - Conference Room
Max Capacity: 12
- G206** Use This Location
Gambrill Hall - Room 206 - Conference Room
Max Capacity: 15

These are the spaces that most closely match what you are looking for based on date, time, and headcount.

We searched Matching Locations with a Max Capacity between 10 and 15 and found 3 Available Locations for your selected Date and Time.
Do you want to check Matching Locations with a Larger Max Capacity?

Click either of these to see more location options

[Need more options? Try the Location Search...](#)

Facilities Department Staff Meeting
Event Title (Optional Additional Information)

Form to be used by Faculty and Staff requesting to schedule events, spaces and/or resources.

Meeting
Facilities Planning
10 Attendees Expected
Tue Apr 12 2016 2:00pm - Tue Apr 12 2016 4:00pm
J300

Start by entering the basic event information.

Event Name
 ✓

Event Title (Optional Additional Information)

Event Type
 ★ ✓

Primary Organization
 ★ * ✓

Give your event a logical name without abbreviations. Do not put your own name here.

Choose the best option from the list

Start typing the name of your department and find the best match from the list

Clicking the star and turning it yellow makes it appear at the top of your list every time

Click next to proceed

◀ Back | | | Next ▶

Enter additional basic event information.

Head Count - Estimated

10

I Don't Know

Headcount is used to find the most efficient rooms

Event Description (Optional)

Rich text editor toolbar with options for copy, paste, undo, redo, bold, italic, underline, link, unlink, font family, font size, bulleted list, numbered list, indent, outdent, link, unlink, image, video, table, and source code.

Add more information if you wish. This will be visible to all users.

Click Next to toggle between screens.

Does this event have more than one occurrence?

No

This event has only one occurrence.
Any other related events are separate and distinct.

Yes

This event has more than one occurrence.
It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.

Use for events that happen on a regular basis. Note that recurring events must happen at the same time on all subsequent dates. If the time varies, enter each as a non-recurring event.

If prompted about additional set up or takedown time, enter that or hit Next to move on.

Select CONTACTS for this event.

Scheduler

☆ ✕
Facilities Scheduling Specialist
FYonker@frederick.edu

Requestor

☆ ✕
kpotts@frederick.edu

This will typically say Fred Yonker. Do not put your name here.

Your name will automatically appear here

◀ Back

Next ▶

✕ Cancel

Save

Click save to submit the request

Your request is then sent to Facilities Planning for review & approval. You will receive an email confirmation and should check the 25Live calendar to make sure your event shows up. If you need additional room setup (such as furniture or moving partitions), send a Plant Work Order to arrange this directly.

Facilities Department Staff Meeting

Thank you for submitting your request. A scheduler will process your request as soon as possible in the order received.

Here's Some Information About Your Event

Location Requests Pending Approval
Location 'J300' requested for Apr 12 2016.

What's Next?

- View Details: View the Event Details page for this event. The full range of actions are available to you from there.
- Edit: Need to make some more edits to this event? Click this button to start editing.
- Email: Email the details of this event to its stakeholders or anyone else.

More Event Options

- Print Confirmation
- Copy
- Create "To Do"
- Manage Relationships
- Manage Bindings
- Take Ownership of this Event
- Add to Starred?

Event Preferences

The following locations were requested for this event:

- J300

Remove Preferences

Event Tasks

1 Active Assignment Task

Click to close

Home | Event Wizard | Events | **Locations** | Organizations | Tasks | Reports

Search For Locations

Search by Keyword: J300 X GO More Search Options

List | Availability | Calendar

Dates: Tue Mar 15 2016 — Mon Mar 21 2016

Load Calendar

Another way to find out about a space is to use the Locations tab at the top of the screen. Search using a room number or other keyword.

If you want to see a calendar, click the blue text to change the dates, and then click to load

Home | Event Wizard | Events | **Locations** | Organizations | Tasks | Reports

Search For Locations

Search by Keyword: J300 X GO More Search Options

List | Availability | Calendar

Dates: Mon Apr 11 2016 — Fri Apr 22 2016 Save Search Refresh

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
April 11 11:00 AM - 12:00 PM SAT Meeting / Shezwae Fleming Monday J300	2:00 PM - 4:00 PM Facilities Department Staff Meeting J300	10:00 AM - 11:00 AM LS Managers Meeting J300				
11:00 AM - 12:00 PM SAT Meeting / Shezwae Fleming Monday J300	1:00 PM - 2:00 PM Dept Meeting / Kara Bennett J300	10:00 AM - 12:00 PM ELLS Meeting J300	10:00 AM - 11:00 AM LS Managers Meeting J300			

The meeting we scheduled earlier will appear here ONLY AFTER BEING APPROVED

If this is a search you will use often, click to save it. If you make is a Starred Search, it will show up on your homepage.

Home Event Wizard Events Locations Organizations Tasks Reports

Search For Locations Pre-Defined Location Searches Advanced Location Search

Search For Locations

Search by Keyword: X GO [More Search Options](#)

List **Availability** Calendar

Date: Tue Apr 12 2016

Load Availability

The availability tab shows you the events in that space on a particular date. Click the blue text to change the date.

Home Event Wizard Events Locations Organizations Tasks Reports

Search For Locations Pre-Defined Location Searches Advanced Location Search

Search For Locations

Search by Keyword: X GO [More Search Options](#)

List **Availability** Calendar

Date: Mon Apr 11 2016 Same-Day Event View: Overlapping Save Search Refresh What is this view?

Name	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
J300					SAT Meet												

From any page, clicking on the blue room name takes you to a screen like below with additional information

From an Availability view like this one, you could click in an open timeslot to request the room. The Event Wizard will launch - follow the steps above to fill in your event details and make the request.

Home Event Wizard Events Locations Organizations Tasks Reports

Search For Locations Pre-Defined Location Searches Advanced Location Search J300


J300 (Jefferson Hall - Room 300 - Conference Room)

Details List Availability (Daily) Availability (Weekly) Calendar

Comments
none

Default Instructions
none

Features
 Av Package - Including Instructor Console, Projector, Pc, And Sound
 Conference Phone
 Desktop PC - Student
 Floor - Carpet
 Laptop Connection - Hdmi
 Projection Screen
 Tables - Rectangular
 Whiteboard
 Window Treatment - Room Darkening Blinds
 Windows

Attributes
 Additional Room Photos


Layouts

Layout	Capacity
Max Capacity	12
Conference Table Style (default)	12


Categories
 Building - Jefferson Hall
 Conference Room - AV equipped

Related Spaces
none

Location Scheduler
Yonker, Fred

Images

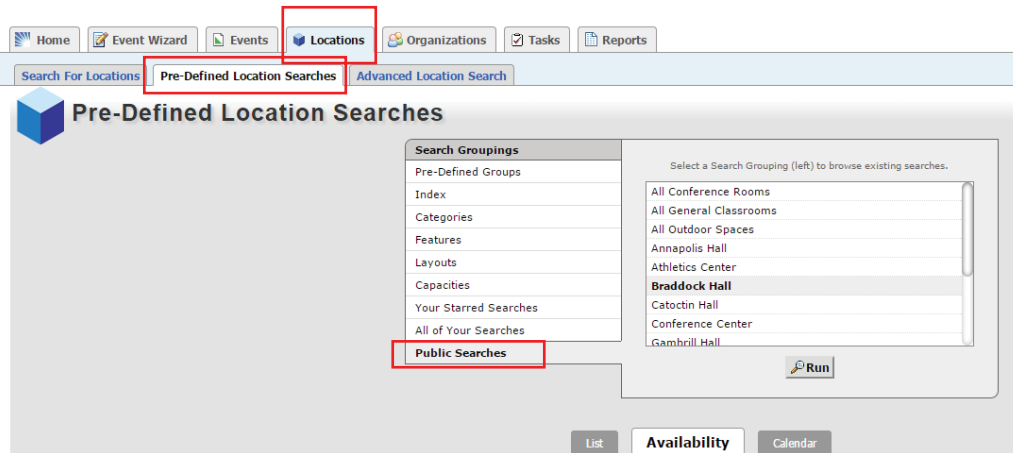
Viewing Layout Image: Conference Table Style



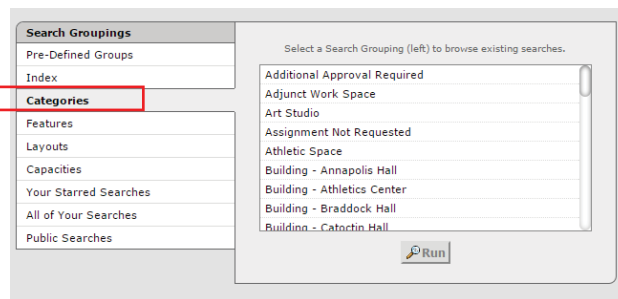
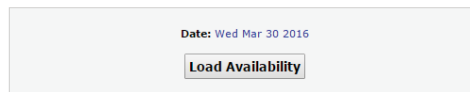
[View this location's availability!](#)

The other tabs show the room's availability and features in different formats

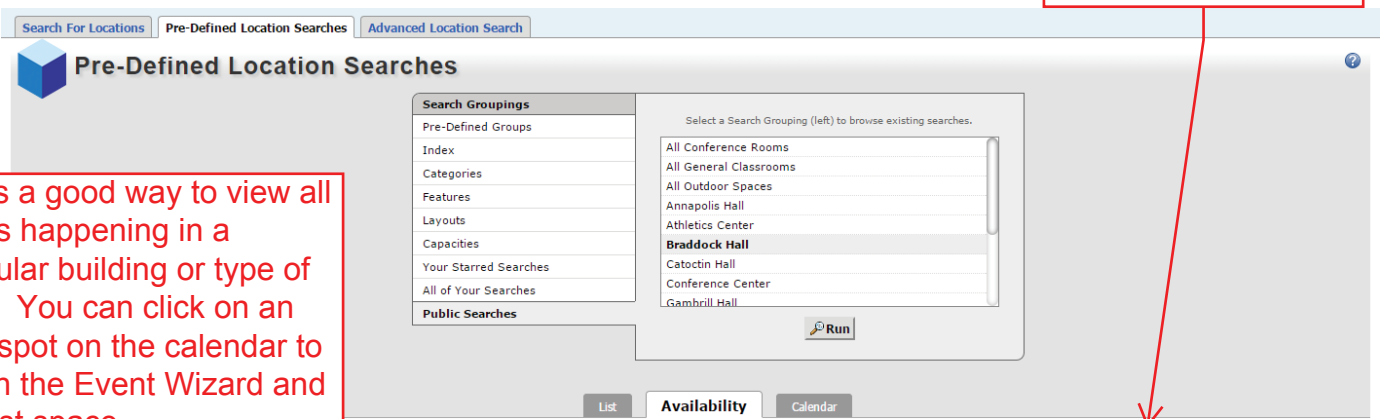
The database contains photos of each space and details about the room's features.



Another way to search for a space is to use the Pre-Defined Location Searches tab. Clicking on any of the search groupings will bring up a list of rooms meeting that criteria, such as All General Classrooms or all rooms in a certain building.



25Live does not automatically refresh itself when you toggle between different tabs. You need to use the refresh button. If you don't see something you recently added, try refreshing.



This is a good way to view all events happening in a particular building or type of room. You can click on an open spot on the calendar to launch the Event Wizard and request space.

Date: Wed Mar 30 2016 Same-Day Event View: Overlapping Refresh What is this view?

Name	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
B101					MA 81 4						EG 100 2						
B102			MA 106 1		MA 210 1		MA 211 1				MA 130 9						
B103			MA 105 1		MA 207 1		MA 111 1		MA 111 2		MA 111 6						
B104		MA 103 1	MA 206 2		MA 81 2					STEM Club Meeting		MA 206 11					
B105		BU/MA 205			MA 130 3		BU/MA 205	MA 130 4									
B106			MA 81 A1CW				LF 102 1	LF 101 1				MA 81 A2CW				Ael 130 2 Listening 8	
B109			HI 102 1				MA 81 5										

Click and Drag dashed bottom border to resize Availability grid.

To find your events from the home page, look for the “Your Upcoming Events” box.

Your Upcoming Events

1 Event in which you are the Requestor

Click here

Dates: Current and Future Dates Choose Visible Columns Refresh

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
Facilities Department Staff Meeting		2016-AARPZB	Facilities Planning	Meeting		Requestor	Apr 12 2016	Mar 15 2016	Confirmed	J300

Information is current as of 15 2016 11:25am

1 Matching Events

This is a list of all events that you have scheduled. Click on any of them for more details

Home Event Wizard Events Locations Organizations Tasks Reports

Search For Events Pre-Defined Event Searches Advanced Event Search Facilities Department Staff Meeting

Facilities Department Staff Meeting

Details Calendar Task List Audit Trail

Edit this Event Event State: Confirmed More Actions... Refresh

Event Details

Event Name: Facilities Department Staff Meeting
Event Type: Meeting
Reference: 2016-AARPZB
Alien UID:
State: Confirmed
Organization: Facilities Planning
Cabinet: 2016 Events
Scheduler: Yonker, Fred
Requestor: Doe, Jane
Head Count: 10 expected

Tasks Completed:
Approvals: 0/0
Assignments: 1/1
To Do's: 0/0
[View this event's Task List](#)

Creation Date: Tue Mar 15 2016

Event Preferences

The following location preferences were registered:

J300 [Remove preferences](#)

Event Occurrences

Start Date	Start Time	End Date	End Time	Assignments
Tue Apr 12 2016	2:00pm	Tue Apr 12 2016	4:00pm	J300

Information is current as of Mar 15 2016 11:26am

Click here to change the date, time, or room assignment.

Click here is you need to cancel your event.