To Submit an Even Request

Only approved department and organization contacts are permitted to use 25Live for event requests. All others should contact their department administrator of any room requests.

1. **Sign in** to 25Live
   Go to: https://my.pitt.edu
   Sign in using your Pitt ID and Password
   Under the My Resources tab, click
      Academic Space Reservation System
   Click 25Live at the top right of the page

2. Click on the **Event Wizard Tab**

   Event Wizard

3. Proceed to fill in the following fields with information about the event:

   Event Name: **This is a required field.** The event name is what will show on the room calendar. It should be concise, but descriptive.

   Event Title: The event title can be the same as the event name, or you can choose something slightly more detailed.

Event Type: **This is a required field.** Choose the type of event you are requesting.

   Academic for events directly related to a class such as extra time for an exam or review sessions.

   Sponsored Outside Group for events that your department is sponsoring for an organization outside the university such as test-prep classes, support group meetings, or performances. PLEASE NOTE: There are fees associated with outside organizations using Pitt facilities.

   University for all other events such as guest speakers, receptions, or meetings.

Primary Organization: Choose the organization or department that is hosting this event. You can search by name, or browse the list alphabetically or by type. Once you've selected it, you can click the star icon next to it if this is an organization you will use frequently.

This will display it automaticall in the drop down in the future.

Click the **Next** button.

   Next ▶

Expected Head Count: This is the number of people you expect to attend the event. It is okay to estimate this number, but it should be as accurate as possible.

Event Description: This is a longer description of the event being requested. It will be visible to anyone who opens up the detailed view of this event, either from a search or from a room availability calendar. You can include a website, contact details, or any other information that would be helpful regarding this event. This field is optional.

Click the **Next** button.

   Next ▶

Event Date & Time: **This is a required section.** Select whether your event will repeat. Enter or select the date and time for the first occurrence of the event. If it will need setup or takedown time, be sure to include it using the drop down boxes that appear after clicking the 'Yes' radials. DO NOT set the event's end date as a different date from the start date.

Click the **Next** button.

Next ▶

If the event repeats, select the correct type of pattern (daily, weekly, monthly, or ad hoc) and set the criteria. Check the occurrence list at the bottom for accuracy.

Click the **Next** button.

Next ▶

Event Locations: Choose the room(s) that will be used for the event. You can select from your Starred Locations, or search by name, room characteristics, or by one of the pre-defined searches.

✓ Available for all dates

⚠ Conflict on one or more dates *(Hover over this symbol for details)*

☒ Cannot be scheduled via 25Live

Once you've selected the room(s), you can click the star icon next to them if you will use them frequently.

☆ ⟶ ⭐

This will allow you to find them quickly in the future by clicking **Your Starred Locations.**

Click the **Next** button.

Next ▶

Event Comments: If you have any comments, preferences, or special circumstances that you need to communicate to the scheduler who approves your event, they can be typed here. Any information entered here is viewable ONLY by the **Rooms & Scheduling** staff.

Click the **Next** button.

Next ▶

Affirmation: Please review the summary of the event's details in the left column and make any alterations. Once you have done this, check the "I agree" box to confirm that the details are correct.

Click the **Finish** button.

💾 Save

4. The event will now be saved and submitted for confirmation. If the save is successful, you receive an email and 25Live will also display these additional options.

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.

If you have any questions about using 25Live, please feel free to contact Rooms and Scheduling at:

rooms@registrar.pitt.edu.