**To Submit an Event Request**

Only approved department and organization contacts are permitted to use 25Live Pro for event requests. All others should contact their department administrator for any room request.
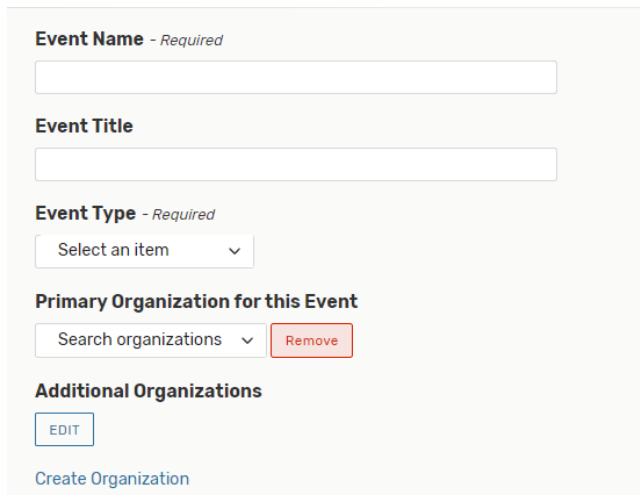
1. **Sign into** 25Live Pro
   - Go to my.pitt.edu
   - Sign in using your Pitt ID and Password
   - Under the **My Resources** tab, click *Academic Space Reservation System*
   - Click **25Live** at the top right of the page
   - Click '**Sign In'** at the top right corner once you are in 25LivePro

2. Click on the **Event Form Tab**
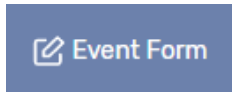
3. Proceed to fill in the following fields with information about the event:

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 your 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. <mark>PLEASE NOTE</mark>: There are fees associated with organizations not affiliated with the University of Pittsburgh 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.
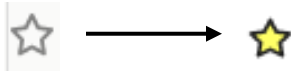
This will display it automatically in the drop down in the future
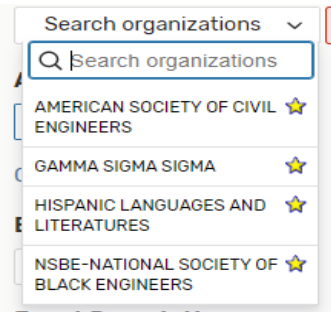
Expected Head Count: This is the number of people you expect to attend the event. It is okay to estimate this number, but it should be as accurate as possible.

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, but we prefer as much information as possible about the event request.

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 is titled "Additional Time". DO NOT set the event's end date as a different date from the start date.
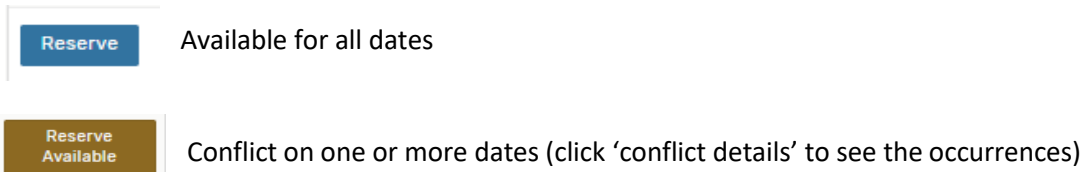
If the event repeats, click the 'Repeating Pattern' button and select the correct type of pattern (ad hoc, daily, weekly, or monthly) and set the criteria. Check the occurrence by clicking "View All Occurrences" below the calendar.

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.
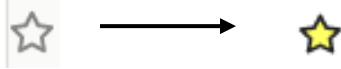
 Available for all dates

 Conflict on one or more dates (click 'conflict details' to see the occurrences)

Unavailable   Cannot be scheduled via 25Live Pro

Make sure to click "Hide Locations with Conflicts" and "Enforce Headcount" to narrow down your search

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.**

Scroll down to the next section

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.

Scroll down to the next section

Preview: Please review the summary of the event's details by clicking on the 'Preview' button in the bottom right hand corner of the form 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

4. The event will now be saved and submitted for confirmation. If the save is successful, you will receive an email and 25Live Pro will forward the event details to you.

5. When your event is approved or denied by one of the **Rooms & Scheduling** staff, you will receive an email confirmation stating that your event has been approved or denied with all of the event details.

If you have any questions about using 25Live Pro, please feel free to contact Rooms and Scheduling at: rooms@registrar.pitt.edu