25 Live Scheduling System Student Instructions

Students will now be able to reserve the small study rooms in the Learning Commons. This guide will give you simple instructions on how to do this.

Once at the 25 Live Scheduling System Page you will need to log in with the student profile in order to book an available space. Click the sign in button noted below. This will open a sign in window.

Once the sign in window has loaded please use the student username and password. This has been sent to your student email account in an email announcing the ability to book these rooms.
Once logged in you will come to the screen shown below from here you can check availability of rooms as well as make your reservations.

There are multiple ways to do this in the system, this file will show you a few easy ways to navigate and book your reservation.

**Checking Availability**

The first thing you will need to do in order to book a room will be to check the availability of the space. The simplest way to do this would be to use the automated availability search. Simply click the link for “Study Room Availability”

Clicking this link will bring you into the locations section of the system.
You may also search for a location you would like by using the quick search area of the home screen. If you already have an existing reservation you can search for this event as well using this same tool. Simply type in the location or event (Location ex. – LCM*232) (Event ex. – John Smith).

You can also click any of the rooms listed on the right to check availability or get details of the room.

Once you choose or search for a location you will be brought to the locations page on our system. If you used the starred search of “Study Room Availability” availability of rooms will be displayed as shown below.
Under the locations tab are three different views. List – This shows a listing of rooms and some details for these rooms. Availability – this is the recommended way to view availability of rooms. This view lays out all spaces in a grid pattern showing what spaces are, or are not open to be booked. In this example there are no reservations. Down the left side of the page will be the rooms of the Learning Commons with hours listed above from left to right. There is also a calendar view that will list all reservations over a particular date range.

Alternatively you can search for a location by clicking the “Search for locations” Tab and inputting “LCM”

To view room availability on a different day simply click the blue date underneath the view options to select another date.
Booking Rooms

Once you have searched for a location using any method mentioned above (Note: using the Study Room Availability Search is the recommended way to choose a room) you can begin to make your reservation.

You can do this from a few different places. You can click the create an event button on the home page, you can also go directly to the event wizard tab on top of the page, or you can start your reservation from the availability view under locations discussed earlier in this document.
All of these will bring you into the event wizard, however doing this from the availability view will already populate your date time and location saving you steps along the way. To do this from the availability view simply pick your date then in the grid hover over locations and times until a pencil icon appears. Click your desired room and time, and this info will already be in your event wizard.

You can see above having done things this way I have already input my date time and location. All of these can be adjusted as you go through the wizard. However this should make it easier.
Enter your name and email address. For event type select “study reservation” then click next.

At the next page please add your expected head count. In the event description, you must add any other people in your small study group then click next.
At the next page select no and click next. Making more than one reservation at a time may result in your reservation being questioned or cancelled by library staff. Please do not create multiple occurrences so we can allow all students to get a chance to reserve space.

At this screen you will be able to adjust your dates and times. Simply select on your calendar the date and time you wish to reserve and click next.  
(Note: Reservations that are over three hours maybe cancelled by library staff as 3 hours is the limit that students can reserve a room for at one time.)  
Setup and break down time are not necessary for your event. At this time click next.
At the next screen you can select your location. If you have used the availability view to start the event wizard you should already have a location. If not simply select one from the list of starred locations and make sure it shows up on the right side of the screen. Rooms that are available will be tagged with a green check mark. Rooms that are booked or have a conflict at this time will show a red exclamation point. Once this is done click next and move on.

At this final screen simply click save and your event will be completed. Even though your event state is set to tentative your space has been booked. Your event will be confirmed by library staff or the Central Scheduling Manager in the background.
From this screen you will be able to view details, edit your reservation, and email or print a confirmation for yourself. Please bring these confirmations with you to your study room in the LCM incase asked by library staff.

As you can now see the reservation shows in the availability view as well as on the calendar. This means your space is reserved and cannot be booked at this time by anyone else.

Please follow all study room guidelines, failure to do so may result in your reservation be questioned altered or canceled. They can be found here.