

CREATING AN EVENT REQUEST

SIGN IN

Using Mozilla Firefox or Google Chrome, go to <http://25live.collegenet.com/pro/umb>

Sign in using your UMass Boston User ID and password. Do not include @umb.edu.
For assistance with your User ID or password, contact the IT Service Desk at 617.287.5220

CREATE EVENT REQUEST

Event Name & Title *

Write an event name that visitors to the university website may easily identify. Avoid acronyms and abbreviations.

If the event name is too long, write it in Event Title. Otherwise, leave the title field blank. If provided, the Event Title will appear on the university calendar, not the event name.

Name of Department or Organization *

Type the name of your department or organization to perform a search. If the search does not return the expected result, try limiting your search to the first few letters in the name.

Expected Headcount & Description *

Enter the estimated number of attendees. Headcount is used to find suitably sized locations.

Provide a public description for the university calendar. If there is a website for the event, include the URL here.

Does the Event Repeat? *

Select "No" for one-time events, or "Yes" for multiple event dates. If the event time is the same on each date, you can include all dates on one request. If the event time differs, you'll need to create separate requests for each date/time.

Event Date & Time *

Specify the date and times of the first occurrence of the event. Add pre-event/post-event time if you need access to space before/after the actual event start time.

Choose how this Event Repeats

If your event occurs on multiple days, select "Ad Hoc" to individually select event dates. Skip holidays, breaks, etc.

Event Location(s)

You can search by the location name (Alumni Lounge), building (Wheatley), a portion of the room number (W01), or a description of the room (conference room).

Selected locations should be listed on the right side of the screen, marked with ✓

If you see ⚠ the space is not available on at least one of the dates selected. The space will not be reserved for you.

Resource(s)

Select the equipment or services that are not built into the location.

Additional Required Information *

Review the information on the right side of the screen before responding to the required questions.

More Info or Questions for your Scheduler

Write information to the schedulers that you weren't able to provide elsewhere. This note is not visible on the calendar or public listings.

Affirmation *

Review the university scheduling and accessibility guidelines. Check "I Agree" before submitting request.

SAVE AND SUBMIT YOUR REQUEST

Verify the reservation summary on the left side of the screen before you press SAVE. **You will not be able to edit your event request after you click SAVE.** You will receive a confirmation or a request for additional information within 3-5 business days.

CHANGES AND CANCELLATIONS

You cannot use 25Live to cancel or edit your event once it has been saved/submitted. To edit a tentative request or confirmed reservation, please email the appropriate scheduling office. Please include:

- Reservation number (e.g. 2016-ABCDEF)
- The specific dates and spaces you wish to cancel/change, along with specific instructions detailing the change

CHECK THE STATUS OF YOUR REQUEST

On your dashboard, in the "Your Upcoming Events" box, select "Events in which you are the Requestor" to access a list of your upcoming events with the "state" indicated in results.