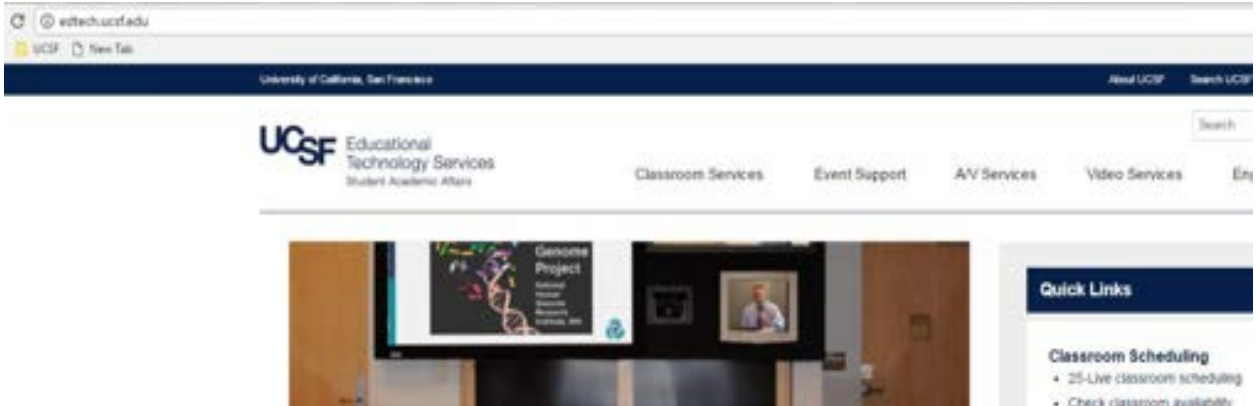
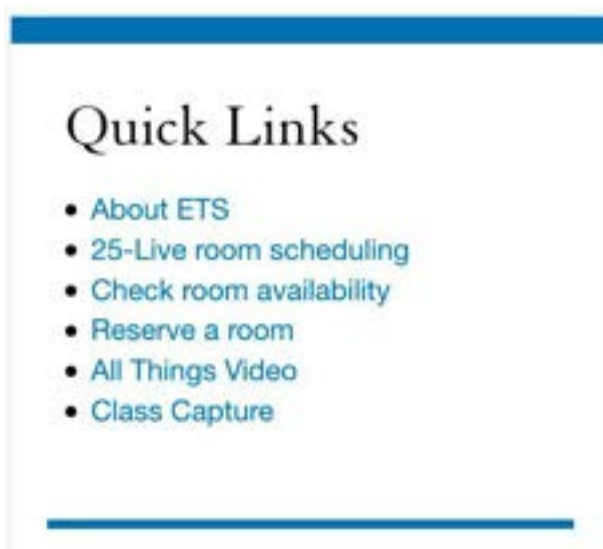


25Live Submissions

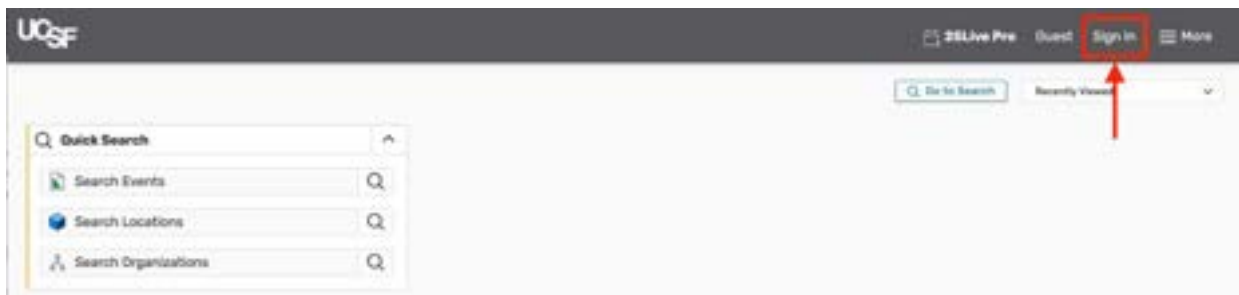
1. The recommended browser is Mozilla Firefox. Chrome also works.
2. Go to Edtech.ucsf.edu or [directly to 25Live](#). (If going to 25Live, skip to step 5)



3. Click on 25Live room scheduling from the Quick Links section to the right.



4. Here is the link to 25Live: 25live.collegenet.com/pro/ucsf#!/home/dash
5. Click on 'Sign In'.



6. Enter your UCSF MyAccess *Username* and *Password* and then 'LOGIN'.

University of California San Francisco About UCSF Search UCSF UCSF Medical Center

MyAccess

LOGIN TERMS OF SERVICE HELP

CollegeNET, Inc.

CollegeNET CollegeNET, Inc.

CollegeNET, Inc. is a leading developer of web-based systems for higher education and non-profit organizations, serving more than 1,300 clients worldwide. CollegeNET products include course and event scheduling, space and resource management, web calendar publishing, e-commerce and contributions, accounting, online admission application processing, online course evaluation, and commencement services.

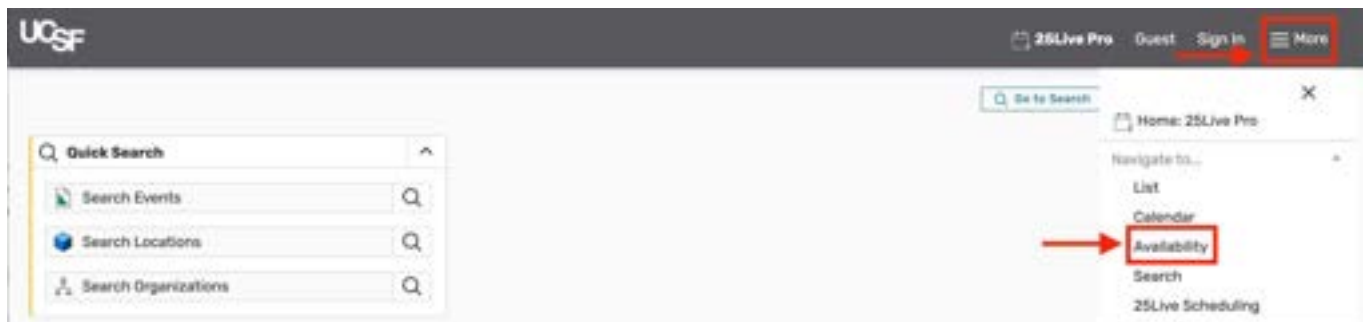
Learn more about this application [here](#)

PROTECT YOUR PRIVACY. LOG OUT WHEN YOU'RE DONE.

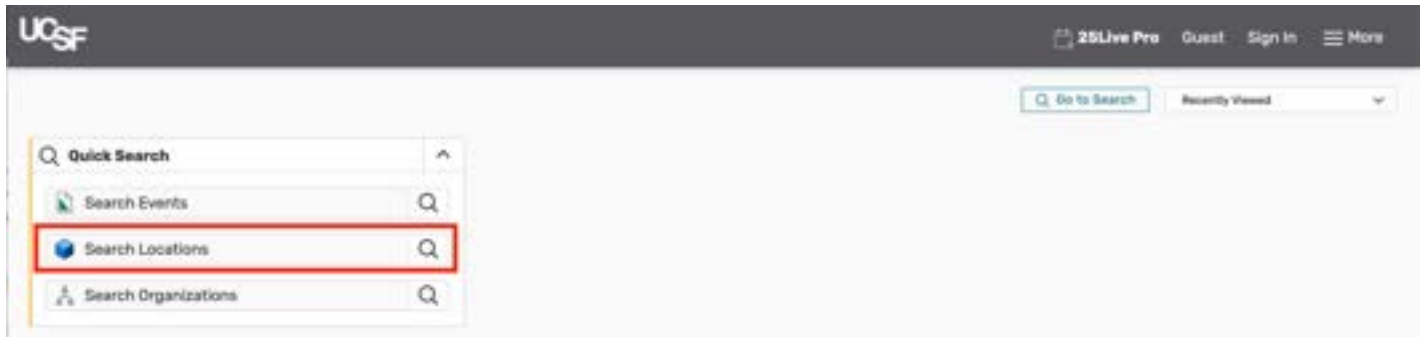
Remember me?

LOGIN

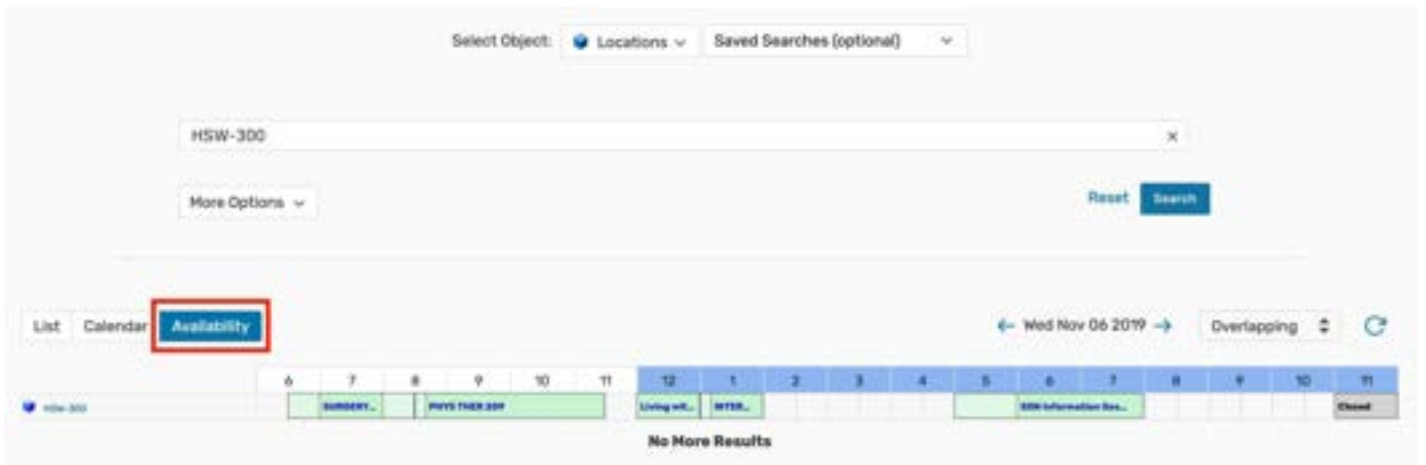
7. The easiest way to look for room availability is to select 'Availability' on the More Menu in the upper right-hand corner.



8. Or you can click on Locations under quick search, type in the name of the room and press enter.



9. Click on Availability to see the day's current and open reservation time slots.



10. Click on the date to show the calendar



11. To submit a reservation on the availability page, you will need to place the cursor on the preferred timeslot. When the image of the hand appears, click and it will take you to the event wizard.



12. You will need to fill out any information that has *required* next to the field.

Choose the appropriate state for the event: Draft, Confirmed, Cancelled, etc.

Event Name - Required ⓘ

Event Title ⓘ

Event Type - Required ⓘ

Select an item ▾

Primary Organization for this Event - Required ⓘ

Search organizations ▾ Remove

Additional Organization(s) for this Event ⓘ

EDIT

[Create Organization](#)

Expected Head Count - Required ⓘ

Event Description ⓘ

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

Font Family Font Sizes

Event Date and Time - Required

Wed Nov 06 2019

3:00 pm

To:

3:30 pm

Required Field Descriptions:

Event Name:
Enter in your short event name.

Event Type:
Pick your event type. Typically this is "Department Meetings & Events" for non-courses.

Primary Organization:
Pick your department and select the star to favorite your choice.

Head Count:
Add an estimated head count. If over the limit of the room chosen your request will be denied.

Event Date and Time:
Verify the date and time you chose is accurate.

Event Locations

Locations Search

Auto-Load Starred: No Yes

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) Search Locations

More Options Reset Search

HSW-300

Add to favorites

Location Title: Health Sciences West 300, HSW300, HSW-300, Pam-lecture halls, capture, vtc

Capacity: 200

Remove View Occurrences

Event Resources

Resources Search

Auto-Load Starred: No Yes

Saved Searches (optional) Search Resources

More Options Reset Search

Event Comments

Internal Notes

Required Field Descriptions:

Event Location:
Verify your room is correct and no conflict warning is shown

Event Resources:
This is where you can add services from ETS such as Content Capture, AV Support and more. You can also favorite your most used services.

Event Comments:
While not required this is where you can add any notes to the scheduling team to verify what you are looking for.

13. If **Food will be served**, under *Select Custom Attribute*, choose *For Food Approval*. Then enter your funding source in the text field, such as a Chart-String funding information.

Additional Questions

Select Custom Attribute

Select Custom Attribute

Event Image

For food approval, enter chart string

Info for event contact: Name/phone/email

Will there be food in the room?

Search contacts

Create

Scheduler

Wallen, Benjamin [Requestor]

14. Choose Preview when ready to submit to double check your reservation. When ready to submit click Save.

The image shows a portion of a web form for event reservations. At the top left, there is a section titled "Internal Notes" with a large, empty text area. Below this is a field for "Event State - Required" with a dropdown menu currently set to "Tentative". At the bottom left, there is a dropdown menu labeled "After Saving This Event...". On the right side of the form, there are three buttons: "Cancel", "Preview", and "Save". The "Preview" button is highlighted with a red rectangular border.