25Live Submissions

1. The recommended browser is Mozilla Firefox. Chrome also works.

2. Go to [Edtech.ucsf.edu](http://Edtech.ucsf.edu) or [Click Here](http://Edtech.ucsf.edu)

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

4. Here is the link to: [https://25live.collegenet.com/pro/ucsf#!/home/dash](https://25live.collegenet.com/pro/ucsf#!/home/dash)

5. Click on 'Sign In'.

![Quick Links](https://example.com/quick-links.png)
6. Enter your UCSF MyAccess Username and Password and then '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.

**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.
**Required Field Desriptions:**

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