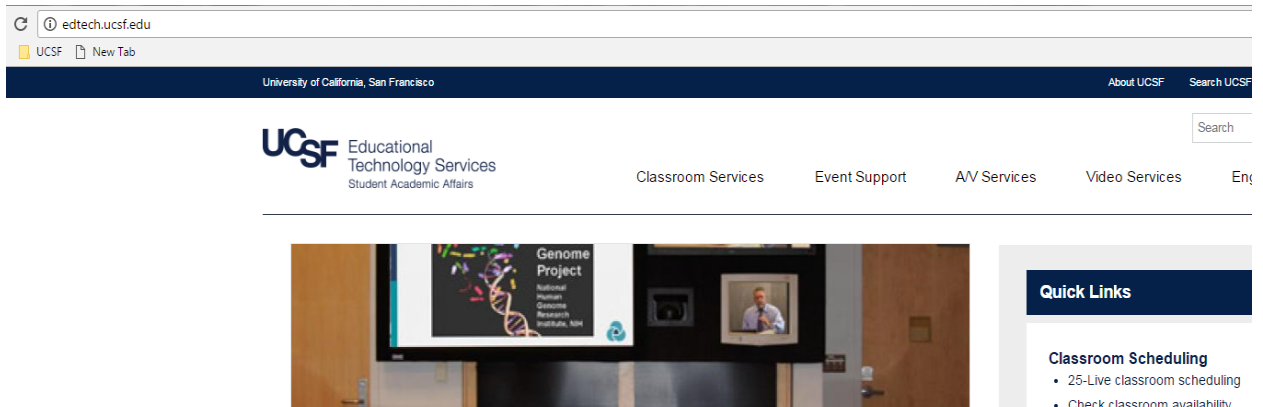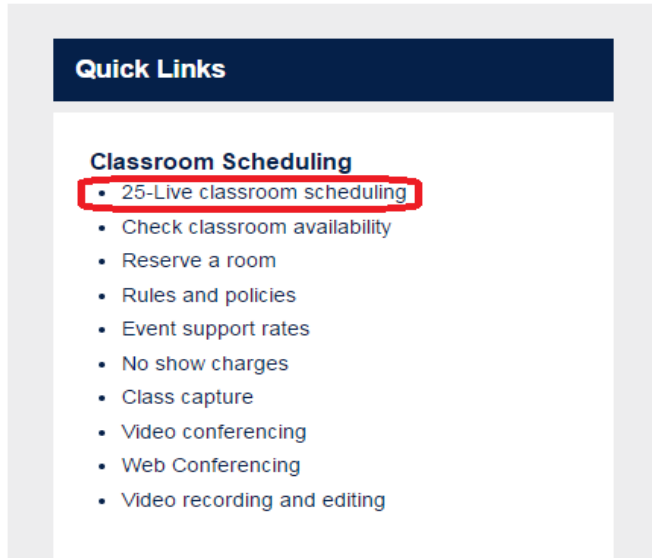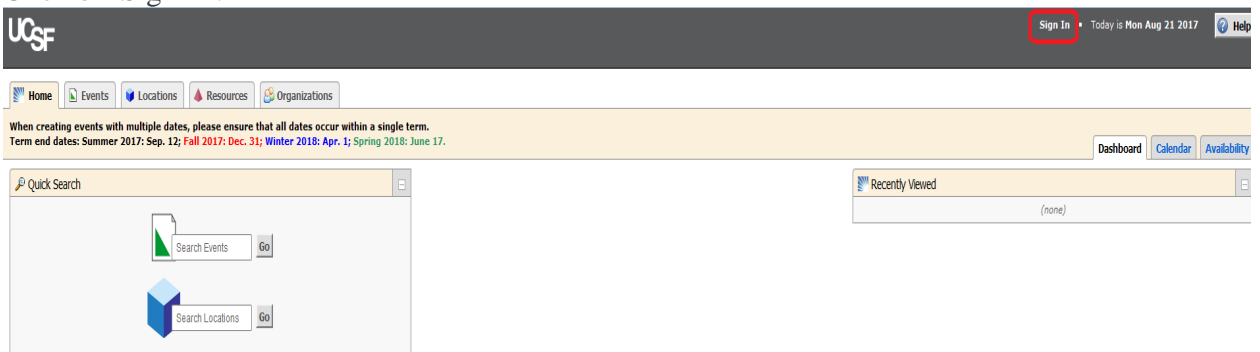# 25Live Submissions

1. Please use the Mozilla Firefox web browser

2. Go to Edtech.ucsf.edu

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

4. Here is the link to: https://25live.collegenet.com/ucsf/#home_my25live

5. Click on 'Sign In'.

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

7. The easiest way to look for room availability is to select 'Search Locations' on the Quick Search upper left-hand corner.

8. Or you can click on the 4th tab at the top of the page – Locations
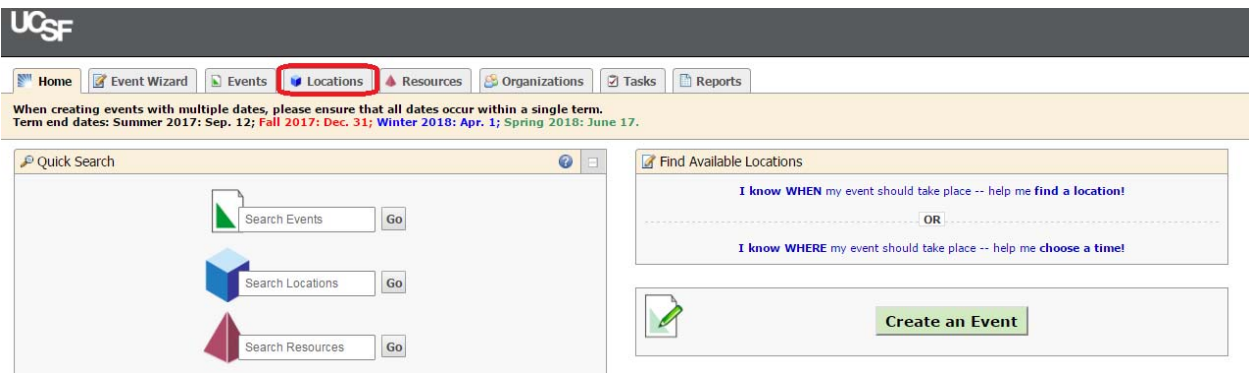
9. In the 'Search Locations' area: type the name of the room and select 'Go'.
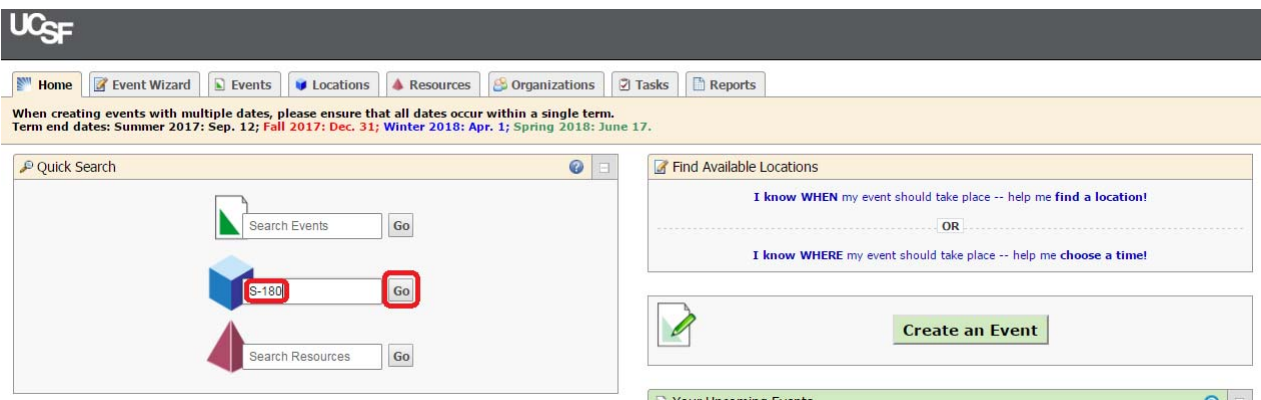
10. Click on the date to show the calendar

11. Select the appropriate date.

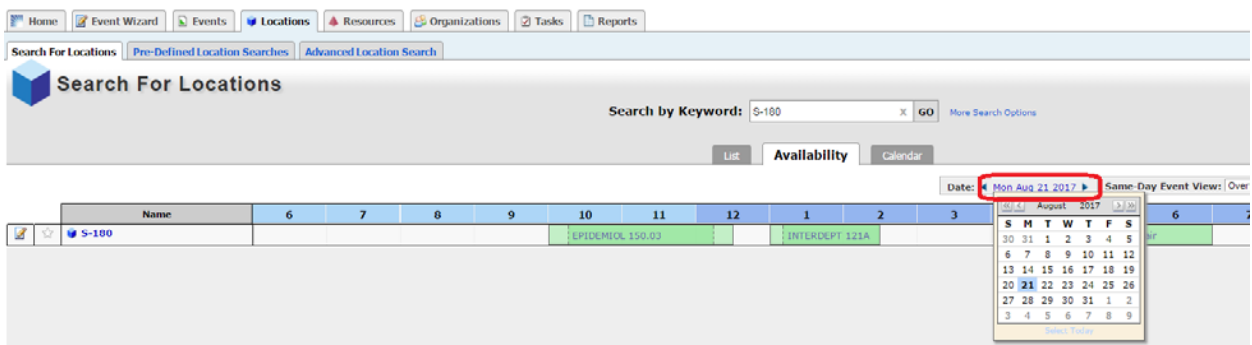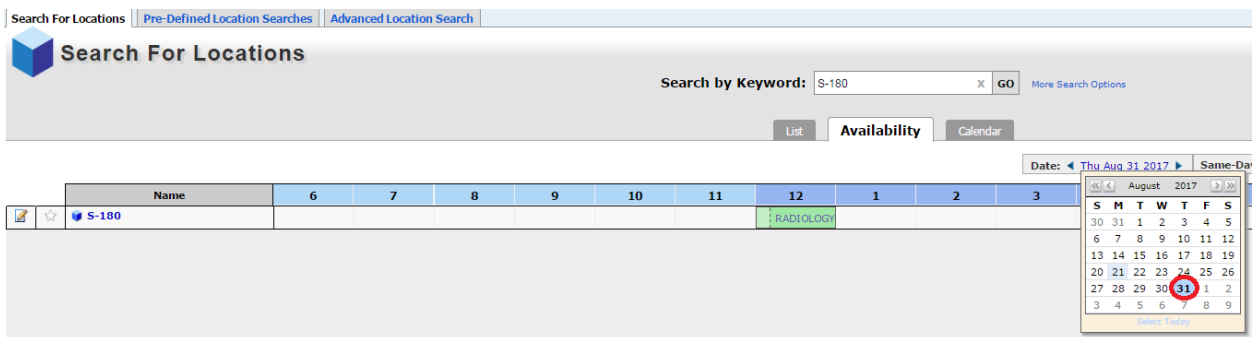12. To submit a reservation on the availability page, you will need to place the curser on the preferred timeslot. When the image of the hand appears, double click and it will take you to the event wizard.


13. You will need to fill out any information that has a red asterisk, which is a required field, then the 'Next' button at the bottom of each page.

14. Enter the headcount, then the 'Next' button at the bottom of each page.
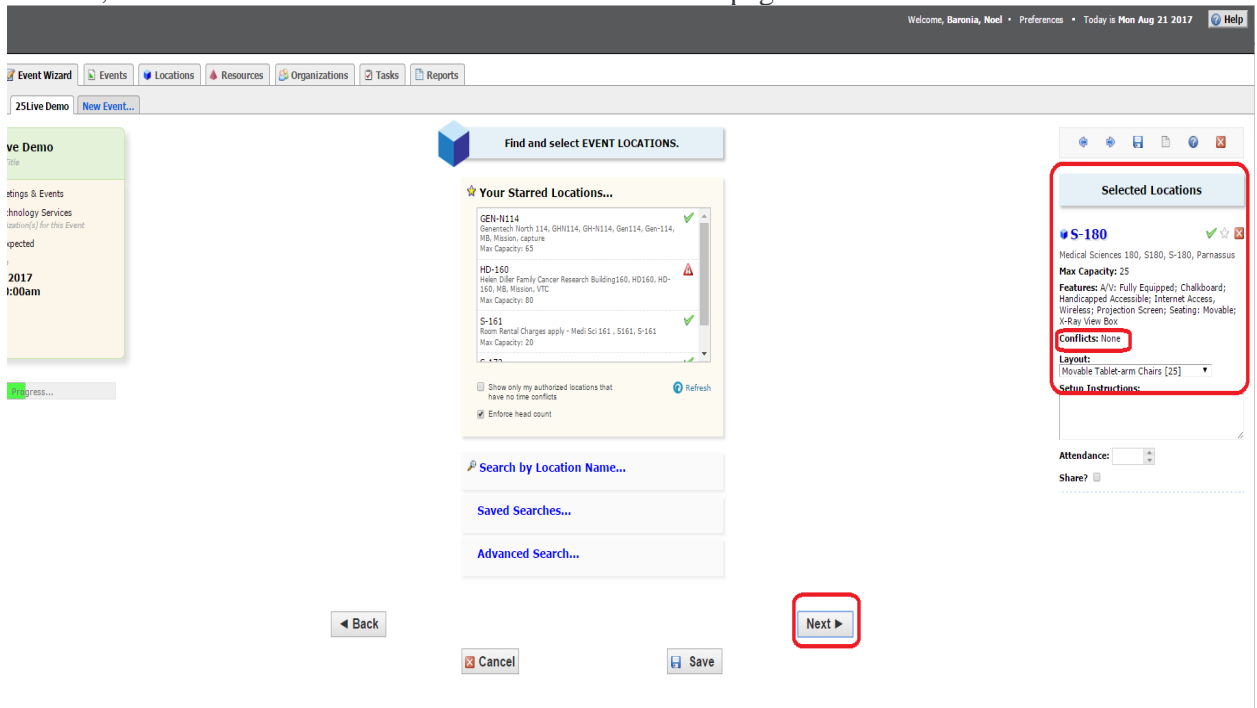
15. Pending whether or not this is a reoccurring event, you will need to select either No or Yes.
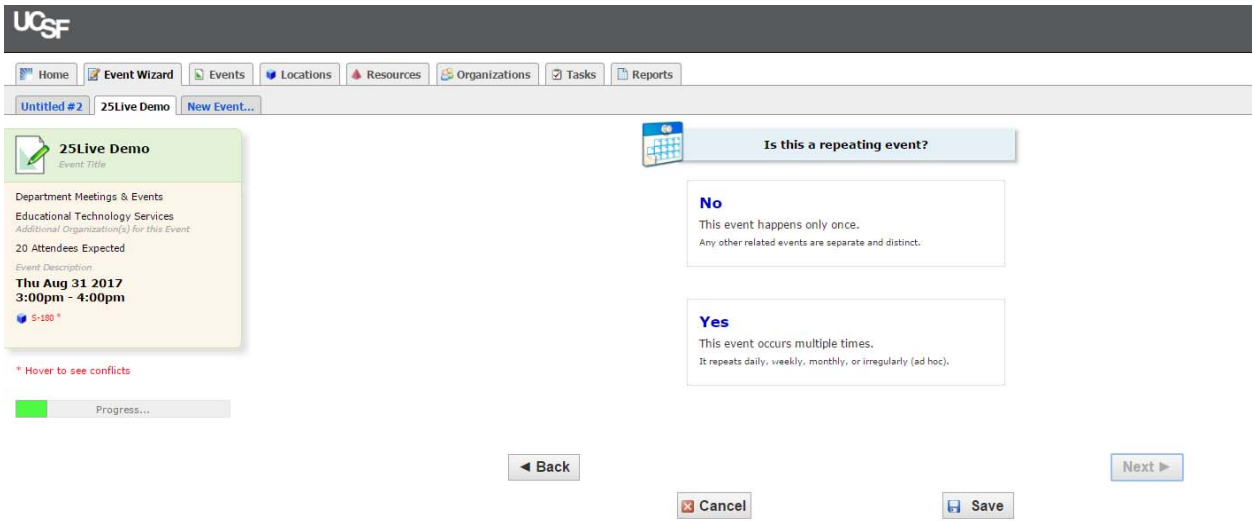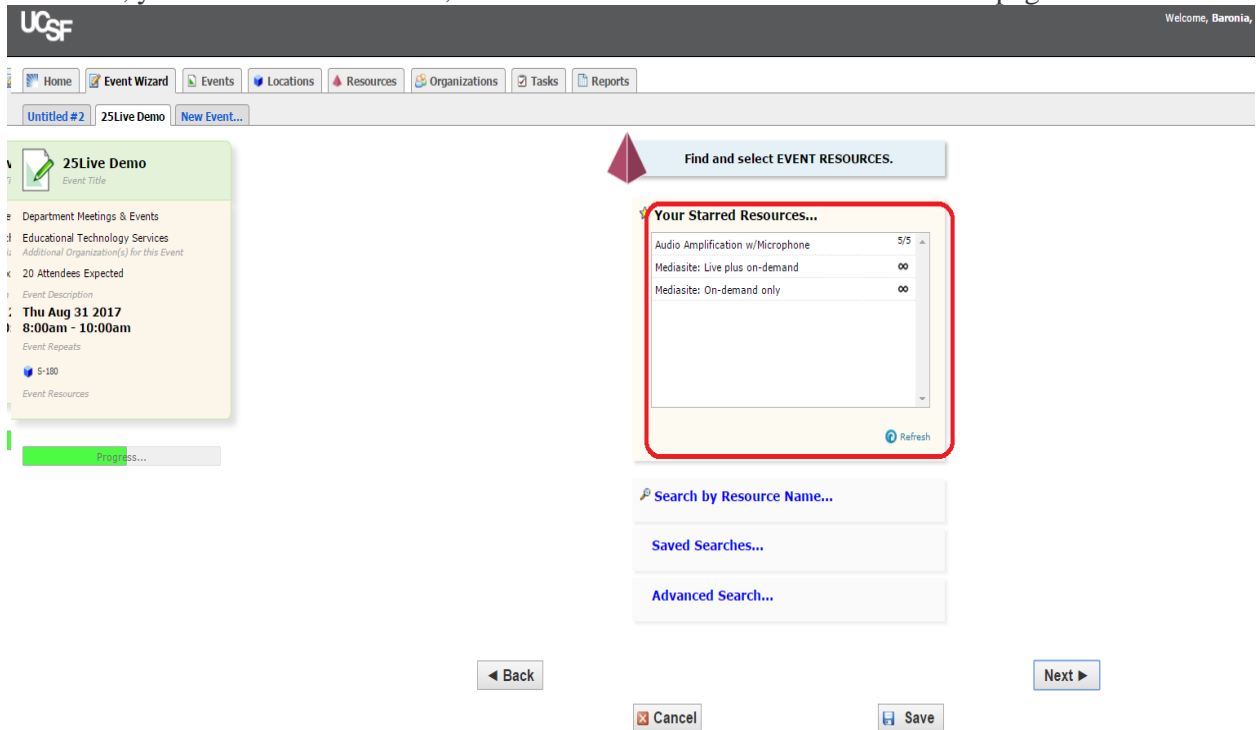

16. If you need more than an hour, you can adjust the ending time accordingly.
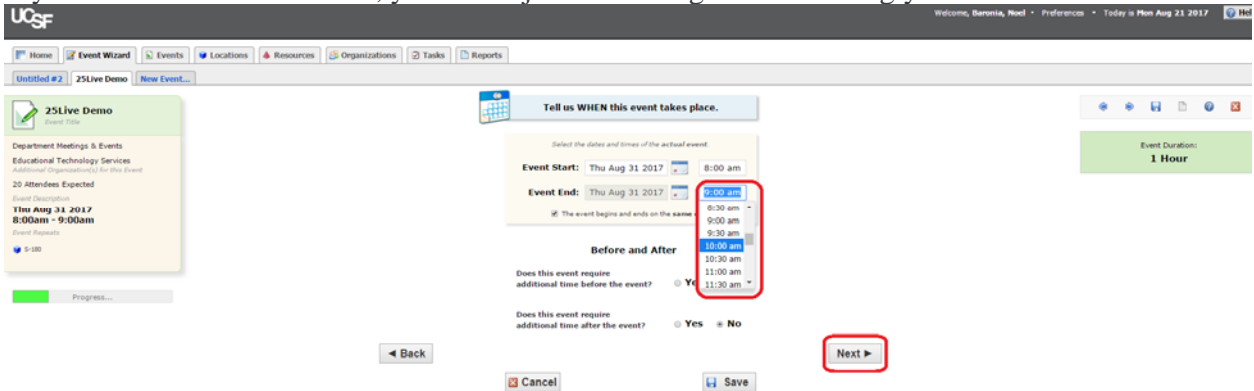
17. Check the 'Selected Locations' area to right to ensure that there are no conflicts below the room number, then select the 'Next' button at the bottom of each page.
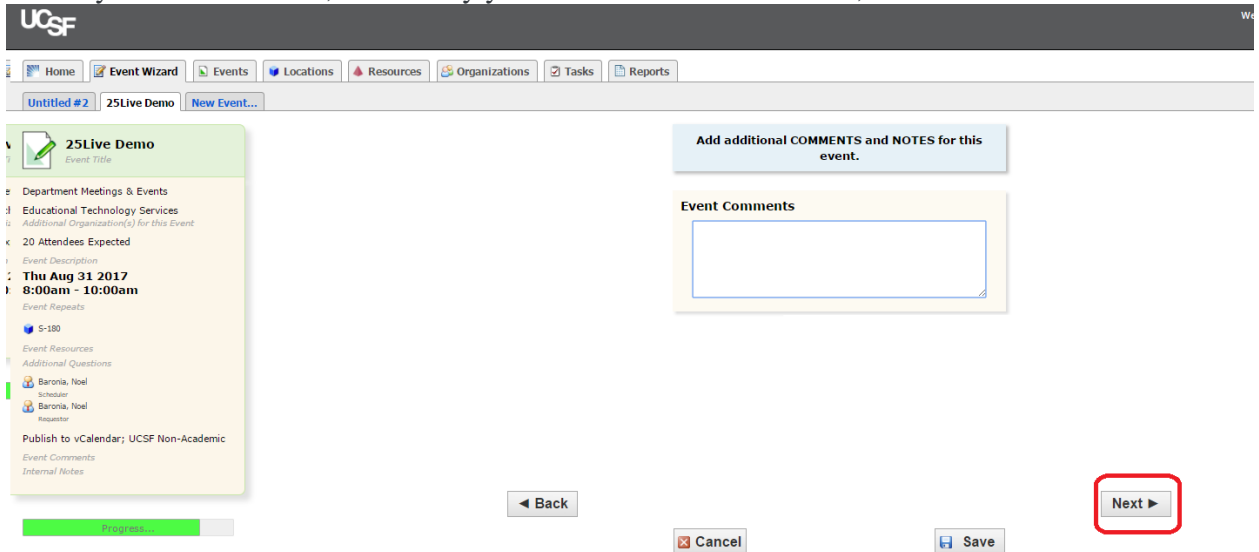

18. If needed, you can select a resource, then the 'Next' button at the bottom of each page.

19. If *Food will be served*, fill in the SpeedType or the Chart-String funding information, then select '**Next**'.
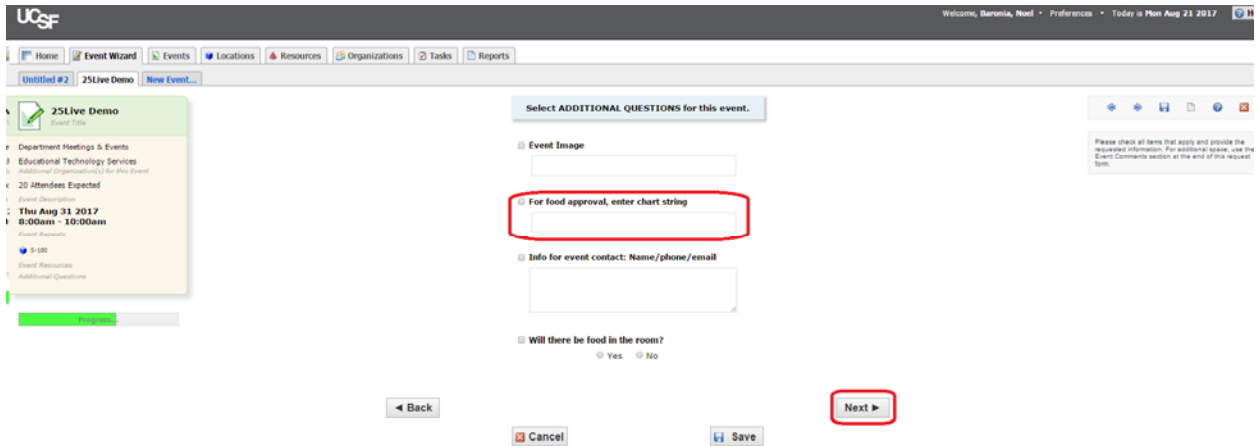
20. Add any *Event Comments*, which only you and the scheduler will see, and then select '**Next**'.

21. The event will now be saved as a tentative. Click 'I Agree' to show consent, then save the event by clicking on the '**Finish**' button. The following message should be displayed at the top of the page: Your event has been successfully saved.