

## 25Live Student-User Guide

To reserve a space, publicly announce an event to the Linfield community, or request any campus resources you will need to do so through a program called 25Live. This document will walk you through step by step how to do that.

### Logging In

To access 25Live, click this link (we recommend bookmarking this page) <https://25live.collegenet.com/pro/linfield>

- Log in with your CatNet credentials
- Click on “Create an Event”

### Filling out the Event Form

1. Event Name
  - a. A short, basic name that clearly describes your event (limit 40 characters)
2. Event Title for Published Calendars
  - a. Should be similar as the Event Name
  - b. This particular Event Title is external/public-facing, meaning it should be understandable to everyone, even those not directly involved in your organization
3. Event Type
  - a. Select the option that best describes your event from the drop-down menu provided
4. Primary Organization for this Event
  - a. Select the Organization responsible for the event by searching for the organization name
    - i. If your organization is not listed, email [reserve@linfield.edu](mailto:reserve@linfield.edu) and they can create it for you
    - ii. Note: If you are just reserving a space for yourself, to study for example, you can select “Individual Study” for your organization
5. Expected Attendance
  - a. Give your best guess if you don’t know for sure - you cannot leave this field blank
6. Event Description
  - a. Even if you’re just reserving a room for a basic meeting, still provide a brief description
  - b. If you choose to put your event on the Events calendar, this description will show up there. Meaning, it should be understandable and helpful to everyone, even those not directly involved in your organization
  - c. Descriptions accept hyperlinks, so feel free to include any relevant websites
  - d. For public events it’s always good to have something like “If you have any questions about this event, contact [Name, Title, Email, Phone]”
7. Event Date & Time - THE BOXES OF TRUTH
  - a. These boxes should reflect the start and end time of your event - NOT WHEN YOU WILL SETUP/TAKEDOWN - that comes later
    - i. Example, my event starts at 7pm, but I know I’ll want to get there at 6:30 to set up. That’s great, put 7pm in the start time box. You will have an opportunity to add in setup time later
  - b. Make sure you select the correct date - if not, it will default to today
  - c. Give your best guess for when the event will actually end
    - i. Example, my event should end at 8pm, but I know it’ll take us about 45 minutes to clean up and get out of the space. Great, put 8pm in the end time box. Again, you will have an opportunity to add in takedown time later
8. Additional Time
  - a. Here is where you enter set-up and take-down time, if needed. This will extend *your reservation* but not the *event time itself* (which is what shows up on the Calendar)
  - b. Double check your “Reservation Start” and “Registration End” time if you’ve added any extra time. This is the time that you are requesting “claim” to the space. Always err on the side of needing more time. If you think setup will take longer, add in more time
9. Repeating Pattern
  - a. This is where you can select multiple dates if your event is recurring
  - b. The great thing about this feature is that you can change the time of each occurrence if you need to
    - i. So, say you normally have your event Fridays at 5pm; but, the week before Thanksgiving break you know lots of group members will be going home that day. You can change the day of that week’s event, AND you can change the time if needed
10. Locations
  - a. Select an available location for your event by searching by location name
  - b. A green check mark indicates that a location is available and free of conflicts during your proposed event time
  - c. Note: If the search does not return the expected result, try limiting the search term to a key word in the location name such as the building name (Example: TJ Day Hall is actually listed as “Day”)

- d. You can also search for rooms using the criteria you're looking for in a space by clicking "More Options"
  - i. Example: You don't have a particular room preference, but you need a space that has elevator access. Or has a specific capacity to fit 30-40 people. Or anything in your wildest dreams. You can refine that search here.

#### 11. Resources

- a. Here is where people often forget things. So pay close attention and think through anything you could possibly need for your event
- b. **Resources you will most commonly use** - these are just some common ones.
  - i. **Calendar - McMinnville Campus**
    - 1. Select if event is open to more than just your own organization
    - 2. Putting events on the Calendar also helps other organizations for scheduling. So, even if your event is "invite only," but you want to make sure that other groups don't schedule over it, feel free to write "invite only" in the event description
  - ii. **Calendar – Linfield Ahead**
    - 1. Select if you'd like the event to show up on the *Linfield Ahead* biweekly newsletter.
  - iii. **PROPERTIES - 10x10 tent**
    - 1. Good to have if your event is outside and you expect rain
  - iv. **PROPERTIES - 5-foot Round Tables**
    - 1. Good for banquet style set up or group discussions - fits 6-8 chairs around each table
  - v. **PROPERTIES - 6-foot Tables**
    - 1. Versatile - good to put food or other materials on - can seat up to 6
  - vi. **PROPERTIES - Additional Trash Cans**
    - 1. Good to have if event will have food or decorations of any kind that will create trash
  - vii. **PROPERTIES - Folding Chairs**
    - 1. White/cream colored chairs that are more casual looking - mostly used for outdoor events
  - viii. **PROPERTIES - Stacking Chairs**
    - 1. Nice black chairs - these are usually the kind of chairs you'll usually get for indoor use
- c. Some rooms already have tables and chairs in them all the time, like TJ Day classrooms and Ice Auditorium. If the location you reserved notes that it already has these things, you do not need to request additional tables and chairs unless that is something you need specifically for your event

#### 12. Attached Files

- a. Here you can add things like event flyers/graphics, or a hand-drawn seating diagram for more complex setup needs. If you are using a diagram, make sure to reference it in the resources you're requesting (e.g. under chairs/tables say "see diagram" to prompt the set up team to look at your attachment)
- b. For simple events, you'll usually leave this blank

#### 13. Contact Roles for this Event (*You should always have more than one person's information in this section*)

- a. Requestor - the point person for the Event
- b. Scheduler - the person entering the information into 25Live (may be the same as above)
- c. Additional Contact - someone who will be at the Event and can help problem-solve if needed
- d. Emergency Contact - someone who can help problem-solve if something goes wrong
  - i. We recommend that you enter an Advisor's information here
- e. Student Organizer - the point person for the Event or another student who will be at the Event

#### 14. Requirements

- a. Every single checked box requires an additional follow-up email, as follows:
  - i. Catering: [clinn2@linfield.edu](mailto:clinn2@linfield.edu)
  - ii. EMS: [ems@linfield.edu](mailto:ems@linfield.edu)
  - iii. ADA: [reserve@linfield.edu](mailto:reserve@linfield.edu)
  - iv. Fire: [estenehjem@linfield.edu](mailto:estenehjem@linfield.edu), [reserve@linfield.edu](mailto:reserve@linfield.edu), your advisor's email address
  - v. Alcohol Service: Advisor's email address
    - 1. Alcohol at events must be pre-approved by the VP of Finance & Administration, with the help of your Advisor and the Office of Student Activities
  - vi. Campus Guest Housing: [reserve@linfield.edu](mailto:reserve@linfield.edu)
  - vii. Security: [reserve@linfield.edu](mailto:reserve@linfield.edu)
    - 1. Event Security can be booked with the assistance of the Office of Student Activities, but start with [reserve@linfield.edu](mailto:reserve@linfield.edu)

#### Event Approval

All student events submitted to 25Live must be approved by the Office of Student Activities. Unless you hear from the Office of Student Activities or the Office of Conference & Events Planning with concerns about your event, you can assume your event will be approved. Any locations or resources requested within 25Live will be confirmed via email by Office of Conference & Events Planning to all those people listed in the event.