

# 25Live Pro Room Reservation Guide

## EVENTS WITH SERVICES

Go to [mymcc.middlesex.edu](http://mymcc.middlesex.edu)

Enter your MyMCC username and password.

Search for the 25Live Pro tile. Click on it and the **25Live Pro** page will appear. You will find links on this page for the Bedford Café, Lowell Café, Bedford Main Street, and Lowell Assembly Room layout diagrams. These links are located under the **Blank Custom Layouts** left navigation. These diagrams are needed to request an Event with Services.

### Blank Custom Layouts

[Bedford Café](#)

[Lowell Café](#)

[Bedford Main St](#)

[Lowell Assembly Room](#)

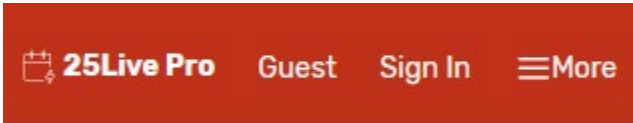
### Scheduling An Event With Services

1. Click **Schedule An Event**.



Schedule an Event

2. The main page of the 25Live Pro Application is displayed. Click the **Sign In** item located at the top right corner of the page.



25Live Pro Guest Sign In More

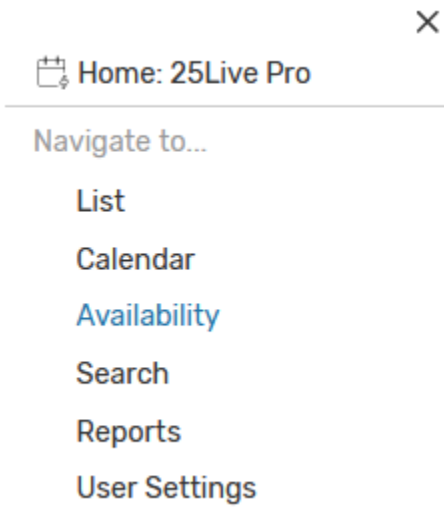
3. You are now logged into the 25Live Pro Application. Select one of the following Available Options shown below.

#### Available Options:

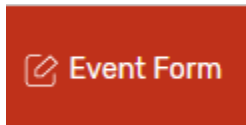


25Live Pro Event Form Tasks Joe Staff More

- a. Select the **More** item to display the drop-down menu and select the **Availability** item to see available locations.

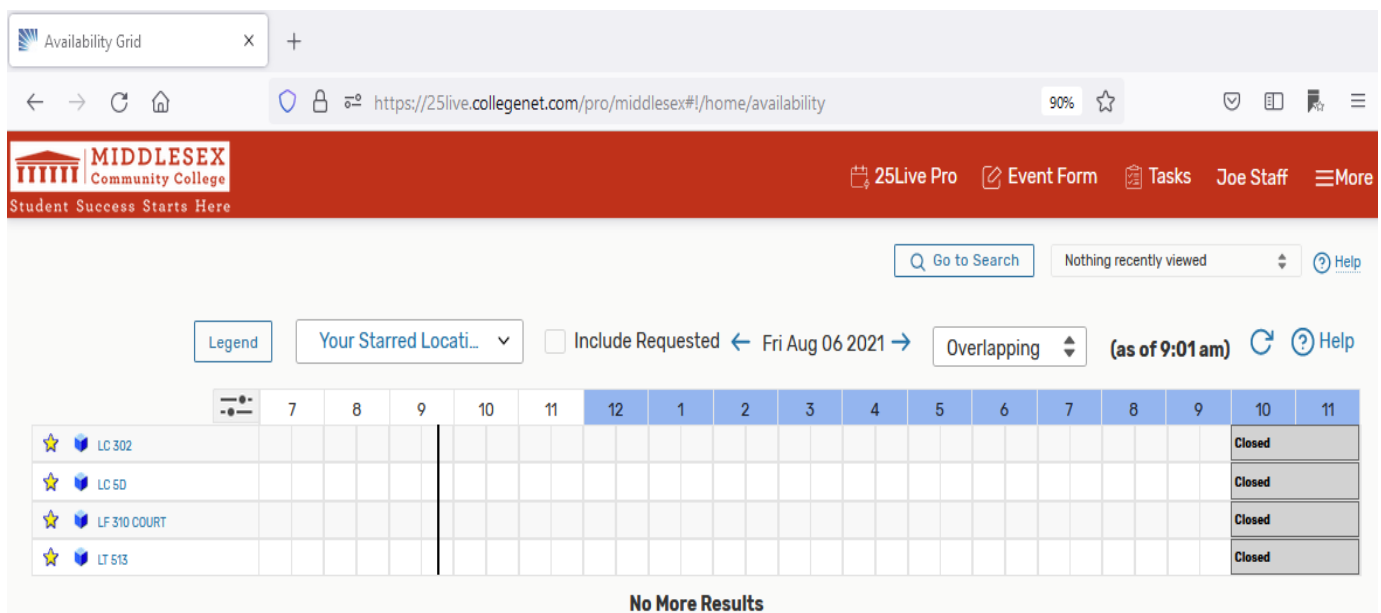


- b. Select the **Event Form** item to create an event.

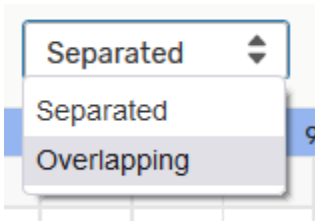


### Option One: See Available Locations (recommended)

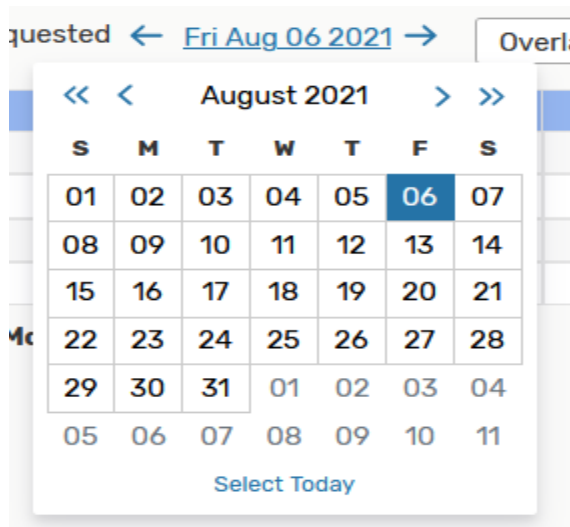
Select the **Availability** item in the **More** drop-down menu to check if a space is available. The Available Grid page is displayed.



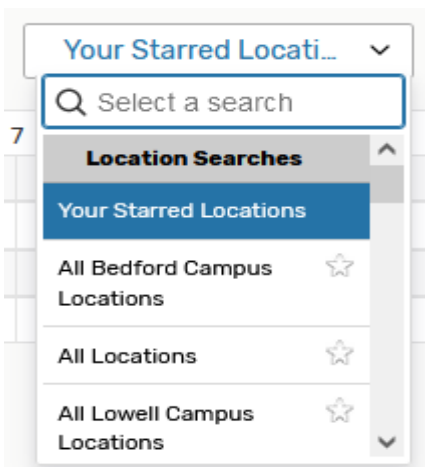
- Select the Overlapping option:  
When the Overlapping view is selected you will be able to create an event by selecting a time and location in the Availability Grid.



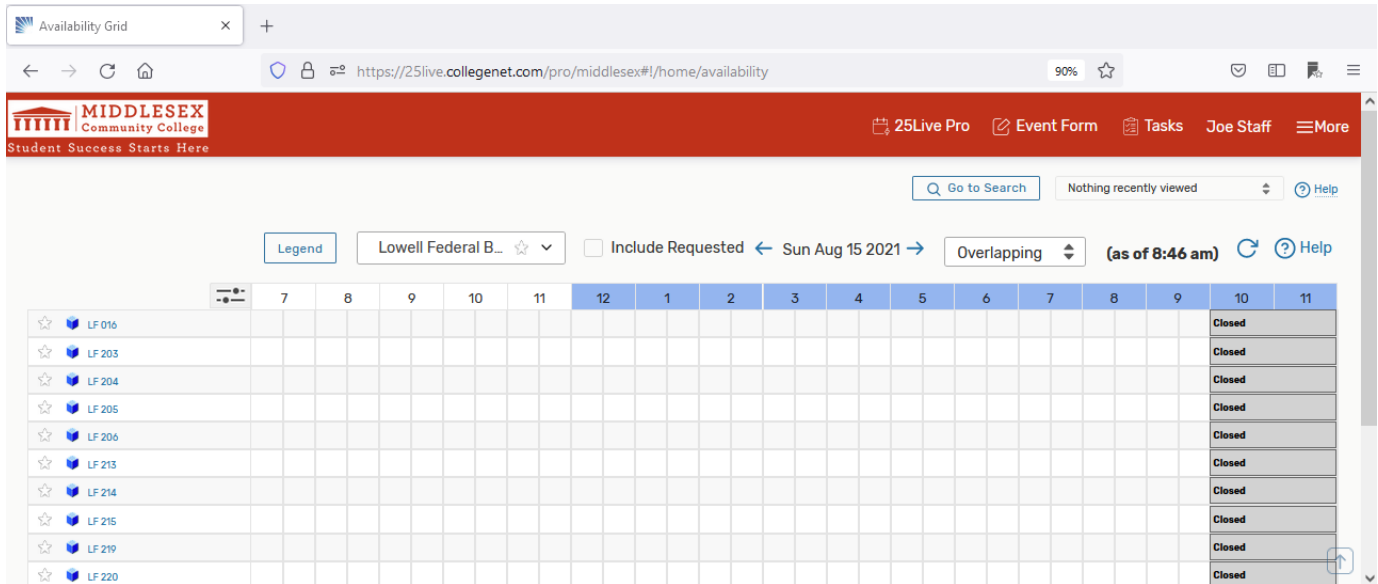
- Check the date:  
Select the date item to make changes for the date.



- Select A Location Search:  
Select a Location Search to view all of the rooms by location.



For example, all of the rooms for the Lowell Federal Building are shown when this location search item is selected.



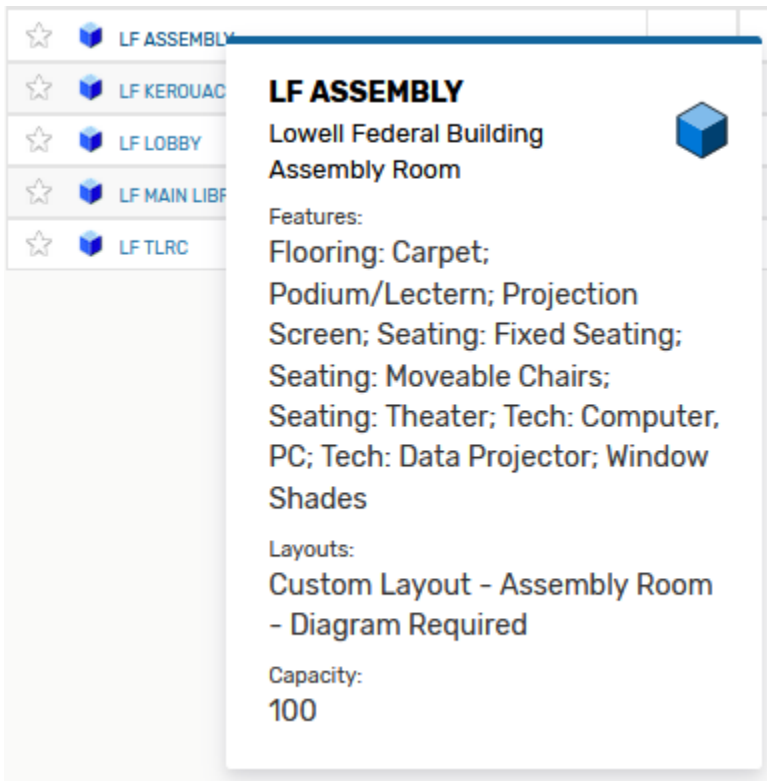
For Events With Services – Facilities, you need to select the following location search items to look up one of these locations:

**Lowell Cowan Center:**  
**LC UPPER CAFE**  
**LC LOWER CAFÉ**

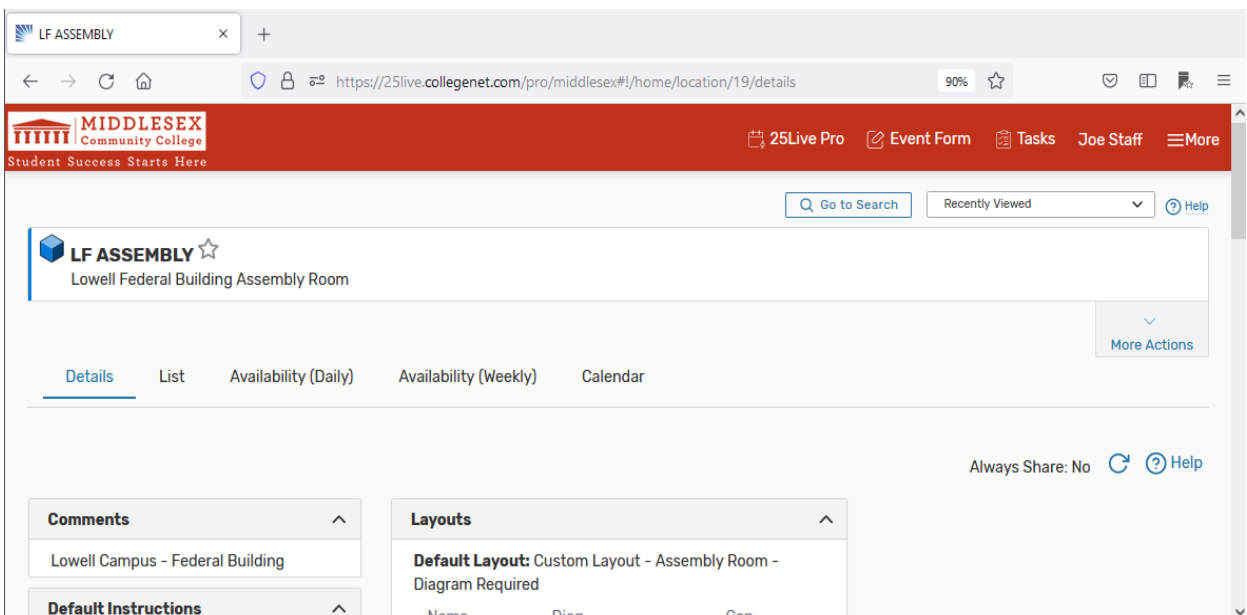
**Lowell Federal Building:**  
**LF ASSEMBLY**

**Bedford Campus Center:**  
**CC CAFÉ EAST**  
**CC CAFÉ WEST**

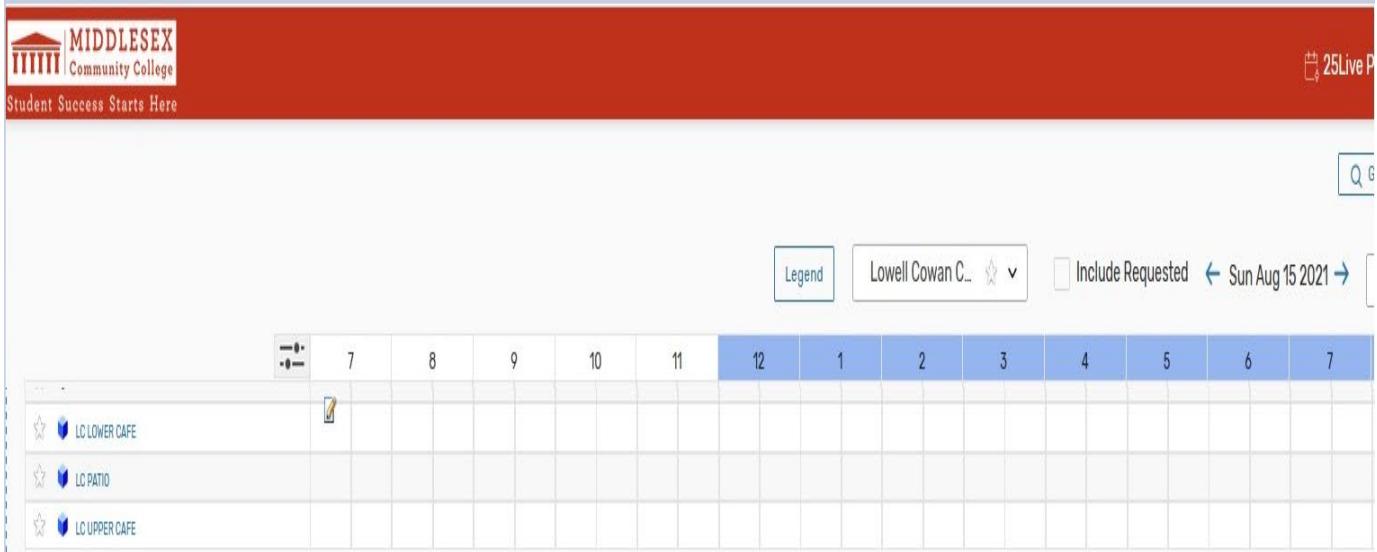
- Hover the mouse over a Location Name to see more details about the room such as features, layouts, and capacity.



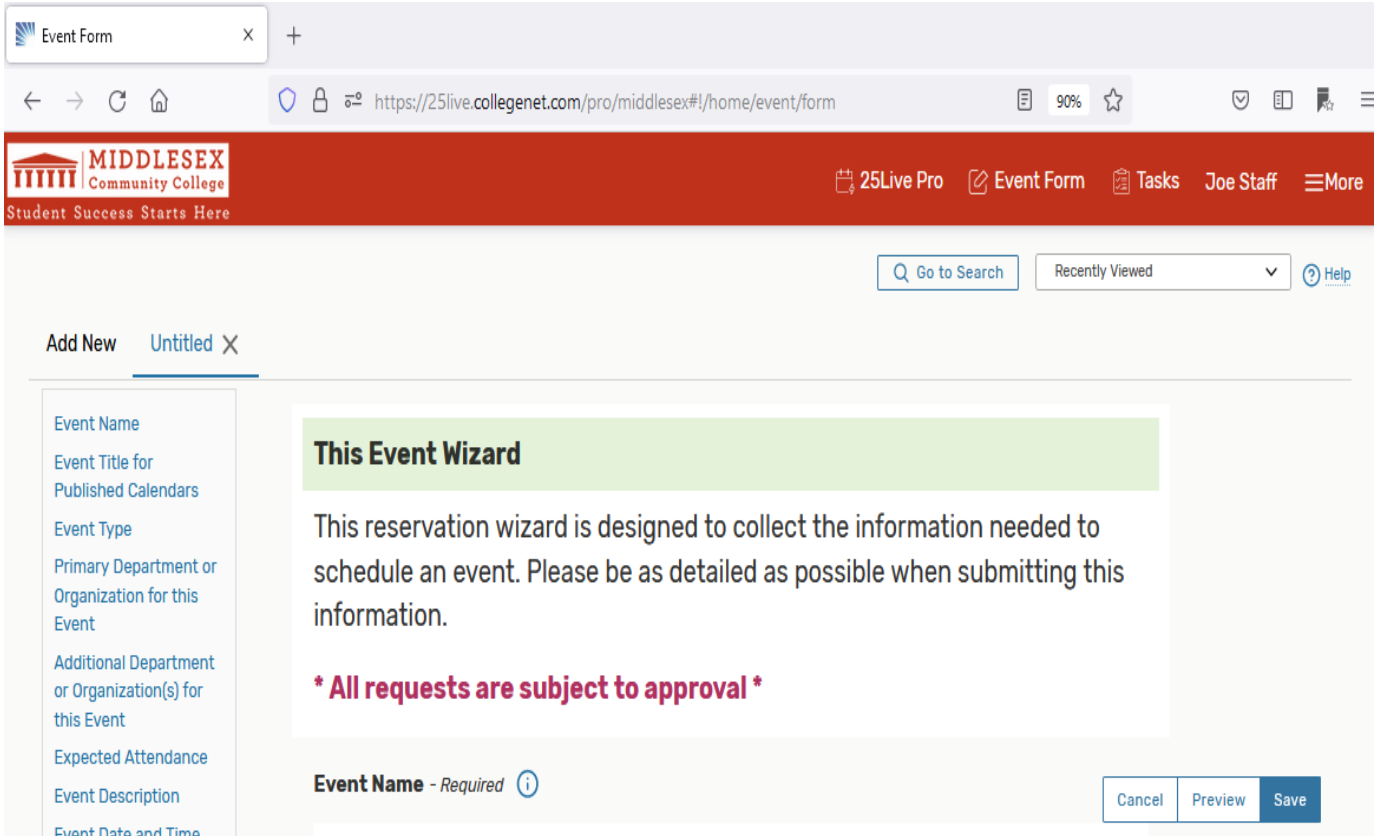
- Click on the Location Name to be taken to the location's Details tab to see more details about the room.



- If you click on a location and time in the grid you will be transported to the Event Form, Event Wizard item. The cell for LC LOWER CAFÉ for Sunday, Aug 15, 2021 at 7:00 – 7:30 am. is selected.



The Event Form, Event Wizard is displayed:



The Event Form, Event Wizard contains the date, time and location that was selected in the Availability Grid. The date and time is Sunday, August 15, 2021 from 7:00 – 7:30 am.

**Event Date and Time** - Required ⓘ

Sun Aug 15 2021

7:00 am

To:

7:30 am

This begins and ends on the same day

The Location is LC LOWER CAFÉ:

**Locations** - Required ⓘ

**LC LOWER CAFE** Lowell Cowan Center LOWER CAFE ☆

Date	Time	Conflicts	Shared	Layout	Instructions	Attendance
<b>Sun Aug 15 2021</b>	7:00 am - 7:30 am		<input type="checkbox"/>	Custom ▾	Please print out ▾	<input type="text"/>

[Remove](#) [View Occurrences](#)

If you want to start over, you can select the **Cancel** button and you will be taken back to the Availability Grid. If you want to continue to create an event then follow the instructions in the Option Two section of this guide.

[Cancel](#) [Preview](#) [Save](#)

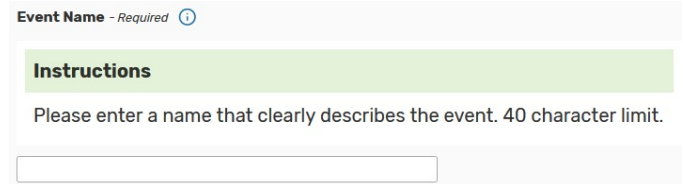
## Option Two: Event Form – Event Wizard

### \*=Required Information to be Entered

Select the **Event Form** item at the top right of the page to open the Event Form, Event Wizard.

#### 1. \*Enter “Event Name”

- 40 characters maximum including spaces.
- Be specific, clear and accurate. Example include: Award Ceremony, Admissions Open House, 5k Benefit Run, etc.
- Avoid using acronyms.



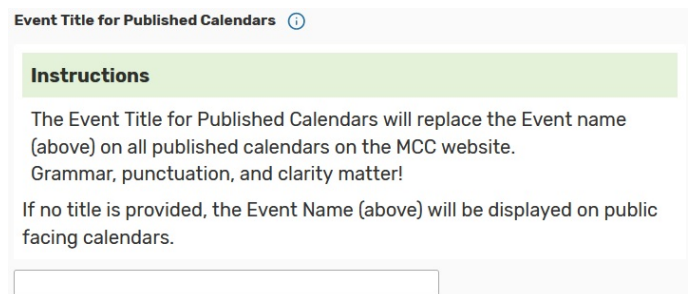
Event Name - Required ⓘ

**Instructions**

Please enter a name that clearly describes the event. 40 character limit.

#### 2. Enter “Event Title”

- Event title – needed only if you want to post event to a public or private calendar. If no event title is entered the Event Name will be used.



Event Title for Published Calendars ⓘ

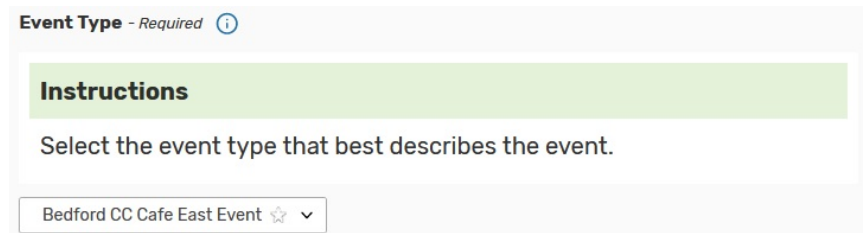
**Instructions**

The Event Title for Published Calendars will replace the Event name (above) on all published calendars on the MCC website. Grammar, punctuation, and clarity matter!

If no title is provided, the Event Name (above) will be displayed on public facing calendars.

#### 3. \*Select “Event Type”

- Select from the drop-down menu.
- Choose an event type – cannot be changed once the event is saved.



Event Type - Required ⓘ

**Instructions**

Select the event type that best describes the event.

Bedford CC Cafe East Event ☆ ▼

### FOR EVENT WITH SERVICES – FACILITIES

- Choose from one of the event types that require facility services from the **EVENT TYPE** drop down menu:
  - Bedford CC Cafe East Event
  - Bedford CC Cafe West Event
  - Bedford CC Cafe East & West Event
  - Lowell LC Upper Cafe Event
  - Lowell LC Lower Cafe Event
  - Lowell LC Lower & Upper Café Event
  - Lowell LF Assembly Room Event

**NOTE: These areas require Facilities. More information on this in section 14, Requirements.**



4. **\*Select “Primary Organization for this Event”**

- Select the Department or Organization responsible for the event.
- Start each search with MCC.
- Read the instructions for additional detail.

**Primary Department or Organization for this Event** - Required ⓘ

**Instructions**

Select the Department or Organization responsible for the event from the list of favorite organizations, or search by organization name.

**Note:** Start each search with MCC. If the search does not return the expected result, try limiting the search term to a keyword in the organization name.

If your dept/org is not present call or email the service desk with the name and the Tech Center will add it to the dept/org list.

MCC TECHNOLOGY CENTER ☆ ▼ Remove

5. **Enter addition departments or organizations that may be involved with the event.**

- Select the “EDIT” button.
- Enter the Department or Organization in the Search Control.
- Start each search with MCC.
- Check the items to select.
- Select the “Done” button to close the search control.

**Additional Department or Organization(s) for this Event** ⓘ

**Instructions**

Select any additional department(s) that may be involved with the event. Start each search with MCC.

EDIT

Organizations MCC F x All filters ▼ ★ Only Favorites ✓ Select All ✕ Select None

<input type="checkbox"/> MCC ACADEMIC CENTERS FOR ENRICHMENT ACE	<input type="checkbox"/> MCC ADMIN AND FINANCE DIVISION	<input type="checkbox"/> MCC FINANCIAL AID	<input type="checkbox"/> MCC FOOD PANTRIES
<input type="checkbox"/> MCC FACILITIES MANAGEMENT	<input type="checkbox"/> MCC FLEXIBLE STUDIES	<input type="checkbox"/> MCC FSA	

Done

6. **\*Enter “Expected Attendance”**

- Add in your expected head count.

**Expected Attendance** - Required ⓘ

**Instructions**

Please enter the estimated, expected attendance for the event. A best guess is sufficient.

## 7. Enter Event Description

If you are posting your event to a private or public calendar include additional information about your event here.

- **DO NOT** include the event title, day and time and location in the description.
- **DO NOT** Change the font, font size and font colors.
- **DO NOT** use all caps or excessive use of exclamation points.
- **DO** keep the event description brief and to the point.
- **DO** include hyperlinks to webpages or PDF's containing additional even information if necessary.
- **DO** proof read event description prior to saving and make corrections as necessary.
- **DO** check the published calendar to ensure that the information is presented as intended.

The screenshot shows the 'Event Description' editor. At the top, there is a title 'Event Description' with an information icon. Below the title is a green header with the word 'Instructions'. The main content area contains the following text: 'This information will be displayed on the College Calendar. Please use the default formatting of the editor. Do not change the font styles or sizes.' and 'All language is subject to change and/or approval.' Below the text is a rich text editor toolbar with options for File, Insert, Table, View, Format, and Tools. The toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, font face (set to System Font), font size (set to 12pt), and link. The editor area below the toolbar is currently empty.

## 8. \*Select your “Event Date and Time”

- Enter the date and time of the event.
  - Click on the date control to display monthly calendars.
  - Choose time from the pick list or enter it in the box.
  - Please **ALWAYS** leave ‘*The event begins and ends on the same day*’ checked.

The screenshot shows the 'Event Date and Time' editor. At the top, there is a title 'Event Date and Time - Required' with an information icon. Below the title is a green header with the word 'Instructions'. The main content area contains the following text: 'Select the Start Date, Start Time, End Date, and End Time for the event. Please use the **ACTUAL** start and end times for events.' and 'If additional time is needed for setup, takedown, or for mingling before or after the event, click on the Pre-Event/Setup and Post-Event/Takedown editors (as available) and add the appropriate number of minutes or hours desired.' Below the text are several input fields: a date field containing 'Fri Aug 06 2021', a time field containing '2:00 pm', a 'To:' label, and another time field containing '3:00 pm'. Below these fields is a checked checkbox with the text 'This begins and ends on the same day'. At the bottom, there is a 'Duration:' label and a field containing '1 Hour'.

- **Will you need additional time before and after the meeting?**
  - “Yes”- Click on the Additional time item to expand the control. *Enter the Pre-Event and Post-Event times.*
  - “No”- However, Campus Management and/or Facilities may add the time information if needed.
  - If your event requires set up and break down by facilities or outside vendors, the scheduler/approver will assign this time to your event based on the information you provide in the Requirements Section. The approver will contact you to confirm.

**Additional time**

**Pre-Event Time**  
 Days  Hours  Minutes

**Post-Event Time**  
 Days  Hours  Minutes

Reservation Start:  
**Fri Aug 06 2021 2:00 pm**

Reservation End:  
**Fri Aug 06 2021 3:00 pm**

Reservation Duration:  
**1 Hour**

- **Will this event repeat?**
  - “Yes”- Click on the Pattern Picker button.
  - The Pattern Picker dialog box is displayed.
  - Please choose Daily, Weekly or Monthly only.
  - If the repeat event occurs at different times of day additional event requests are required.

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

**Repeating Pattern**

**Pattern Picker**

Choose how you would like this to repeat:

- Does Not Repeat
- Ad hoc
- Daily
- Weekly
- Monthly

Cancel Select Pattern

- **Will you need to add dates?**
  - Click on the calendar to add additional dates.
  - If the additional dates occur at different times of day then additional event request are required.

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

**Repeating Pattern**

August 2021

S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

View All Occurrences

- **View All Occurrences**
  - Click on the View All Occurrences button.
  - The All Date Occurrences dialog box is displayed.
  - Make modifications to Dates and Close the Dialog box.

View All Occurrences

**All Date Occurrences** ✕

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

Include In Search	Dates	Times	Comment	State	Remove
<input checked="" type="checkbox"/>	Mon Aug 09 2021	12:00 pm - 1:00 pm		Active	<input type="button" value="Remove"/>
<input checked="" type="checkbox"/>	Mon Aug 23 2021	12:00 pm - 1:00 pm		Active	<input type="button" value="Remove"/>
<input checked="" type="checkbox"/>	Mon Aug 30 2021	12:00 pm - 1:00 pm		Active	<input type="button" value="Remove"/>

**9. \*Select your “Location” – Search Options:**

- **Auto-Load Starred:** All your starred locations will be displayed in search results.
- **Hide Conflicts:** Conflicts not displayed in search results or displayed as an unavailable location.
- **Enforce Headcount:** No search results displayed when headcount enforced and Headcount > Default Capacity.
- **Saved Searches:** Select a saved search.
- **Search Locations:** Type in a location name.
- **More Options:** Search for a location based on Categories, Features, Layouts or Capacity values.

**Locations Search** ^

Auto-Load Starred:  No  Yes

Hide Conflicts
  Enforce Headcount

✕

Hint! Type :: to use SeriesQL.

**Select Location in Search Results:**

- Select the “Request” button to select the location..
- For Event With Services – Facilities, you need to select one or more of the following locations:

**CC CAFE EAST**  
**CC CAFE WEST**  
**LC UPPER CAFE**  
**LC LOWER CAFÉ**  
**LF ASSEMBLY**

**Locations Search** ^

Auto-Load Starred:  No  Yes

Hide Conflicts
  Enforce Headcount

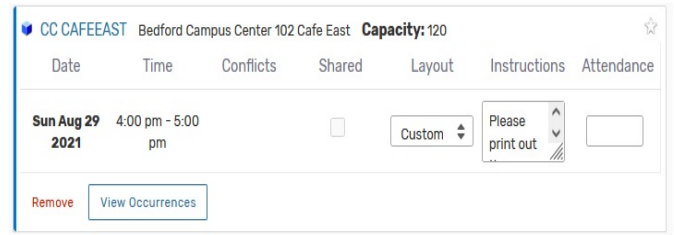
✕

Hint! Type :: to use SeriesQL.

Add	Name	Title	Default Capacity	Availability	Conflict Details
<input type="button" value="Request"/>	CC CAFE EAST	Bedford Campus Center 102 Cafe East	120	1/1	None

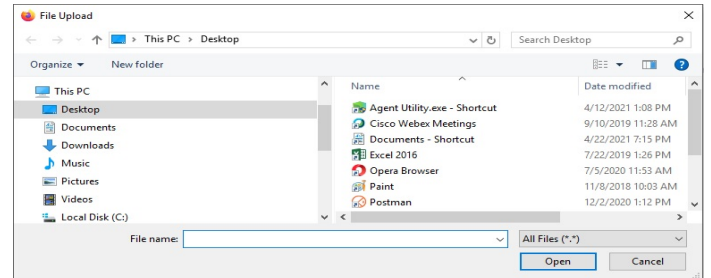
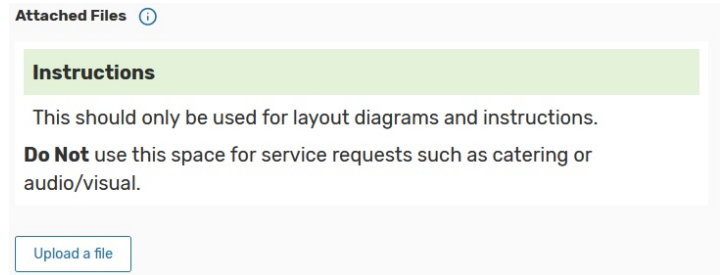
### Location Selected:

- The selected location is displayed.



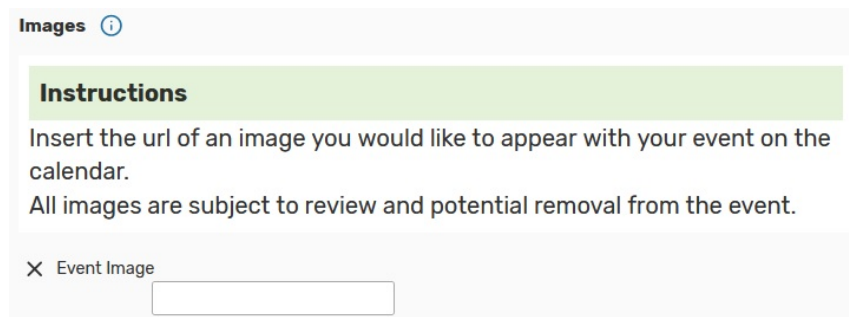
### 10. Select “Attach a File”

- Select the “Upload a File” button to attach a file. The File Upload dialog box is displayed. Select the file to be uploaded.
- Attach a file here with information the approver/scheduler would need to secure your event space. Please note that most rooms are set up as is, and rooms can have multiple set up standards. View the location details for set up standards and room features. This can be found by typing in the location name in the **Search Locations** control on the main application page.
- If you are requesting an event in Cafe East, or West, Lower or Upper Cafe, or LF Assembly **you must attach a room layout** with the desired design. Attach this file here for review by the approver and facilities. Facilities will be in contact with you to confirm the layout. Please include the date of the event, location and requestor name in the filename.



### 11. Insert an Image

- Enter the URL for the event image in the space provided.



## 12. \*Change “Contact Roles for This Event”

- These fields are automatically filled in but can be changed. If you are requesting the room for someone else please enter their name in the requestor box by doing a search.

**Contact Roles for this Event** ⓘ

**Hint**

The **Scheduler** Contact Role is used to identify the person entering **THIS** event into 25Live.

The **Requestor** Contact Role is used to identify the organizer of the event or representative from the *Department or Organization* responsible for the event. Or, more simply stated, the person asking for this event to be scheduled.

Requestor: Staff, Joe ☆ ▾

Scheduler: Staff, Joe ☆ ▾

## 13. Choose a “Categories”

- **Select the “EDIT” button and check the “Don’t Publish To Web” checkbox if you do not want your event to be displayed on a calendar.**
- This is an important step. If you do not check this off, your event will be published.

**Categories** ⓘ

**Instructions**

Please select “Don't Publish To Web” if you do not want your event published to a calendar.

EDIT

Categories

✓ Select All X Select None

Don't Publish To Web

Done

## 14. \*Add “Requirements”

- This box will appear if an Event Type of Café East/West, Lower/Upper Café, or LF Assembly
- **You are required to check the ‘Custom Layout’ check box and attach a file in Section 10, Attach a File.** A comment may be entered here if desired.
- Depending upon the facilities services you need, time on the beginning and end of your event may mean that the room you have chosen will not be available. If this is the case, the approver will contact you and choose a more appropriate room for your event.

**Requirements - Required** ⓘ

**Instructions**

Please check the box to either select the services needed or select the layout for the location.

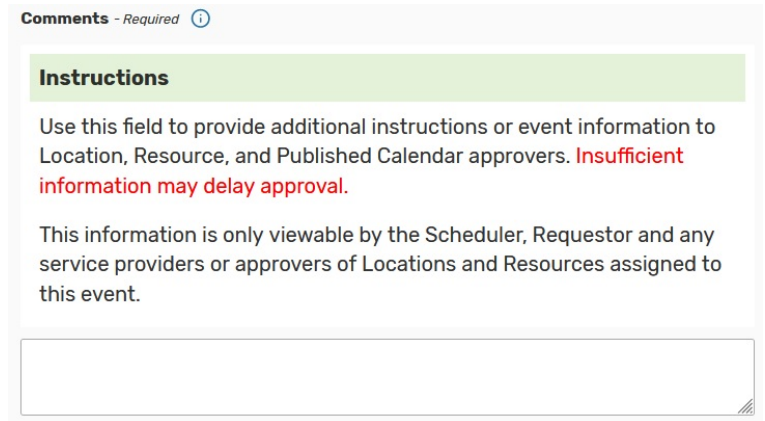
Custom Layout - Diagram Required

Comment

[Text Area]

## 15. \*Comments

- If there is no other information to be provided about the event, type in “N/A”.



**Comments - Required** ⓘ

**Instructions**

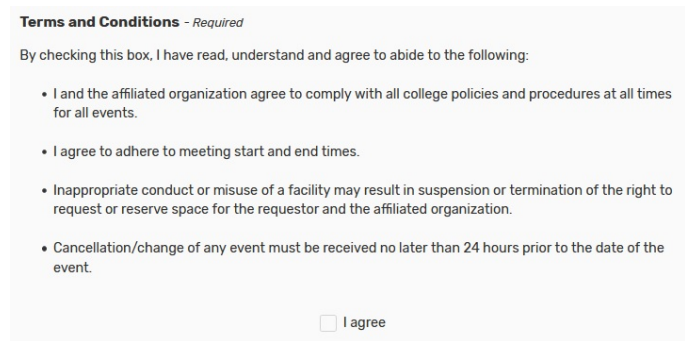
Use this field to provide additional instructions or event information to Location, Resource, and Published Calendar approvers. **Insufficient information may delay approval.**

This information is only viewable by the Scheduler, Requestor and any service providers or approvers of Locations and Resources assigned to this event.

[Empty text input field]

## 16. \*Read the Affirmation and check if you agree.

- Click the box next to ‘I agree’.



**Terms and Conditions - Required**

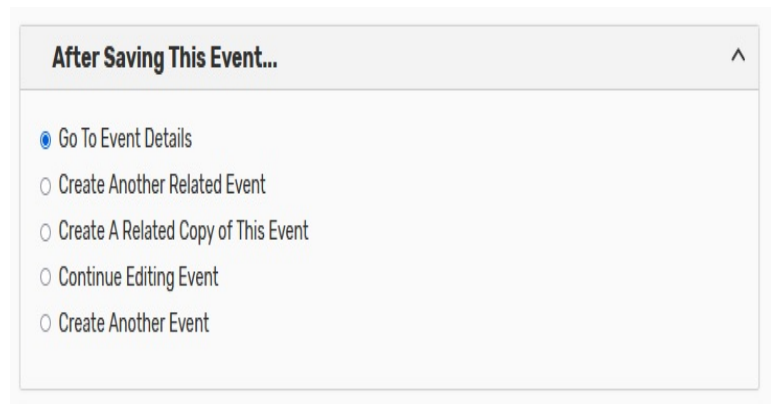
By checking this box, I have read, understand and agree to abide to the following:

- I and the affiliated organization agree to comply with all college policies and procedures at all times for all events.
- I agree to adhere to meeting start and end times.
- Inappropriate conduct or misuse of a facility may result in suspension or termination of the right to request or reserve space for the requestor and the affiliated organization.
- Cancellation/change of any event must be received no later than 24 hours prior to the date of the event.

I agree

## 17. After Saving This Event

- At the bottom of the Event Wizard, there will be five choices which are performed after the event is saved.
  - **Go To Events Details:** The event details tab is displayed.
  - **Create Another Related Event:** This will create a new event that is related to this event.
  - **Create A Related Copy of The Event:** This will create a new event that is a related copy of this event.
  - **Continue Editing Event:** This will allow the user to continue editing this event.
  - **Create Another Event:** A new event is created and displayed.



**After Saving This Event...** ^

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event
- Continue Editing Event
- Create Another Event

## 18. Save This Event

- **Save:** Select the “Save” button to save this event.
- **Cancel:** Select the “Cancel” button to cancel the creation of this event. You are taken to the 25Live Pro Dashboard.
- **Preview:** Select the “Preview” button to open the Preview dialog box which displays all of the options you selected for this event.

The image shows a user interface for creating an event. At the top, there are three buttons: "Cancel", "Preview", and "Save". The "Save" button is highlighted in a darker blue. Below the buttons is a "Preview" dialog box. The dialog box has a title bar with "Preview" and a close button (X). The dialog box contains several fields with labels and values:

- Event Name (Required):** Duane Cantera - Test Event
- Event Title for Published Calendars:** (empty field)
- Event Type (Required):** Bedford CC Cafe East Event
- Primary Department or Organization for this Event (Required):** MCC TECHNOLOGY CENTER
- Additional Department or Organization(s) for this Event:** (empty field)
- Expected Attendance (Required):** (empty field)

- After the Save Operation is performed your event is now sent to an event approver where they will review and approve or contact you with questions if needed. Once you receive an emailed confirmation from a room approver you'll know your event is confirmed.
  - If you have requested services, you will most likely receive a call from the scheduler/approver and/or from the service provider.