25Live Submissions

- 1. The recommended browser is Mozilla Firefox. Chrome also works.
- 2. Go to Edtech.ucsf.edu Or Click Here



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

Quick	Links	
About ETS		
• 25-Live roo	om scheduling	I
Check root	m availability	
• Reserve a	room	
All Things	Video	
Class Cap	ture	

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

UC _{SF}			📇 25Live Pro	Guest Sign In	\equiv More
			Q Go to Search	Recently Viewed	~
Q Quick Search	^			1	
Search Events	Q				
Search Locations	Q				
$\frac{1}{2^{\frac{2}{n}}}$ Search Organizations	Q				
L					

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.			
Colleg	eNET [.] CollegeNET, Inc.			
	r, Inc. is a leading developer of web-based	,		
	and non-profit organizations, serving more CollegeNET products include course and e			
space and	resource management, web calendar publ	ishing, e-comme	erce	
	utions, accounting, online admission appli	-	ng,	
online cour	se evaluation, and commencement service	25.		
Learn more	about this application here			
PROTECT Y	OUR PRIVACY. LOG OUT WHEN YOU'RE DONE.			
campus\	25demo			
[
Remem	ber 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.

UC _{SF}		📇 25Live Pro Guest Sign In	≡ More
Q Quick Search	^	Q Go to Search Home: 25Live Pro	×
Search Events	Q	List Calendar Availability	
$\frac{2}{2}$ Search Organizations	Q	Search 25Live Scheduling	

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

UC _{SF}			🕂 25Live Pro	Guest Sign	In 🗮 More
			Q Go to Search	Recently Viewed	~
Q Quick Sea	urch	^			
Search	Events	Q			
Search	Locations	Q			
🛓 Search	Organizations	Q			

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

					Select 0	bject:	📦 Loca	ations ~	Saved	Searches	s (optiona	I) ~							
	HSW-300															×			
	More Options	~													Reset	Search			
List Calendar	Availability												(- Wed No	ov 06 201	9 →	Overlap	ping 🖨	C
💗 HSW-300		5	7 RGERY	8	9 PHYS THER 209	10	11	12 Living wit	1 INTER	2	3	4	5	6 SON Inform	7 ation Ses	8	9	10	11 Closed
									e Result	s				1					

10. Click on the date to show the calendar

List Calendar Availability													«		Wed Nove				>>	Overlap	ping 🌻	C
	6	7	8		9	10	11	12	1	2	3	4								9	10	11
HSW-300		SURGERY		PHYS THE	R 209			Living wit	INTER				м	т	W	т	F	S	S			Closed
				1									28	29	30	31	01	02	03			
								No Mo	ore Result	S			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	01			
													02	03	04	05	06	07	08			
															Sol	ect To	dav					

11. 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, click and it will take you to the event wizard.

								ult) 🌲	oronap	oping 🌲	C ()
6 7	8	9	10	11	12	1	2	3	4	5	6
SURGERY GRA	PHYS	THER 209			Living with Epil	INTERDEPT	-				SON Informatio.
				SURGERY GRA_ PHYS THER 209		SURGERY GRA_ PHYS THER 209 Living with Epil_	SURGERY ORA PHY'S THER 209 Living with Epil INTERDEPT	SURGERY GRA. PHY'S THER 209 Living with Epil. INTERDEPT.	SURGERY GRA_ PHYS THER 209 Living with EpiL INTERDEPT_	SURGERY ORA_ PHYS THER 20P Living with EpiL_ INTERDEPT_	SURGERY ORA_ PHYS THER 209 Living with Epil. INTERDEPT_

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.	Required Field Desriptions:
Event Name - Required (;)	Event Name: Enter in your short event name.
Event Title () Event Type - Required ()	Event Type: Pick your event type. Typically this is "Department Meetings & Events" for non-courses.
Select an item	Primary Organization: Pick your department and select
Search organizations V Remove	the star to favorite your choice.
Additional Organization(s) for this Event (j)	Head Count: Add an estimated head count. If over the limit of the room choser your request will be denied.
Create Organization Expected Head Count - Required ()	Event Date and Time: Verify the date and time you chose is accurate.
Event Description (i)	
File View Format Tools	
B I U A • A • Font Family • Font Sizes • &	
Event Date and Time - Required Wed Nov 06 2019	
3:00 pm	
То:	
3:30 pm	

Locations Search Auto-Load Starred: No Yes Hide Locations with Conflicts Enfort Saved Searches (optional) More Options ~ HSW-300 Add to favorites occation Title: Health Sciences West 300, H apacity: 200 Remove View Occurrences rent Resources (i) Resources Search	~	leadcount Search Location	Rese	
 Hide Locations with Conflicts □ Enformation Saved Searches (optional) More Options ∨ HSW-300 Add to favorites ocation Title: Health Sciences West 300, Heap apacity: 200 Remove View Occurrences rent Resources (j) 	~	Search Location	Rese	t Search
Saved Searches (optional) More Options V HSW-300 Add to favorites ocation Title: Health Sciences West 300, H apacity: 200 Remove View Occurrences rent Resources ()	~	Search Location	Rese	t Search
More Options V HSW-300 Add to favorites ocation Title: Health Sciences West 300, H apacity: 200 Remove View Occurrences	✓ HSW3(Rese	t Search
HSW-300 Add to favorites ocation Title: Health Sciences West 300, H apacity: 200 Remove View Occurrences	HSW30	00, HSW-300, Parn-		
Add to favorites ocation Title: Health Sciences West 300, H apacity: 200 Remove View Occurrences vent Resources ()	HSW30	00, HSW-300, Parn	-lecture halls	s, capture, vtc
J				
Auto-Load Starred: No Yes				
Saved Searches (optional)	~	Search Resource	es	2
More Options v			Rese	t Search
rent Comments 🚯				
ternal Notes				

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.

Select Custom Attribute	×
Select Custom Attribute	
vent Image	
or food approval, enter chart string	Scheduler
nfo for event contact: Name/phone/email	Wallen, Benjamin [Requestor] 🎡 🗸
Vill there be food in the room?	
Search contacts 🗸 🗸	

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

Internal Notes		
	11.	
Event State - Required		
Tentative 🜩		
After Saving This Event	~	Cancel Preview Save