25live Pro Guide to Navigation and Space Requests

SIGNING IN / SITE NAVIGATION

Go to URL 25live.gmu.edu

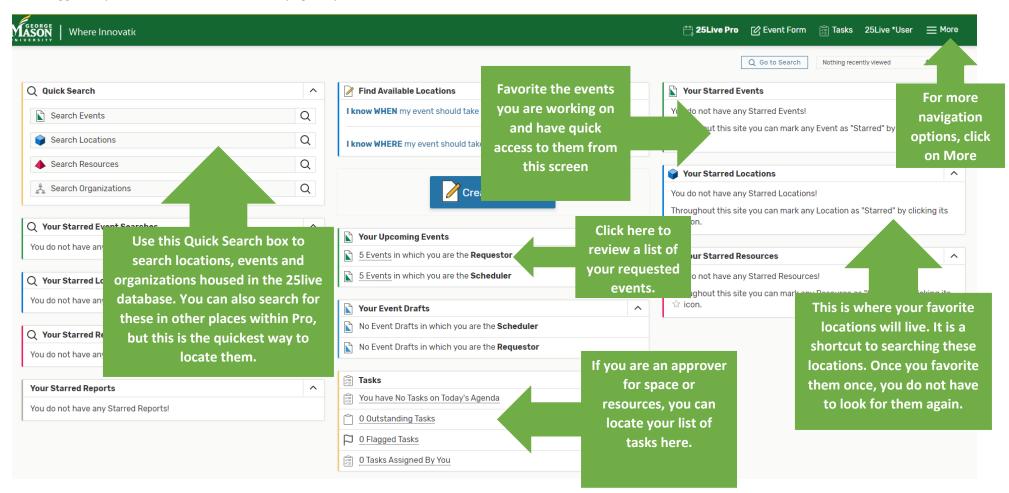
Click on Sign In on the home screen banner at the top of the page

SEORGE Where Innovatic				ቲ 25Live	Pro Guest Sign In
				Q Go to Search	Nothing recently viewed
Q Public Location Searches	^	Q Quick Search	^	Popular Locations	^
All Spaces - Arlington		Search Events	Q	ARLFH 125 Founders Hall, 125, Multipurpose Roon	n North, Arlington Campus
All Spaces - Fairfax		Search Locations	Q	ARLFH 126	in tor all y anning con o ann pao
All Spaces - Front Royal		•		Founders Hall, 126, Multipurpose Roor	n South, Arlington Campus
All Spaces - Loudoun		Search Resources	Q	CFA CONCERT HALL STAGE Center for the Arts, Concert Hall Stage	- Fairfax Campus
All Spaces - Prince William				HT AUD	
Aquatic and Fitness Center				Harris Theatre, Fairfax Campus	
Art Galleries				HUB BALLROOM The HUB, Ballroom, Fairfax Campus	
Banners/Kiosks/Easels (All)				JC CINEMA	
CEHD - All Spaces				Johnson Center, Cinema, Fairfax Cam	pus
CHHS - All Spaces				JC DEWBERRY Johnson Center, Dewberry Hall, Fairfa	x Campus
CHSS - All Spaces				JC NORTH PLAZA	
Classrooms (All) - Arlington				Johnson Center, North Plaza, Fairfax (Campus
Classrooms (All) - Fairfax				PW-HPA MERCHANT STAGE Hylton Performing Arts Center, Merch.	ant Hall, Science and Technology
Classrooms (All) - Loudoun				💾 See when these loca	tions are available
Classrooms (All) - Prince William					
📦 Classrooms (Computer) - Fairfax					
📦 Classrooms (General) - Fairfax					
Classrooms (Technology) - Fairfax					

You will be prompted for your log in credentials. If you do not already have a 25live account, please go to **events.gmu.edu/scheduling** to request one. If you already had a 25live account before switching to Pro, your credentials have remained the same.

Where Innovatic	Sign In X	는 25Live Pro Guest Sign In 💻 More
Where Innovatic Q Public Location Searches All Spaces - Arlington All Spaces - Fairfax All Spaces - Font Royal All Spaces - Front Royal All Spaces - Ioudoun All Spaces - Prince William Aquatic and Fitness Center Art Galleries Banners/Kiosks/Easels (All) CEHD - All Spaces CHHS - All Spaces CHSS - All Spaces Classrooms (All) - Fairfax Classrooms (All) - Fairfax	<section-header>Signin Line of the set of the set</section-header>	Control Search Nothing recently viewed Popular Locations ARLEH 125 Founders Hall, 125, Multipurpose Room North, Arlington Campus ARLEH 126 Founders Hall, 126, Multipurpose Room South, Arlington Campus ARLEH 126 Founders Hall, 126, Multipurpose Room South, Arlington Campus CFA CONCERT HALL STAGE Center for the Arts, Concert Hall Stage, Fairfax Campus HT AUD Harris Theatre, Fairfax Campus HUB BALLROOM The HUB, Ballroom, Fairfax Campus JC CINEMA Johnson Center, Cinema, Fairfax Campus JC DEWBERRY Johnson Center, North Plaza, Fairfax Campus JC NORTH PLAZA Johnson Center, North Plaza, Fairfax Campus PW-HPA MERCHANT STAGE PW-HPA MERCHANT STAGE Hyton Performing Arts Center, Merchant Hall, Science and Technology
Classrooms (All) - Prince William Classrooms (Computer) - Fairfax		See when these locations are available

Once logged in you will be taken to the home page. If you are familiar with 25live, Pro will look a little different.



For more navigation options, click on **More** on the top banner. A drop down list will populate. From there, you can click on other options, like **Search**. Search will take you to more advanced searches that expand upon the **Quick Searches** on the home page.

GEORGE INTERNET Where Innovatio				는 25Live Pro 🕜 Event Form 👸	× ∰ Home: 25Live Pro
Q Quick Search	^	Find Available Locations		Q Go to Search No	List
Q Quick Search	~				Calendar
Search Events	Q	I know WHEN my event should take place help me find a location	1!	You do not have any Starred Events!	Availability
Search Locations	0	OR		Throughout this site you can mark any Eve	
Search Locations	Q	I know WHERE my event should take place help me choose a tin	ie!	icon.	Reports
Search Resources	Q				Publisher
📩 Search Organizations	0			Your Starred Locations	25Live Scheduling
search organizations	Q	🥖 Create an Event		You do not have any Starred Locations!	Preferences
				Throughout this site you can mark any Loc ☆ icon.	a About v
Q Your Starred Event Searches	^	Your Upcoming Events	^	Trans.	
You do not have any Starred Event Searches!					25Live *User
		<u>5 Events</u> in which you are the Requestor		Your Starred Resources	
Q Your Starred Location Searches	^	5 Events in which you are the Scheduler		You do not have any Starred Resources!	-
You do not have any Starred Location Searches!				Throughout this site you can mark any Res	o
Tod do not have any starred Eduction Searches:		Your Event Drafts	^	☆ icon.	
Q Your Starred Resource Searches	~	No Event Drafts in which you are the Scheduler			
		No Event Drafts in which you are the Requestor			🔅 Customize Dashboard
You do not have any Starred Resource Searches!					
		Tasks	^		
Your Starred Reports	^	You have No Tasks on Today's Agenda			
You do not have any Starred Reports!					
l		0 Outstanding Tasks			

FAVORITING SPACES / VENUE INFORMATION

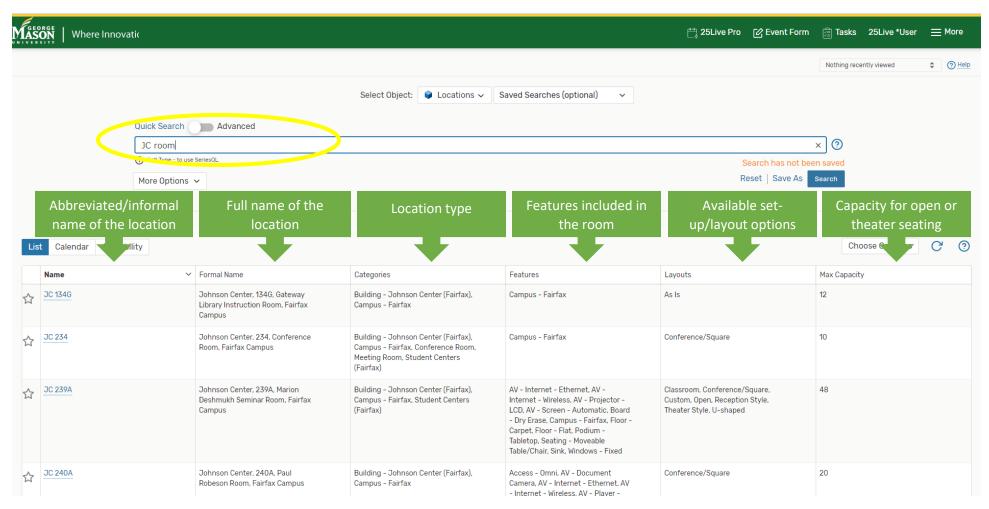
For all classroom spaces, type in the word, *Classrooms*, in the quick search box on the home page. Press ENTER or click the magnifying glass icon.

ASON Where Innovatic				🕂 25Live Pro 🕜 Event Form 🖄 Tasks 25Live *User 🚍 M
Q Quick Search	^	Find Available Locations		Q Go to Search Nothing recently viewed Vour Starred Events
Search Events Classrooms	Q	I know WHEN my event should take place help me find a location OR I know WHERE my event should take place help me choose a ti		You do not have any Starred Events! Throughout this site you can mark any Event as "Starred" by clicking its sicon.
 Search Resources Search Organizations 	Q	Create an Event		 Your Starred Locations You do not have any Starred Locations! Throughout this site you can mark any Location as "Starred" by clicking its
Q Your Starred Event Searches You do not have any Starred Event Searches!	^	 Your Upcoming Events 5 Events in which you are the Requestor 	^	 ☆ icon. ♦ Your Starred Resources
Q Your Starred Location Searches You do not have any Starred Location Searches!	^	 <u>5 Events</u> in which you are the Scheduler Your Event Drafts 	^	You do not have any Starred Resources! Throughout this site you can mark any Resource as "Starred" by clicking it $\dot{\Im}$ icon.
Your Starred Resource Searches You do not have any Starred Resource Searches!	^	 No Event Drafts in which you are the Scheduler No Event Drafts in which you are the Requestor 		🔅 Customize Dashboar
Your Starred Reports You do not have any Starred Reports!	^	Tasks Image: You have No Tasks on Today's Agenda Image: O Outstanding Tasks	^	
		0 Elagged Tasks Image: Discussion of the second		

A list of rooms will populate using the keyword, *Classrooms*. These rooms are classroom types offered on Mason campuses. Click on the star next to the location name. By starring the space, it is added to your favorite locations. When you make a request for space in the Event Form, your favorite spaces will be searched first. We suggest that you favorite these classroom types because it will make classroom requests easier.

	ON Where Innovatic				🕂 25Live Pro	ලි Event Form	🖄 Tasks	25Live *User	≡►	4ore
							Nothing rece	ntly viewed	\$	() Help
			Select Object: 📦 Locations 🗸 S	Saved Searches (optional) ~						
	Quick Search	Advanced								
	Classrooms						× (?)			
						earch has not bee				
	More Options	~			Re	eset Save As	Search			
Lis	t Calendar Availability						Cho	ose Columns	С	?
	Name ~	Formal Name	Categories	Features	Layouts		Max Capacity	/		
☆	CLASSROOM (ARLINGTON): STUDENT	Arlington Classrooms with Student Computers	Campus - Arlington, Classroom Request	Campus - Arlington			27			
☆	CLASSROOM (ARLINGTON): TECHNOLOGY	Arlington Technology Classrooms with Projector and Instructor Computer	Campus - Arlington, Classroom Request	Campus - Arlington			70			
☆	CLASSROOM (FAIRFAX): GENERAL	Fairfax General Classrooms with TV/DVD Only	Campus - Fairfax, Classroom Request	Campus - Fairfax			75			
☆	CLASSROOM (FAIRFAX): STUDENT	Fairfax Classrooms with Student Computers	Campus - Fairfax, Classroom Request	Campus - Fairfax			58			
☆	CLASSROOM (FAIRFAX): TECHNOLOGY	Fairfax Technology Classrooms with Projector and Instructor Computer	Campus - Fairfax, Classroom Request	Campus - Fairfax			318			
☆	CLASSROOM (PW): STUDENT COMPUTER	Prince William Classrooms with Student Computers	Campus - Prince William, Science and Technology, Classroom Request	Campus - Prince William			30			

Next, you can search for meeting room space by typing in a keyword in the quick search box at the top of the screen. Click **Search** or press **ENTER** to complete the search.



The list will populate and depending on the search you conducted, you might have several pages of results. You can navigate the pages at the bottom of the screen. If you want, you can choose to view up to 100 results per page.

				AV - Telephone Jack, Board - Dry Erase, Campus - Fairfax, Floor - Carpet, Floor - Flat, Podium - Multimedia		
\$7	<u>JC ROOM D</u>	Johnson Center, 333, Meeting Room D, Fairfax Campus	Building - Johnson Center (Fairfax), Campus - Fairfax, Meeting Room, Student Centers (Fairfax)	AV - Instructor Console, AV - Internet - Ethernet, AV - Internet - Wireless, AV - Laptop Connection, AV - Player - DVD, AV - Projector - LCD, Board - Dry Erase, Campus - Fairfax, Floor - Carpet, Floor - Flat, Podium - Multimedia	Classroom, Conference/Square, Custom, Open, Pod Style, Reception Style, Theater Style, U-shaped	55
47	<u>JC ROOM E</u>	Johnson Center, 334, Meeting Room E, Fairfax Campus	Building - Johnson Center (Fairfax), Campus - Fairfax, Meeting Room, Student Centers (Fairfax)	AV - Instructor Console, AV - Internet - Ethernet, AV - Internet - Wireless, AV - Laptop Connection, AV - Player - DVD, AV - Projector - LCD, Board - Dry Erase, Campus - Fairfax, Floor - Carpet, Floor - Flat, Podium - Multimedia	Classroom, Conference/Square, Custom, Open, Pod Style, Reception Style, Theater Style, U-shaped	65
☆	JC ROOM F	Johnson Center, 336, Meeting Room F, Fairfax Campus	Building - Johnson Center (Fairfax), Campus - Fairfax, Meeting Room, Student Centers (Fairfax)	AV - Instructor Console, AV - Internet - Ethernet, AV - Internet - Wireless, AV - Laptop Connection, AV - Player - DVD, AV - Projector - LCD, Board - Dry Erase, Campus - Fairfax, Floor - Carpet, Floor - Flat, Podium - Multimedia	Classroom, Conference/Square, Custom, Open, Pod Style, Reception Style, Theater Style, U-shaped	65
☆	JC ROOM G	Johnson Center, 337, Meeting Room G, Fairfax Campus	Building - Johnson Center (Fairfax), Campus - Fairfax, Meeting Room, Student Centers (Fairfax)	AV - Instructor Console, AV - Internet - Ethernet, AV - Internet - Wireless, AV - Laptop Connection, AV - Player - DVD, AV - Projector - LCD, Board - Dry Erase, Campus - Fairfax, Floor - Carpet, Floor - Flat, Podium -	Classroom, Conference/Square, Custom, Open, Pod Style, Reception Style, Theater Style, U-shaped	65
	Do not forget to		16 Matching Locations	Page 1 of 1		
	favorite multiple spaces!		First Previous 1			
	Sputter		Items per page	25 🜲		

You can view when your searched spaces are available by clicking on the Availability button at the top of the list. It will default to today's date and you can change the date as needed by clicking on the date and navigating through the calendar that populates. Available times will show as neutral/white and the unavailable times will show as dark green or light green. Building closures will show in light or dark grey. If you are permitted to request a space, you will see an icon that looks like a piece of paper and pencil as you hover your mouse over the availability grid. Locations that you are not permitted to request will show nothing.

	Where Innovatic																	🕂 25L iv	ve Pro	ピ Ev	ent For	m 🔢	Tasks	25Li	ive *User	≡١	lore
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😭 🗣 JC GOL		Follow Up Flu	Shot Clinic	<u> </u>														SYZ Stroll Pract	ice Fall-Sr	ring						Closed	
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🗙 🔮 JC ROO													1	EVMS Med	dica	1				Arise Life						Closed	
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If you want to look at the availability of just one space over several dates, simply click on the room name in blue from this grid and the availability should automatically populate.

GEORGE ASON Where Innovatic																			<u>t</u> 25	Live P	₀ [2]E	vent Form	า 🎼] Tasks	25L	ive *Use	er ⊟	More
																					Q Go	to Search	R	Recently Vi	iewed		~	() Help
JC ROOM A Johnson Center, 325, Meeting Roo	om A, Fa	airfax Car	mpus																									
Details List Availability (Da	aily)	Availa	ability	(Weekly)	(Calenda	r																					
																	~	Tue N	ov.05.	2019 -	Ov	erlapping	\$	Moi	re Acti	ions 🗸	G	?
		8	9	9	10		11	12		1	2	2	3	5	4		5		6		7	8		9		10		11
TUE Nov 5, 2019						LLC	Coordinat	or Meeting													Weekly	Meeting					Closed	
WED Nov 6, 2019								Fellowships					[Admissions A	mbas	sador Meetin)			Howard	I Mock Admissio	ons				Closed	
THU Nov 7, 2019				A	1missions -	- K12														Sci	ar School Ph) Open House					Closed	
FRI Nov 8, 2019											GMU deba	ate tourna	ment Frid	lay													Closed	
SAT Nov 9, 2019	GMU N	ational Debat	te Tourna	iment																							Closed	
SUN Nov 10, 2019				UBF Worshi	p Service													Del	lta Chi Me	eting							Closed	
MON Nov 11, 2019																				Zet	a Omicron Eve	ent					Closed	
TUE Nov 12, 2019										SOCI 320	0_ Presenta	ation					Economics S				Weekly	Meeting					Closed	
WED Nov 13, 2019				Bi	-weekly Or	ri									Admissions A	mbas	sador Meetin	9			Blue Sh	irt Ceremony					Closed	
THU Nov 14, 2019							Pros	pective Student Lunc	:heon						AMS					SY	Charter Mee	ting					Closed	
FRI Nov 15, 2019			[S	CHAR SCHO	OOL (ALL) F	.		Sodexo	HR meeting	gs																Closed	
SAT Nov 16, 2019	Histor	y Camp, Carri	ie Lund	·																							Closed	
SUN Nov 17, 2019						TBN	board me	eting												DK	Chapter						Closed	
MON Nov 18, 2019				S-	BUS Degre	ee Planning	Worksho													Sec	ond Informat	ional					Closed	
TUE Nov 19, 2019							Paid	Thailand Teaching Int	ternshi					Honors C	ollege Faculty	/A					Weekly	Meeting					Closed	
WED Nov 20, 2019								Early Selecti							Ambassador	Meeti	ng			MW	C Open Mic Ni	ght		,				
THU Nov 21, 2019													Graduate	Assembly	/					Int	rmediate (JC	Room A)					Closed	
FRI Nov 22, 2019			BaFa BaF	a Cultural Si	mulation										FSL New Me			Ge	neral Cos	olay Meeti	g						Closed	
SAT Nov 23, 2019									Profess	ional Devel	lopme						TTRPG Thank	sgiving S	ocial								Closed	
SUN Nov 24, 2019				UBF Worshi	o Service															DK	Chapter						Closed	

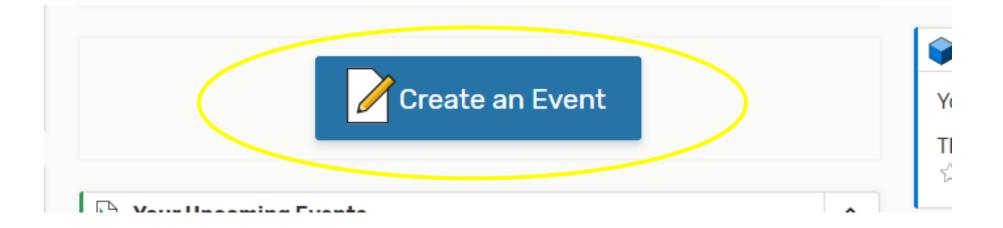
Once you have that location open and showing availability, you can also view other details of the location. You do this by clicking on **Details** from the options on the navigation bar. This view will give you more information about the location, like detailed features, max capacities for each available layout, photos or diagrams of the space when applicable, and contact information for the space approver.

SEORGE SON I Where Innovatic				는 25Live Pro 🛛 🕜 Event Fo	orm 🚰 Tasks 25Live *User 🚞	More
JC ROOMS				Q Go to Searc	Recently Viewed V	? !
Johnson Center, 325, Meeting Room A, Details List Availability (Daily)		alendar				
					More Actions 🗸 🏳	; (
Comments	^	Layouts	^	Images		,
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Default Instructions	^		40			9 24 C
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eatures	^	Open	65		AS AN ILAN A	C
AV - Instructor Console		Reception Style Theater Style	65 65	Student Union Building I		
AV - Laptop Connection AV - Player - DVD		U-shaped	30	ason Global Center	tente.	
AV - Projector - LCD AV - Telephone Jack		Categories	^	TO George Mason	ha Volcenau School	
Board - Dry Erase Campus - Fairfax		Building - Johnson Center (Fairfax)				1
Floor - Carpet		Campus - Fairfax		EagleBank Arena	Aquatic and University Park	y de
Floor - Flat Podium - Multimedia		Meeting Room Student Centers (Fairfax)		Giant Food	eatres 620	+
Attributes	^	Related Spaces	^	Google	lock Rd Map Data & Terms of Use Report a	a map s
Contact Phone 703-993-	2853	none			see on Google Maps	
Facilities Room Number 325	uler, Event	Location Scheduler	^			
	uler, Event	none				

SUBMITTING A SPACE REQUEST USING THE EVENT FORM

To request space for an event, please use the **Event Form**. You can access the Event Form by clicking on the button that says **Event Form** on the banner or by clicking the button that says **Create an Event** on the home page. You can navigate to the home page by clicking on the button that says **25 live Pro** on the banner.

🕂 25Live Pro 🕜 Event Form 🚰 Tasks 25Live *User	<u></u> More
Q Go to Search Recently Viewed	✓ ⑦ Help



Once the Event Form opens, follow the instructions to fill in event information. Please make sure to read all information displayed and to answer questions to the best of your knowledge.

Add New TEST EVENT - 25live PRO 🗙

Event Name Event Title For Published Calendars Event Type Primary Organization for this Event Additional Organization(s) for this Event Expected Head Count Event Description for Published Calendars Event Date and Time Event Locations Event Locations Event Attributes Contact Information Event Categories Additional Comments (List special requests, classroom preference etc.)	You can have quick access to items on the form by clicking on the item in blue to navigate to that point in the form.	BOOKING EVENTS SPACE Requests for event spaces are on a first-come, first-served basis onl requests to be processed. Any request submitted within 2 business days of the event will not b The event and the location(s) or resources(s) requested are NOT CON confirmation from an event scheduler. Event Name - Required (i) TEST EVENT - 25live PRO Event Title For Published Calendars - Required (i) Displays on Published Calendars. If necessary, provide to subtitle to the event. TEST EVENT - 25live PRO Quick Reference	e processed. FIRMED until you have received an email	Name and title will usually be the same. You can make title more specific and the name can be broader. The title is what shows up on published calendars such as today@mason and the name is searchable within 25live pro
Event State Affirmation		Event Type - Required	Event Type	
Create Another and Relate		Faculty/Staff Organized 🖕 🗸	should always be	
If your organi	zation is not currently	Primary Organization for this Event - Required (i)	Faculty/Staff	
in the data	base, please email ent@gmu.edu	University Events 🛊 🗸 Remove Additional Organization(s) for this Event 🥡	Organized unless you need remote spaces on	
		EDIT	another campus. If that is the	
		Create Organization	case, pleas select	
		Expected Head Count - Required ()	Enterprise	
		25	Collaboration	Cancel Preview Save
			event	

Wait to save your event until the end of the form. You can preview your progress at any time.

Event Description for Published Calendars - Required (i)

Display on Published Calendars. Provide a brief description of your event that will highlight the purpose. If you do not wish for your event to be published to a public calendar, please click **Do not Publish** in the categories section of this request.

File	•	Insert	• \	/iew ▼	Form	nat 🝷	Tools •				
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Scre	en s	shots fo	or <u>25li</u>	ve Pro	- quicl	k refere	nce.				4

Please provide as much information for your event as possible. If you do not want to show a description, please type in *Do not publish*.

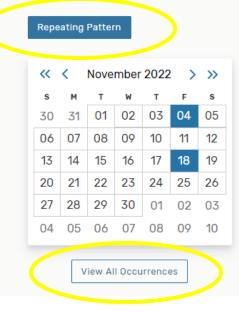
Event Date and Time - Required (i)

If you need to be in the event location before or after the actual event times, add Pre-Event and Post-Event times.

Fri Oct.28.2022	For multiple occurrences, please put the first date and time in this	
11:00 am	field. You will be able to select	
То:	additional dates and times in the next step.	
12:00 pm		
✓ This event begins and ends	s on the same day	This box should always be checked. If your event occurs past midnight, please check with your scheduler to see if that is possible in the venue you are requesting.
Event Duration: 1 Hour		

Additio	nal time					^
Pre-Eve	ent Time					Please add in additional time
0	Days	0	Hours	15	Minutes	needed for your event. This is YO
Post-Ev	vent Time					, time to set-up a presentation, p materials out, set-up nametags, e
0	Days	0	Hours	15	Minutes	This is not time for table and cha
Reserva Rese		0ct.28.2 tion:	2022 10:45 a :022 12:15 pn			set-up. That will be determined I your scheduler and will be adde when your request is processed The time you request here is the time you will have access to the venue on the day of your event

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.



Here is where you can select additional dates for your event or meeting. Click on the dates or select a repeating pattern if applicable. You can modify individual dates by clicking on **View All Occurrences.** This window will open which will allow for adjustments to event times on different dates.

Dates	Imes	Extra Times	Comment	State	Remove
Fri Oct.28.2022	11:00 am 12:00 pm	<u>Pre-Event Time</u> - Oct 28, 10:45 AM <u>Post-Event Time</u> - Oct 28, 12:15 PM		Active 🜲	Remove
Fri Nov.04.2022	9:00 am 10:00 am	<u>Pre-Event Time</u> - Nov 4, 8:45 AM <u>Post-Event Time</u> - Nov 4, 10:15 AM		Active 🜲	Remove
Fri Nov.18.2022	3:00 pm 4:00 pm	<u>Pre-Event Time</u> - Nov 18, 2:45 PM <u>Post-Event Time</u> - Nov 18, 4:15 PM		Active 🜲	Remove

Event Locations - Required ()

For event location requests: Selecting an event location does not guarantee it for your event. You will receive an email confirmation with the scheduled location(s).

For university classroom requests: Specific university classrooms cannot be requested. You may request a classroom type by selecting "Search by Location Name..." and type in "classrooms". A scheduler will then assign you an appropriate classroom if available. For Video Conference events, please type in the word VIDEO and select VIDEO CONFERENCING SPACE. If you are currently teaching a class, please indicate the current class location in the Event Comments section.

A Location must be clicked and appear under Selected Locations below with a green check mark. If you submit an event with no Location under Selected Locations, then your request will not be processed.

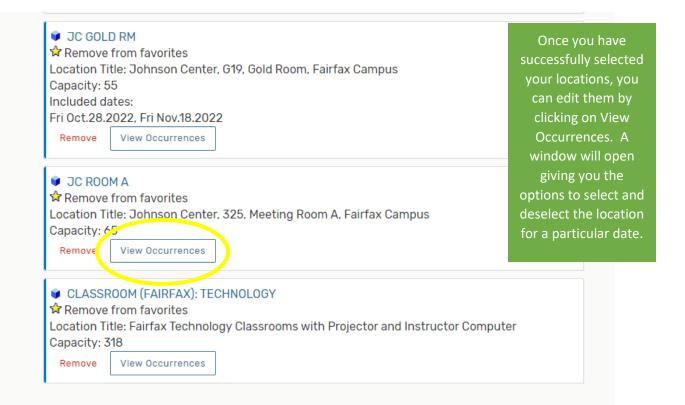
🗆 Hide Loca	tions with Conflict	s 🗆 Enforce H		ave this option t	to geled to YES.	
Your Star	red Locations	~	Your Star	red Locations	×	
				Re	Set Search	Spaces that are for all request will show in b
Add	Name	Title	Capacity	Availability	Conflict Details	the word <i>Re</i>
Request	CLASSROOM (FAIRFAX): STUDENT COMPUTER	Fairfax Classrooms with Student Computers	58	3/3	None	Spaces that are for one or som requested da show in brown words, <i>Rec</i>
Request	CLASSROOM (FAIRFAX): TECHNOLOGY	Fairfax Technology Classrooms	318	3/3	None	Available. Spa are not availab dates will show

If you want to book a classroom space, please select one of the classroom types that you favorited earlier (shown here). le

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Request Available	DC GOLD RM	with Projector and Instructor Computer Johnson Center, G19, Gold Room,	55	2/3	Conflict Details	
Request	DC ROOM A	Fairfax Campus Johnson Center, 325, Meeting Room A, Fairfax Campus	65	3/3	None	To reserve a space for any or all dates in the reservation, simply click on the button that says
Request	JC ROOM D	Johnson Center, 333, Meeting Room D, Fairfax Campus	55	3/3	None	Request or Request Available. This will assign the space to all available dates. To view the conflicts for
Request	JC ROOM E	Johnson Center, 334, Meeting Room	65	3/3	None	unavailable spaces, click on <i>Conflict Details</i> in the last column.
Jto- Confli Hic Yo	cts Conflicts on: Fri Nov.04.202	2 • JC GOI Admiss	sions: Fall	2022 Patriot am and endir		rct

oampus	You might have several pages of the number of pages or determin page you want to view at the l results.	ine how many items p
8 Matching Locations	Page 1 of 1	
First Previou	I 🗣 Next Last	
Items p	er page 25 🜲	



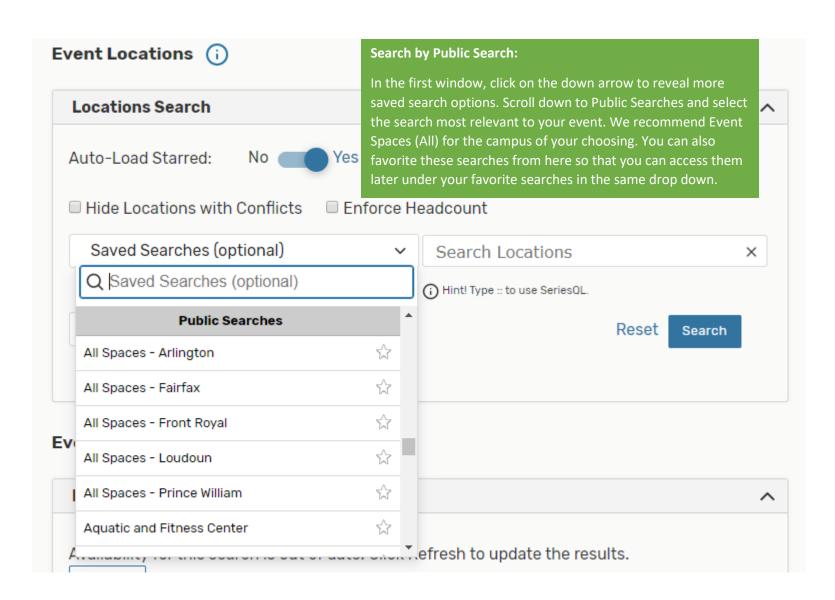
Date	Time	Conflicts	Included	Layout	Instru	ctions	Attendance
Set For All					\$		
Fri Oct.28.2022	11:00 am - 12:00 pm			Pod Style (40)	\$		
Fri Nov.04.2022	9:00 am - 10:00 am			P d Style (40)	\$	1	
Fri Nov.18.2022	3:00 pm - 4:00 pm		×	Pod Style (40)	\$	1	
							Close

Event Locations (

Locations S Auto-Load S Hide Locat		Yes		s that are not you do one of the foll 1. Search by ke . Search by Publ	lowing: yword	ns, you
Your Starr	ed Locations		Your Starre	d Locations		×
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Add	Name	Title	Capacity	Availability	Cor Details	

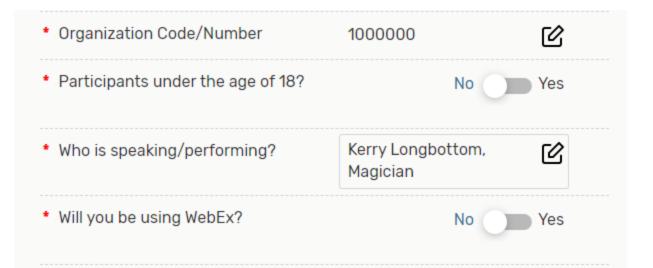
Search by Keyword:

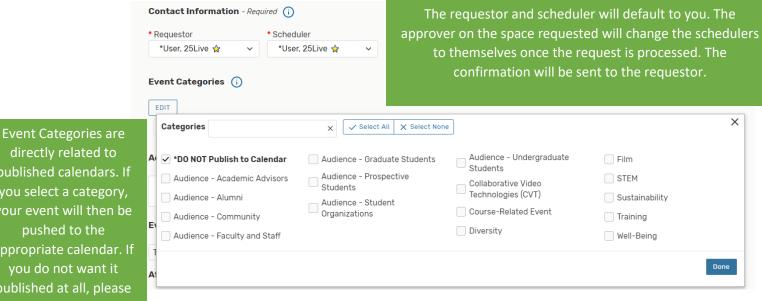
Type the name of the room, or building into the second window and press enter. This will populate the results and then you can follow the same instructions as before.



The next step is Event Attributes. These questions are required and affect the planning of your event. Please provide as much accurate information as possible so that our event managers can properly advise you on the planning of your event and make sure you are compliant with University policies.

Event Attributes		
 Are funds being collected? 	No	Yes
 Are you partnering with a NON-GMU (Drg? No	Yes
 Catering - Are you serving food/bev? 	No 🦲	Yes
 Catering - Food vendor (Sodexo, potlu 	uck)	
	Sodexo	C
 Catering - Is alcohol being served? 	No	Yes
🗙 Course Info (CRN, Subj, Number, Se	ection)	
	10000	C
 Describe your audio visual needs: 	Power point capability	C
 Describe your set-up needs: 	U-shape facing screen, tables for catering	C
🗙 Event Image		C
Edit this custom attribute to add it to th	e event.	
Event on-site Contact (Name, Phone, I	Email)	
	Sam Price, sprice22, x9594	¢

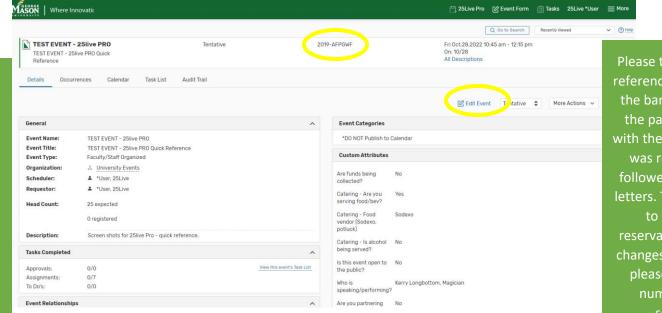




directly related to published calendars. If you select a category, your event will then be pushed to the appropriate calendar. If you do not want it published at all, please click *Do NOT Publish to Calendar

Event State 👔		
Tentative 🜲		Now that you have completed all a
ffirmation - Required		Now that you have completed all e information, you can click preview
By agreeing to this, I am confirming that all information in this knowledge and that the event is in compliance with all Univers particularly Policy 1103.		review your request. If all details correct, click save. If you want to n
🗆 l agree		changes before saving, please go al and do it. Please remember that if
After Saving This Event	^	change the date and /or time, you
● Go To Event Details		need to reselect your space as the
Create Another Related Event		parameters have changed.
Create A Related Copy of This Event		

Once your event is properly saved, you will be navigated to a details page for your event. You can review details of your request. If you need to edit anything at this point, you can click Edit Event.



Please take note of the reference ID, found at in the band at the top of the page. It will start with the year your event was requested and followed by a series of letters. This ID is unique to your event reservation. To submit changes to your event, please provide this number to your scheduler.

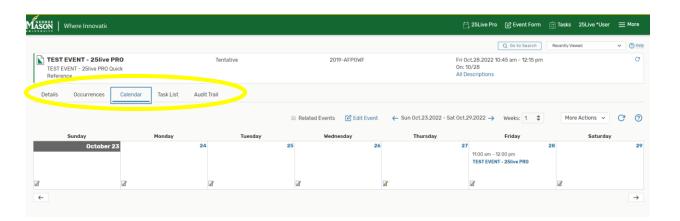
are Jake Jead Vou

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Cancel Preview Save

					Q Go to Search Recently View	ed 🗸 🕑 Help
TEST EVENT - 25live PRO TEST EVENT - 25live PRO Quick Reference		Tentative	2019-4	AFPGWF	Fri Oct.28.2022 10:45 am - 12:15 pm On: 10/28 All Descriptions	Q
Details Occurrences Calendar	Task List 🛛 🖌	Audit Trail				
					Edit Event Tentative 📤 More	Actions v C (a)
					C Edit Event Tentative 🗢 More	Actions 🗸 🔿
vent Preferences	~ E	Event Occurrences			C Edit Event Tentative 🗢 More	Actions 🗸 🕑 🧿
vent Preferences	~ E	Event Occurrences	Start Time	End Time	C Edit Event Tentative 🗘 More	Actions V C ?
vent Preferences	~ E		Start Time 11:00 am	End Time 12:00 pm		
Filter by Locations	^	Date			Additional Details	
Filter by Locations		Date Fri Oct.28.2022	11:00 am	12:00 pm	Additional Details (@ (3 locations awaiting approval)	
Filter by Locations	^	Date Fri Oct.28.2022 Fri Nov.04.2022	11:00 am 9:00 am	12:00 pm 10:00 am	Additional Details @ (3 locations awaiting approval) @ CLASSROOM (FAIRFAR): TECHNOLOGY is awaiting approval	
Filter by Locations	^	Date Fri Oct.28.2022 Fri Nov.04.2022 Fri Nov.18.2022	11:00 am 9:00 am 3:00 pm	12:00 pm 10:00 am 4:00 pm	Additional Details @ (3 locations awaiting approval) @ CLASSROOM (FAIRFAR): TECHNOLOGY is awaiting approval	* .

Occurrences will show the pending space requests. Once your event has been confirmed by the scheduler, this will show as assigned and no longer pending.



Reservations can take up to 3-5 business days. If you have not heard back from a scheduler within that time frame, there might have been an issue with your request. Please reach out to use at <u>gmuevent@gmu.edu</u> or x2853 to inquire about the status of your request. To make changes to your event or to cancel your event or occurrences, please email your scheduler and provide the reference ID for the event you want to change. Once your event is confirmed, an emailed confirmation will be sent to you. The confirmation will look like this:

Event Confirmation

TEST EVENT - 25live PRO

Title:	TEST EVENT - 25live PRO Quick Reference	Event Reference: Event Last Modified: Current Event State:	Nov 07 2019 1:29 P.M.
Requestor:	*User, 25Live		(703) 993-2853 series25@gmu.edu
Scheduler:	St. Clair, Brianna	Phone: Email:	bstclai3@gmu.edu
Organization:	University Events		
	Eve	nt Occurrences	
Fri, Oct 28 20	022		

11:00 A.M. - 12:00 P.M. Reserved: 10:15 A.M. - 12:45 P.M., Doors Open: 10:45 A.M., Doors Close: 12:15 P.M. Head Count: Exp: 25, Reg: 0

Head Count: Exp: 25, Reg: 0

Location	Instructions
Johnson Center, 325, Meeting Room A, Fairfax Campus	Layout: Conference/Square
Resource - (Quantity)	Instructions
Space Use Guidelines - (1)	Please visit <a <br="" href="https://studentcenters.gmu.edu/event-services-policies/">target="_blank">https://studentcenters.gmu.edu/event-services-policies/<a><a> for event policies, procedures, and guidelines
Catering Mason Requested - (1)	Please contact Sodexo for your catering arrangements at catering.gmu.edu or 703-993-3302.
FX-JC-Event Chair - (25)	
FX-JC-Tables-Assembly Rooms - (8)	

Fri, Nov 04 2022

9:00 A.M. - 10:00 A.M.

Reserved: 8:15 A.M. - 10:45 A.M., Doors Open: 8:45 A.M., Doors Close: 10:15 A.M.

Location	Instructions	
Johnson Center, 325, Meeting Room A, Fairfax Campus	Layout: Conference/Square	
Resource - (Quantity)	Instructions	
Space Use Guidelines - (1)	Please visit <a <br="" href="https://studentcenters.gmu.edu/event-services-policies/">target="_blank">https://studentcenters.gmu.edu/event-services-policies/<a><a> for event policies, procedures, and guidelines	
Catering Mason Requested - (1)	Please contact Sodexo for your catering arrangements at catering.gmu.edu or 703-993-3302.	
FX-JC-Event Chair - (25)		
FX-JC-Tables-Assembly Rooms - (8)		
Nov 18 2022		

3:00 P.M. - 4:00 P.M. Reserved: 2:15 P.M. - 4:45 P.M., Doors Open: 2:45 P.M., Doors Close: 4:15 P.M.

Location	Instructions	
Location	insuucuons	
Report Printed on Nov 07 2019 at 1:37 P.M.		Page 1 of 2
Event Confirmation		2019-AFPGWF
		2019-AFFGWF
Event Name: TEST EVENT - 25live	-KO	
	Event Occurrences	
5 I N 40 0000		
Fri, Nov 18 2022		
3:00 P.M 4:00 P.M.		Head Count: Exp: 25, Reg: 0
Reserved: 2:15 P.M 4:45 P.M., Doors Open:	2:45 P.M., Doors Close: 4:15 P.M.	
Location	Instructions	
Johnson Center, 325, Meeting Room A, Fairfax Campus	Layout: Conference/Square	
Resource - (Quantity)	Instructions	
Space Use Guidelines - (1)	Please visit <a <="" href="https://studentcenters.gmu.e</td><td>du/event-services-policies/" td="">	
	target="_blank">https://studentcenters.gmu.edu/e procedures, and guidelines	vent-services-policies/ <a><a> for event policies,
Catering Mason Requested - (1)	Please contact Sodexo for your catering arrangements at catering.gmu.edu or 703-993-3302.	
FX-JC-Event Chair - (25)		
FX-JC-Tables-Assembly Rooms - (8)		

Please visit events.gmu.edu for FAQs about events and 25live Pro.