Introduction to 25Live for Requestors

What is 25Live?

25Live is FCC's new web-based scheduling interface. The software provides an online availability calendar, scheduling system, and data repository for events held at the College. 25Live enables authorized members of the FCC community to view space availability and to request the use of the College's space 25 hours a day, seven days a week, from any computer with internet access.

Who can access 25Live?

Any staff or faculty with an active FCC user ID and password can log into 25Live to check availability of space and request a reservation.

What are the recommended browsers?

- Google Chrome
- Mozilla Firefox
- Apple Safari

25Live supports the latest version for each of these browsers as well as two major versions back, except for Internet Explorer. Minor display variations may occur between browsers.

Logging In

Open the 25Live URL: https://25live.collegenet.com/frederick from one of the recommended browsers. Click on the "Sign In" link at the top right or bottom left of the page. Please note that you may have to enable pop-ups for this website. You will enter your FCC user ID and password to log in. If you have any issues logging in, contact Facilities Planning at facility@frederick.edu.

Requesting a Space

After logging on, you will be taken to the homepage. One way to find an available room is to use the "Find Available Locations" section.

Enter the date and time of your event. The headcount is required to find a room of an appropriate size. Choose a search category from the pull-down list and click "Show Me What's Available."

Find Available Locations

Enter the desired date and time for your event:

Date: Tue Apr 12 2016

Start Time: 2:00 pm

End Time: 4:00 pm

Number of Attendees: 10 (required)

Search within: All General Classrooms

Show me what's available!

Find Available Locations

Enter the desired date and time for your event:

Date: Tue Apr 12 2016

Start Time: 2:00 pm

End Time: 4:00 pm

Number of Attendees: 10 (required)

Search within: All Conference Rooms

L200 — Use This Location
Linganore Hall - Room 200 - Adjunct Workspace/Conference Room
Max Capacity: 10

J300 — Use This Location
Jefferson Hall - Room 300 - Conference Room
Max Capacity: 12

G206 — Use This Location
Gambrill Hall - Room 206 - Conference Room
Max Capacity: 15

We searched Matching Locations with a Max Capacity between 10 and 15 and found 3 Available Locations for your selected Date and Time.
Do you want to check Matching Locations with a Larger Max Capacity?

Need more options? Try the Location Search...

These are the spaces that most closely match what you are looking for based on date, time, and headcount.

Click either of these to see more location options

Home | Event Wizard | Events | Locations | Organizations | Tasks | Reports

Facilities Department Staff Meeting | New Event...

Facilities Department Staff Meeting
Event Title (Optional Additional Information)

Form to be used by Faculty and Staff requesting to schedule events, spaces and/or resources.

Meeting
Facilities Planning
10 Attendees Expected
**Tue Apr 12 2016 2:00pm -
Tue Apr 12 2016 4:00pm**
J300

Start by entering the basic event information.

Event Name
Facilities Department Staff Meeting

Event Title (Optional Additional Information)

Event Type
Meeting

Primary Organization
Facilities Planning

Please choose the sponsoring organization for this event.

◄ Back   Cancel   Save   Next ►

Give your event a logical name without abbreviations. Do not put your own name here.

Choose the best option from the list

Start typing the name of your department and find the best match from the list

Clicking the star and turning it yellow makes it appear at the top of your list every time

Click next to proceed

Enter additional basic event information.

Head Count - Estimated

○ 10

○ I Don't Know

Headcount is used to find the most efficient rooms

Event Description (Optional)

Font Family ▾ Font Sizes ▾

Add more information if you wish. This will be visible to all users.

Click Next to toggle between screens.

Does this event have more than one occurrence?

No
This event has only one occurrence.
Any other related events are separate and distinct.

Yes
This event has more than one occurrence.
It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.

Use for events that happen on a regular basis. Note that recurring events must happen at the same time on all subsequent dates. If the time varies, enter each as a non-recurring event.

If prompted about additional set up or takedown time, enter that or hit Next to move on.

Select CONTACTS for this event.

Scheduler

Yonker, Fred ☆ × ▾

Facilities Scheduling Specialist
FYonker@frederick.edu

Requestor

Doe, Jane ☆ × ▾

kpotts@frederick.edu

This will typically say Fred Yonker. Do not put your name here.

Your name will automatically appear here

◄ Back   Next ►

✖ Cancel   💾 Save

Click save to submit the request

Your request is then sent to Facilities Planning for review & approval. You will receive an email confirmation and should check the 25Live calendar to make sure your event shows up. If you need additional room setup (such as furniture or moving partitions), send a Plant Work Order to arrange this directly.

Click to close

Another way to find out about a space is to use the Locations tab at the top of the screen. Search using a room number or other keyword.

If you want to see a calendar, click the blue text to change the dates, and then click to load

The meeting we scheduled earlier will appear here ONLY AFTER BEING APPROVED

If this is a search you will use often, click to save it. If you make is a Starred Search, it will show up on your homepage.

Search For Locations | Pre-Defined Location Searches | Advanced Location Search

Search For Locations

Search by Keyword: j300   GO   More Search Options

List   **Availability**   Calendar

Date: Tue Apr 12 2016

Load Availability

The availability tab shows you the events in that space on a particular date. Click the blue text to change the date.

| Home | Event Wizard | Events | Locations | Organizations | Tasks | Reports |

Search For Locations | Pre-Defined Location Searches | Advanced Location Search

Search For Locations

Search by Keyword: j300   GO   More Search Options

List   **Availability**   Calendar

Date: ◄ Mon Apr 11 2016 ►   Same-Day Event View: Overlapping ▼   Save Search   Refresh   What is this view?

Name	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
J300					SAT Meeti												

From any page, clicking on the blue room name takes you to a screen like below with additional information

From an Availability view like this one, you could click in an open timeslot to request the room. The Event Wizard will launch - follow the steps above to fill in your event details and make the request.

| Home | Event Wizard | Events | Locations | Organizations | Tasks | Reports |

Search For Locations | Pre-Defined Location Searches | Advanced Location Search | J300

J300 (Jefferson Hall - Room 300 - Conference Room)

Details   List   Availability (Daily)   Availability (Weekly)   Calendar

Actions... ▼   Refresh

Comments
none

Default Instructions
none

Features
Av Package - Including Instructor Console, Projector, Pc, And Sound
Conference Phone
Desktop PC - Student
Floor - Carpet
Laptop Connection - Hdmi
Projection Screen
Tables - Rectangular
Whiteboard
Window Treatment - Room Darkening Blinds
Windows

Attributes
Additional Room Photos

www.frederick.edu

Layouts | **Capacity**
Max Capacity | 12
Conference Table Style (default) | 12

Categories
Building - Jefferson Hall
Conference Room - AV equipped

Related Spaces
none

Location Scheduler
Yonker, Fred

Images
Viewing Layout Image: Conference Table Style

View this location's availability!

The other tabs show the room's availability and features in different formats

The database contains photos of each space and details about the room's features.

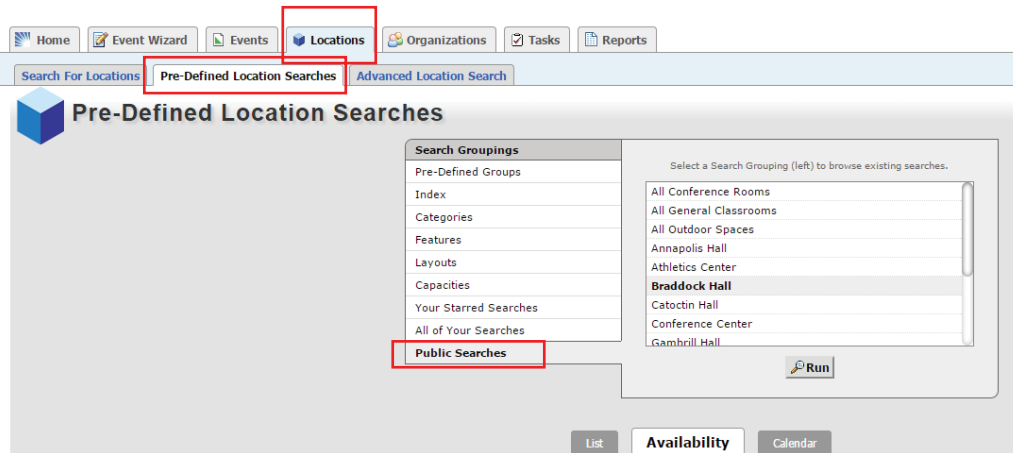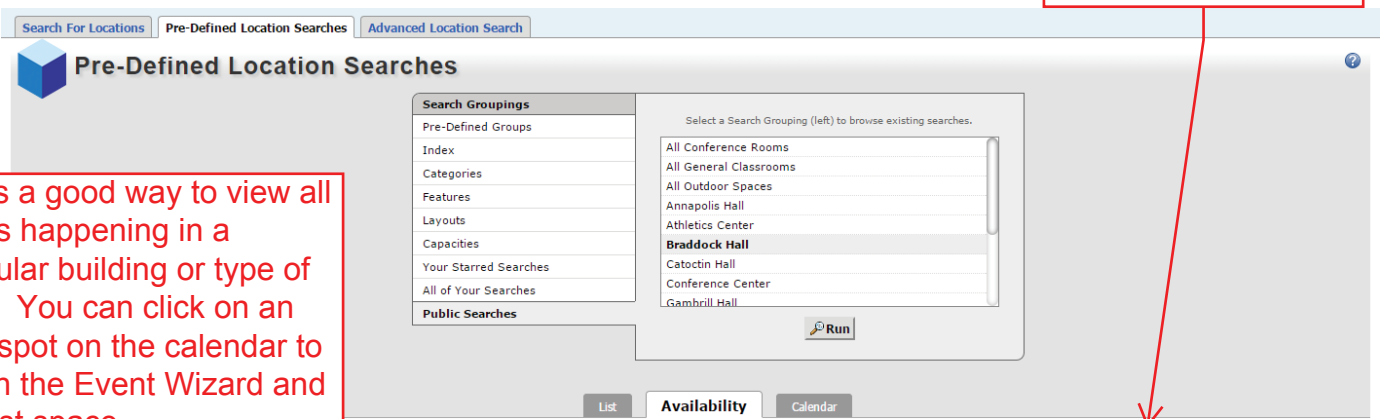Search For Locations | Pre-Defined Location Searches | Advanced Location Search

Pre-Defined Location Searches

Search Groupings	
Pre-Defined Groups	All Conference Rooms
Index	All General Classrooms
Categories	All Outdoor Spaces
Features	Annapolis Hall
Layouts	Athletics Center
Capacities	**Braddock Hall**
Your Starred Searches	Catoctin Hall
All of Your Searches	Conference Center
Public Searches	Gambrill Hall

Select a Search Grouping (left) to browse existing searches.

Run

List | **Availability** | Calendar

Date: Wed Mar 30 2016

Load Availability

Search Groupings	
Pre-Defined Groups	Additional Approval Required
Index	Adjunct Work Space
Categories	Art Studio
Features	Assignment Not Requested
Layouts	Athletic Space
Capacities	Building - Annapolis Hall
Your Starred Searches	Building - Athletics Center
All of Your Searches	Building - Braddock Hall
Public Searches	Building - Catoctin Hall

Select a Search Grouping (left) to browse existing searches.

Run

Another way to search for a space is to use the Pre-Defined Location Searches tab. Clicking on any of the search groupings will bring up a list of rooms meeting that criteria, such as All General Classrooms or all rooms in a certain building.
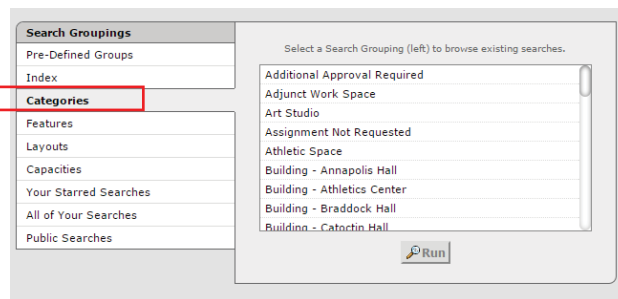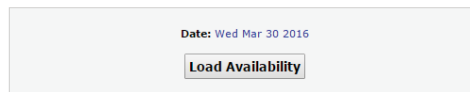
25Live does not automatically refresh itself when you toggle between different tabs. You need to use the refresh button. If you don't see something you recently added, try refreshing.

Search For Locations | Pre-Defined Location Searches | Advanced Location Search

Pre-Defined Location Searches

Search Groupings	
Pre-Defined Groups	All Conference Rooms
Index	All General Classrooms
Categories	All Outdoor Spaces
Features	Annapolis Hall
Layouts	Athletics Center
Capacities	**Braddock Hall**
Your Starred Searches	Catoctin Hall
All of Your Searches	Conference Center
Public Searches	Gambrill Hall

Select a Search Grouping (left) to browse existing searches.

Run

This is a good way to view all events happening in a particular building or type of room. You can click on an open spot on the calendar to launch the Event Wizard and request space.

List | **Availability** | Calendar

Date: ◄ Wed Mar 30 2016 ► | Same-Day Event View: Overlapping ▼ | Refresh | What is this view?

Name	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
B101					MA 81 4						EG 100 2						
B102			MA 106 1		MA 210 1		MA 211 1				MA 130 9						
B103			MA 105 1		MA 207 1		MA 111 1		MA 111 2		MA 111 6						
B104		MA 103 1	MA 206 2		MA 81 2						STEM Club Meeting	MA 206 11					
B105		BU/MA 205 1			MA 130 3		BU/MA 205 2	MA 130 4									
B106			MA 81 A1CW			LF 102 1		LF 101 1			MA 81 A2CW		Ael 130 2 Listening 8				
B109			HI 102 1				MA 81 5										

Click and Drag dashed bottom border to resize Availability grid.

To find your events from the home page, look for the "Your Upcoming Events" box.

Click here

This is a list of all events that you have scheduled. Click on any of them for more details

Click here to change the date, time, or room assignment.

Click here is you need to cancel your event.