

25Live Classroom Scheduling

A How to Guide
Start by going to:

<https://25live.collegenet.com/musc/>

Sign in with your Net ID

For help contact:
25live-centsched@muscd.edu

If you don't see this screen, click More > Availability



Centrally Scheduled Rooms

← Tue Mar 19 2019 → Overlapping (as of 10:22 am)

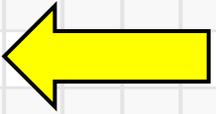
7 8 9 10 11 12 1

Click the date to change to another



Select "Centrally Scheduled Rooms" from the dropdown

Find the row for the desired room (left) and click in the column for the start time (top)



- 106 QF302A
- 106 QF302B
- 148 CS501
- 302 H282
- 334 000 Green Space
- 334 Clyburn Plaza
- 334 DD-Lobby
- 334 DD110
- 334 DD111
- 334 DD512
- 339 BE-Lobby

This reservation wizard is designed to collect the information needed to schedule an event.

Please be as detailed as possible when submitting this information.

*** All Requests Subject to Approval * Please note: it takes 24-48 hours to book any request.**

Event Name - Required ⓘ

Event Title for Published Calendars - Required ⓘ

Event Type - Required ⓘ

Primary Organization - Required ⓘ

Additional Organizations ⓘ

[Create Organization](#)

Expected Attendance - Required ⓘ

Event Description - Required ⓘ

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

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**Begin entering event info.
Fill out all Required fields.
Click the i for additional info.**

Date and Time - Required ⓘ

Thu Nov 21 2019

4:30 pm

To:

5:00 pm

The date and start time you chose will be shown. Set the desired end time.

This event begins and ends on the same day

Event Duration:
30 Minutes

Additional time ^

Setup Time

0 Days 0 Hours 30 Minutes

Pre-Event Time

0 Days 0 Hours 0 Minutes

Post-Event Time

0 Days 0 Hours 0 Minutes

Takedown Time

0 Days 0 Hours 0 Minutes

Reservation Start: **Thu Nov 21 2019 4:00 pm**

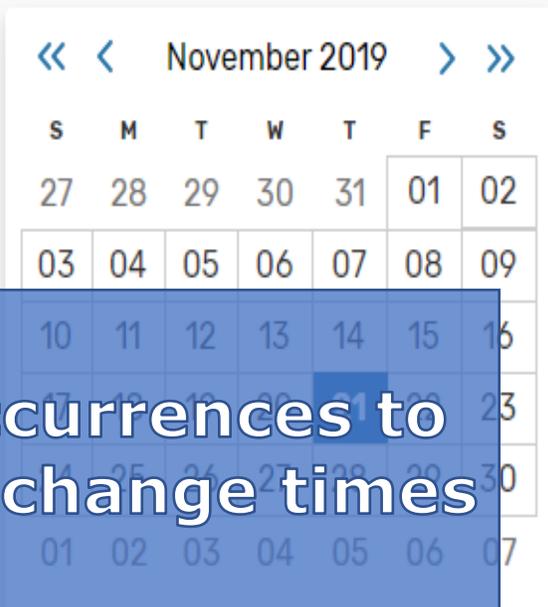
Reservation End: **Thu Nov 21 2019 5:00 pm**

Reservation Duration:
1 Hour

Click Additional Time to add pre/post-event time to the reservation

For recurring events:
Add more dates by clicking
repeating pattern or clicking
dates in the calendar.

Repeating Pattern 



Pattern Picker

How does this event repeat? Monthly

Repeats every month

Repeat by Day [Add Repeat Day](#)

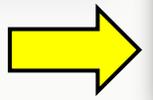
Repeat by Position [Add Repeat Position](#)

Repeats through
Thu Nov 21 2019

Ends after 1 iterations

[Cancel](#) [Select Pattern](#)

Click View All Occurrences to
see all dates and change times

View All Occurrences 

All Date Occurrences

Dates	Times	Extra Times	Comment	State	Locations	Remove
Thu Nov 21 2019	4:30 pm 5:00 pm	Setup Time - Nov 21, 4:00 PM		Active	334 000 Green Space	Remove
Thu Nov 28 2019	4:30 pm 5:00 pm	Setup Time - Nov 28, 4:00 PM		Active	334 000 Green Space	Remove

[Close](#)

The location chosen earlier is shown here.

If that location isn't available on your additional dates conflicts will be listed here.

Go back up to Date and Time, click View All Occurrences, and remove conflicted dates. You will need to create another event at an alternate location.

The screenshot shows a software interface for event management. At the top, there are tabs labeled 01 through 07, with 06 selected. Below the tabs is a button labeled "View All Occurrences". Underneath is a section titled "Locations - Required" with an information icon. A "Locations Search" panel is open, showing a search bar with the text "Search Locations" and a dropdown menu for "Saved Searches (optional)". Below the search bar are several checkboxes: "Auto-Load Starred:" (set to "No"), "Enforce Headcount", and "Enforce Capacity Control". A "More Options" dropdown is also visible. Below the search panel, the selected location is displayed: "334 DD110", "Add to favorites", "Location Title: Drug Discovery Auditorium DD110", and "Capacity: 294". There are "Remove" and "View Occurrences" buttons. To the right, a "Conflicts on:" section lists dates: "Fri Dec 20 2019", "Fri Jan 10 2020", and "Fri Jan 31 2020", with a warning triangle icon. A "View All Conflict Details" button is located below the conflict list.

Resources ⓘ

Resources Search

Auto-Load Starred: No Yes

Saved Searches (optional)

Hint! Type :: to use SeriesOL.

More Options

Add	Name	Quantity Available	Conflict Details
<input type="text" value="1"/> <input type="button" value="Reserve"/>	Calendar-Student Programs	Unlimited	None

Page 1 of 1

Previous 1 Next Last

Items per page 25

Attached Files ⓘ

No file chosen

If publishing your event to a calendar, click Search Resources, type the calendar name and hit Enter.

Click the Reserve button to add the resource.

Here you can upload file attachments.

Contact Roles ⓘ

Requestor

Richardson, Charles ☆ ▾

Scheduler

Richardson, Charles ☆ ▾

Create

Requirements ⓘ

Food/drink will be served at this event

Comment

Publish this event on a public-facing MUSC web calendar

Comment

This event needs AV / IT Support (might be a cost)

Comment

Quantity

Max: Unlimited

Comments ⓘ

Confirmation Notes ⓘ

University Policy - *Required*

By checking this box, I confirm that I have read, understand and agree to the terms outlined in the scheduling policy. Please note: it takes 24-48 hours to book any request.

I agree

After Saving This Event... ^

Go To Event Details

Cancel Preview Save

**Food or drink served?
Need AV support?
Check here and add comments.
Fees will be assessed if selected.**

**Agreeing to the University Policy
is required.**

**View Preview to confirm input
then click SAVE.**