Creating Event in R25

Speed booking

It is best practice to request other spaces within Webviewer or 25Live to insure that all information is entered in the system needed for booked events. If you are comfortable in the system or are requesting your own space here is how that would be done.

Open R25

Select new event icon

Name event, event type. If the type of event isn’t showing with the drop down arrow select other type

org and requestor (if you are speedbooking for someone else use their org and name)
If you do not want event to display on webviewer
Complete Properties tabs

Set the time and date(s) of the event
Remember PHP and system requires 15 minutes before and after each event; 1 hour for spaces that require a set up - these go in the set up and take down fields.

Time that you or your client needs before / after to set out materials, name tags etc will be entered in the pre and post fields.

ONLY event time should go in the event time fields.
This is what will be displayed and what operation staff will use when assisting guests in locating your event if you cushion the timeline we will be stated that your event started an hour ago and your guest will leave. If you list only your event time in the event field we will state the correct start time and direct guest to your location.
Select assign space icon to move to next page

Enter your space preference and expected head count

Time listed here from client for setting out materials go in the pre and post fields

15 minutes all requests for exit and enter needs and required setting between courses and events

1 HOUR for spaces that require PHP set up (MCH 100, Wouffe Hall... etc)
Ways to set your space:

- Start with OEC
- Check for "(My Favorite Spaces)
- Space Preferences
- Binding Reservations

Looking for any space in OEC

Know the room number
Building code (space) room number

to use one of your favorite searches on your dashboard check the "(My Favorite Spaces)" and select

If you get no result from the [Check] and there is a check box in the Space Preference field

Open by hitting [Set]
most of the time it is because there is not space between the building code and the room number or client just wrote something in or they have added more than once space

OR
if speeding up use this tool to list the spaces you wish to request/assign for best practices as this will remain set after any changes or additions to the timeline or date field.
Once you have set your space needs hit the [CHECK] button click on the space and hit [Assign] this will either assign if you are the gatekeeper (solid blue) or request if it is not your space (outline)
Check the review tab that all data is correct: time line, head count, space requested or assigned and date(s)

Save event