Requesting a Location

Firefox or Chrome  https://25live.collegenet.com/stthomas

Log in

There are two options to open a request you can use the quick start:

Or using

Any '*' field is required and must be completed before you can finalize your request.

There are tips throughout the form along the right hand side of the screen:
You will want to select your favorites throughout the form your first time in to speed up the Event Wizard process in the future.

The forms default landing is “Your Starred....” Thus these will then appear as options to select to limit the need to scroll and pick

First time in select your Club or Department:
So it is the only one showing on the default landing each time.

*If you are a Department Student Assistant you will need to have a form completed by your supervisor and submitted to the System Admin (Kimm Thiboldeaux) to be granted access to Administrative or Academic Departments

**Event Head Count:** Please enter your guess at minimum to assist in operational services. Public Safety and the Physical Plant use reports from the system to determine staffing needs for buildings off the number of guests on a given day.

**Event Descriptions** are also used by gatekeepers in determining if the request will be approved as well as your opportunity to market your event. See “Event Description Tips” for more assistance.
Note: Due to the required Approval Process for Student Clubs, a user logged in that is a student will see the following warning. The cut off is two business days. If you are in need of a meeting you will need to contact Campus Life for the exception.

**Event Date and Time:**
The first window it will open to is if your event has more than one date:

**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.

Select “Yes” or “No” based on your event.

Next, enter in your START and END times of the event.
Next, is the added time:

If you know you need time prior to your event to set out materials or decorate this would be considered Pre-Event. Remember to enter the same for Post-Event time to remove / takedown if needed. Or list in the comments to scheduler area and Campus Scheduling will enter for you.

Campus Scheduling will add the Setup / Takedown per Physical Plant requirement based on your setup needs.

For this sample I’m asking for 30 minutes before my event starts. The 11:30 am showing is telling me that my booking is now from 7:30pm, prior to any operational time that will be added to the set up / take down by Campus Scheduling. (15 minutes is required in the set up / take down as a minimum for exiting and entering of guests).
As you complete your needs the system will display a running tally of your event timeline.

**Multiple dates:**

If you selected “Yes” for more than one occurrence, after pushing “Next” it will take you to your different options for selecting other dates:

- **Ad Hoc Repeats**
  - Individually select dates to add to the event.

- **Daily Repeats**
  - Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

- **Weekly Repeats**
  - Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

- **Monthly Repeats**
  - Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

- **Does Not Repeat**
  - This event has only one occurrence.
**Event Location:**
Again you will want to set your favorites (ones you request often) the first time you are in, or use the filters to locate a space that is best suited for your event type.

Selecting “Search by Location Name” will allow you to type in the location you want:

**You can type in the building you want to search all Public spaces in that building**
You can also use “Saved Searches”

Or “Advanced Search”. This is best to use if you don’t know rooms on campus but you know the type of room you need, or the features that you want in a room.

**EXAMPLE**: I’m in need of OEC Auditorium so I’m selecting the Public Searches and ASC Building.

In the choose from window you will see ✅ or ⚠️

✅ Means clear for requesting (remember Academic Spaces will appear clear for dates outside of the current Academic Release period, or during the ASC booking policies, or if there is a request ahead of you in the queue for this space that has not been processed at this time.

⚠️ Means there is a conflict. Could be another event or building hours, Hover over icon for details could also mean there is a warning... UST Academic Break, Homecoming weekend ... etc.

*Homecoming, Move-in weekend etc. will be entered into the system as soon as these dates are confirmed. If you are looking out a year these may not be in the system when you are requesting a location.*
**Event Resources:**

If you are not familiar with the technology in a room you should check “*.Need help with technology in room.”

*Note this will add (pre) time to your event or will happen at the beginning of your event start time if you have not entered time for the tech consult.

First time here you should star resources you frequently use to speed up the Event Wizard.

Click on, “Choose a category…” to search all Resources for an event:
**Custom Attributes** are populated by the event type you selected. These default to NO.

**ONLY check YES for the attributes that apply to your event.**

- **Sponsorship Complete**
  - Yes
  - No

- **Sponsorship Form Received**
  - Yes
  - No

- **Sponsorship Form Sent**

- **Tickets are required**
  - Yes
  - No

- **UST Catering will provide alcohol**
  - Yes
  - No

- **UST Catering will provide food**
  - Yes
  - No

- **Web Site**

- **Will there be AMPLIFIED music**
  - Yes
  - No

**Attributes also feed the Event Calendars on the Event page.** [www.stthomas.edu/events](http://www.stthomas.edu/events)

If you do not want your event to show on this public page, check the “Hide from web calendars” to be omitted.
**Define Roles:**
The system will default you as the Requestor. If you are not also the meeting planner, here is where you would set this contact. You are able to star contacts as well if you frequently submit requests for someone else in your club or department. IF you need to be able to monitor the request set yourself as the event coordinator or if you will remain the requestor and want someone else to be able to monitor the request in their instance set them as the event coordinator.

To set to someone else in the Search box, enter the first four letters of their last name and hit [Search]

*Operational Event Support teams will contact the client listed in the REQUESTOR field with any questions they have or communication via the system.*
**Set up Instructions:**
Here you will tell us what you need in the room, or any pre/post time you did not list in the timeline card. Start at the front of the room working back.
*State rectangles not 6’ tables or 8’ tables.*
State Panel table with 5 chairs not 1 rectangle with 5 chairs.

Click **Save** to submit your request.

At any time you can jump back a card to adjust by clicking on the left event summary.

After you finish you will see a summary.
Here you can print a confirmation ... you will want to wait until your event is confirmed or print again once it is confirmed. See Monitoring Your Events.

Email the request: you might want to wait until your event has been confirmed before you email, as no location will show until it is confirmed

Or COPY the request:

when you copy an event say for events that are two days but the timeline is different, be sure to relate to the original so you will receive notice when you cancel one reminding you to cancel the other