Instructions for Submitting a Space Reservation

ACTION	TASK	COMMENTS
SIGN-IN	Using your UCID username and password	To begin submitting a reservation request *(Skip to step 3 if you have already signed in)*
VISIT	http://r25livepr1.njit.edu/calendar/	To access calendar (25Live)
CLICK		To open calendar
CLICK	Create an Event	*(Follow the next step if directed to the calendar)*
FIND	Date that matches when you would like to make a reservation	Use the "dates" navigation at the top to move between weeks, months.
CLICK		To create an event
COMPLETE	All fields that display *	**Event Title** A. Choose a name that is concise, this will appear on the calendar for others to view. **Event Sub-Title** **Event Description** **Event Date and Time** A. Enter pre and post-event duration, this is time needed for set-up or break down for your event. B. If your event repeats, choose an option from the "Event Repeats" drop-down box. You can select "repeats daily" "repeats weekly" etc. If there is no pattern when your event will repeat, select "repeats Ad Hoc" – as you can select the specific dates with this option. The repeat function can only be used if your meeting will occur at the same time, if not a reservation must be entered for each requests. **Event Type** A. Click on "All event types" and select the type that best describes your event.

CLICK		To move to the next page
COMPLETE	All fields that display *	**Event Resources** **Event location and location notes are not required fields but note here if you have additional comments.** A. This should be entered if you need audio visual, catering, security etc. B. Select Categories > Event Resources > Choose from (select resource (s) **Event Location** A. There are numerous ways to search for a location, one way is to search for the location by using "Search by Location". B. A RED triangle means Location **not available** and a GREEN checkmark means **location is available.** C. Once the location is selected, click on it and the location will appear in "Selected Locations" to the right of the location field. **Primary Organization for this Event** **Additional organization (s) for this event is not a required field.** A. To find your organization, select "Search by Organization Name" or you can search by selecting "Types". B. If an additional organization is sponsoring the event, add this to the "Additional Organization field" C. To unselect the location click **Event Head Count** A. Enter the estimated number of attendants you expect at your event
CLICK		To move to the next page
COMPLETE	Fields are not mandatory but suggested	**Event Custom Attributes** A. If you would like to add additional information, links or upload an image please use the click on the appropriate buttons and add text or upload information. The more information we know about the event, the better so please consider adding to this section. **Event Categories** A. If you would like to not have your event seen on the calendar click Hide from NJIT calendar of events.

PLEASE NOTE

1) **Your event is not confirmed until AN e-mail is received from the Assistant Director of Reservations – LaTosha Wilson**
2) **If you have questions, please contact Reservations at 973.596.3600**