

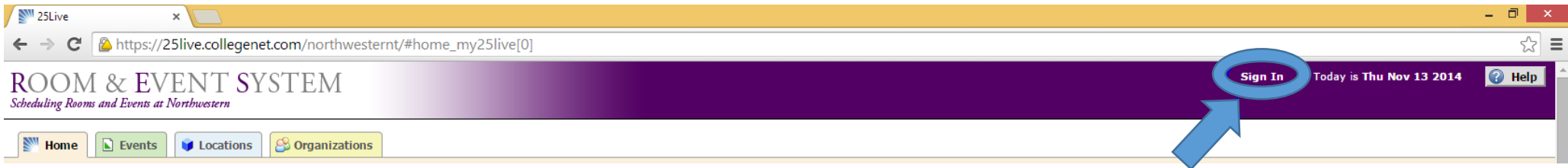
ROOM & EVENT SYSTEM

Scheduling Rooms and Events at Northwestern

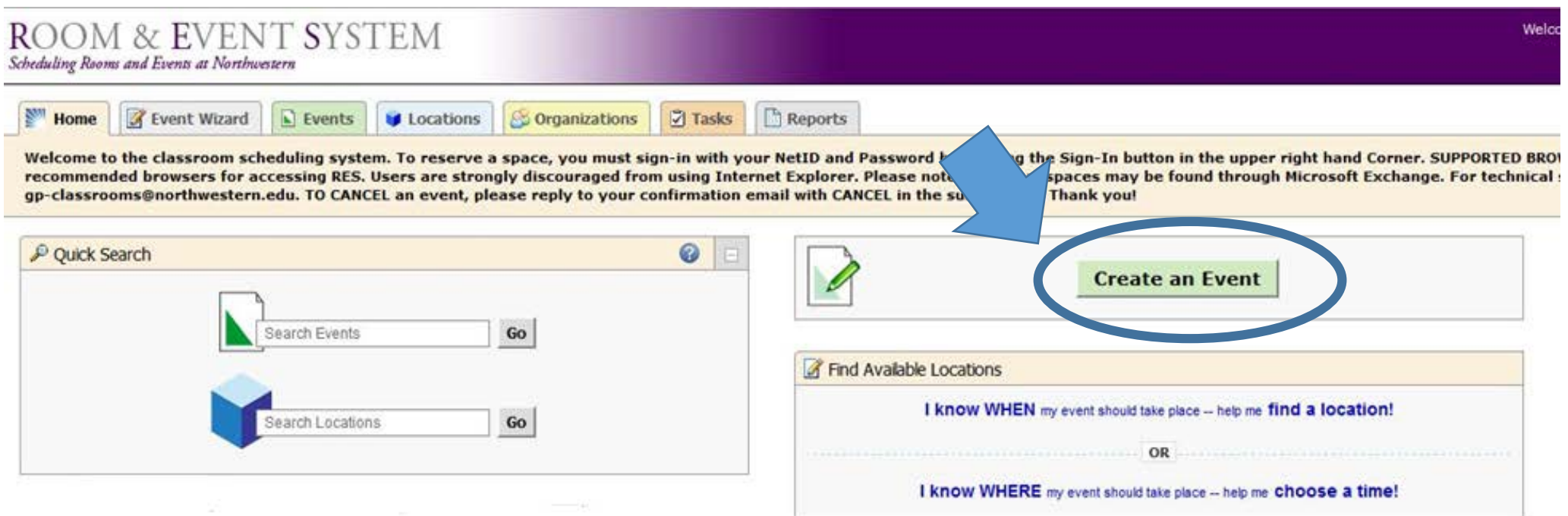
ROOM AND EVENT TIP SHEET

- This tip sheet explains how to place space requests
- FOR BEST RESULTS PLEASE USE FIREFOX OR GOOGLE CHROME
- Link to the site: <https://25live.collegenet.com/northwestern/>

1. Sign in with your NU Net ID and Password



1. Click on **“CREATE AN EVENT”** – For optimal results, please use the “Event Wizard/Create an Event” rather than the “Find Available Locations” widget.



2. Enter the “Event Name”, “Event Type” and “Sponsoring Organization”, then click “Next” – Event Title is optional

Start by entering the basic event information.

Event Name *
This field is required.

Event Title

Event Type *

Sponsoring Organization *

Please be as descriptive as possible.

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At any time you can save an item as a favorite. You can do this by clicking on the star next to the “Event Type,” “Sponsoring Organization,” and “Location” fields.

Start by entering the basic event information.



Event Name



This field is required.

Event Title

Event Type



FILMING / EDITING



Sponsoring Organization



REGISTRAR OFFICE



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✕ Cancel

📄 Save

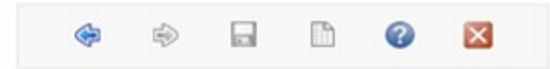
Please select an Event Type that best describes your event.

Note: Changing the Event Type may update selections for the following:

- Custom Attributes
- Categories
- Contact Roles
- Requirements
- Publish to Calendar

3. Enter an “Expected Head Count,” then click “Next” – Event Description is an optional field

Enter additional basic event information.



Expected Head Count

*

Event Description

Rich text editor toolbar with icons for copy, paste, undo, redo, italic, bold, italic, underline, subscript, superscript, font color, background color, bulleted list, numbered list, decrease indent, increase indent, font family, font size, link, unlink, insert image, insert video, undo, redo, and source code.

Font Family Font Sizes

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4. Choose whether the event has more than one occurrence, “Yes” or “No,” then click “Next.”



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.



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📄 Finish

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5. Enter when the event will take place – **PLEASE NOTE: the “Event Start” and “Event End” dates MUST BE THE SAME.** If the event dates do not match, the request WILL NOT route correctly. (Ex: A request with a start date of Nov 13th and an end date of Nov 14th will be misrouted.) If your event is reoccurring, i.e. spans multiple days or repeats, you must create a new card for each separate meeting.



Tell us WHEN this event takes place.

Select the dates and times of the **actual event**.

Setup, takedown, pre- or post-event times can be specified below.

Event Start: Tue Aug 04 2015 10:00 am

Event End: Tue Aug 04 2015 11:00 am

The event begins and ends on the **same day**.

Does this event require
Setup or Pre-Event time? Yes No

Does this event require
Post-Event or Takedown time? Yes No



Event Duration:
1 Hour

For weekend events, please submit your request by 2:00pm on Friday to ensure confirmation of the space. Your event start and end times MUST fall within the open and close hours of the space. If your event occurs on more than one day, do not un-select the “Same Day” field, choose “Repeats Ad Hoc” from the drop down menu and select the appropriate days.

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Date restrictions and event duration are listed in the upper right corner.

Tell us WHEN this event takes place.

Select the dates and times of *first occurrence* of the *actual event*.
Subsequent occurrence dates will be entered on the next page.
Setup, takedown, pre- or post-event times can be specified below.

Event Start: Thu Nov 13 2014 1:00 pm

Event End: Thu Nov 13 2014 2:00 pm

Does this event require
Setup or Pre-Event time? Yes No

Does this event require
Post-Event or Takedown time? Yes No

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📄 Finish

⏪ ⏩ 📄 📄 ? ✖

Date Restrictions

Events occurrences that you create are restricted to:

- No earlier than 2014-10-31
- No later than 2014-12-18

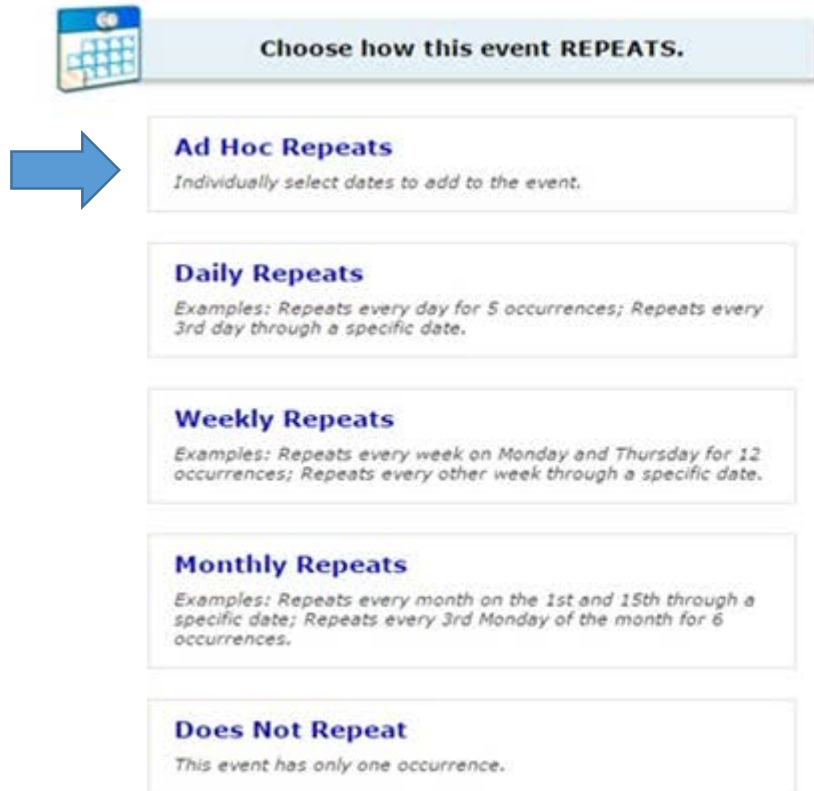
Event Duration:
1 Hour

For weekend events, please submit your request by 2:00pm on Friday to ensure confirmation of the space. Your event start and end times **MUST** fall within the open and close hours of the space. If your event repeats please select the "Event Repeats?" drop down for additional options.

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6. For recurring events, indicate how the event repeats, then click “Next” – The *Ad hoc Repeats* option allows you to choose the specific dates you want to add to the event. The *Daily Repeats* option allows you to pick repeating days (such as every third day). The *Weekly Repeats* option allows you to pick weekly patterns (such as Monday and Wednesday for the entire quarter). The *Monthly Repeats* option allows you to input repeating months (such as the 1st of the month for three months). You also have the option to choose “Does Not Repeat”.



Choose how this event REPEATS.

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.



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Once you select a repeating option and the event dates, a detailed occurrence list will appear.

 **Describe how this event REPEATS.**

Ad Hoc Repeats ▼

Click on any date to add it to the Occurrence List.

November 2014

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6



Date Restrictions

Events occurrences that you create are restricted to:

- No earlier than 2014-10-31
- No later than 2014-12-18

Ad Hoc Repeats

Individually select dates to add to the event.



Occurrence List		
Date	Comments	Status
Thu Nov 13 2014	<input type="text"/>	Active ▼ <input type="checkbox"/>
Fri Nov 14 2014	<input type="text"/>	Active ▼ <input type="checkbox"/>
Sat Nov 15 2014	<input type="text"/>	Active ▼ <input type="checkbox"/>
Tue Nov 25 2014	<input type="text"/>	Active ▼ <input type="checkbox"/>
Thu Nov 27 2014	<input type="text"/>	Active ▼ <input type="checkbox"/>

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7. Find and select an event location, then click "Next"

Once you select a space, make sure that it shows up on the right side of the page. This means you have chosen the space, under "Selected Locations."

The screenshot displays the 'Find and select EVENT LOCATION(S)' interface. On the left, a search box contains 'tech aud', and a dropdown menu shows 'TCHAUD' with a green checkmark. Below the search box are checkboxes for 'Show only my authorized locations that have no time conflicts' and 'Enforce head count', along with a 'Refresh' button. On the right, the 'Selected Locations' section shows 'TCHAUD' with a green checkmark, a star icon, and a close icon. Below this, the location details are listed: 'Tech Ryan Family Auditorium L165', 'Max Capacity: 588', and a detailed list of features including AV equipment, amplifiers, mixers, projectors, and seating. At the bottom, there are navigation buttons: 'Back', 'Next', 'Cancel', and 'Finish'. A blue arrow points from the search box to the 'Selected Locations' section, indicating the transition from search to selection.

Find and select EVENT LOCATION(S).

Your Starred Locations...

Search by Location Name...

tech aud

TCHAUD
Tech Ryan Family Auditorium L165
Max Capacity: 588

Show only my authorized locations that have no time conflicts

Enforce head count

Saved Searches...

Advanced Search...

Selected Locations

TCHAUD ✓ ☆ ✕

Tech Ryan Family Auditorium L165
Max Capacity: 588

Features: A&RT: AV Equipment; A&RT: Amplifier; A&RT: Annotation Equipment; A&RT: Automatic Mixer; A&RT: Computer Equipment; A&RT: Control System Equipment; A&RT: DVD Player; A&RT: Document Camera; A&RT: Laptop Connection; A&RT: Microphone Equipment; A&RT: Podium Key; A&RT: Projection Screen; A&RT: Projector; A&RT: Speakers; A&RT: VHS/PAL Player; ADA Compliant; Air Conditioned; BLDG: Technological Institute; Board Type: Chalk; Campus: North; Floor: Carpet; Norris Stool; NUIT WiFi; Podium: Fixed; Podium: Mobile; Room Request; Seating: Fixed Tab Arm Desks; SRS (Clickers); Smart: Laptop Hook-Up; Smart: Resident Computer; Stage; Student Power Outlets; Transparency Projector w/cart

Selected Occurrences: All Occurrences
Conflicts: None

[View and Modify Occurrences](#)

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✕ Cancel 📄 Finish

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Starred locations will appear first. You can create a starred location by performing a location search, clicking on the space, then clicking on the star next to the location.

Find and select EVENT LOCATION(S).

★ **Your Starred Locations...**

🔍 **Search by Location Name...**

Saved Searches...

Your Starred Searches	Frances Searle Spaces
All of Your Searches	GP Classrooms - Evanston Campus
Public Searches	GP Classrooms - Evanston Central Campus
	GP Classrooms - Evanston North Campus
	GP Classrooms - Evanston South Campus
	Harris Hall

➔ **2122SH_232** ✓
Seabury Classroom 232 - 2122 Sheridan Road
Max Capacity: 30

2122SH_260 ✓
Seabury Classroom 260 - 2122 Sheridan Road
Max Capacity: 45

TCHM345 ✓
Technological Institute M345
Max Capacity: 102

Show only my authorized locations that have no time conflicts Refresh

Enforce head count

Advanced Search...

You may select and request more than one location for your event with the same date and time. If more than one space is selected, we will assume that you need more than one space unless otherwise noted in the Comments section. To assist with finding a space for an event, under "Find By" select Public Searches and click on an appropriate search. Once you find an ideal space, you can add it as a favorite by clicking the Star icon. **HIDE ▲**

Selected Locations

2122SH_232 ✓ ☆ ✕
Seabury Classroom 232 - 2122 Sheridan Road
Max Capacity: 30
Features: A&RT: AV Equipment; A&RT: Automatic Mixer; A&RT: Control System Equipment; A&RT: DVD Player; A&RT: Document Camera; A&RT: Laptop Connection; A&RT: Microphone Equipment; A&RT: Projection Screen; A&RT: Projector; A&RT: Speakers; A&RT: VHS/PAL Player; Air Conditioned; BLDG: Seabury; Board Type: Chalk; Campus: North; Floor: Carpet; Room Request; Seating: Movable TabArm Desks; Smart: Laptop Hook-Up; Transparency Projector w/cart; Window
Selected Occurrences: All Occurrences
Conflicts: None
[View and Modify Occurrences](#)

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✕ Cancel

🏠 Finish

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You can search by location name, you can access “Saved Searches” (such as GP Classrooms – Evanston Campus) or, you can use an “Advanced Search” where you can choose the features you need (such as A&RT: Projector) and other criteria.

Please note: When searching, there are two check boxes you can select. You can choose to “Show only my authorized locations that have no time conflicts” which will only show spaces that are available. You can also choose to “Enforce head count”. If you check this box, your search will only yield results for rooms that meet or exceed your expected head count.

The screenshot displays the 'Find and select EVENT LOCATION(S)' interface. On the left, the 'Search by Location Name...' section shows a search for 'tech aud' resulting in 'TCHAUD' (Tech Ryan Family Auditorium L165, Max Capacity: 508). A blue arrow points to the search filters: 'Show only my authorized locations that have no time conflicts' and 'Enforce head count', both of which are checked. Below the search results is a 'Saved Searches...' section. On the right, the 'Selected Locations' section shows 'TCHAUD' with a list of features including AV Equipment, Amplifier, Annotation Equipment, Automatic Mixer, Computer Equipment, Control System Equipment, DVD Player, Document Camera, Laptop Connection, Microphone Equipment, Podium Key, Projection Screen, Projector, Speakers, VHS/PAL Player, ADA Compliant, Air Conditioned, BLDG: Technological Institute, Board Type: Chalk, Campus: North, Floor: Carpet, Norris Stool, NUIT WiFi, Podium: Fixed, Podium: Mobile, Room Request, Seating: Fixed Tab Arm Desks, SRS (Clickers), Smart: Laptop Hook-Up, Smart: Resident Computer, Stage, Student Power Outlets, and Transparency Projector w/cart. The 'Selected Occurrences' are listed as 'All Occurrences' and 'Conflicts' as 'None'. A 'View and Modify Occurrences' link is provided at the bottom.

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- (Optional) Add additional comments and notes for the event (**DO NOT** use this comments box to request changes to the event. If you need to edit the event, do so through the event wizard).
- Check box next to “I Agree” for the terms of use for space utilization and then click “Save”.

Terms of Use - Space Utilization

All groups and individuals using University space are expected to adhere to the laws of the State of Illinois, all local and federal laws, general policies, regulations, and guidelines of Northwestern University. The Requestor is expected to leave the room in the same condition in which it was found. Non-class events are welcomed, but they must not adversely impact the classroom, its contents or equipment, or the surrounding area. Organizations and/or Event Sponsors utilizing the space will be held responsible for any damage according to the space owner's policy.

I agree ✓

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Next →

✕ Cancel

Save