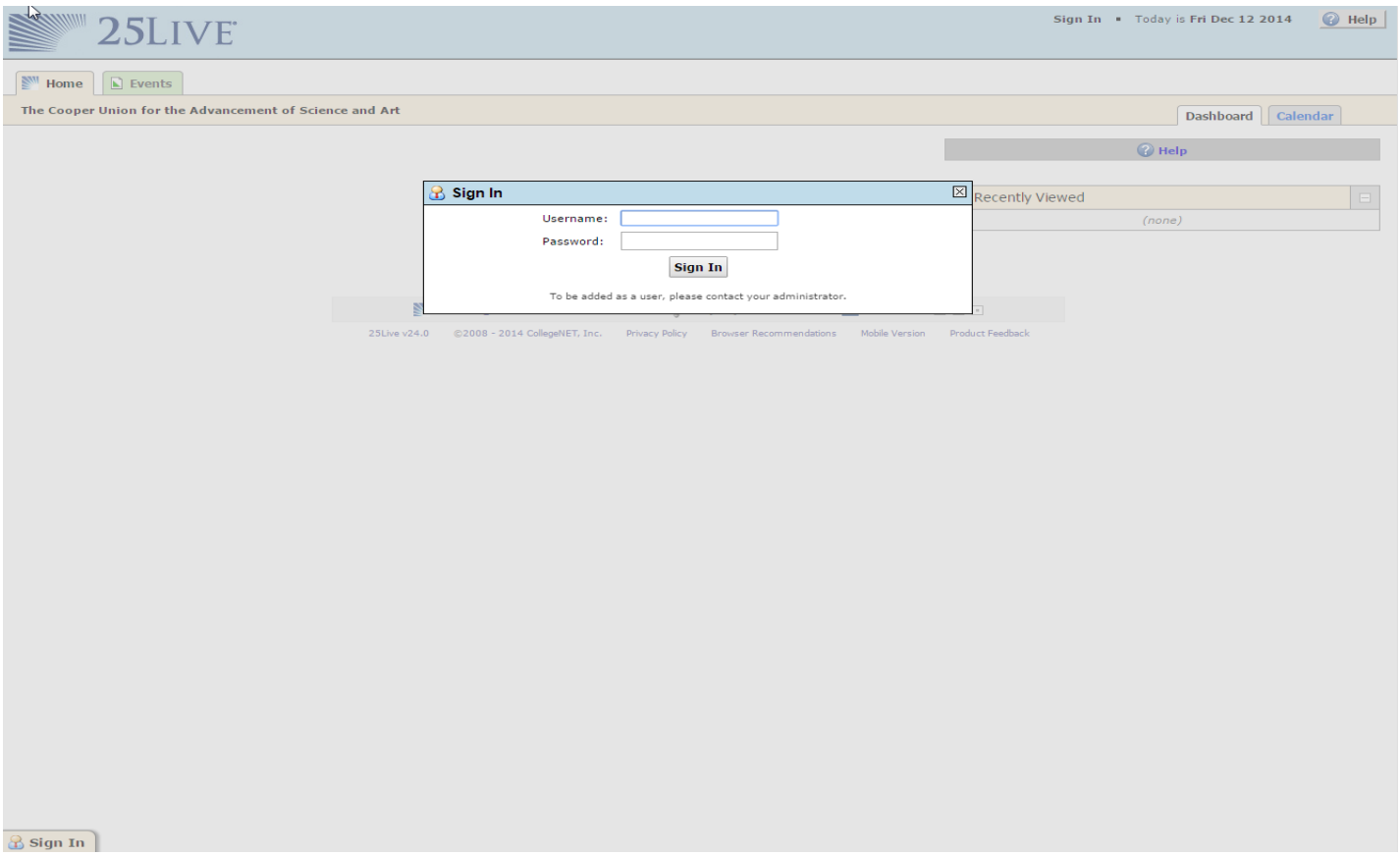
25Live Day to Day for the Requestor

Go to URL: https://25live.collegenet.com/cooper

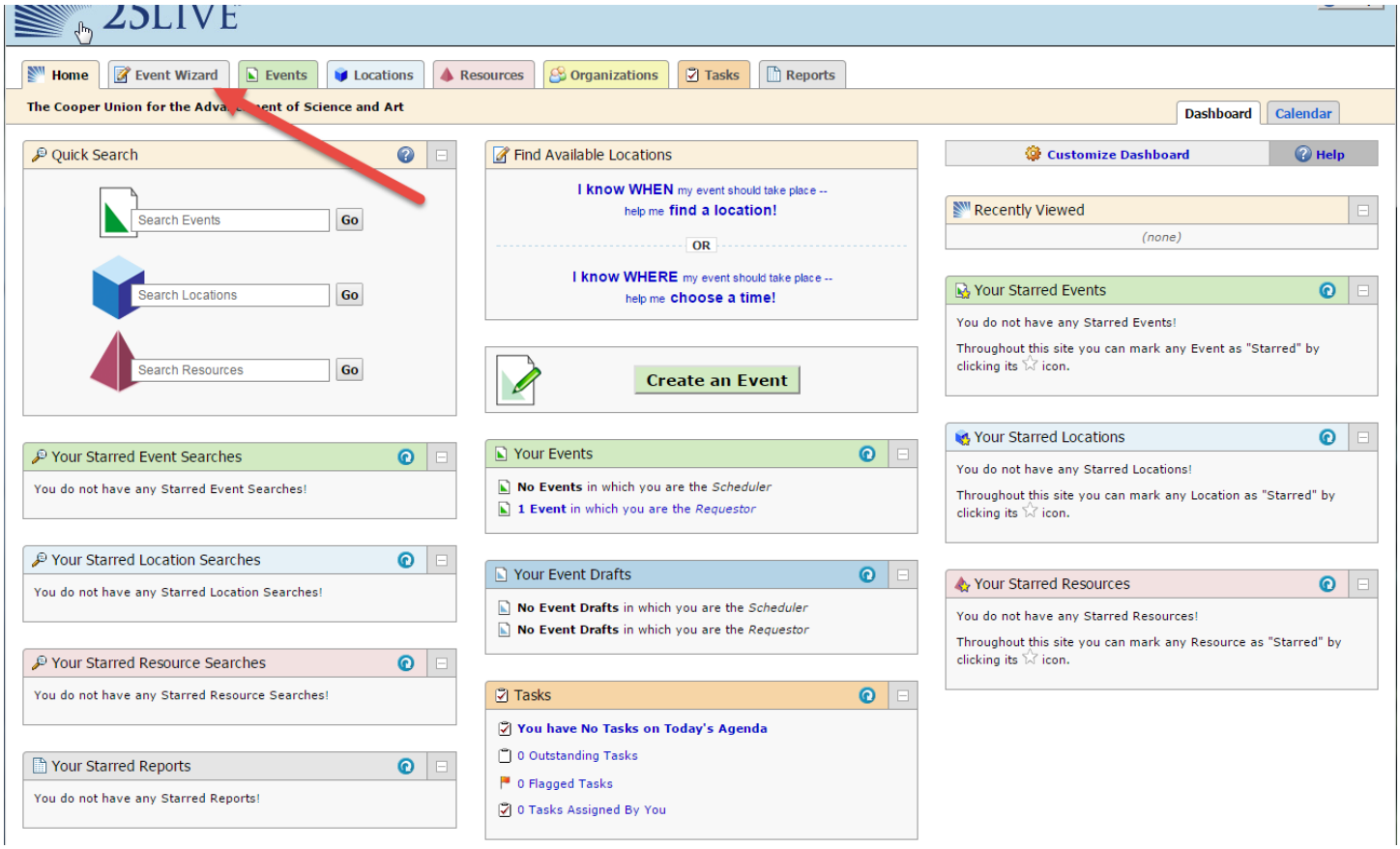
Faculty and Staff's log in user name and password are the same as Colleague credentials

Students will need to contact 25livehelpdesk@cooper.edu in order to receive their log in credentials

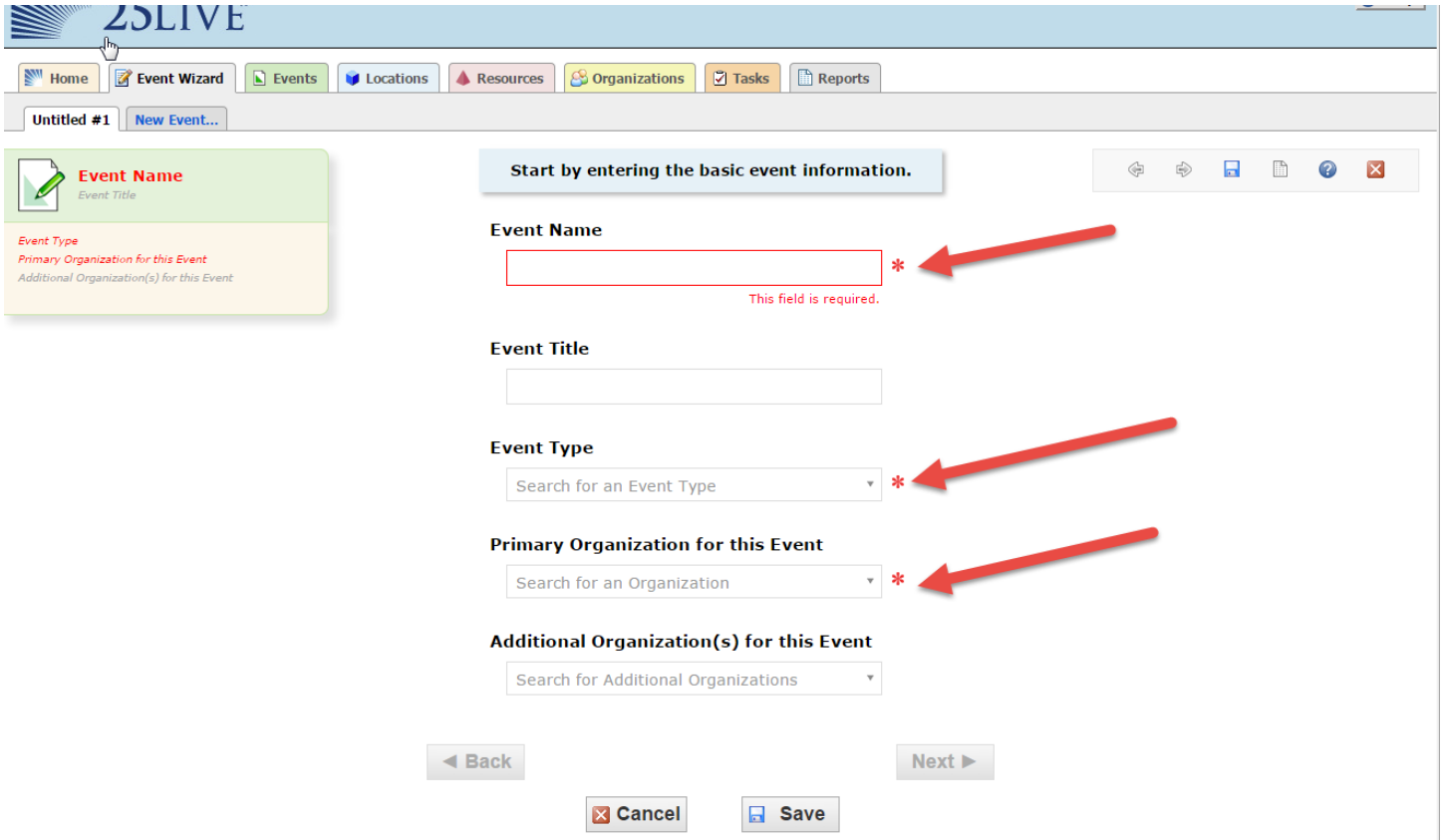
1) Login screen:



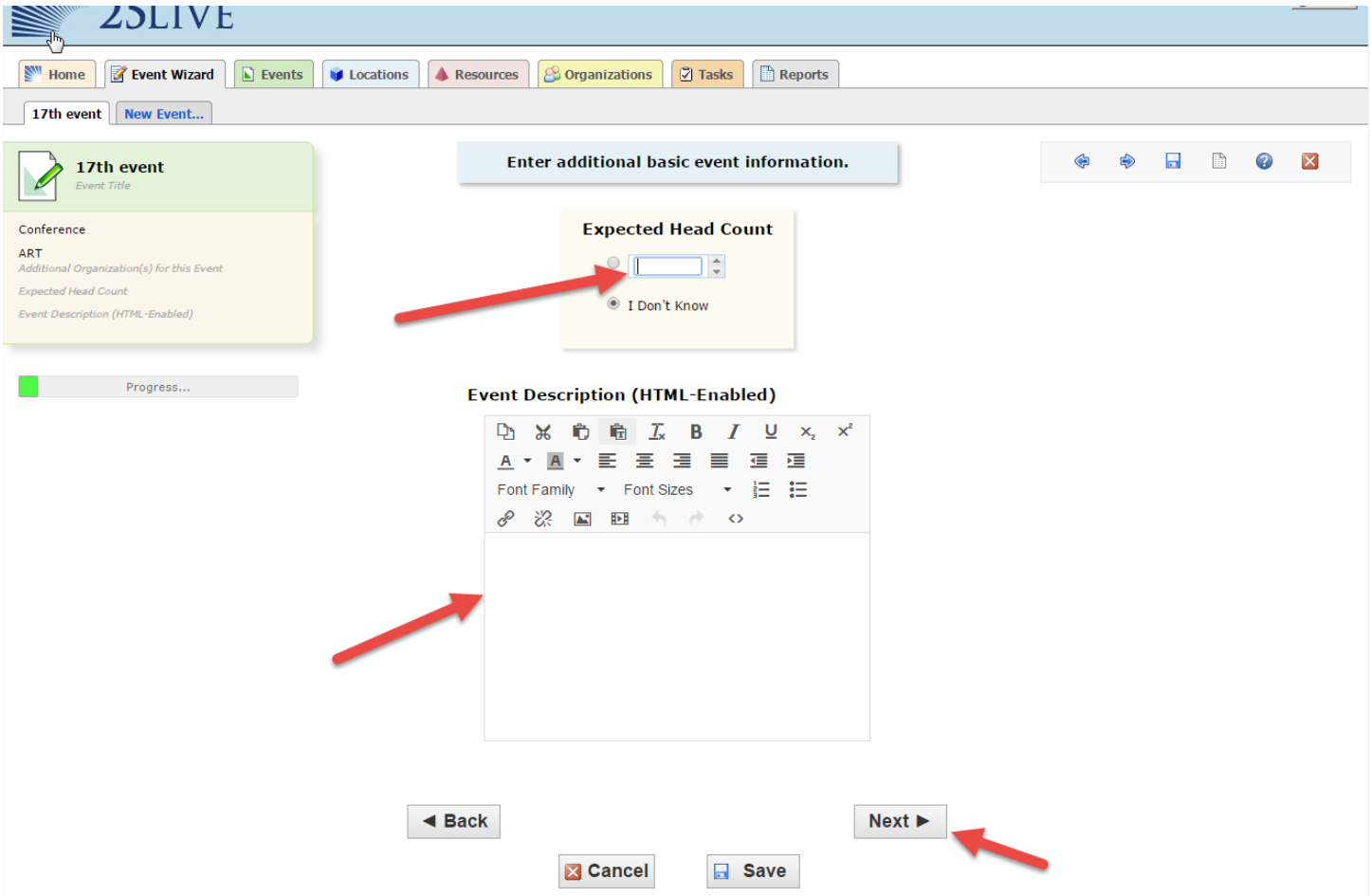
2) Welcome screen: Click “Event Wizard”



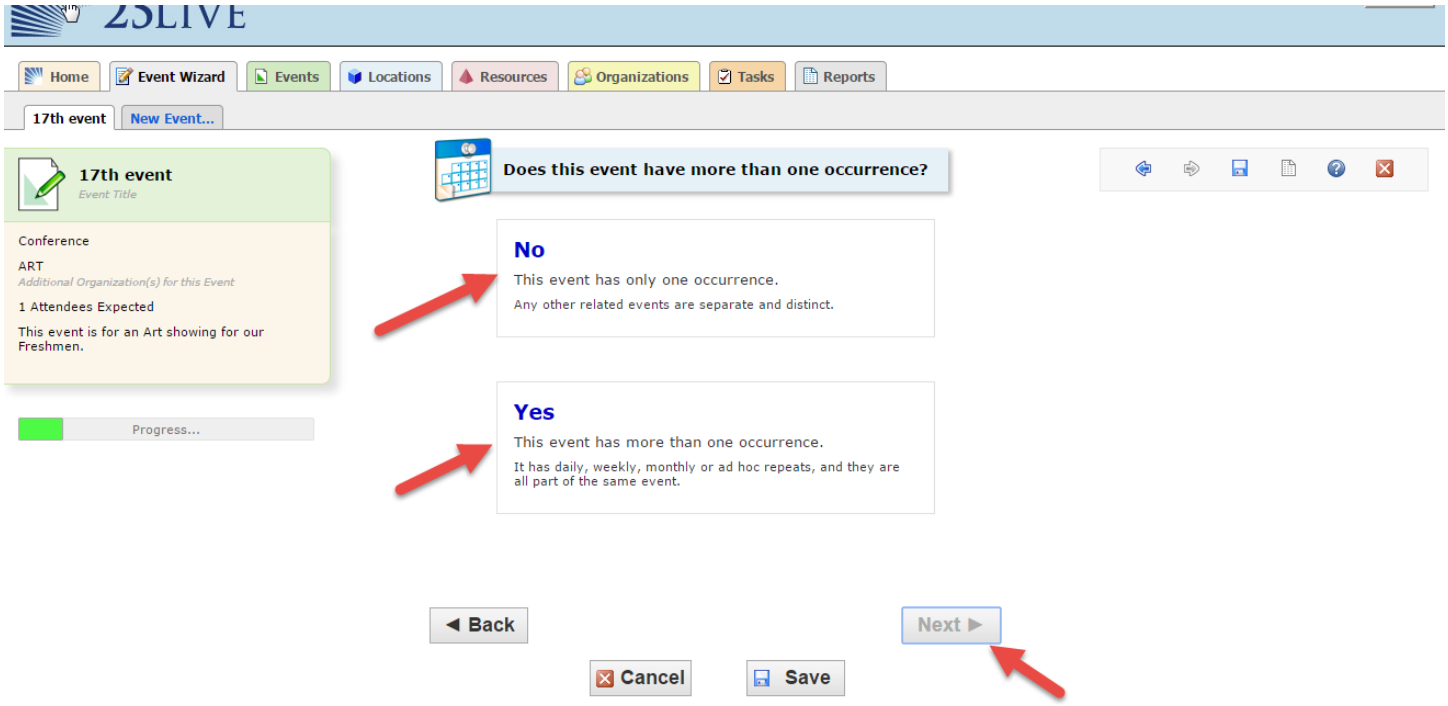
3) All areas with a red asterisk need to be filled in. Click “Next” once you complete this page.



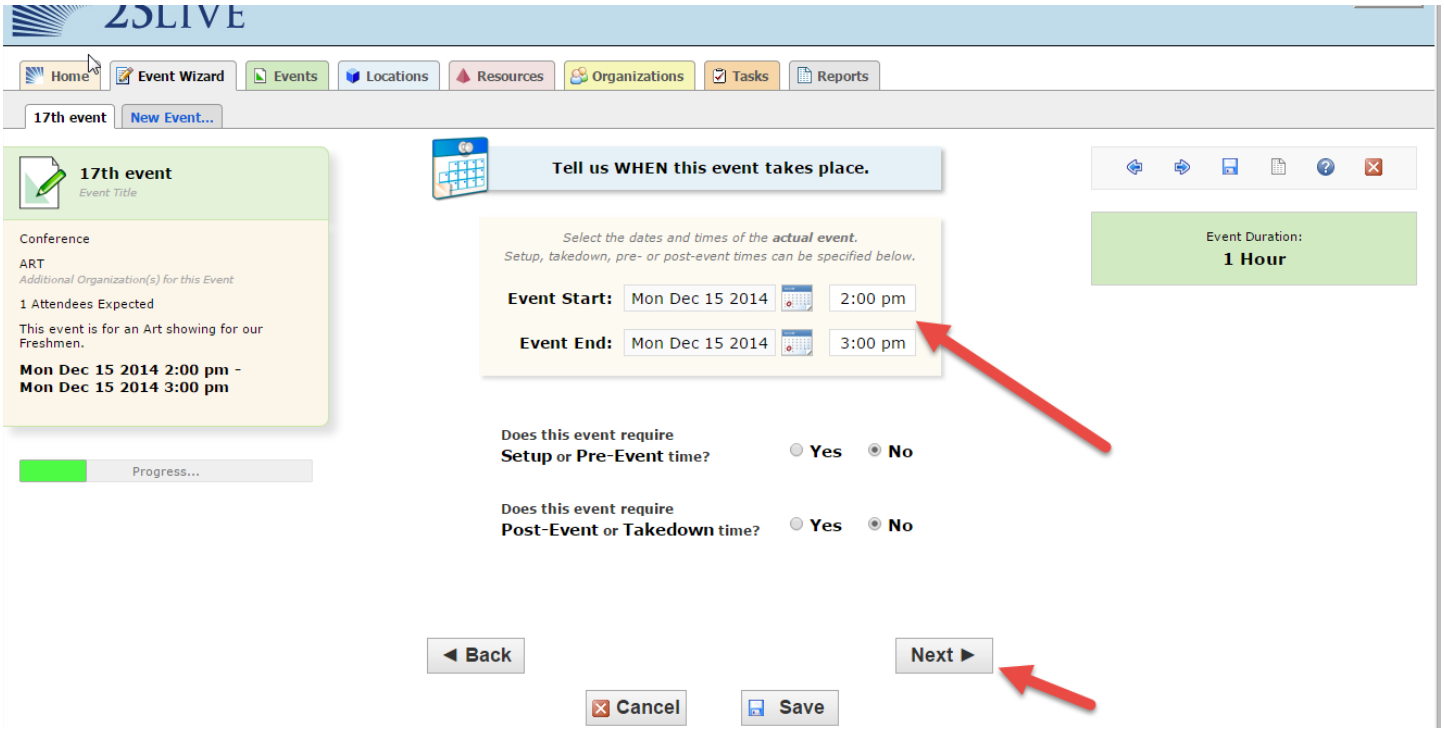
4) Fill in the head count and a brief description of the event. Please keep in mind if your event will be a publicized event, use of appropriate language/grammar is required. Then click “Next”.



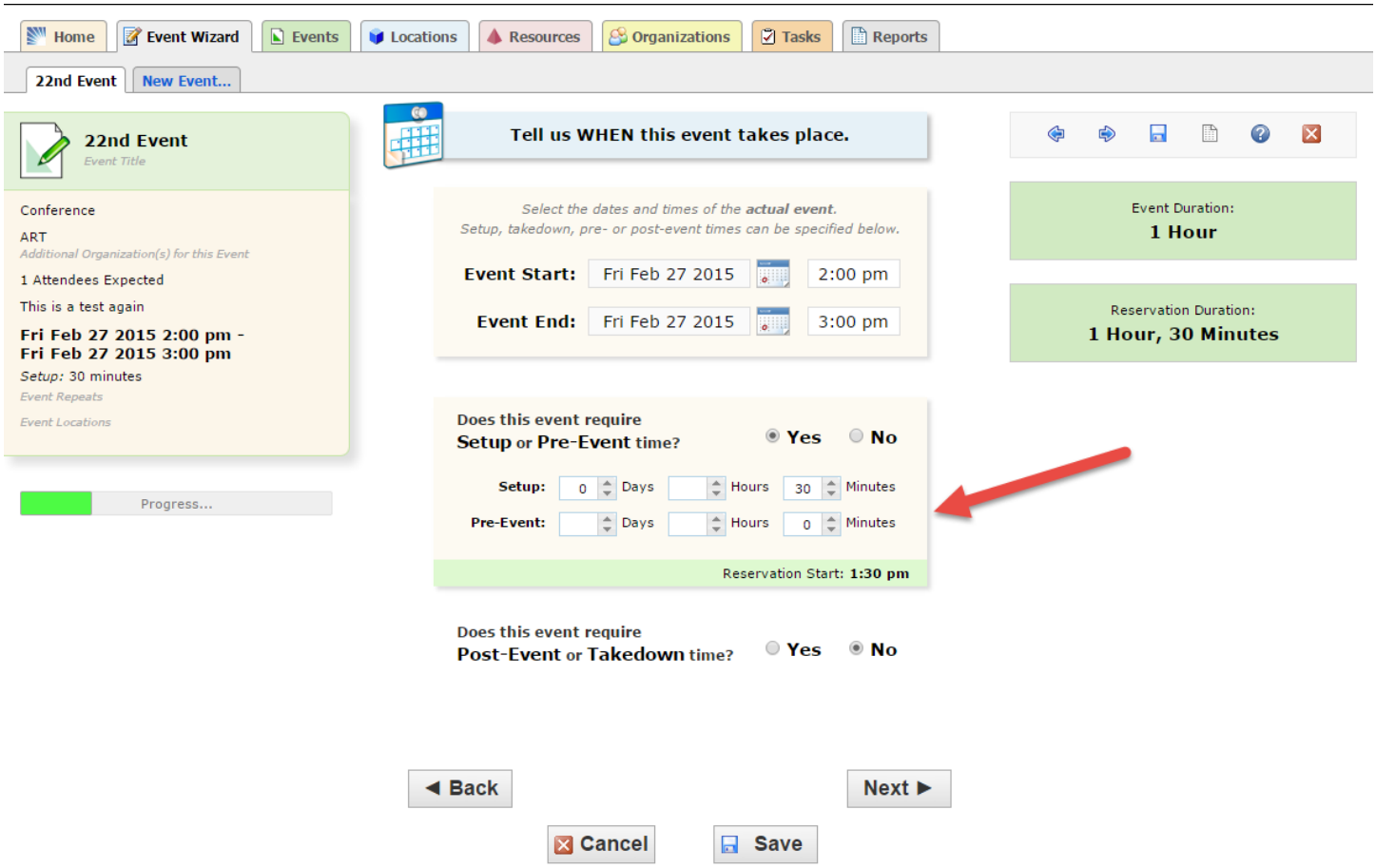
5) If your event will occur only once, select “No” versus “Yes”.



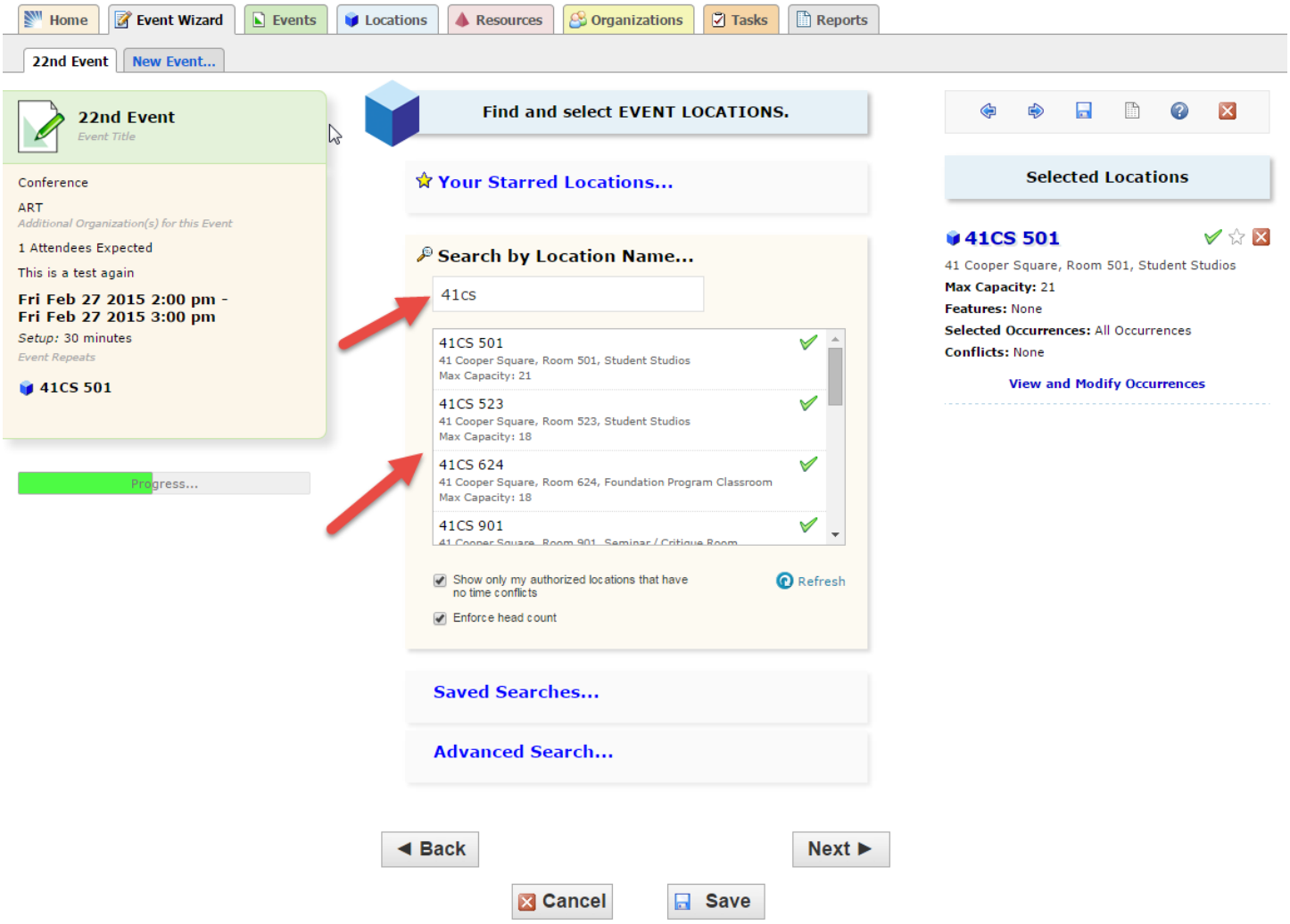
6) Select date and time of your event. Then click “Next”.



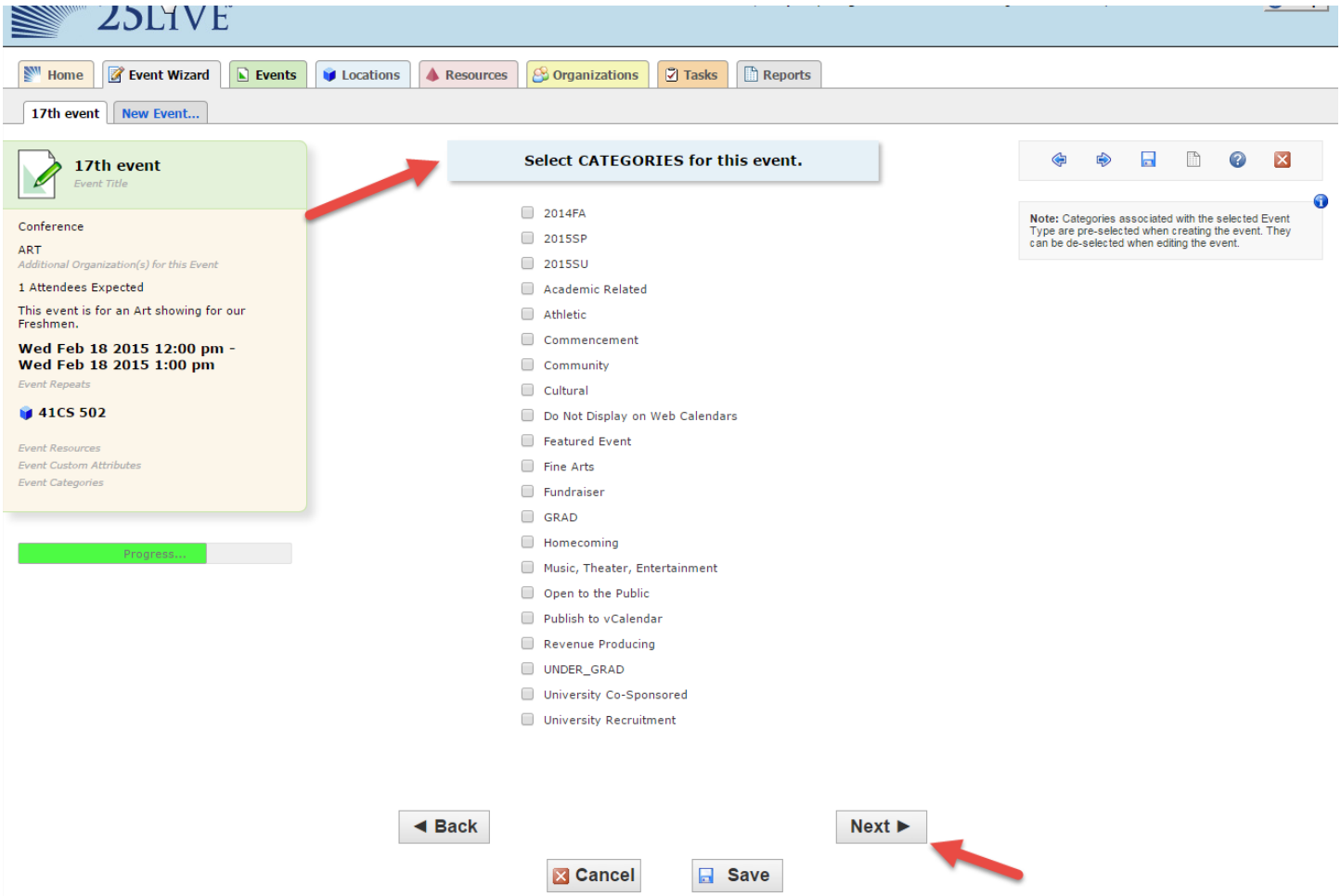
**If you need pre-event or post-event time, select “Yes” and use the up or down arrows next to Days, Hours or Minutes.



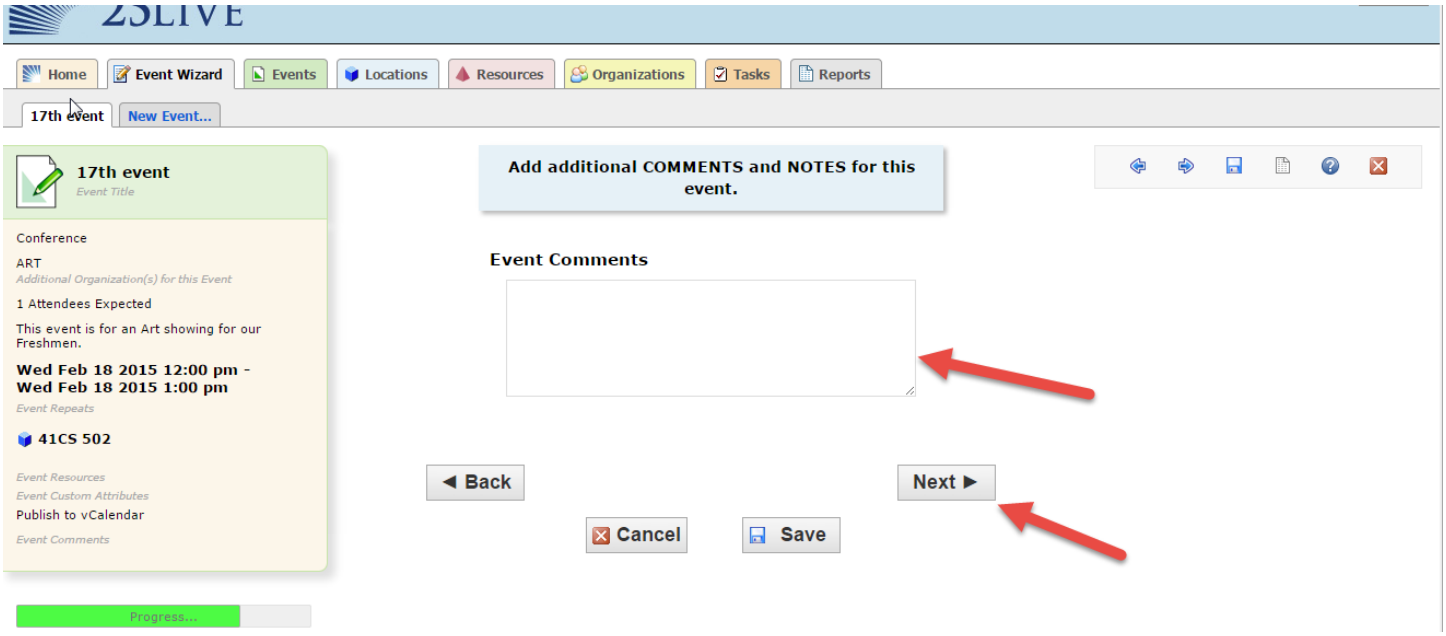
7) To allow the system to help find you a room for your event, type under “Search by Location Name” FDN or 41CS or AP. Click on the room from the selections below. Then, click “Next”.



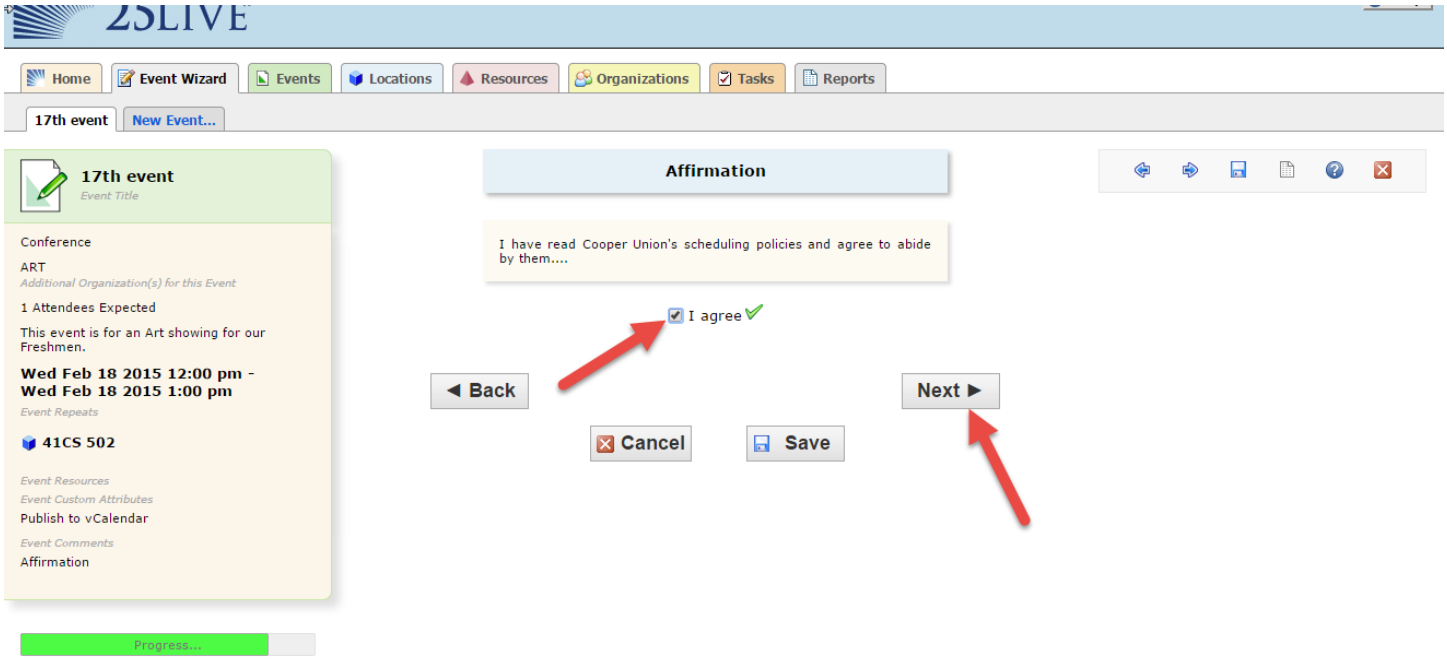
8) Select the event Categories that pertain to your event. This area is optional. If you would like to have your event publicized on Cooper.edu, check off “Publish to vCalendar”. Then, click “Next”.



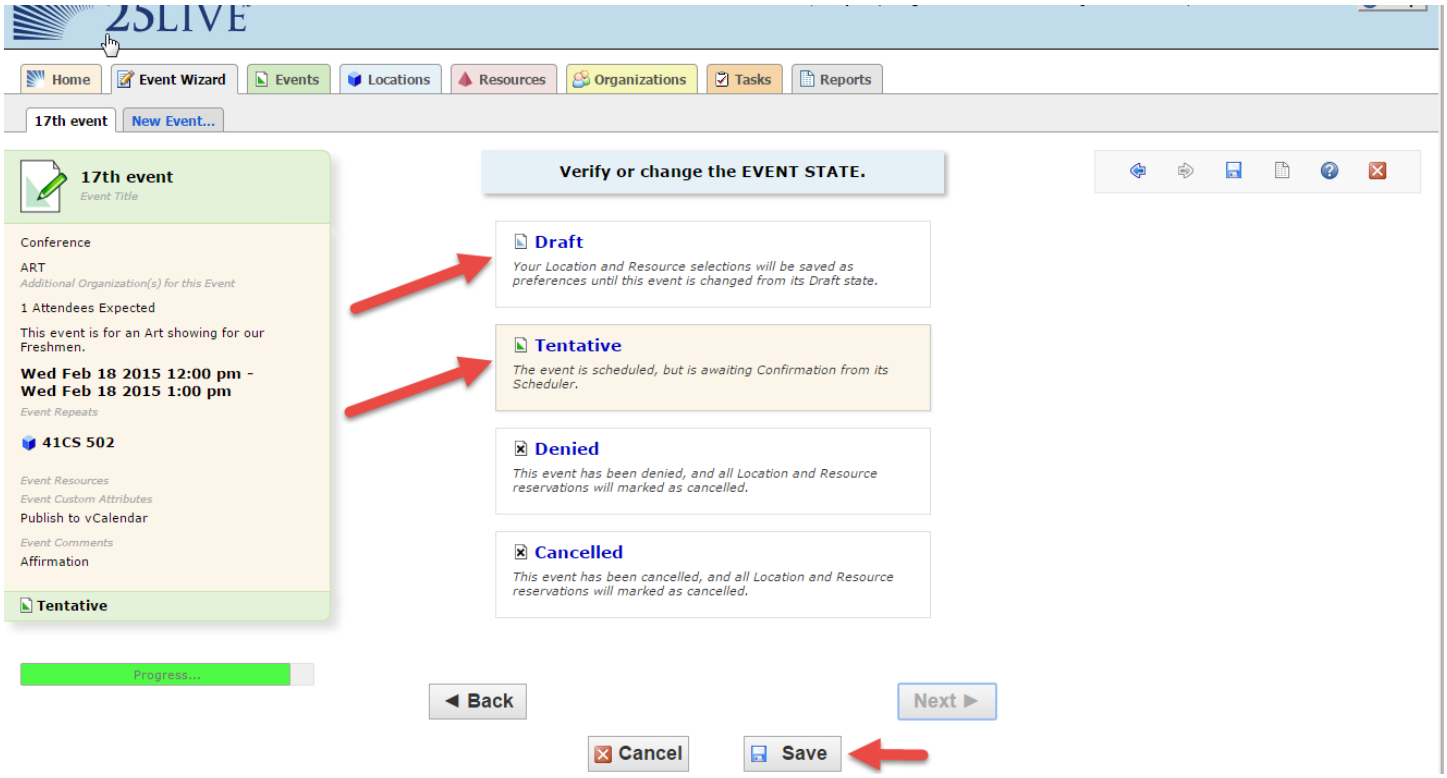
9) Put additional comments here. This is optional. Then, click “Next”.



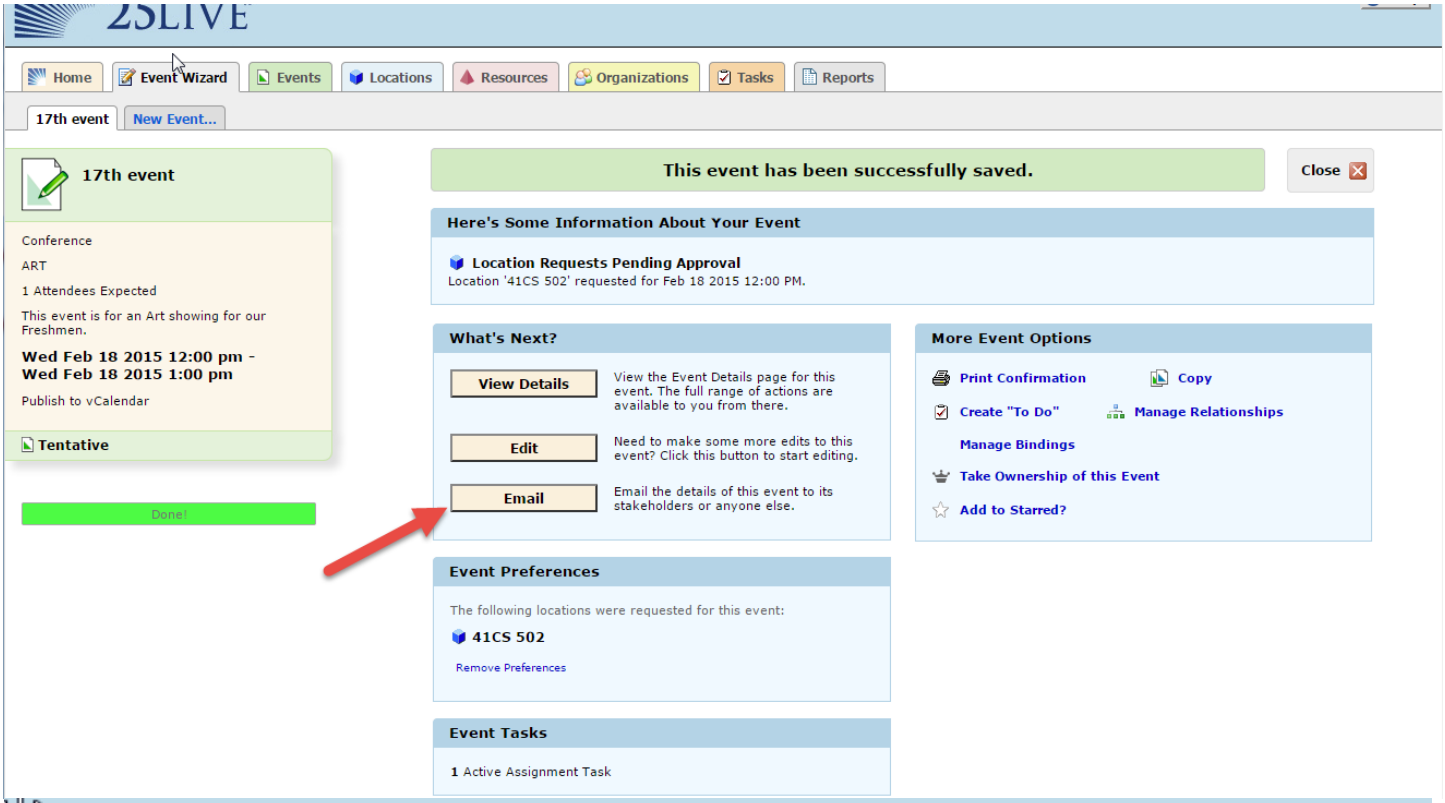
10) Click on the box next to “I agree”. Then, click “Next”.

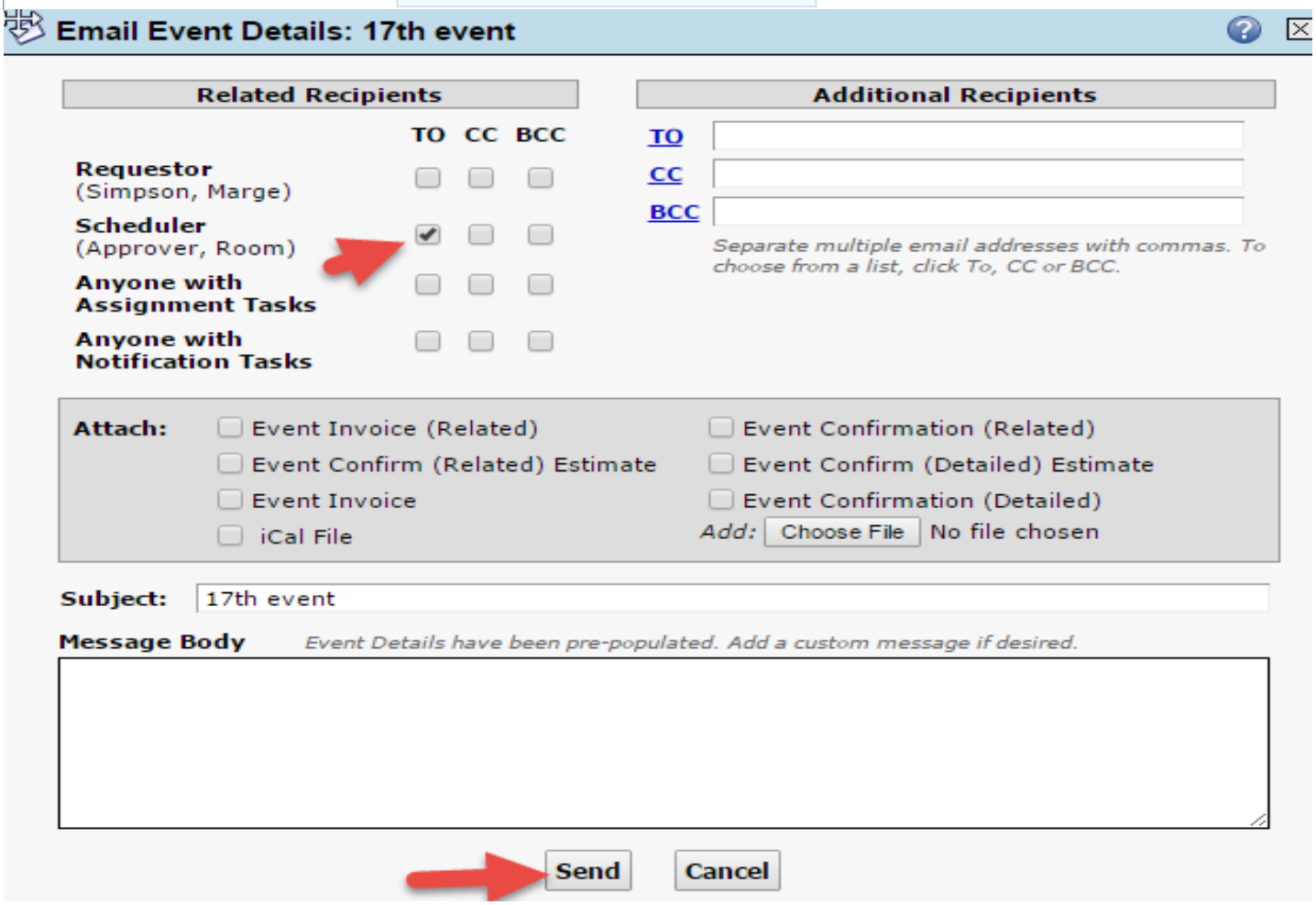


11) Click “Draft” or “Tentative” depending on the state of your event and your security rights level. Then, click “Save”.



12) When your event is created successfully, you will see a message stating “This event has been successfully saved”. The scheduler of the room will be notified of your request but you can also email them by clicking “Email”. Then, select the check off box next to Scheduler and hit “Send”.





****Clear your internet browser periodically****