25Live Day to Day for the Requestor

Go to URL: [https://25live.collegenet.com/cooper](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](mailto: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”.

![Image of the system interface showing search and selection process for a room for an event.]
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”.

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**Event Title**

**Conference**

Additional Organization(s) for this Event

1 Attendee Expected

This event is for an Art showing for our Freshmen.

Wed Feb 10 2015 12:00 pm -
Wed Feb 10 2015 1:00 pm

**41CS 502**

Event Resources
Event Custom Attributes
Event Categories

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**Event Comments**

Event Comments

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**Add additional COMMENTS and NOTES for this event.**
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**