Locations use the two-letter building code with the four-digit room number; e.g., WC 0304

How do I make a room reservation?

You can search Locations with a keyword; e.g., Lab, Seminar, Ballroom, Conference, Field, Lawn, Pavilion

Can I check the availability prior to making a request?

Requests for space are first sent to the location approver for review. Once approved, ECS is copied on the request.

When inviting ten or more outside guests remember to complete the parking questions. Parking is the first and last thing your guests will remember about our campus.

I signed into 25Live for the first time and am only seeing options for students; however, I am a faculty member. What should I do?

Student contacts: have you completed the Student Training to Planning Events training video?

25LIVE
FREQUENTLY ASKED QUESTIONS

Sign into 25Live, using your TU NetID, and click *Event Form*.

Absolutely! Sign into 25Live to check availabilities and to make requests for any campus location (for Cook Library, call directly 410.704.2452).

❶ Click on 25Live Pro (this will get you to the dashboard).

❷ Click in the *Search Locations* box. Type in the room number, e.g., WC 0304 or a keyword, e.g., Lab, Seminar, Ballroom, Field, Lawn. Click the spyglass.

❸ The list of locations will appear, select *Availability* (left side of screen, mid-way).

❹ Click on the date and a calendar will open (right side of screen, mid-way). Navigate to the date you're interested in.

❺ Grid is by half-hours. Top row is the hours (6am to 11pm). Left column is the room number. Mouse over the room number to garner details such as room features and capacity.

❻ White and gray areas on the grid indicate the room is available. Green indicates a class or event is scheduled. Click a cell in a row and this will launch the *Event Form*. Complete the form in its entirety. Remember to click *Save* at the end of the form. The classroom/location approver will review your request and get back to you.

All users are placed into the student permissions group upon initial sign in. Faculty and staff, send an e-mail message to reservations@towson.edu to have your account moved into the appropriate access group. Please provide your name and department.

I'm having a difficult time finding a location that works for my event. What should I do?

Useful information for Students including key dates, planning deadlines, room capacities, pricing and more! Refer to the Student Guide to Planning Events.

Use "Find me a Space." Here's how:

Sign into 25Live using your TU NetID

❶ **In the upper right corner, click on "*Event Form*." This will launch the request form. Answer the questions; when you get to the *Locations* section click the X in the *Your Starred Locations* box. This will allow you to search for locations. Click in the box "*Search for Locations*" and type in the word "Find." Click *Search*.**

❷ **Three options titled "Find me a Space" will appear. Select one of those three (it doesn't matter which one).**

❸ **Continue filling out the form, answering the questions and providing the event detail.**

❹ **At the end of the Event Form indicate your room preference in the Comments.**

❺ **Check the affirmation and remember to click SAVE.**

How do I know if/when my reservation is confirmed?

Take care when using classrooms and lecture halls. Place trash in trashcans, tidy the tables and chairs, erase your whiteboard notes, turn off all equipment.

STUDENTS: requests for space for your student organization are only accepted from one of the two contacts. Your organization's president will determine the two contacts.

Event and Conference Services (ECS) will send confirmation of reservations via email. If ECS cannot confirm the reservation we will contact the requestor also via email to work towards a solution.

You may also sign into 25Live,

❶ **Click on 25Live Pro (upper black ribbon).**

❷ **Click on *Your Upcoming Events* in which you are the *Requestor.***

❸ **A list will populate, make sure *Future Only* is selected.**

❹ **You can check on the *"State"* of the event (confirmed, tentative, denied, cancelled) and/or**

❺ **Check which *Location(s)* has been assigned.**