

UNIVERSITY OF DELAWARE

25LIVE SCHEDULING

Student User Guide

Step 1: Log in to 25Live Scheduling using your UD credentials and 2 factor authentication.

UNIVERSITY OF DELAWARE

CENTRAL AUTHENTICATION SERVICE (CAS)

[Help](#)

Login with your UD ID or username and password
Username is either your UDelNet ID or your email address. UD ID is your numeric University identifier. [More help.](#)

Username or UD ID:

Password:

[Forgot your Username or Password?](#)

...or with your UD ID and PIN
UD ID is your University identifier. All employees, students, and alumni have a UD ID. [More help.](#)

UD ID:

PIN:

[Forgot your UD ID or PIN?](#)

Step 2: Select the date you need to reserve a room for using the calendar tool.

UNIVERSITY OF DELAWARE

[Create an Event](#) [Tasks](#) [Help](#) [Menu](#)

[See Available Locations](#)

[Create an Event](#)

[Search for Events](#)

[See Available Resources](#)

[Search for Organizations](#)

Express Scheduling Event

Date
Nov 11, 2020

Time
8:00am 8:30am

Available Express Locations
Find Location by Name

Event Name
Required

[Open Event Form](#)

Step 3: Select the time frame you need, for any time length between 15 minutes and 75 minutes.

UNIVERSITY OF DELAWARE

Create an Event Tasks Help

See Available Locations

Create an Event

Search for Events

See Available Resources

Search for Organizations

Express Scheduling Event ⓘ

Date: Nov 11, 2020

Time: 1:30pm, 2:00pm, 2:30pm, 2:35pm, 2:40pm, 2:45pm (selected), 2:50pm

Available Express: 2:35pm, 2:40pm, 2:45pm, 2:50pm

Find Location: [input] ×

Event Name: Required

Open Event Form Cancel Save

Step 4: Select a room from the available list that is most convenient for you. Click the “Go to Location Page” link to see where the room and building are located on campus.

UNIVERSITY OF DELAWARE

Create an Event Tasks Help

See Available Locations

Create an Event

Search for Events

See Available Resources

Search for Organizations

Express Scheduling Event ⓘ

Date: Nov 11, 2020

Time: 1:30pm, 2:45pm

Available Express Locations

Find Location by Name: [input] ×

STC203
Perkins Student Center Room 203
Max Capacity: 1
Duration: 75 minutes
[Go to Location Page](#)

STC303
Perkins Student Center Room 303

Step 5: Check for the “No Conflicts” indicator, which lets you know the room is available for the time frame you selected. If there is a conflict, try another room from the list, or consider adjusting your requested time frame.

UNIVERSITY OF DELAWARE

Create an Event Tasks Help

See Available Locations

Create an Event

Search for Events

See Available Resources

Search for Organizations

Express Scheduling Event ⓘ

Date: Nov 11, 2020

Time: 1:30pm 2:45pm

Available Express Locations: STC203 ✓ No Conflicts

Event Name: Required

Open Event Form Cancel Save

Step 6: Enter your first and last name in the “Event Name” field.

UNIVERSITY OF DELAWARE

Create an Event Tasks Help

See Available Locations

Create an Event

Search for Events

See Available Resources

Search for Organizations

Express Scheduling Event ⓘ

Date: Nov 11, 2020

Time: 1:30pm 2:45pm

Available Express Locations: STC203 ✓ No Conflicts

Event Name: First and Last Name Here

Open Event Form Cancel Save

Step 7: Save your selection to complete your reservation.

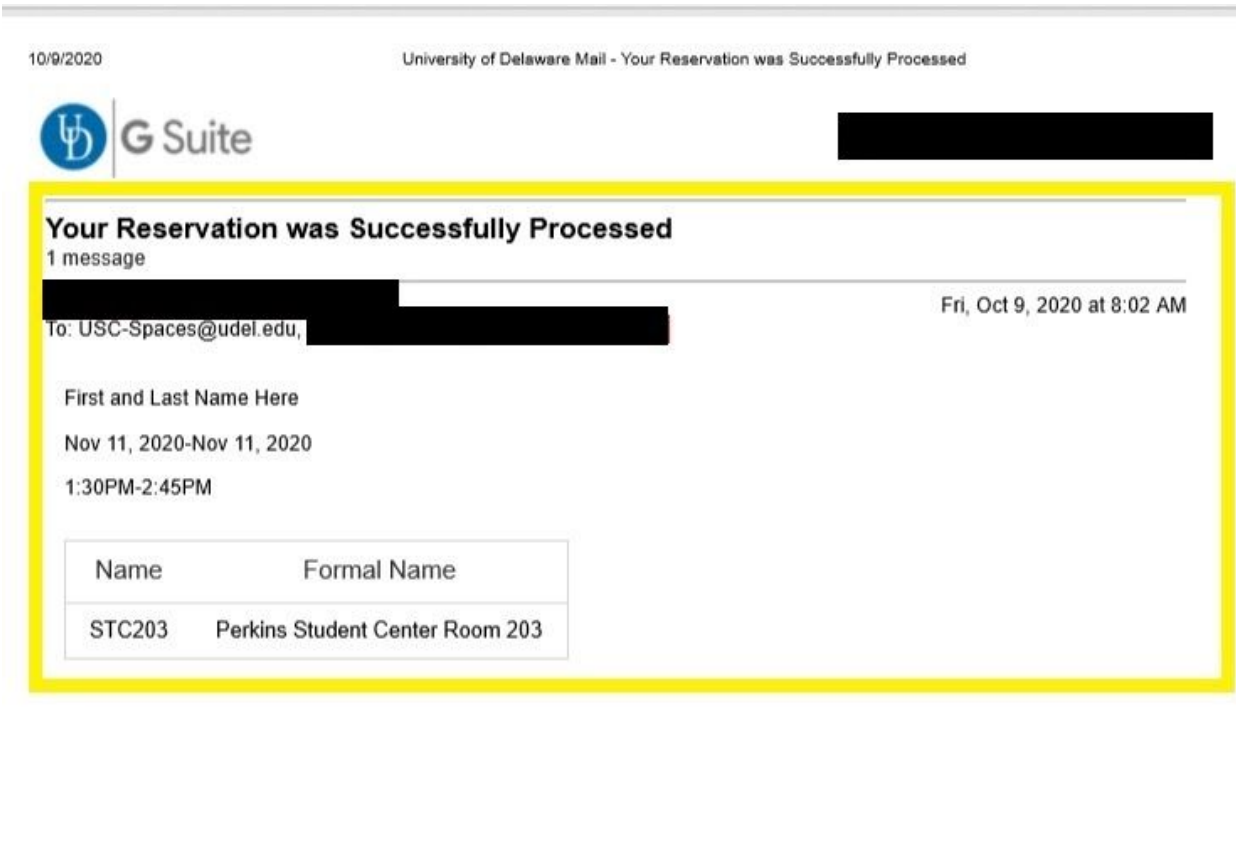
The screenshot shows the University of Delaware Express Scheduling Event interface. On the left, there are four navigation buttons: "See Available Locations", "Create an Event", "See Available Resources", and "Search for Organizations". The main form on the right is titled "Express Scheduling Event" and contains the following fields and options:

- Date:** Nov 11, 2020
- Time:** 1:30pm to 2:45pm
- Available Express Locations:** STC203 (with a star icon and a close icon, and a green checkmark indicating "No Conflicts")
- Event Name:** First and Last Name Here
- Buttons:** "Open Event Form", "Cancel", and "Save" (the "Save" button is highlighted with a yellow box).

Step 8: If you completed all entries with no conflicts, you will receive a confirmation message with a reference number to your reservation.

The screenshot shows the same University of Delaware Express Scheduling Event interface as in Step 7, but with a confirmation message displayed. The message is highlighted with a yellow box and reads: "Your event has been saved successfully. The following is the reference number to your event [2020-ABPTJN](#)". Below the message is a "Close" button. The form fields and buttons are the same as in Step 7, but the "Save" button is no longer highlighted.

Step 9: You should also receive an email confirmation to the UDel email address you signed in with. The staff managing the room you reserved will be copied, you can reply directly to this email if you have any questions or need to cancel your reservation.



Step 10: Review the policies included in your confirmation email.

Name	Formal Name
STC203	Perkins Student Center Room 203

Please review the following polices for Individual Student Use Space:

Cancellation Policy
Please cancel your reservation well in advance of the reserved time slot to allow others access to the space.

Facility Usage Policy

- Reserved spaces are for single occupancy usage only.
- Furniture may not be removed from any reserved space.
- A reserved space is to be returned to its original condition before leaving.
- Posting of materials is prohibited on the doors, windows, or walls of any University facility.
- Individuals are responsible for all damages to University facilities and property.

Violation of any of the above policies may result in a fine and/or loss of reservation privileges.