

Submitting Videoconference Meeting Requests Through 25Live

1. Open a browser for 25Live - WSU Pullman
<https://25live.collegenet.com/wsu/>

2. **Log in** – upper right-hand corner of page

3. Select the Event Wizard tab



4. Event Information – follow the instructions on the right-hand side of the page.

- a. Enter the Event Name.
- b. **For Event Type – choose 25L Meeting Videoconference.**
- c. Enter Primary Organization
- d. Select Next to go to the next step

5. Headcount and Event description

- a. **Enter 1 for headcount** – expected number of attendees will be added in a later step.
- b. Enter Event description if desired.
- c. Select Next

6. Repeating Event? Indicate whether or not this is a repeating event

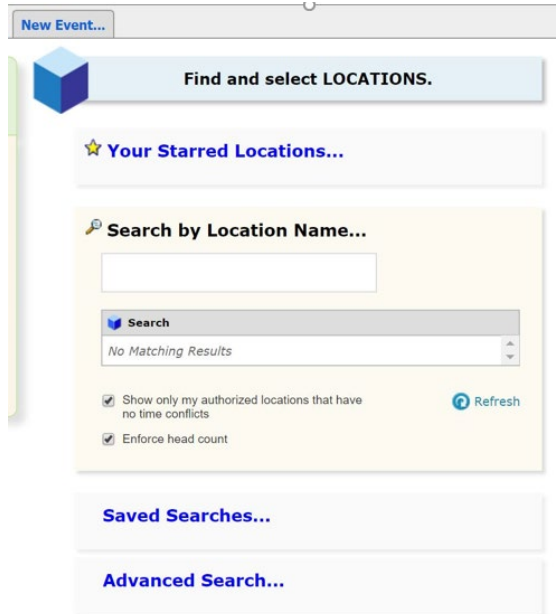
- a. If it is a repeating event and always occurs at the same time select YES;
 - i. Choose a repeating pattern
 - ii. If your pattern includes a week that you will not meet, please use the dropdown box under status and choose cancelled.
- b. If the meeting does not repeat, select no
- c. Select Next

7. Date/Time

- a. Enter the start and end time for the event
- b. Enter any set up or take down time.
- c. Select Next

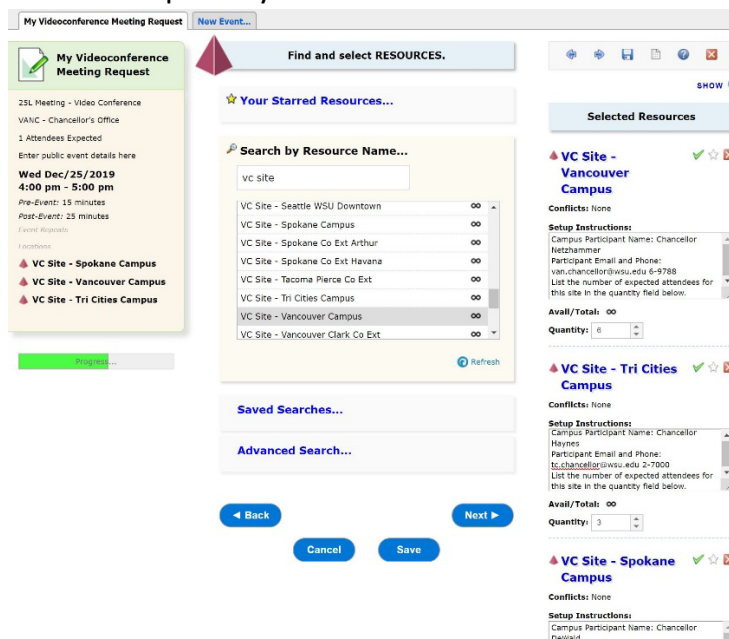
8. Location – for videoconference requests,

- a. **Select Search by Location Name.**
- b. **Type in VC Room.** Campus schedulers will choose an appropriate room or you can request a specific room in a later step.



9. Resources – This is where you'll add the sites that will attend the meeting.

- a. **Select Search by Resource Name**
- b. **Type VC site.** A list of videoconference sites will appear.
- c. **Select a site and repeat for each additional site.** You will see the sites on the right-hand side of the page.
- d. In the **Set-up instructions** for each site, add name, email, and phone number of one participant. List the number of expected attendees at each site in the quantity field.



- e. If you have selected **multi-date videoconferences**, you will need to contact information for each date. Select the View and Modify Occurrences link under each location to access the contact pop-up window.

The screenshot shows a software interface for selecting resources for a videoconference. The interface is titled "New Event..." and has a "Find and select RESOURCES." header. On the left, there is a search box labeled "Search by Resource Name..." with "VC Site" entered. Below the search box is a list of resources, including "VC Site - Bellingham Whatcom Co Ext", "VC Site - Bremerton Olympic College", "VC Site - Burlington Skagit Co Ext", "VC Site - Chatlamet Wahkiakum Co Ext", "VC Site - Chehalis Lewis Co Ext", "VC Site - Colville Stevens Co Ext", "VC Site - Coupeville Island Co Ext", and "VC Site - Everett Campus". A "Refresh" button is at the bottom of the list. Below the search box are "Saved Searches..." and "Advanced Search..." sections. On the right, there is a "Selected Resources" section with three entries: "VC Site - Tri Cities Campus", "VC Site - Vancouver Campus", and "VC Site - Spokane Campus". Each entry has a "View and Modify Occurrences" link. A blue arrow points to the "View and Modify Occurrences" link for the "VC Site - Tri Cities Campus" entry. At the bottom of the interface are "Back", "Next", "Cancel", and "Save" buttons.

10. Attachments – Upload any attachments here. Select Next

11. Custom Attributes – Add Additional VC details

- Name of hosting site
- If there will be a presentation
- If there will be phone participants
- If there is a need for live streaming or recording
- Select Next

12. Comments

- Add specific room request -indicate if you have already reserved the room.**
- Add additional instructions or details
- Select Next

13. Affirmation

- a. Indicate you have read and agree to the affirmation text by checking I agree
- b. Select Save to complete the request

14. Notifications

- a. You will receive an email stating the request has been received
- b. You will receive email confirmations from each site when a room has been assigned.
- c. Using the event title or confirmation code, you can search 25L to see the progress of the request.

15. Changes

- a. To change the date/time of the event, cancel the event, or add or delete sites, email ro.eventscheduling@wsu.edu. **Please include the confirmation code.**