Create an Event Reservation in 25Live

Sumner Warren - 2024-05-21 - Comments (0) - Campus Spaces

1. Visit https://25live.collegenet.com/brown/.

2. Log in with your Brown username and password..

3. Click "I know WHEN my event should take place – help me find a location!" or click "I know WHERE my event should take place – help me choose a time!"

4. Follow the prompts to choose a location and time. Ultimately, you will end up at the request form with some of the fields already filled in based on your previous choices.

5. Fill out the remaining required fields. Be sure to fill out the "Additional Time" section if you require setup or teardown assistance from other groups for your event. If your event will be recurring, use the "Repeating Pattern" button to include all occurrences of your event.

6. Click "Preview" to review your reservation. Make edits as necessary.

7. Once satisfied with your request, click "Save" to submit your request.

8. Saving your event request is not a confirmation. All requests must be reviewed and approved by the University Scheduling Office. You will receive an email once your request has been reviewed.

9. You may make edits before the reservation is confirmed or denied, but after that any changes or cancellations must be communicated via email. Please review the University Scheduling Office's FAQ for more information about changing or canceling reservations.

You can go directly to the request form via the "Event Form" navigation link or the "Create an Event" button on the dashboard. This will allow you to fill the form out from scratch without the prefilled values from the methods outlined in steps 3 and 4 above.