

# 25Live FAQs

**1. What is 25Live?**

25Live is a comprehensive online room scheduling system that allows staff, faculty, students and the public to quickly and easily see what is happening around campus and to request use of College facilities. This system is replacing the R25 system.

Not only is it accessible from anywhere that you have access to the internet, it will be easier than ever to find available rooms when you need them.

**2. Where will I find it and how will I login?**

To request events, the 25Live link will be on the Faculty/Staff page of the internet: <https://spscc.edu/staff>.

You will login with your SPSCC email address and network password.

**3. When will I get trained on how to use 25Live?**

Training for "Power Users" (people who frequently request events and/or approve scheduling for a space) will be trained during the week of 12/14. For all other users, training materials will be available when the system is launched on 12/28. Anyone needing individualized (or group) training can contact Sam Kreiger to make arrangements ([skreiger@spscc.edu](mailto:skreiger@spscc.edu) or x5333).

**4. If I already submitted events in R25, do I need to resubmit them in 25Live?**

No. All existing events in R25 are being migrated into 25Live. When you log in, you will be able to see all Events in which you are the "Requestor." If you don't see events that you have scheduled, please contact Carolyn Clark or Sam Kreiger.

**5. Are my R25 confirmation numbers still valid in 25Live?**

Unfortunately 25Live uses a different system for confirmation numbers. All of your existing events will have new confirmation numbers. When you log in to 25Live, you will be able to see all events in which you are the "Requestor." If you don't see events that you have scheduled, please contact Carolyn Clark or Sam Kreiger.

**6. Will I still get email confirmations when I request a space?**

Yes. You will still get confirmation emails when you request a space and when it is confirmed. You will also be able to view, edit and cancel your events within 25Live.

**7. What if I need to schedule an event before 12/28?**

Until 12/28, please continue to submit event requests through R25. All requested events will be migrated into 25Live.

**8. My office/department/division has a conference room that nobody else can schedule and we currently keep an internal calendar to track it. Can I keep doing that?**

To make best use of 25Live, ALL events need to be entered. This allows for Security, Facilities, Events, Catering, et. al. to plan and respond appropriately for event needs.

However, if you currently have a specialized space that nobody else can schedule, you (or a designated person in your department) will have sole approval authority for events that are requested in your space.

For example, Student Life is currently the only department that is able to approve or deny a requested meeting in the little conference room (114) in the SUB. However, by tracking use of that room through 25Live, they can ensure that the HVAC is on in the event of an after-hours meeting in the room and that Security knows the room is supposed to be in use.

**9. Does 25Live connect to Outlook so I can schedule a room while I'm booking a meeting?**

Not at this time. The 25Live developer is working to improve functionality in that area and that may be available in the future.

**10. Will there be a calendar I can look at to see what's scheduled around me?**

Yes! There will be a fabulous calendar that will allow you to easily view multiple categories of events (arts events, classes, important student dates, holiday closures, etc) or easily view a specific room/space. More information about calendars (including sample screen shots) will be sent out soon.