

Department of Music Space Booking via 25Live

25Live is the space booking software used on campus. Effective February 15, 2021 all music department space bookings will be submitted through 25Live.

- 1) Navigate to the [Department of Music Room Bookings Page](#).
- 2) Click on the desired room(s) you would like to book to view availability.
- 3) Click on the time slot you would like to book and complete the required fields in the room booking form.
- 4) **Date and Time** field:
 - a. Enter the date and start and end time of your event.

Date and Time - Required ⓘ

Wed 23 Oct 2019

3:00 pm

To:

4:00 pm

This event begins and ends on the

Additional time

Click on the calendar below to add date pattern for your event.

Repeating Pattern

All events should have this box checked off. Events should not be booked overnight.

The Additional time field is meant to add in any extra set up and take down time; however, encourage you to put the full time of your event above and leave this blank.

Does your event repeat? If so, click on the repeating pattern button and select your repeating pattern. If not, continue on to the location search.

Pattern Picker

How does this event repeat?

Ad hoc

Ad hoc

Daily

Weekly

Monthly

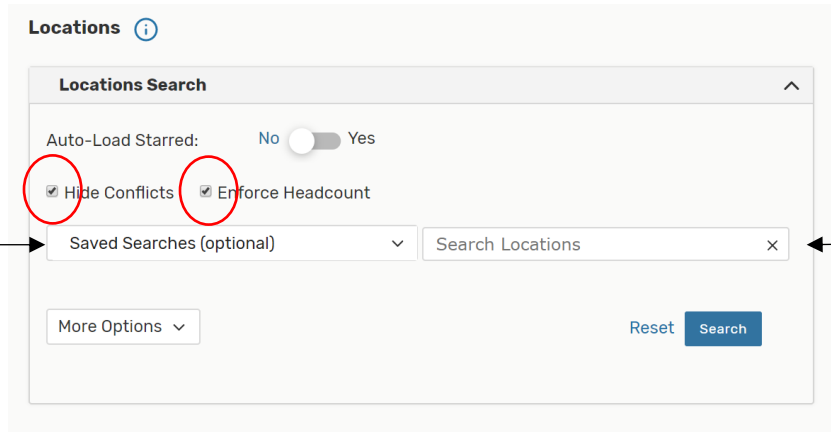
Cancel Select Pattern

- b. Once your pattern has been selected continue on to the location search.

5) Location Search

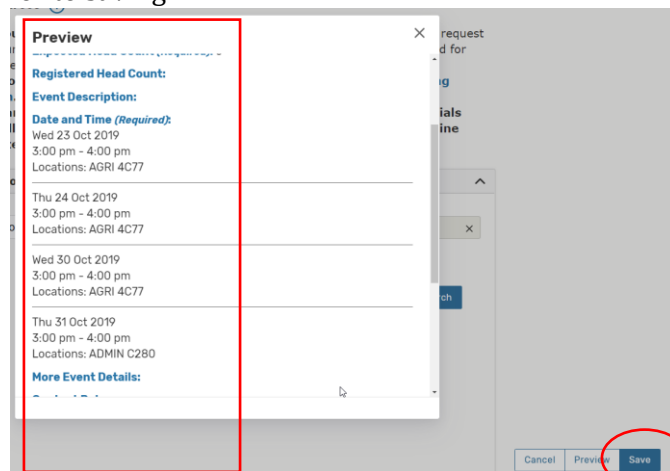
- a. The location should already be attached to your booking; however, if it is not, you can search for available locations by typing in the exact location you are looking for (EDUC 1003) or just a building (EDUC).

You can create a list of locations you use frequently by click on the star to create a starred location list.



If you know a particular building, you can search for spaces by entering the building code (EDUC, PMB, ADMIN)

- b. If your event only needs one location, only select one. If you need multiple locations for your event, select as many locations as you require. On a rare occasion that one or more of the locations you have chosen are no longer available by the time your request comes up for approval, you will be contacted by the music department or space booking office to find another suitable location.
- 6) Complete the other required fields of the booking. Prior to saving the booking, you can preview your request to ensure everything is correct. Please check over your booking thoroughly prior to saving.



- 7) Once saved, your request will be sent to the music department for final approval. Note that final approval for Quance (EDUC 1003), Convocation Hall (PMB 120) and the Green Room (Admin C280) will come from the space booking office.
- 8) Questions? Contact the Department of Music at music.department@usask.ca