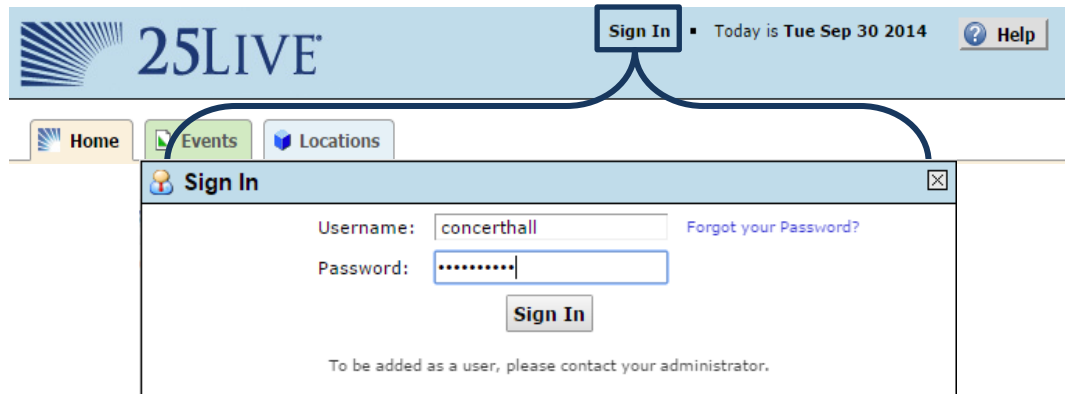


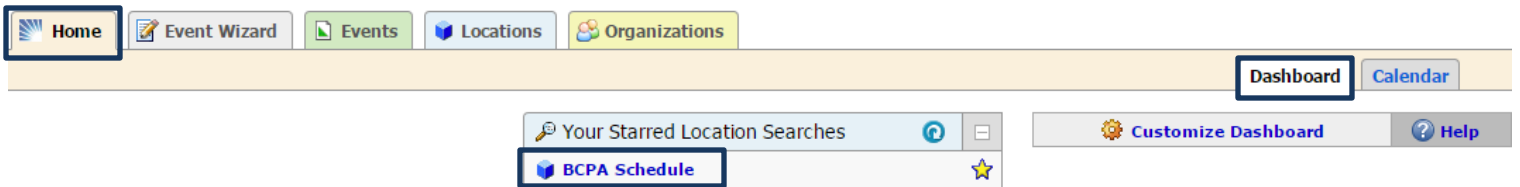
Requesting Space

1. Navigate to the 25Live webpage: https://25live.collegenet.com/uwyo/#home_my25live
2. Select Sign In at the top of the page and enter the following username and password:

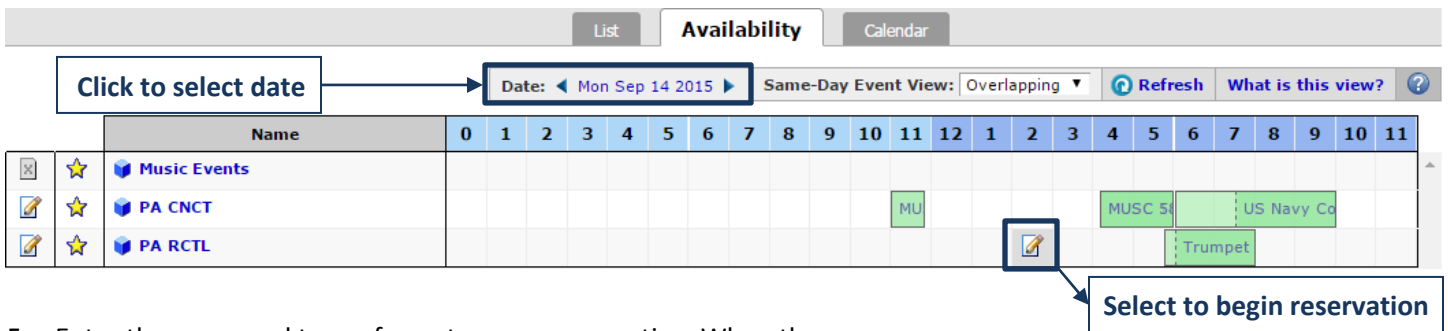
Username: concerthall
Password: perform123



3. Once signed in, on the Home tab under Dashboard, select the BCPA Schedule search.



4. Once the Availability for the space is loaded, select the date to view the schedule. Click on the time you'd like, in the correct space, to begin the request process. CNCT = Concert Hall, while RCTL = the new recital hall.



5. Enter the name and type of event you are requesting. When these two required fields are completed the Next button will be activated.

Start by entering the basic event information.	Start by entering the basic event information.
<p>Event Name: be specific, e.g.: Senior Flute Recital</p> <input style="width: 100%; border: 1px solid red;" type="text"/> * <small style="color: red;">This field is required.</small>	<p>Event Name: be specific, e.g.: Senior Flute Recital</p> <input style="width: 100%; border: 1px solid green;" type="text"/> ✓
<p>Event Type</p> <input style="width: 100%; border: 1px solid red;" type="text"/> * <small style="color: red;">Event Type is required.</small>	<p>Event Type</p> <input style="width: 100%; border: 1px solid green;" type="text"/> ☆ ✓
<input type="button" value="◀ Back"/>	<input type="button" value="Next ▶"/>
<input type="button" value="◀ Back"/>	<input style="border: 2px solid blue;" type="button" value="Next ▶"/>

6. If requesting a Recital you have to enter your Preview Date and Committee Members in the next window. If not, please type NA to continue.

If this event is a STUDENT RECITAL, list your Preview Date and Three Committee Members. -- If not, please enter NA ✓

Preview Date:|

Committee Members:

7. The next window will ask if your event repeats or not. Most events are single occurrences so **select NO**.
8. You can adjust your request time on the next window. If requesting a recital pay attention to the allowed times listed on the right side of the page. Also, **DO NOT** select set-up or takedown times.

Tell us WHEN this event takes place.

Select the dates and times of the *actual event*.
Setup, takedown, pre- or post-event times can be specified below.

Event Start: Mon Sep 14 2015 2:00 pm

Event End: Mon Sep 14 2015 3:30 pm

The event begins and ends on the same

Does this event require Setup or Pre-Event time? Yes No

Does this event require Post-Event or Takedown time? Yes No

Event Duration: **1 Hour**

Student recital times may be scheduled during the week from 7:00 - 8:15 and 8:30 - 10:00 p.m.

On weekends they may also be scheduled 1:00 - 2:45, 3:00 - 4:45, and 5:00 - 6:00 p.m.

DO NOT SELECT SET UP TIMES Appropriate set-up time will be taken care of by Dr. Griffith

9. **You must replace the Performing Arts, Requester with your name.**

When you get to the contacts page click on the Performing Arts, Requester name and type your last name in the field below. Your name will show in the list below, select your name and hit next.

Requestor

Performing Arts, Requester

Cowboy

Joe, Cowboy

Create New...

If you cannot find your name, **create a new user**

You will need to fill in your First and Last name as well as your email address

Create a new contact

Basic Information *

Name Prefix:

First Name: First

Middle Name:

Last Name: Last

Name Suffix:

Title:

Internal ID:

Work Address

Home Address

Email *

10. To finish your reservation, type your professor's name in the last window and hit save. You will receive an email stating your event has been requested. You will also receive an email when your event is confirmed.