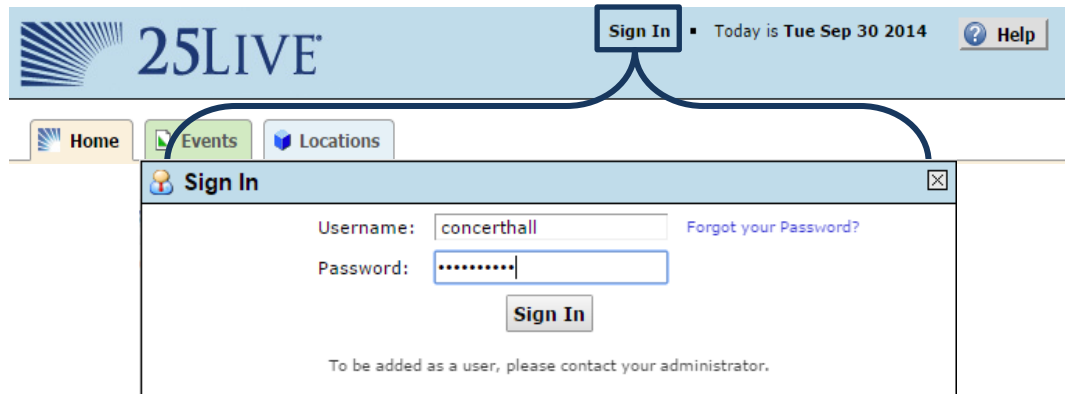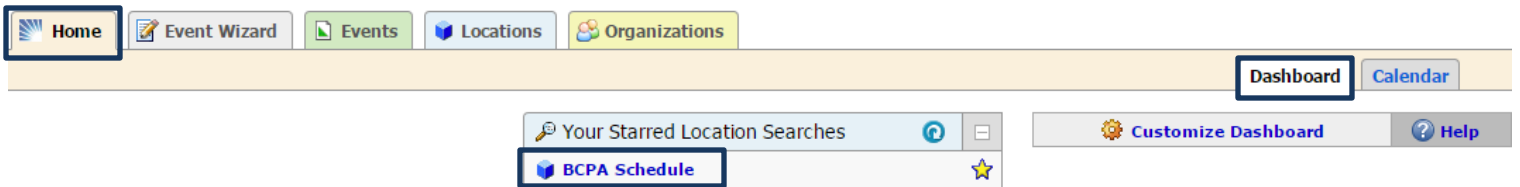# Requesting Space

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:
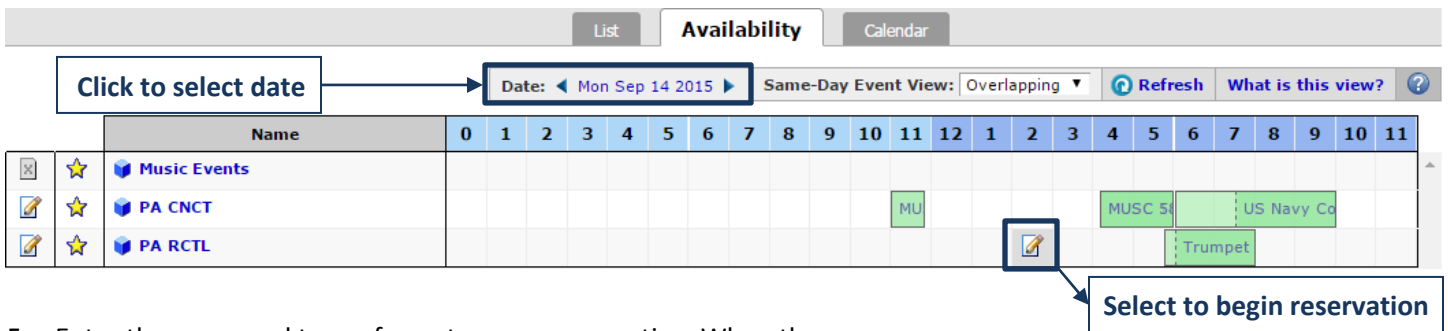
Username: concerthall
Password: perform123

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

4. Once the <u>Availability</u> 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.

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.

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, <u>DO NOT</u> select set-up or takedown times.

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 <u>last name</u> in the field below. Your name will show in the list below, select your name and hit next.

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**

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.