STEP 1: Logging into 25 Live Pro

1.1 Go to https://25live.collegenet.com/pro/wpi#!/home/dash

1.2 Press Sign-In button in the upper-right corner

1.3 Go through CAS Identification with your WPI credentials to complete log-in

STEP 2: Starting creating your event

2.1 Press Create Event button OR

2.2 Press Event Form button
**Step 3:** Filling out information about the reservation

3.1 Fill out the **Event Name** field

3.2 Fill out the **Event Type** field (if you are not sure what is the type for your event use the drop-down menu to look through possible classifications)

3.3 Fill out the **Sponsoring Department or Organization** field. (If an organization or department name does not show up as an option in the dropdown, you most likely do not have permission to book for them)

3.5 Fill out the **Expected Headcount** field. (If the expected headcount exceeds the capacity of the space, you will get an error)

3.6 Fill out the **Event Description** to make the reservation confirmation process easier.
Step 4: Selecting dates and times

4.1 Select the date (or the first occurrence of the event) by clicking the Date field and choosing your date from the drop-down calendar.

4.2 Select the time by clicking the Time Start and End fields and choosing your times from the drop-down menu.

4.3 If your event requires any additional time before or after, press the Additional Time drop-down and follow the instructions.
Step 5: Selecting multiple dates for your event

5.1 If your event occurrence follows a pattern, you may click the Repeating Pattern button and follow the instructions based on your chosen pattern.

5.2 You can also manually select all the dates by clicking on desired dates on the calendar (selected dates will be shown in blue)

5.3 To view or modify all the selected occurrences click the View All Occurrences button.

Step 6: Selecting locations for the event

6.1 In the Locations Search drop-down type the name of the building (or select from the drop-down)

6.2 Click the blue Reserve button to reserve the space
6.3 At the bottom of the Locations Search drop-down, you have a list of all the selected spaces.

6.4 By clicking on the Occurrences button, you can modify the spaces for each date.

Step 7: Finalizing the event details

7.1 Select the Requirements type that applies to your event based on attendance.

7.2 Fill out the Event Comments field, if you would like to request different resources for your event or have any additional information about the event.
7.3 Read over WPI Event Policies and select I agree

7.4 Click Save and allow Events Office at least 72 business hours to process your event