CITY COLLEGES OF CHICAGO

All internal room requests are submitted through 25Live. All City Colleges of Chicago [CCC] employees will have access to 25Live by using their CCC credentials.

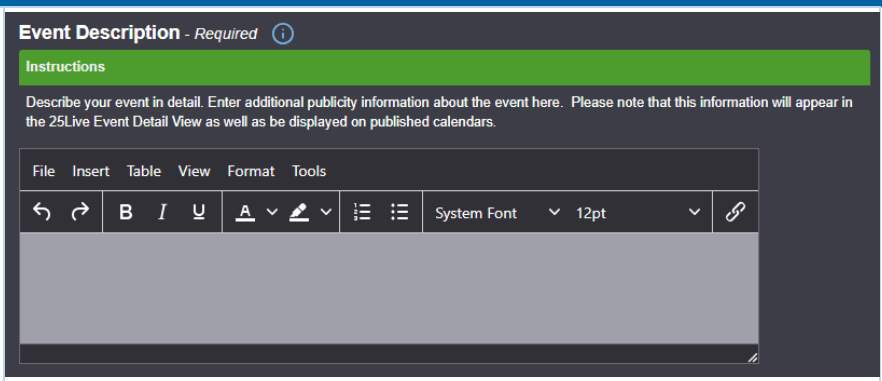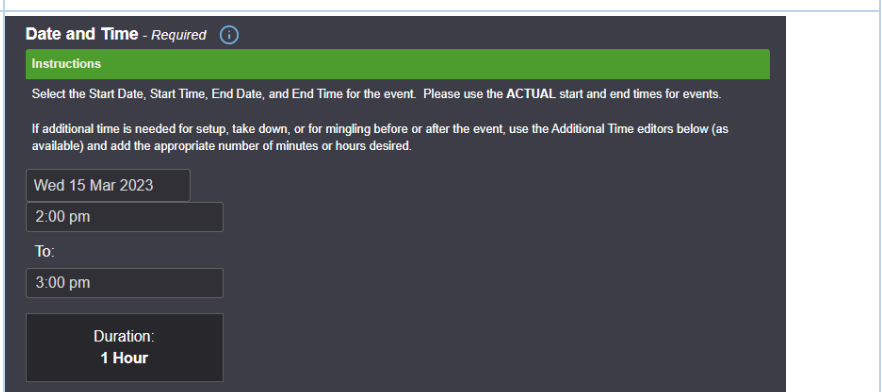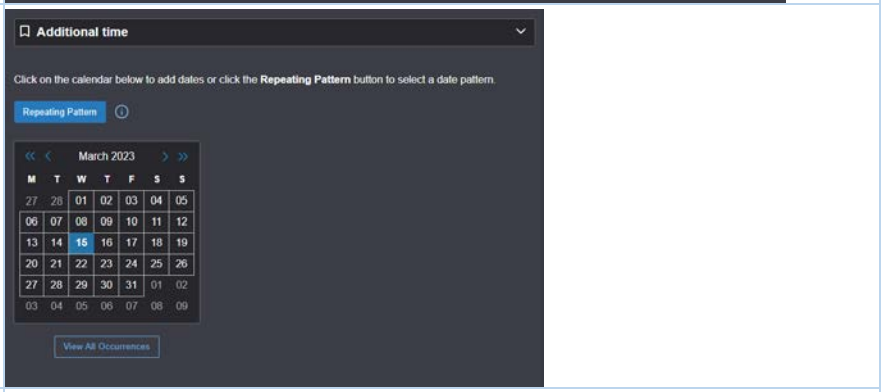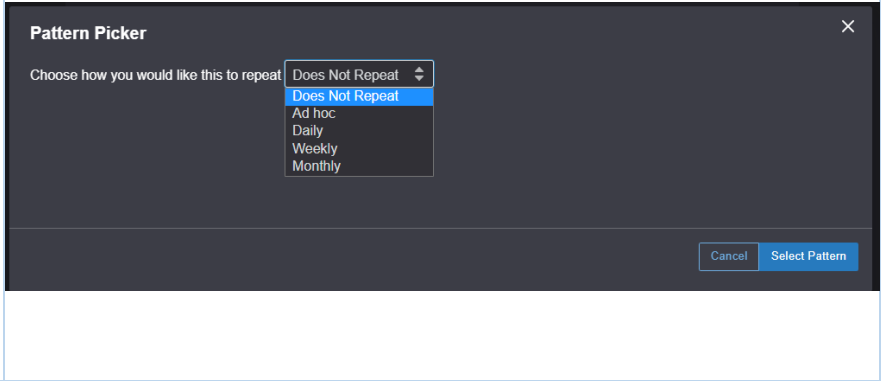|		
1	Open City Colleges of Chicago webpage at ccc.edu. Click on Event/Room Scheduling under Faculty & Staff directory.	Faculty & Staff Directories I Want To... Colleges Academic Calendar — Employee Portal — OneDrive Academic Catalog — Faculty Forms — OpenBook A/V Request — HR Self Service — Policies Brightspace — Human Resources — Print Job Request CCC Alert — Inspector General — **Schedule Events and Rooms** CCCWorks — Intranet — Special Assignment Request Curriculum Development — Library System — Supportive Intervention Team Email — my.ccc.edu — Taleo Recruiting Employment at City Colleges — Navigate — Tenure Documents Event Calendar — — Travel and Expense Reimbursement — — Union Contracts — — Workforce Connects — — Zoom
2	Choose the Campus where the event is to take place from this landing page: https://www.ccc.edu/departments/Pages/Schedule_Events_and_Rooms.aspx	**Faculty and Staff Room Requests** • Harry S Truman College • Harold Washington College • Kennedy-King College • Malcolm X College • Olive-Harvey College • Richard J. Daley College • Wilbur Wright College • District Office
3	Click on **Sign In.** Use your CCC credentials to sign in.	25Live Pro Guest **Sign In** ≡More
4	The following Navigation Bar will populate on the upper right of the screen so you can request a room for your event. • Click on **Event Form.**	25Live Pro **Event Form** Tasks Full Name ≡More

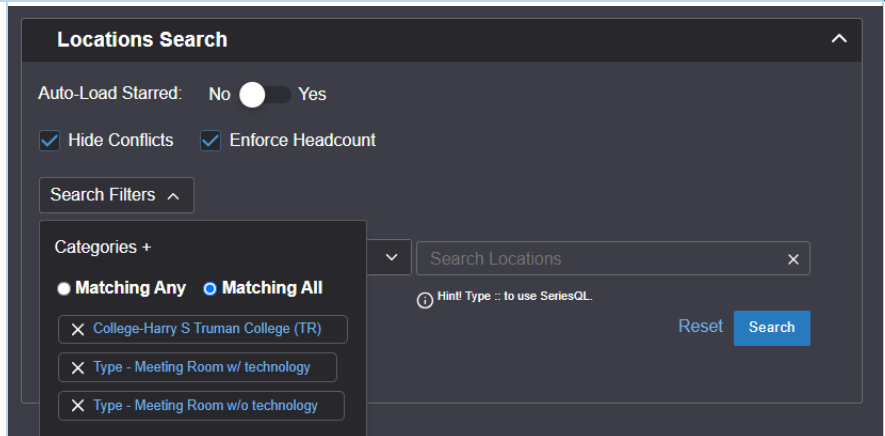|		
5a	Answer all required fields in the blank Event Request Form. • Enter the Name of your Event. • Search of your Department/Organization. • Create Organization only if it is not in the Search* • Enter Event Type using the dropdown.	**Event Name** - *Required* ⓘ Instructions Please enter a name that clearly describes the event. 40 Character limit **Department/Organization** - *Required* ⓘ Instructions Select the Department/Organization responsible for the event by searching for the organization name. **Note:** If the search does not return the expected result, try limiting the search term to a key word in the organization name. Search organizations ⌄ Remove Create Organization **Event Type** - *Required* ⓘ Instructions Select the Event Type that best describes the event. Select from Types ⌄
5b	Enter your Department/Organization information and click on **Create**. This should not be necessary because all academic and non-academic departments have been created. If you do not see your department, email room-event-scheduling@ccc.edu to add the department in the system.	**Organization Creation** ✕ Add a Custom Attribute Organization Name Organization Title Organization Type Select an item ⌄ Street Address City State / Province Zip Country Phone Cancel Create
6	Enter the **Per Room Attendance**. If your event requires different rooms, enter the capacity of the smallest room required.	**Per Room Attendance** - *Required* ⓘ Instructions Please enter the attendance for each room requested. Use the Enforce Headcount to view the rooms [locations] available for your event. 10
7	Enter the **Total Attendance for Event**. This can be the same number as entered for the Per Room Attendance.	**Total Attendance for Event** ⓘ Instructions Please enter the expected attendance for the whole event. 100

8	Enter, in great detail, everything about the Event in **Event Description**. This will give Facilities, IT and Campus Security the necessary decision of what is required at the event.	**Event Description** - *Required* ⓘ **Instructions** Describe your event in detail. Enter additional publicity information about the event here. Please note that this information will appear in the 25Live Event Detail View as well as be displayed on published calendars. File Insert Table View Format Tools ↶ ↷ **B** *I* U̲ A ⌄ ✎ ⌄ ☰ ☰ System Font ⌄ 12pt ⌄ 🔗
9	Click on the date to activate a calendar. • Choose the date. • Enter Start Time. • Enter End time.	**Date and Time** - *Required* ⓘ **Instructions** Select the Start Date, Start Time, End Date, and End Time for the event. Please use the **ACTUAL** start and end times for events. If additional time is needed for setup, take down, or for mingling before or after the event, use the Additional Time editors below (as available) and add the appropriate number of minutes or hours desired. Wed 15 Mar 2023 2:00 pm To: 3:00 pm Duration: **1 Hour**
10	If your event repeats, click on **Repeating Pattern**.	🔖 Additional time ⌄ Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern. Repeating Pattern ⓘ « ‹ March 2023 › » M T W T F S S 27 28 01 02 03 04 05 06 07 08 09 10 11 12 13 14 **15** 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 01 02 03 04 05 06 07 08 09 View All Occurrences
11	Choose the appropriate pattern and click **Select Pattern**. Complete the pattern prompts.	**Pattern Picker** ✕ Choose how you would like this to repeat Does Not Repeat ⇅ Does Not Repeat Ad hoc Daily Weekly Monthly Cancel Select Pattern

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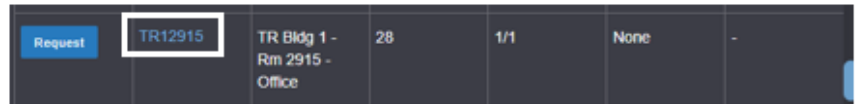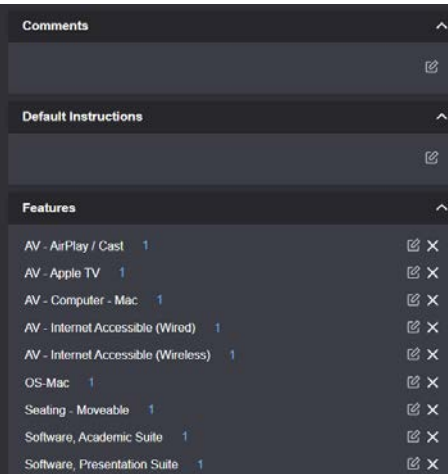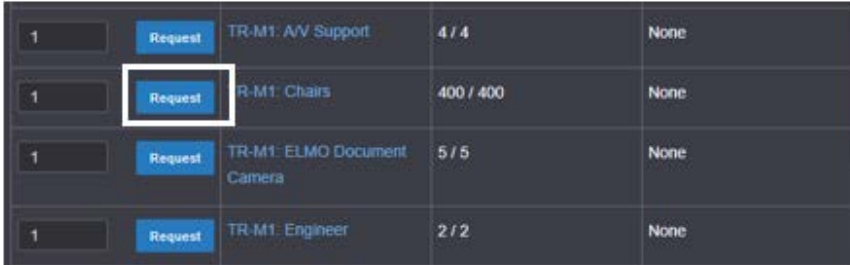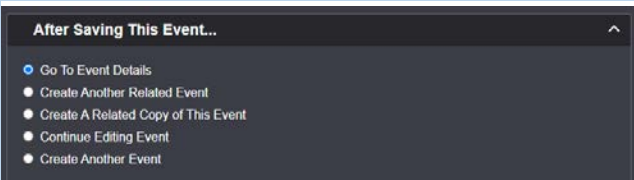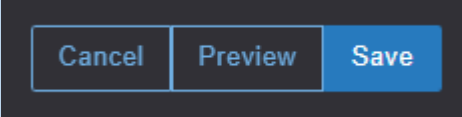| 12	Click on the **Search Filters** and choose the appropriate filters. Suggestion is to choose your college and room type in the Categories option. Click on Matching All to focus on locations at that one campus Or use your pre-Saved Search option. Click **Search**.	
13	Click on the Location hyperlink to review the location features of the space.	
14	Review the Comments, Default Instructions and Features of the room to determine what additional equipment and furniture is required for the event.	
15	Click the browser's Back Button to return to the Event Form	
16	Click on **Request** for the room[s] for your event.	
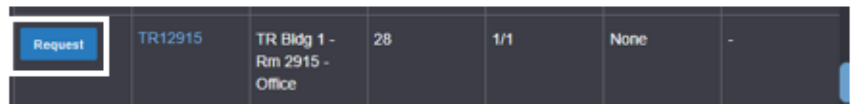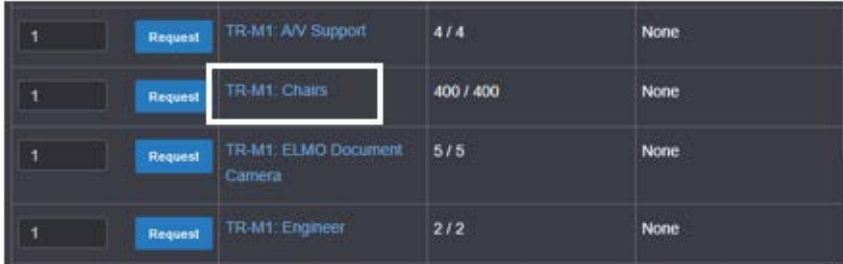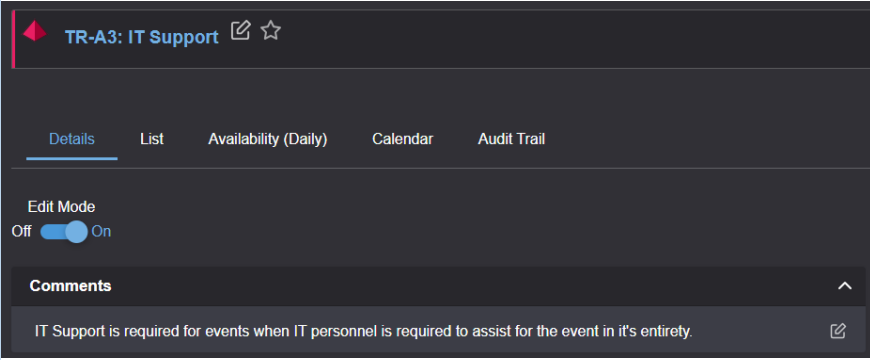
17	Click on the Resource hyperlink to learn about the specific item before requesting. The Resources include personnel; furniture and IT/AV items not found in the space requested.	
18	Review the Comments of the Resource to determine if it's required for the event.	
14	Click on **Request** for the resource[s] required for the event. Also enter the quantity of each Resource before clicking on Request.	
15	Check **I agree** to complete the form	
16	Choose the option to follow clicking save.	
17	Click **Save**. *An automatic email will be sent to your CCC email regarding the request.*	
	END OF PROCESS.	