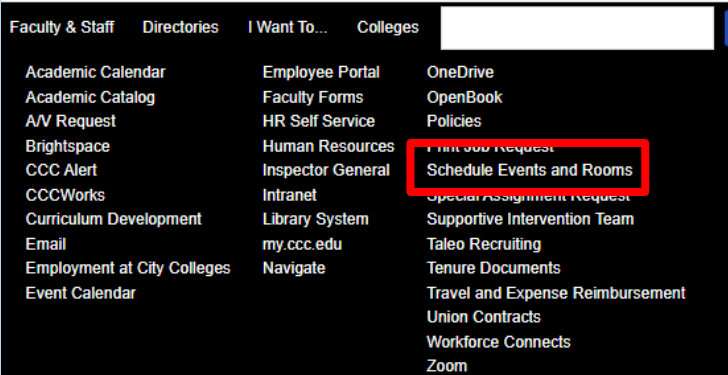
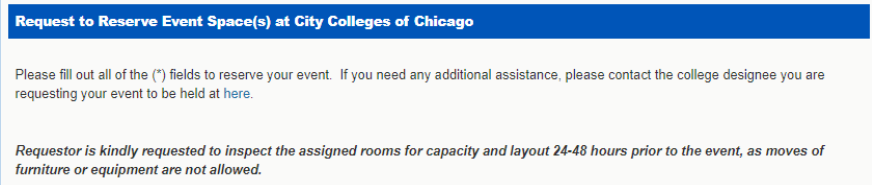
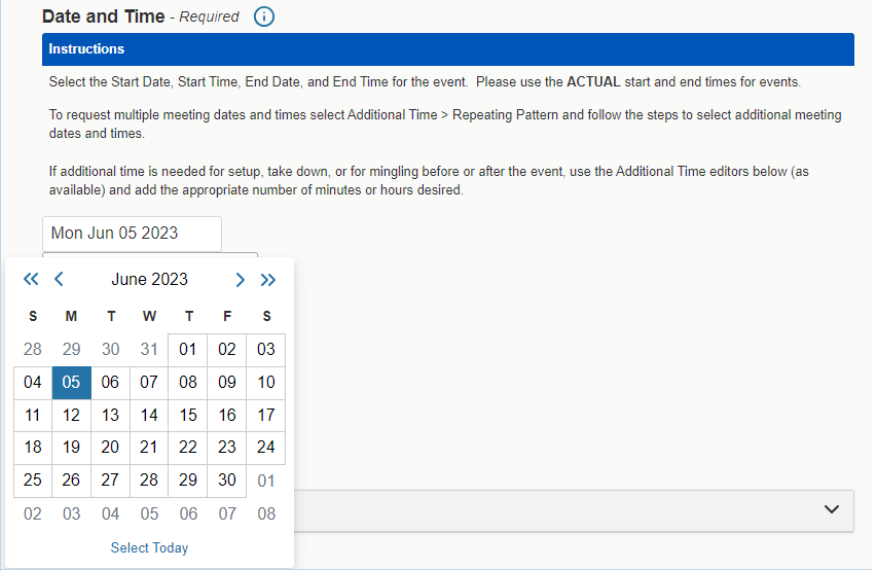
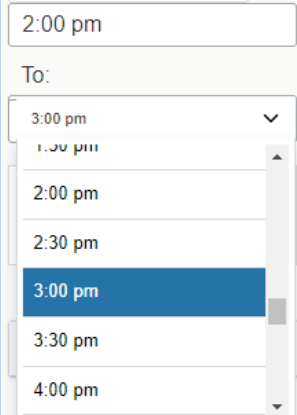


All event space requests are submitted through [25Live](#).

<p>1 Open City Colleges of Chicago webpage at ccc.edu.</p> <p>Click on Event/Room Scheduling under Faculty & Staff directory</p>	
<p>2 Review City Colleges of Chicago Request Instructions.</p>	
<p>3 Enter Date of the Event or First Date of the Event, if there is a recurrence.</p>	
<p>4 Enter the Start/End time of the event or the Start/End time of the first day of the event, if there is a recurrence.</p>	

5 If there is a recurrence, 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

June 2023

S	M	T	W	T	F	S
28	29	30	31	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	01
02	03	04	05	06	07	08

5a Choose the appropriate pattern. Once chosen, click “Select Pattern”.

Pattern Picker

Choose how you would like this to repeat

Does Not Repeat

- Does Not Repeat
- Ad hoc
- Daily
- Weekly
- Monthly

Cancel Select Pattern

6 Ad hoc Pattern:

- Click on the dates required.

June 2023

S	M	T	W	T	F	S
28	29	30	31	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	01
02	03	04	05	06	07	08

7 Daily Pattern:

- Choose “Daily”
- Click Repeats Every dropdown for every daily option to choose.

Pattern Picker

Choose how you would like this to repeat

Daily

Repeats every

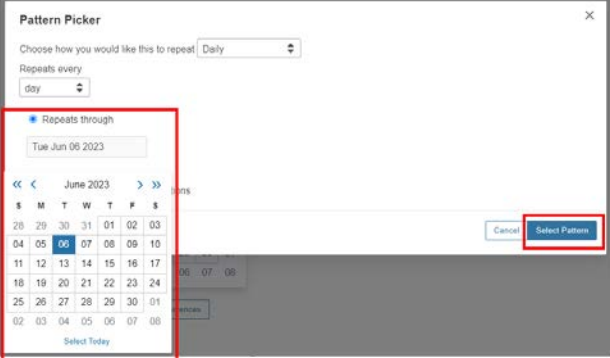
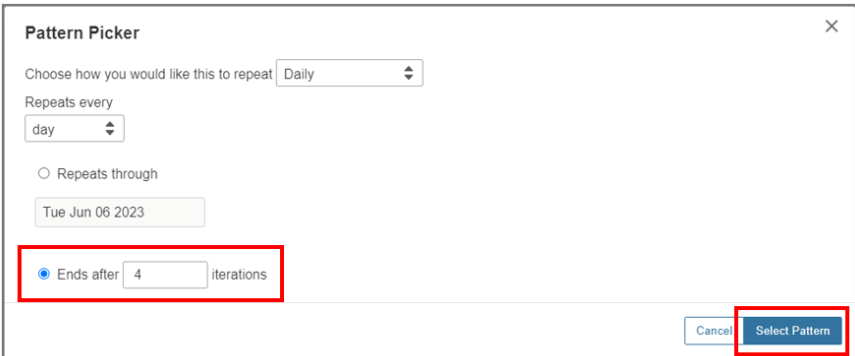
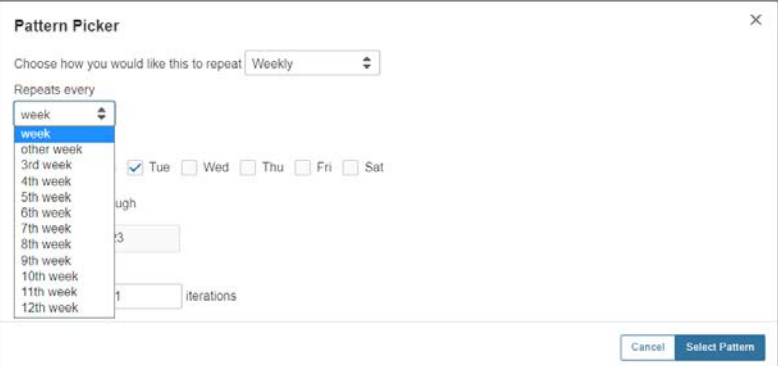
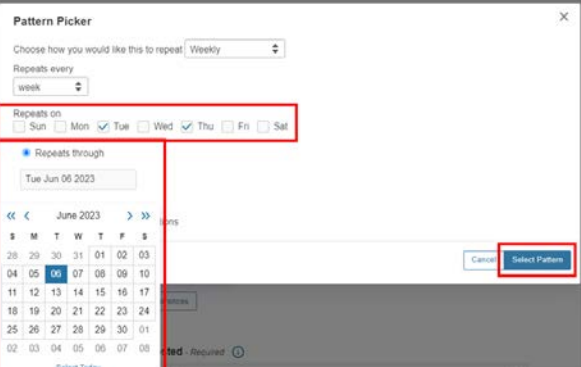
- day
- other day
- 3rd day
- 4th day
- 5th day
- 6th day
- 7th day
- 8th day
- 9th day
- 10th day
- 11th day
- 12th day

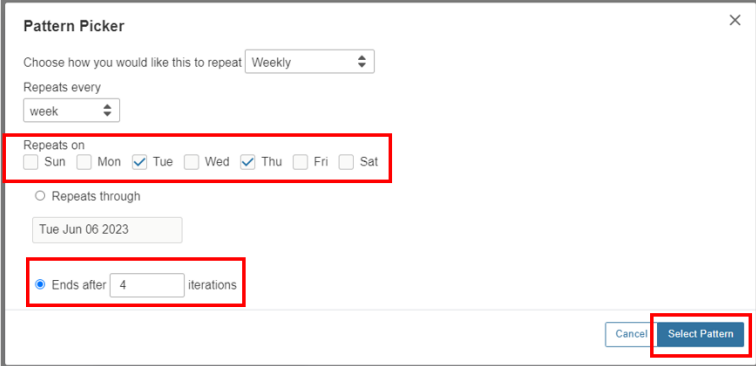
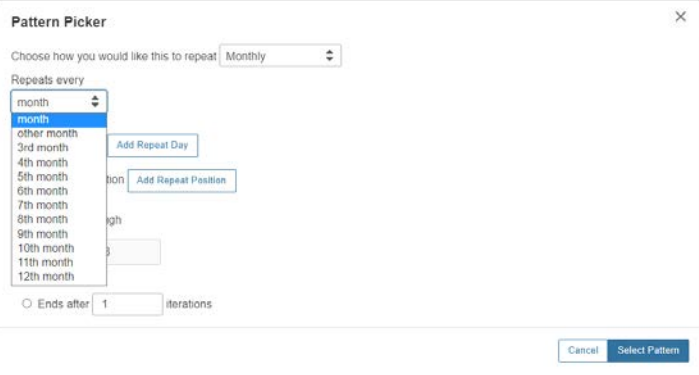
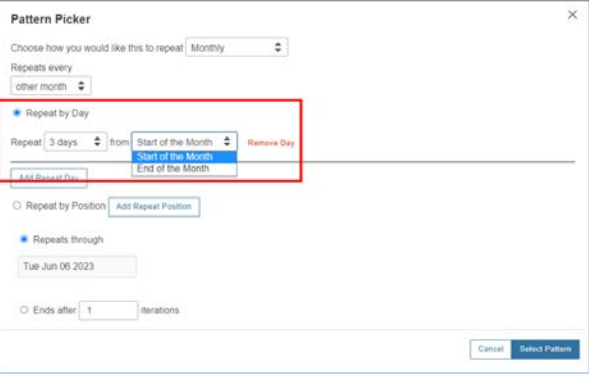
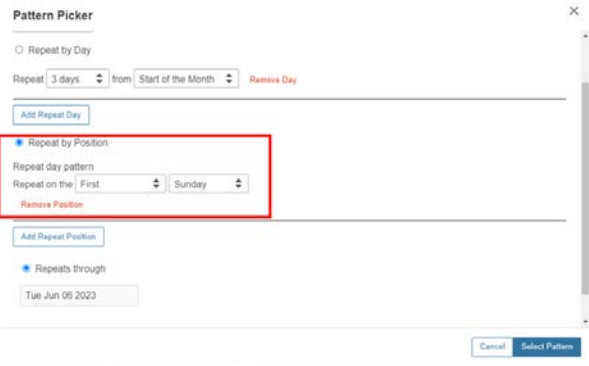
rough

2023

1 iterations

Cancel Select Pattern

<p>7a Daily Pattern, continued:</p> <ul style="list-style-type: none"> Choose the last date of the recurrence. Click “Select Pattern”. 	
<p>7b Daily Pattern, continued:</p> <ul style="list-style-type: none"> Or choose the last number of iterations. Click “Select Pattern”. 	
<p>8 Weekly Pattern:</p> <ul style="list-style-type: none"> Choose Weekly Click Repeats Every dropdown for every weekly option to choose. 	
<p>8a Weekly Pattern:</p> <ul style="list-style-type: none"> Choose the day[s] of the week. Choose the last date of the recurrence. Click “Select Pattern”. 	

<p>8b Weekly Pattern:</p> <ul style="list-style-type: none"> • Or choose the day[s] of the week. • Choose the last number of iterations. • Click “Select Pattern”. 	
<p>9 Monthly Pattern:</p> <ul style="list-style-type: none"> • Choose Monthly • Click Repeats Every dropdown for every monthly option to choose. 	
<p>9a Monthly Pattern, continued:</p> <ul style="list-style-type: none"> • Choose Repeat by Day. • Choose number of days. • Choose either Start of the Month or End of the Month. 	
<p>9b Monthly Pattern, continued:</p> <ul style="list-style-type: none"> • Choose Repeat by Position. • You will have the option to Add additional Repeat Positions. 	

- 9c** Monthly Pattern, continued:
- Choose Position dropdown.
 - Choose Day of the Week.

A dropdown menu with the following options: First, Second, Third, Fourth, Fifth, Last, Second-to-last, Third-to-last, Fourth-to-last, Fifth-to-last. The 'First' option is highlighted in blue.

A dropdown menu with the following options: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. The 'Sunday' option is highlighted in blue.

- 9d** Monthly Pattern, continued:
- Choose the day[s] of the week.
 - Choose the last date of the recurrence.
 - Click “Select Pattern”.

A screenshot of the 'Pattern Picker' dialog box. It shows 'Repeat: 3 days from Start of the Month' and 'Repeat on the: First Sunday'. A calendar for June 2023 is visible, with the 1st and 8th highlighted. A red box highlights the 'Repeats through' field with the date 'Tue Jun 06 2023'. Another red box highlights the 'Select Pattern' button at the bottom right.

- 9e** Monthly Pattern, continued:
- Or choose the day[s] of the week.
 - Choose the last number of iterations.
 - Click “Select Pattern”.

A screenshot of the 'Pattern Picker' dialog box. It shows 'Repeat: 3 days from Start of the Month' and 'Repeat on the: First Sunday'. The 'Repeats through' field is unselected. A red box highlights the 'Ends after' field with the value '3 iterations'. Another red box highlights the 'Select Pattern' button at the bottom right.

10 Choose the City Colleges of Chicago Campus or Satellite Campus where the event to take place.

*Multiple campuses can be selected for a single event request.

Campus(es) Requested - Required ⓘ

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Your Starred Locations Your Starred Locations

Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details
<input type="checkbox"/>	Dawson Technical Institute Campus	Dawson Technical Institute Campus	9999	1/1	None
<input type="checkbox"/>	Harold Washington Campus	Harold Washington Campus	9999	1/1	None
<input type="checkbox"/>	Harry S Truman Campus	Harry S Truman Campus	9999	1/1	None
<input type="checkbox"/>	Kennedy-King Campus	Kennedy-King Campus	9999	1/1	None
<input type="checkbox"/>	Malcolm X Campus	Malcolm X Campus	9999	1/1	None

Return to Top

10a The campus[es] chosen will populate below the list of options.

- The campus can be removed.
- You can View Occurrences.
- Enter additional Instructions.
- Enter the Attendance.

Dawson Technical Institute Campus
Dawson Technical Institute Campus Capacity: 9999 Always Shared

Date	Time	Conflicts	Layout	Instructions	Attendance
Tue Jun 06 2023	8:00 am - 9:00 am		As Is (9999)	<input type="text"/>	<input type="text"/>

Remove View Occurrences

Malcolm X Campus Malcolm X Campus Capacity: 9999 Always Shared

Date	Time	Conflicts	Layout	Instructions	Attendance
Tue Jun 06 2023	8:00 am - 9:00 am		As Is (9999)	<input type="text"/>	<input type="text"/>

Remove View Occurrences

11 Type in the name of your organization.

If your organization is currently in our database, it will populate.

Primary Organization ⓘ

Instructions

Select the Organization / Department 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

12 Answer the following details.

For the time being, we require that you enter all of the details. At a later date, this will be populated once you choose Yes for the question: My Organization is listed above?. We need to make sure our profile for your organization has accurate information.

Additional Details - Required ⓘ

* My Organization is listed above? No Yes

Additional Details - Required ⓘ

* My Organization is listed above? No Yes

* Organization/Company Name

* Organization Address

* Organization City

* Organization State

* Organization Zip

* Organization Website

* Type of Organization

* Organization's Approver's Title

* Event Contact Name

* Event Contact Job Title

* Event Contact Email Address

* Event Contact Phone Number

* Billing Address

* Billing City

* Billing State

* Billing Zip

* Type of Event

12a Click Yes to the Yes/No question will populate additional questions.

* Room Type(s) Requested (if more than 1 room type is needed, select Other)

* Brief description of materials to be distributed by Permittee

* Will fees be charged to attendees? No Yes

* Provide the fee amount and reason for fee

* Do you anticipate deliveries at event? No Yes

* Do you plan on serving food and/or beverages at this event? No Yes

* Do you expect media and/or elected officials at this event? No Yes

* Describe AudioVisual and Technology needs for your event

* Do you require AudioVisual/IT support during the event? No Yes

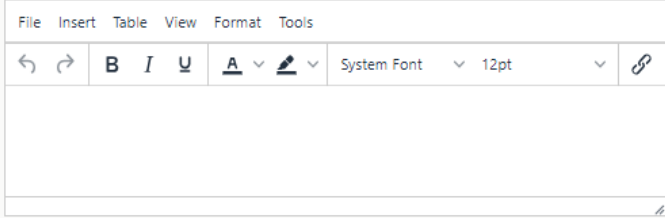

* Setup / Special Request

13 Enter the name of our event.

Name/Title of Event - Required ⓘ

Instructions

Please enter a name that clearly describes the event. 40 Character limit.

<p>14 Provide a detailed description or purpose of use of the space.</p>	<p>Event Description/Purpose of Use - Required ⓘ</p> <p>Instructions</p> <p>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.</p> 
<p>15 Enter the number of attendees expected.</p>	<p>Expected number of attendees - Required ⓘ</p> <p>Instructions</p> <p>Please enter the expected attendance for the event.</p> <input data-bbox="685 840 841 871" type="text"/>
<p>16 Click Preview to review your request.</p> <p>Click Save to submit your request.</p> <p>Click Cancel to close out the request form.</p> <p>An email confirmation of your request will be sent to the email you provided in the request.</p> <p>The request will be sent to the appropriate campus personnel for reviewing and processing.</p>	
<p>END OF PROCESS.</p>	