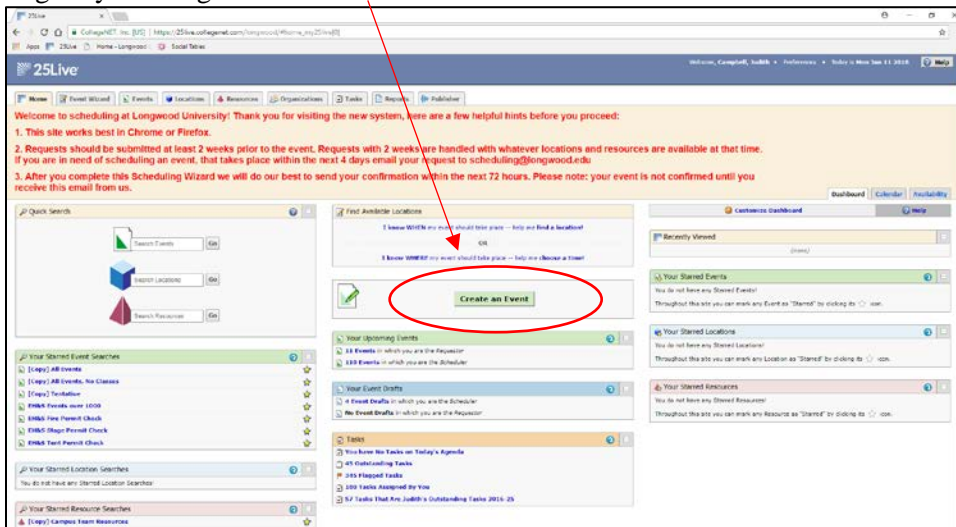


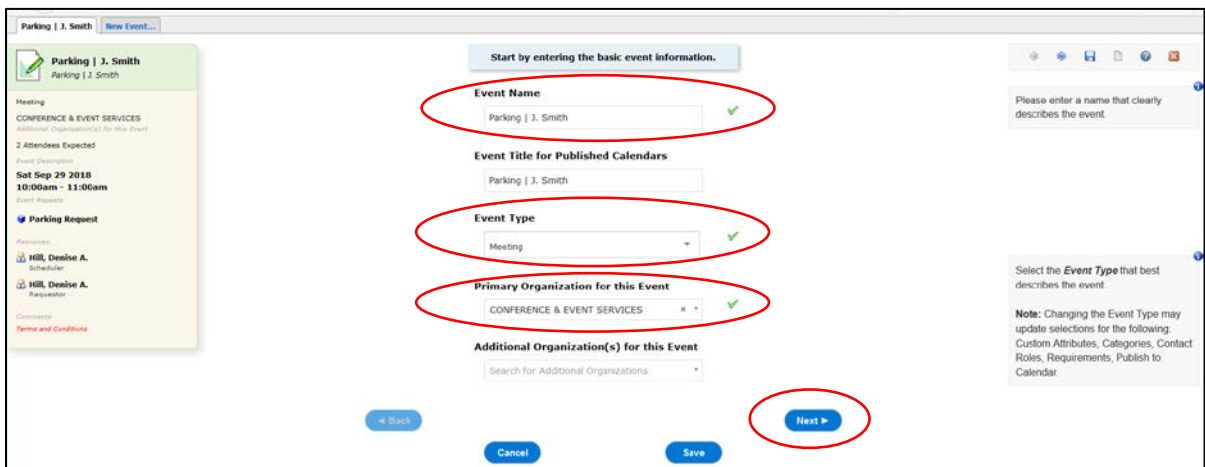
## How to make a parking request via 25Live

Booking parking request is done in the same manner as any other room/event request in 25Live. The Event Type will be “Meeting,” the Location will be “Parking Request” and the Resource will be “Bus” or “Car” parking. If you have not had the opportunity to explore 25Live yet – here is a step-by-step guide for you!

1. Visit <https://25live.collegenet.com/longwood>  
Log on with your Longwood University user name and password.
2. The landing page will look like this.  
Begin by clicking the “Create an Event” button in the center of the screen



3. Now you just need to fill in the questions about your reservation. The page will look like this and you can fill it in as it pertains to your department & hit “Next” to get to the next screen each time:

A screenshot of the 25Live 'New Event' form. The form is titled 'Parking | J. Smith' and 'New Event...'. It contains several fields: 'Event Name' (filled with 'Parking | J. Smith'), 'Event Title for Published Calendars' (filled with 'Parking | J. Smith'), 'Event Type' (set to 'Meeting'), and 'Primary Organization for this Event' (set to 'CONFERENCE & EVENT SERVICES'). The 'Next' button is circled in red. There are also 'Back', 'Cancel', and 'Save' buttons at the bottom. A sidebar on the left shows event details for 'CONFERENCE & EVENT SERVICES' on 'Sat Sep 29 2018' from '10:00am - 11:00am'. A note on the right side of the form reads: 'Please enter a name that clearly describes the event.' and 'Select the Event Type that best describes the event. Note: Changing the Event Type may update selections for the following Custom Attributes, Categories, Contact Roles, Requirements, Publish to Calendar.'

4. The next page is Expected Attendance. Type in the number of spaces you will need. Do not write anything in the “Event Description” there is a “Notes Section” later that is private for any lingering details. Hit “Next” after you enter the expected attendance.

The screenshot shows the 'Expected Attendance' step in the 25Live event wizard. The 'Expected Attendance' field is circled in red. The 'Event Description' field is also circled in red with a large 'X' over it, indicating it should be left empty. The 'Next' button is circled in red.

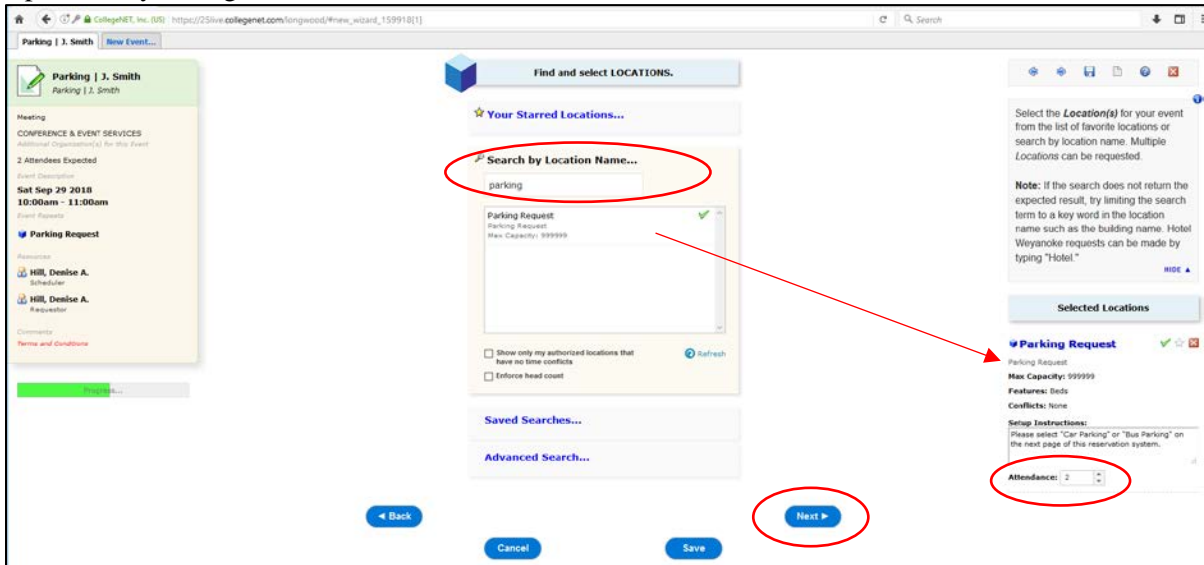
5. On the “Is this a repeating event” select NO and then hit next:

The screenshot shows the 'Is this a repeating event?' step in the 25Live event wizard. The 'No' option is circled in red. The 'Next' button is circled in red.

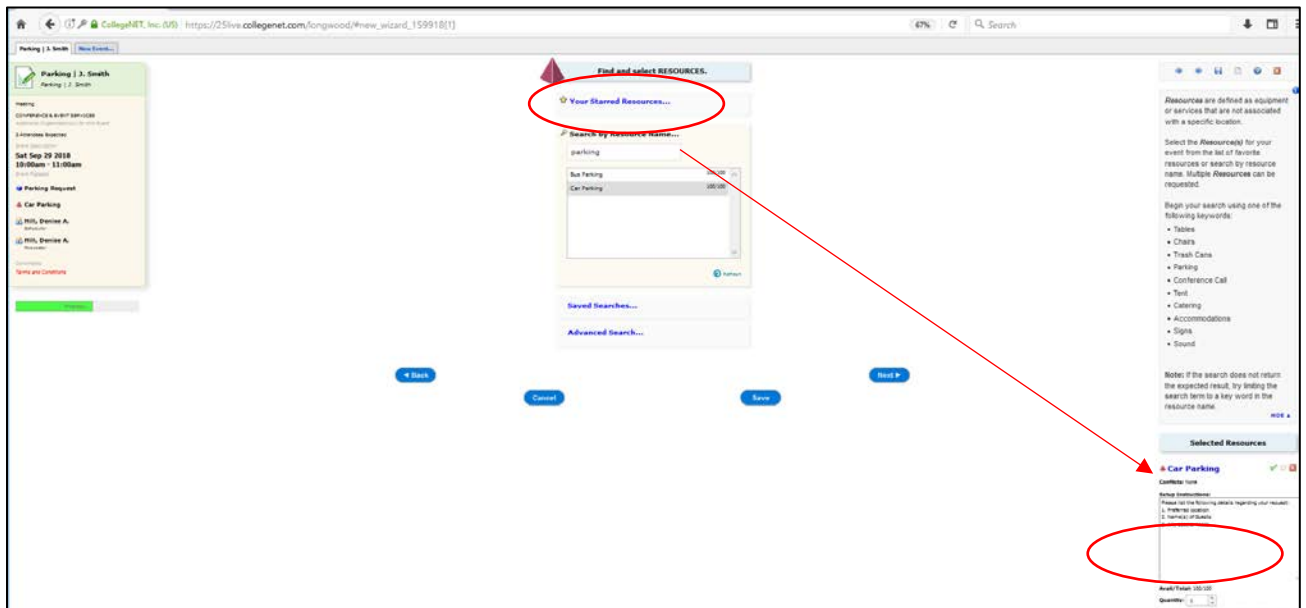
6. Here is where you will enter your meeting start and end times. Please only list the actual meeting time – we will adjust the arrival time so your guest has enough time to get to your meeting! Then hit “Next.”

The screenshot shows the 'Tell us WHEN this event takes place.' step in the 25Live event wizard. The 'Event Start' and 'Event End' fields are circled in red. The 'Next' button is circled in red.

7. On the location page Search “Parking” and the “Parking Request” will pop up. Click on that and you will see it move to the bottom right side of your screen. See how it appeared on the bottom right? That means it has been added to your request, update the “Attendance” with 2 (for 2 spaces) and you can proceed by hitting “Next.”



8. On the Resources page type “Parking” & hit return. Click on option you’d prefer – Car or Bus. Questions you will answer later are listed here in the bottom right box. Hit “Next.”



9. Contacts for this event are determined here – your name will automatically appear for each. Here you have the option to select who you are booking this for if not for yourself. Just hover over the box and start typing the last name. You will only find Longwood University Faculty/Staff in this database. If the reservation is for an off campus guest just leave your name for both. Tip: Notice how every step is populating over on the left for your reference. You can click back on any word on the left to jump back should you need to change anything. Hit “Next” to move through.

If Denise was booking this for someone else in our dept, it would look like this:

The screenshot shows the 25Live interface for a parking request. The left sidebar contains event details: 'Parking | J. Smith', 'Sat Sep 29 2018 10:00am - 11:00am', and 'Parking Request'. The main area is titled 'Select CONTACTS for this event.' It features two dropdown menus: 'Scheduler' with 'Hill, Denise A.' selected and 'Requestor' with 'Campbell, Judith' selected. A red circle highlights the 'Next' button at the bottom right. A red arrow points from the 'Next' button back to the 'Parking Request' item in the sidebar.

10. This page is where you will list the answers to the questions listed on the Resource Parking page. In the NOTES section of this request form please list the answers to the following:

1. Preferred location
2. Name(s) of Guests
3. Any special needs

The screenshot shows the 25Live interface for adding comments. The left sidebar is identical to the previous screenshot. The main area is titled 'Add additional COMMENTS and NOTES for this event.' It features a large text input field for 'Comments' which is circled in red. Below the field are 'Back', 'Cancel', and 'Save' buttons. A red circle also highlights the 'Next' button at the bottom right.

11. Accept the Terms and Conditions and hit “Save.”

The screenshot shows the 'Terms and Conditions' step. It contains a text box with the following text: 'By checking this box, I agree that I have read, understand, and agree to terms outlined in the scheduling policy. http://www.longwood.edu/eventservices/event-management-handbook/general-regulations'. Below the text box is a checkbox labeled 'I agree' which is circled in red. At the bottom, there are 'Back', 'Cancel', and 'Save' buttons, with the 'Save' button also circled in red.

12. The hit “Save” on the next screen and your event request has been submitted and an event specialist will be in touch. We do our best to answer all requests within 72 hours. You will see here that it is “Pending Approval” and any additional steps you might be interested in, happy planning!

The screenshot shows the Z5Live web application interface for an event submission. The browser address bar indicates the URL: [https://z5live.collegenet.com/longwood/#new\\_wizard\\_13991811](https://z5live.collegenet.com/longwood/#new_wizard_13991811). The page title is "Parking | J. Smith".

**Success Message:** A green banner at the top states: "Thank you for filling out the Wizard! This event has been successfully saved and has been submitted for request. Please note your event is not confirmed until you receive an Event Confirmation Email from our office. We try our best to send these out within 72 hours." This message is circled in red.

**Event Information:** The main content area is titled "Here's Some Information About Your Event". It lists:

- Location Requests Pending Approval:** Location 'Parking Request' requested for Sep 29 2018.
- Resource Requests Pending Approval:** Resource 'Car Parking' was requested for Sep 29 2018.

This section is also circled in red.

**What's Next?:** A section with a dashed red border containing four buttons:

- View Details:** View the Event Details page for this event. The full range of actions are available to you from there.
- Edit:** Need to make some more edits to this event? Click this button to start editing.
- Copy:** Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts.
- Email:** Email the details of this event to its stakeholders or anyone else.

**More Event Options:** A sidebar on the right with buttons: Print Confirmation, Manage Relationships, Manage Bindings, Take Ownership of this Event, and Add to Starred?.

**Event Preferences:** A section showing requested locations and resources with "Remove Preference" links.

- Requested Locations:** Parking Request (Remove Preference)
- Requested Resources:** Car Parking (Remove Preference)

**Event Tasks:** A section showing 2 Active Assignment Tasks.