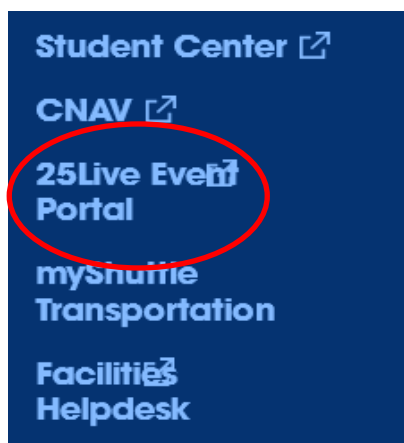
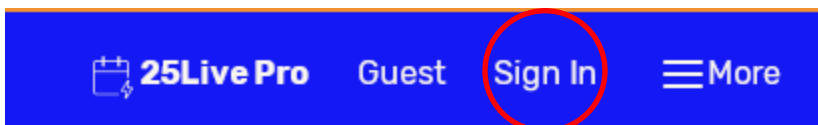


Student Tutorial: How to Schedule Practice Space in 25 Live, Spring 2021

Step 1: On the current students page, click on the link labeled 25Live Event Portal.



Step 2: Once the page loads, click on the sign in option.



Step 3: Use your Gettysburg username (the first part of your email) and your Gettysburg password to sign in to 25Live.

Ex. John Smith

Username: smitjo01

Password: 0123456789



Login to CollegeNET, Inc.

Username

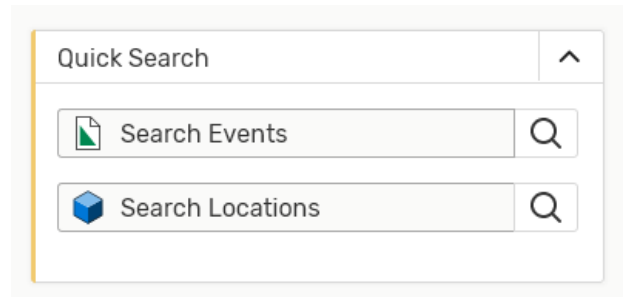
Password

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Login

Step 4: When that page fully loads, you should see a box labelled “Quick Search”. In this search box labelled “Search Locations”, search SCHM to get a list of all the rooms you can request.




a: If you are looking for a particular room, you can search instead for that specific room by typing SCHM followed immediately by the room number you wish to request.

Ex. If you wish specifically to book practice room 106, you can search SCHM106 to just have the availability for that room

*****Ms. Graham-Herrick emailed everyone a group named “SCHM practice rooms 2020-21”. Directions on how to make this a favorite were included. If you use this group, all practice space will show up and indicate “available” or “unavailable”.***

To make a room or group a favorite:




- Tap or click the empty star  icon to add that object to your favorites

Step 5: If you did a generic search, you will see all the rooms listed numerically as pictured.

☆	SCHM100	Schmucker Hall 100	S25 Classroom, Studio		Studio	24	24
☆	SCHM101	Schmucker Hall 101	Conservatory Space			2	2
☆	SCHM102	Schmucker Hall 102	Conservatory Space			1	1
☆	SCHM103	Schmucker Hall 103	Conservatory Space			1	1
☆	SCHM104	Schmucker Hall 104	Conservatory Space			1	1
☆	SCHM105	Schmucker Hall 105	Conservatory Space			1	1
☆	SCHM106	Schmucker Hall 106	Conservatory Space			1	1
☆	SCHM107	Schmucker Hall 107	Conservatory Space			1	1
☆	SCHM108	Schmucker Hall 108	Conservatory Space			1	1

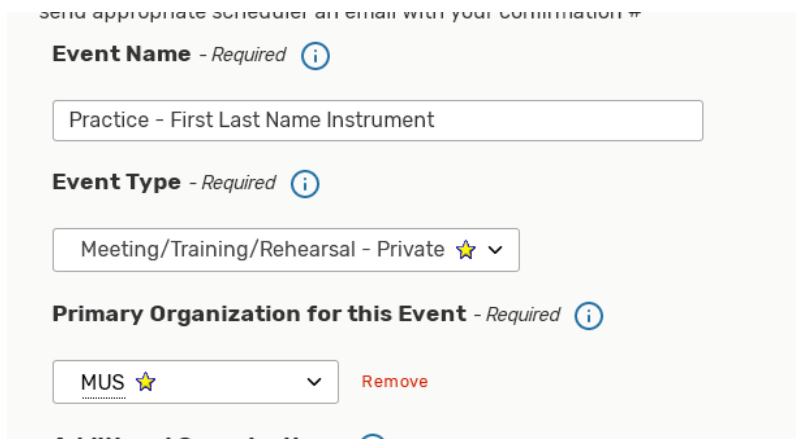
If you did a search for one specific room (as the instructions in Step 4a detail) you will see just that specific room on the screen. Click on the room number you wish request (the room numbers are circled in red on the picture above).

Step 6: After you click on the room number, you will be brought to a calendar that shows the availability for that room like the portion that is pictured. Click on the little icon circled in red on the picture.

Thursday	Friday	Saturday
15	16	17
7:30 pm - 8:50 pm ROOM NOT AVAILABLE SCHM106	3:30 pm - 5:00 pm ROOM NOT AVAILABLE SCHM106	2:30 pm - 4:00 pm ROOM NOT AVAILABLE SCHM106
8:50 pm - 9:50 pm ROOM NOT AVAILABLE SCHM106	6:00 pm - 7:30 pm ROOM NOT AVAILABLE SCHM106	5:00 pm - 6:30 pm ROOM NOT AVAILABLE SCHM106
		

Step 7: Next, click on the icon, you will be brought to the page to fill out the request for room.

Under Event Name, title please enter the following information:



The screenshot shows a form with three main sections. The first section is 'Event Name - Required' with a blue information icon, containing a text input field with the text 'Practice - First Last Name Instrument'. The second section is 'Event Type - Required' with a blue information icon, containing a dropdown menu with 'Meeting/Training/Rehearsal - Private' selected and a star icon. The third section is 'Primary Organization for this Event - Required' with a blue information icon, containing a dropdown menu with 'MUS' selected, a star icon, and a 'Remove' button.

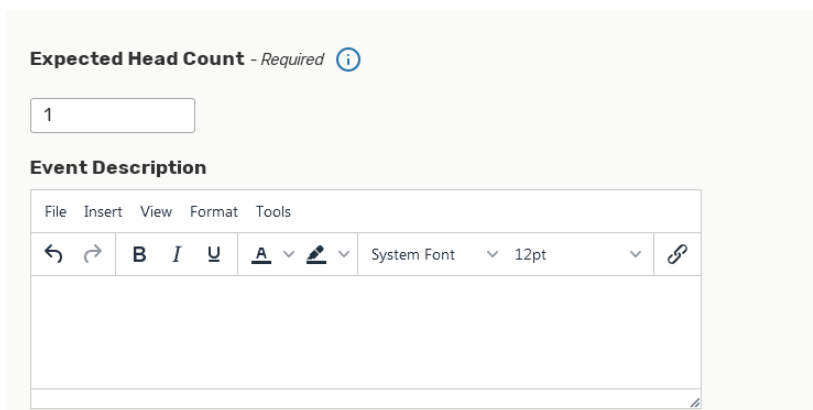
“Practice – (First Name) (Last Name)(Instrument)”

Ex. “Practice – John Smith Trumpet”

Next, under Event Type search and select “Meeting/Training/Rehearsal – Private” as shown in the picture.

Under Primary Organization for this Event, search and select “MUS” as shown in the picture.

Step 8: Scroll down the page and fill out the sections titled “Expected Head Count” and “Event Description”.



The screenshot shows two sections. The first is 'Expected Head Count - Required' with a blue information icon, containing a text input field with the number '1'. The second is 'Event Description' with a blue information icon, containing a rich text editor with a menu bar (File, Insert, View, Format, Tools) and various formatting options like bold, italic, underline, text color, background color, font face, and size.

The “Expected Head Count” will be 1 (as shown in the red circle in the picture). Practice space is just for you as per the practice space guidelines for COVID19. ****Note – If you plan to practice for a performance event and will have others in the room with you, you must request a large enough space to practice safely.** If you are unsure of this, please contact the Conservatory Office.

You do not need to enter anything in the “Event Description”, any notes you need to relay can be entered in “Notes to Scheduler” found in Step 11 of this document.

Step 9: Next, please select the date and time (be sure to pay attention to am/pm) you are requesting practice space. The default length for these rooms is 1 hour. ****Note – If you wish to practice for more than one hour at a time, you will need to request two practice spaces (one for each hour of practice)**

Event Date and Time - Required ⓘ

Sat Oct 17 2020

2:00 pm

To:

3:00 pm

This begins and ends on the same day

Duration:
1 Hour

a: If you wish your request to be at the same time daily/weekly (recurring), please indicate this in the section underneath by selecting that dates on which you wish to reserve this room.

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern

<< < October 2020 > >>

S	M	T	W	T	F	S
27	28	29	30	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

[View All Occurrences](#)

Step 10: Next, you will see the room (SCHMXXX) and time you are requesting. Make sure that there are no time conflicts for your request. The “conflicts” block will show an empty slot under when you are requesting a time slot that is free for usage (like what can be seen in the red box).

The screenshot shows the 'Event Locations' interface. At the top, there's a 'Locations Search' panel with options for 'Auto-Load Starred' (No/Yes), 'Hide Conflicts' (checked), and 'Enforce Headcount' (checked). Below this is a search bar and a 'Search' button. The main area displays a table for event 'SCHM106' at 'Schmucker Hall 106' with a capacity of 1. The table has columns for 'Date', 'Time', 'Conflicts', 'Instructions', and 'Attendance'. The 'Conflicts' column is highlighted with a red box and is currently empty. Below the table are 'Remove' and 'View Occurrences' buttons.

Step 11: For a practice room reservation, you can skip the sections under the title “Requirements”.

In the “Notes to scheduler” block, you can provide information you feel is helpful to the scheduler, i.e. “practice for Wind Symphony”, (seen in the red box).

The screenshot shows the 'Requirements' section of a form. It has two checkboxes: one for '**FOOD WILL BE PROVIDED Please specify' and another for '**Movie/ Film Viewing'. Below each checkbox is a 'Comment' field. At the bottom, there is a 'Notes to Scheduler' section, which is highlighted with a red box and contains the text 'practice for Wind Symphony'.

Step 12: Finally, be sure to read the section titled “Affirmation”, click the box next to the words “I agree” (found in the red circle) and click save (found on the bottom right of screen). You have finished!

Affirmation - Required

I affirm the request is complete and entered correctly.
You can edit **BEFORE YOU HIT SAVE**.
Scroll through form to see request details or view your details using lower right hand preview option.

I agree that my event/meeting will follow all institutional guidance, including but not limited to, all attendees will wear a mask for the entirety of the program, maintain a 6 ft distance from one another, and the event will not exceed 25 people for in-person attendance, unless outside and approved by the Health and Safety Committee. If I have requested CAMPUS as the event location, I understand nothing is provided for the space, that this only includes on-campus outdoor locations, and that I must be cognizant of other organizations or individuals who may be using the space and ensuring appropriate distance is maintained. I acknowledge that the only food permitted at an event or meeting is food brought by individuals for personal consumption or food that is provided and served by Dining Services, per the College's COVID-19 event policy (<https://www.gettysburg.edu/opening/campus-events>).

Make sure you have a location preference or a message in notes to scheduler @ preference. Failure to do so will delay processing.

YOU CANNOT change event type, edit date/time or location once submitted.

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You MUST HIT SAVE TO submit. FYI: If you had a location preference, You will receive a pop message on your computer screen that the location was removed and converted to a preference. This is simply noting that the location is not actually scheduled or held, but scheduler will be able to see view what space you had requested.

I agree

Cancel Preview Save

****Remember requests have a 48 hour window of approval. Please plan accordingly when scheduling. You are able to request the entire semester at one time if you wish. The more you plan, the more likely you are to receive the space you are requesting. Thank you.**