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
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.

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.
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:

“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 “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)

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.
Step 10: Next, you will see the room **SCHMXXX** and the 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).

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).
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!

**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.**