

HOW TO CHECK & RESERVE FIELD SPACE FOR PRACTICE / GAMES/ MEETINGS

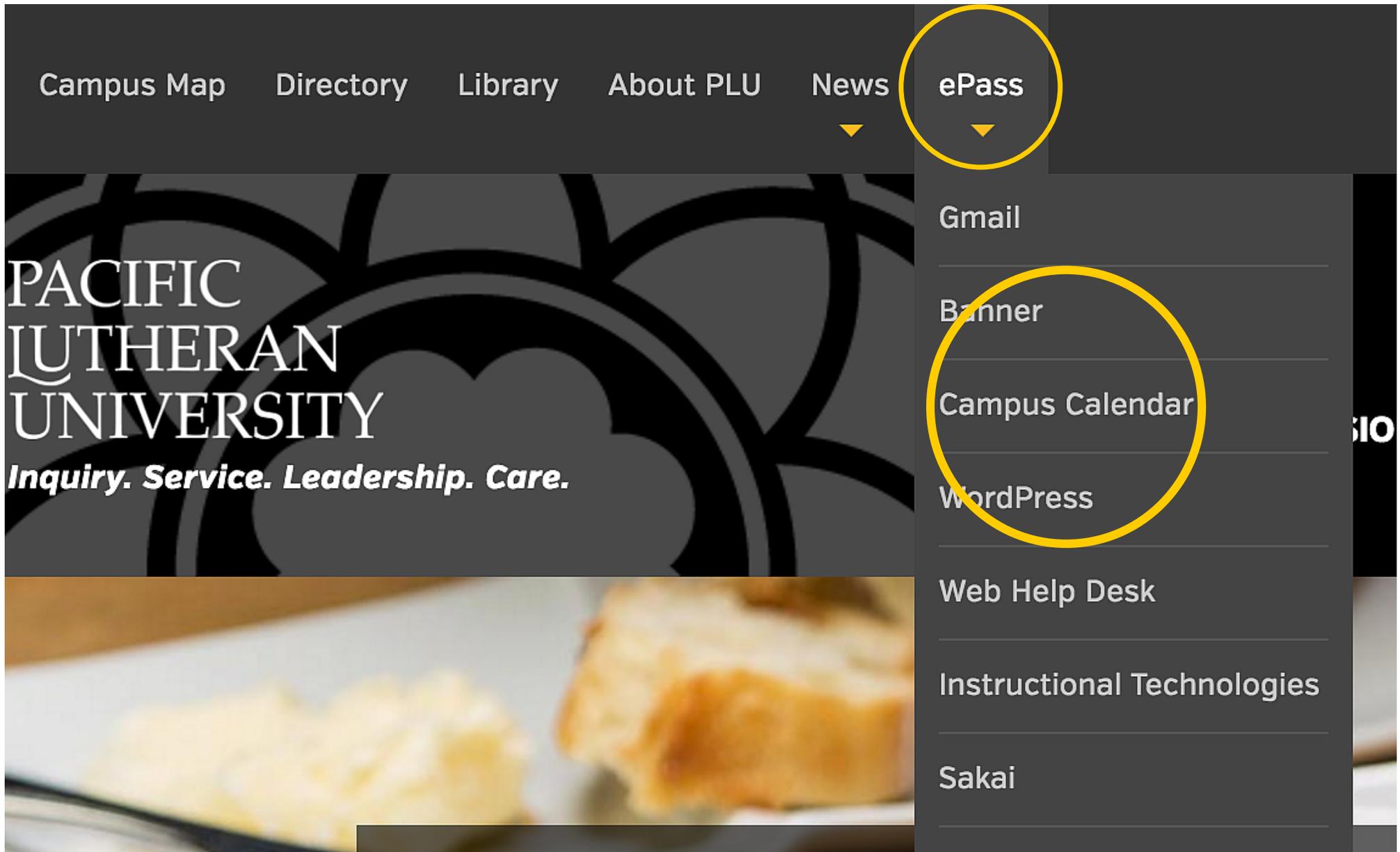
25 Live Scheduling



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Click campus Calendar



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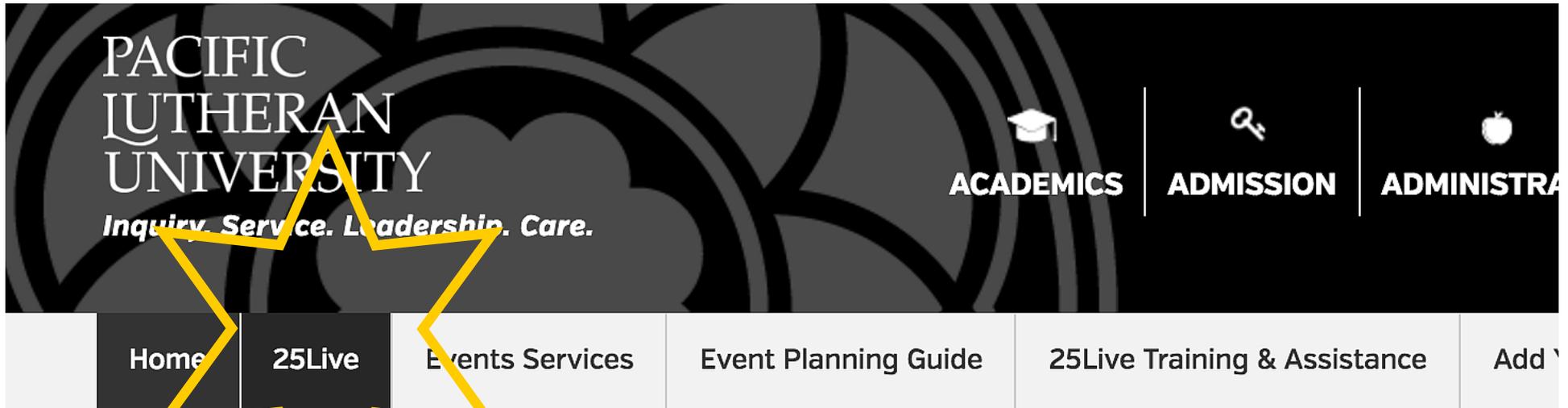
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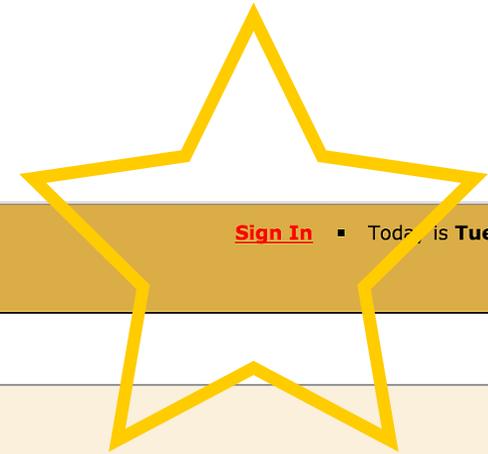
 // Home

List Month Week

JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY

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PLU CAMPUS CALENDAR
SCHEDULER

[Sign In](#) ▪ Today is Tue

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[Resource 25 V3.4 - Production Instance](#)

Welcome to R25 version 3.4 patch 4 - Production Instance (no testing please) Das

Quick Search

 Search Events

 Search Locations

 Search Resources

Find Available Locations

I know WHEN my event should take place --
help me **find a location!**

----- **OR** -----

I know WHERE my event should take place --
help me **choose a time!**



Help

Recently Viewed

(none)

Public Event Searches

 [01.2013-05.2013 \(Classes Only\)](#)

 [09.2011-08.2012 \(Events & Classes\)](#)

If this is your first time using 25Live you will want to Star Locations. To do this click "Locations" and see the next slide.

PLU CAMPUS CALENDAR SCHEDULER

Welcome, Thompson, Rob W. ▪ Preferences ▪ Sign Out ▪ Today is Tue Jun 07 2016

Home Event Wizard Events **Locations** Resources Organization Tasks Reports

Resource 25 V3.4 - Production Instance

Welcome to R25 version 3.4 patch 4 - Production Instance (no testing please)

Dashboard Calendar

Showing: Events in Your Starred Locations Dates: Tue Jun 07 2016 — Mon Jun 20 2016 Refresh (Current as of 12:01pm)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 5	6	7	8	9	10	10
		<p>7:00 AM - 4:00 PM Olson Gym Construction Alert OGYM BALC OGYM FLDH OGYM 100</p> <p>7:00 AM - 11:59 PM Gym Floor Refinishing Memorial Gym MGYM 100 MGYM SPIN</p> <p>8:00 AM - 5:00 PM Pool Chlorination/Shock Treatment POOL 100</p> <p>6:00 PM - 8:30 PM Football ATHL SYNTH</p>	<p>2:00 PM - 6:00 PM Bethel Band Festival 6/8 - Set Up OGYM BALC OGYM STAGE OGYM LOBBY OGYM PORTICO OGYM 100</p> <p>7:00 AM - 11:59 PM Gym Floor Refinishing Memorial Gym MGYM 100 MGYM SPIN</p> <p>11:45 AM - 11:00 PM Bethel Band Festival 6/8 - Field House OGYM FLDH</p>	<p>7:00 AM - 9:00 PM Bethel Band Festival 6/9 - Band Festival OGYM BALC OGYM FLDH OGYM STAGE OGYM LOBBY OGYM PORTICO OGYM 100</p> <p>6:00 PM - 8:30 PM Football ATHL SYNTH</p>	<p>7:00 AM - 11:00 PM Steilacoom HS Rehearsal and Graduation OGYM BALC OGYM STAGE OGYM LOBBY OGYM PORTICO OGYM 100</p> <p>11:45 AM - 11:00 PM Steilacoom HS Rehearsal and Graduation 6/10 - Field House OGYM FLDH</p>	<p>7:00 AM - 11:00 PM Steilacoom HS Rehearsal and Graduation OGYM BALC OGYM FLDH OGYM STAGE OGYM LOBBY OGYM PORTICO OGYM 100</p>

If your starred locations are already established. Click Dates to check if anyone is using the space you want to request

Type in field/space your team would like to use or plan on using throughout the year. Then click the star icon. At this point you can then hit the home button.

PLU CAMPUS CALENDAR SCHEDULER Welcome, Thompson, Rob W. ▪ Preferences ▪ Sign Out ▪ Today is Tue Jun 07

Home Event Wizard Events Locations Resources Organizations

Search For Locations Pre-Defined Location Searches

Search For Locations

Search by Keyword: synthetic X GO More Search Options

List Availability Calendar

Choose Visible Columns Save Search

Name	Formal Name	Categories	Features	Layouts	Max Capacity
ATHL SYNTH	Synthetic Turf Field	Athletic Space, Outdoor Space		As Is	0

Information Add ATHL SYNTH to Your Starred Locations

1 Matching Locations

Frequently used spaces

- CODE / FIELD
- ATHL SYNTH = TURF FIELD
- ATHL FOOTBALL = FIELD INSIDE TRACK
- ATHL SOCCER = FIELD BEHIND SOFTBALL FIELD
- ATHL TRACK = TRACK
- MGYM100 = MEMORIAL GYM
- OGYM100 = OLSON GYM
- OGYM FLDH = FIELDHOUSE
- OGYM 102 = OLSON 102 CLASSROOM
- SOCA WEST = WEST FIELD NEXT TO TURF
- UCTR TBL 2 MAIN FLOOR = TABLING IN UC

Click the drop down button and click "Starred Locations". Next click on the dates you are looking for availability within that space. 25Live will automatically populate if any groups are using that space at that time.

PLU CAMPUS CALENDAR SCHEDULER

Welcome, Thompson, Rob W. | Preferences | Sign Out | Today is Tue Jun 07 2016 | Help

Home | Event Wizard | Events | Locations | Resources | Organizations | Tasks | Reports

Resource 25 V3.4 - Production Instance

Welcome to R25 on 3.4 patch 4 - Production Instance (no testing please) | Dashboard | Calendar

Showing: **Events in Your Starred Locations** | Dates: Tue Sep 06 2016 — Fri Sep 23 2016 | Refresh (Current as of 2:50pm)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
September 4	5	6	7	8	9	10	
		<p>9:00AM - 10:45AM Convocation OGYM 100 OGYM BALC OGYM LOBBY OGYM PORTICO OGYM RCRTS OGYM STAGE</p> <p>5:45AM - 6:30AM XC Practice MGYM 100</p> <p>7:00AM - 10:00AM New Student Orientation 2016 9,6 - Space Hold ADMN 101 ADMN 200 ADMN 202</p>		<p>OGYM 100 - 6:30AM XC Practice OGYM 100</p> <p>AM - 8:00AM C Drill & Ceremony OGYM 100</p> <p>OSS FIELD</p> <p>AM - 7:55AM C Lab OGYM 100 OGYM FLDH</p> <p>AM - 9:45AM S 280 01 MMP OGYM 100</p> <p>9:15AM - 10:20AM OGYM 102</p> <p>9:15AM - 10:20AM OGYM 100</p>		<p>5:45AM - 6:30AM XC Practice MGYM 100</p> <p>6:00AM - 8:00AM PHED 250 A01 20431-1 OGYM FLDH</p> <p>7:00AM - 9:00PM New Student Orientation 2016 Involvement Fair? FOSS FIELD</p> <p>9:15AM - 10:20AM KINS 490 01 MMP 20385-2 OGYM 100</p>	<p>5:30PM (Sep 09 2016) - 6:45PM Kiai Martial Arts Tournament Pre-event Setup Friday OGYM 100 OGYM BALC OGYM LOBBY OGYM STAGE</p> <p>6:45AM - 5:00PM Kiai Martial Arts Tournament Saturday Event OGYM 100 OGYM BALC OGYM LOBBY OGYM STAGE</p> <p>10:00AM - 12:00PM Women's Soccer Practice</p>

Final step! Email Rob

All Reservations must be made 72 hours in advance

Email Rob Thompson: thompsr@plu.edu

- Hi Rob I noticed that no one is using (insert field / classroom name). Could the (insert team name) please reserve the field out for (insert date) from (insert start time) - (insert end time).