**How to make a van reservation using 25Live Scheduling:**

1. Go to Employee Login and Click on the 'COCC Employee Intranet'
2. Under the 'Employee Resources' column, click on '25Live (Web Viewer)'
3. Click on 25Live Scheduling



1. Once you are on this page, click on the 'Create an Event' tab



1. In the 'Event Name' box, enter the name of the trip (example: FOR 248 Field Trip 1)
2. In the 'Event Title' box, enter the names of the drivers.
	1. I need to make sure that the driver is approved and covered by our insurance before I can send the van out
	2. This is an important field, if you are unsure who the driver is going to be, please type 'Unknown'



1. For the 'Event Type', select 'Vehicle Request' (last option on the drop-down list)
2. For the 'Primary Organization for this Event' enter your department (example: Forestry or Student Life)
3. You do not need to fill in the 'Additional Organization' box



1. Please enter number of people that you plan to attend the trip, including the driver, in the 'Expected Attendance' box
2. Event Description is not necessary to fill in



1. Enter the event start and end date and time
	1. If the event does not end on the same day that it starts, uncheck the box below the 'Event End:' box
	2. You should not need additional time before or after the event, leave them checked as no
		1. If you believe you need additional time before or after the event, please call Campus Services at 541.383.7775



1. If the event does not repeat, leave this section as is
	1. If the event does repeat, select from the following:
		1. Ad Hoc Repeat- meaning the days it repeats are not every Friday, or every three days, etc
		2. Daily Repeat- meaning this trip will repeat daily
		3. Weekly Repeat- meaning this trip will repeat every \_\_\_\_day, every week
		4. Monthly Repeat- meaning this trip will repeat every \_\_\_\_ day of every month
2. To search for a location, type van for a 12 or 15 passenger van or Suburban for an 8 passenger Suburban
3. Select a vehicle (**Note:** the vehicle that you select, may not be available. If you have a reason for the selection (roof rack, tow hitch, etc.) please put that in the comments and I will do my best to accommodate
4. Leave the **Contact Roles for this Event** as they are
5. For **Categories**, select 'Academic Event
6. The **Comments** section is a great section to let me know anything you are unsure about, might have questions on, or if any glitches occurred
7. Click 'Save'
8. I will process the requests as quickly as possible and will contact you if I have any questions or am unable to confirm the request