**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

Machine generated alternative text:
C 251ive.collegenet.com/cocc/scheduling.html#/home 
CENTRAL OREGON 
community college 
Create an Event 
Tasks 
Help 
See Available 
Locations 
Create an 
Event 
See Available 
Resources 
Search for 
Events 
Search for 
Organizations 
25LivePro • Privacy Policy •D What's New 
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1. Once you are on this page, click on the 'Create an Event' tab

Machine generated alternative text:
CENTRAL OREGON 
community college 
Event Name 
Type 
for this Event 
Additional Organ i 
Expected 
Thu sep 26 2019 
7:00 am - 8:00 am 
Event 
Con&ct Roles this 
Requ 
Tentative 
Create an Event 
This reservation wizard is designed to collect the information needed to schedule an event. 
Please be as detailed as possible when submitting this information. 
* All requests are subject to approval * 
Event Name 
Please enter a name that clearly describes the event 
This field is required. 
Event Title 
The Event Title will replace the Event name (above) 
on all published calendars on the website 
Grammarv punctuation, and clarity matter' 
Tasks 
Help 

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'

Machine generated alternative text:
Event Name 
Vehicle Request 
Org—niZätW-r this 
A dditio 
Exp seed 
Thu sep 26 2019 
7:00 am - 8:00 am 
Myers, Kathryne 
SCHEDULER 
Myers, Kathryne 
REQUESTOR 
Requ irem 
Tentative 
Event Type 
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. 
Vehicle Request 
Primary Organization for this Event 
Select the Organization responsible for the event 
from the list of favorite organizations, or search by 
organization name 
Note: If the search does not return the expected 
result, try limiting the search term to a key word in the 
organization name 
Search for an Organization 

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

Machine generated alternative text:
Event Name 
Vehicle Request 
Org—niZätW-r for this 
A dditio 
Exp seed .4±endsnæ 
Thu sep 26 2019 
7:00 am - 8:00 am 
Kathryne 
Myers, 
SCHEDULER 
Kathryne 
Myers, 
REQUESTOR 
Tentative 
Expected Attendance 
Please enter the expected attendance for the event. 
Event Description 
Enter additional information about the event here. This 
information will appear in the 25Live event detail view. 
Note: This information will also be displayed on 
published calendars. 
Grammarv punctuation, and clarity matter' 
Font Family 
Font Sizes 

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

Machine generated alternative text:
Event Name 
Vehicle Request 
Org—niZä5U' this 
Exp seed 
Thu sep 26 2019 
7:00 am - 8:00 am 
Kathryne 
Myers, 
SCHEDULER 
Kathryne 
Myers, 
REQUESTOR 
Tentative 
If additional time is needed for setup, takedown, or for 
mingling before or after the event; click on the Pre- 
Event/Setup and Post-Eventnakedown editors and 
add the appropriate number of minutes or hours 
desired 
Select the dates and times of the actual event. 
Event Start: 
Thu sep 26 2019 
Event End: 
Thu sep 26 2019 
The event begins and ends on the same day. 
Event Duration: I Hour 
Additional Time 
Does this event require 
additional time before the event? 
Does this event require 
additional time after the event? 
O 
Yes 
O 
Yes 
7:00 am 
8:00 am 
No 
No 

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

Machine generated alternative text:
Event Name 
Vehicle Request 
Org—niZä5U' this 
A n OrganiztiorE 
Exp seed .4±endsnæ 
Thu sep 26 2019 
7:00 am - 8:00 am 
Kathryne 
Myers, 
SCHEDULER 
Kathryne 
Myers, 
REQUESTOR 
Tentative 
Event Repeats 
Does Not Repeat 
Occurrence List 
Thu sep 26 2019 
Locations 
Select the Location(s) for your event from the list of 
favorite locations or search by location name. Multiple 
Locations can be requested. 
Note: If the search does not return the expected 
result, try limiting the search term to a key word in the 
location name such as the building name. 
Search for Locations 
vanl 
12+ 
#09 (12 Passengers) 
Max Capacity: 12 
c 
15-P 
#15 (15 Passengers) 
Max Capacity: 15 
#23 BOX VAN 

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