

How to Submit an Event Request on 25Live Pro

To begin, click on “Sign In”

Please sign in using your Campus Connect credentials.

Click on “Create an Event”

The screenshot shows a web browser window displaying the 25Live Pro dashboard for DePaul University. The browser's address bar shows the URL: 25live.collegenet.com/pro/depaul#/home/dash. The dashboard features a blue header with the DePaul logo on the left and navigation links for 25Live Pro, Event Wizard, DePaul Guest, and More on the right. Below the header, there is a search bar with the text "Go to Search" and a dropdown menu showing "Nothing recently viewed" and a "Help" link. On the left side, there is a "Quick Search" section with three search options: "Search Events", "Search Locations", and "Search Organizations". In the center, there is a large blue button with a pencil icon and the text "Create an Event". On the right side, there is a "Find Available Locations" section with two options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!". At the bottom right of the dashboard, there is a "Customize Dashboard" link. The Windows taskbar is visible at the bottom of the screen, showing the time as 10:42 AM on 8/12/2019.

Read the listed guidelines and instructions. Provide an “Event Name”. Choose the Event Type from the Drop down menu. Use “Lincoln Park Event” to request a classroom in Lincoln Park. Use “PC Classroom Event” to request a computer lab classroom in Lincoln Park or Loop.

Provide your department or organization from the drop down menu. You can start typing the name and it will populate.

Event Name

Event Type

Department or Organization

Estimated Attendance

Event Description

Date and Time

Locations

Additional Information

Categories

Comments

Affirmation

Post-Save

Welcome to the Lincoln Park campus classroom request form. To request a reservation of classroom space, please complete the form below, noting:

- Only active faculty, staff, and student organizations at DePaul can reserve classrooms.
- Requests for classroom reservations must be completed 2 business days prior to the start of the event.
- Common areas such as atriums, hallways, or the SAC Pit are not reservable.
- Please read the [Guidelines and Conditions](#), which apply to all requests.
- All questions and prompts must be answered within the form below for a request to be considered.
- When a classroom reservation request is approved, a confirmation will be sent to the email address provided.

If you need a classroom space in the Loop, please email Conference Services at ConfServices@depaul.edu.

If you have any questions, please send an email to academicspace@depaul.edu.

An instructional aid on how to submit your classroom space request can be found here: [Tutorial](#)

Event Name - Required

Event Type - Required

Lincoln Park Event

Department or Organization - Required

Search organizations Remove

Create Organization

Estimated Attendance - Required

Event Description - Required

File Insert Table View Format Tools

↶ ↷

B *I* U

System Font 14pt

Date and Time - Required

Thu Aug 14 2025

8:00 am

To:

9:00 am

☒ This begins and ends on the same day

Duration:
1 Hour

Cancel

Preview

Save

Provide an estimate of your attendance and an Event Description.

25Live Pro x +

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ees may apply. If you have any questions, please send an email to academic@depaul.edu.

Event Name - Required ⓘ

Test DePaul

Event Type - Required

Lincoln Park Event

Department or Organization - Required ⓘ

Academic Space and Scheduling Remove

Estimated Attendance - Required

45

Event Description - Required

File Insert View Format Tools

Undo Bold Italic Underline Text Color Background Color Font Family Font Sizes Link

This is a test event for Lincoln Park.

Date and Time - Required

Cancel Preview Save

10:28 AM
8/14/2019

Enter the date and time for your event. If it is a repeating event, enter the first date only.

25Live Pro x +

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Date and Time - Required

Start Date and Time:

SAT 8/24/2019

10:00 am

To

11:00 am

☒ This event begins and ends on the same day

Additional time ▼

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

How does this event repeat?

Daily

Repeats every

day

☐ Repeats through

FRI 8/16/2019

Or

August 2019

M	T	W	T	F	S	S
29	30	31	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

Cancel Preview Save

10:30 AM
8/14/2019

If your event requires additional time for setup or takedown, click on the arrow next to Additional Time and enter the additional time needed.

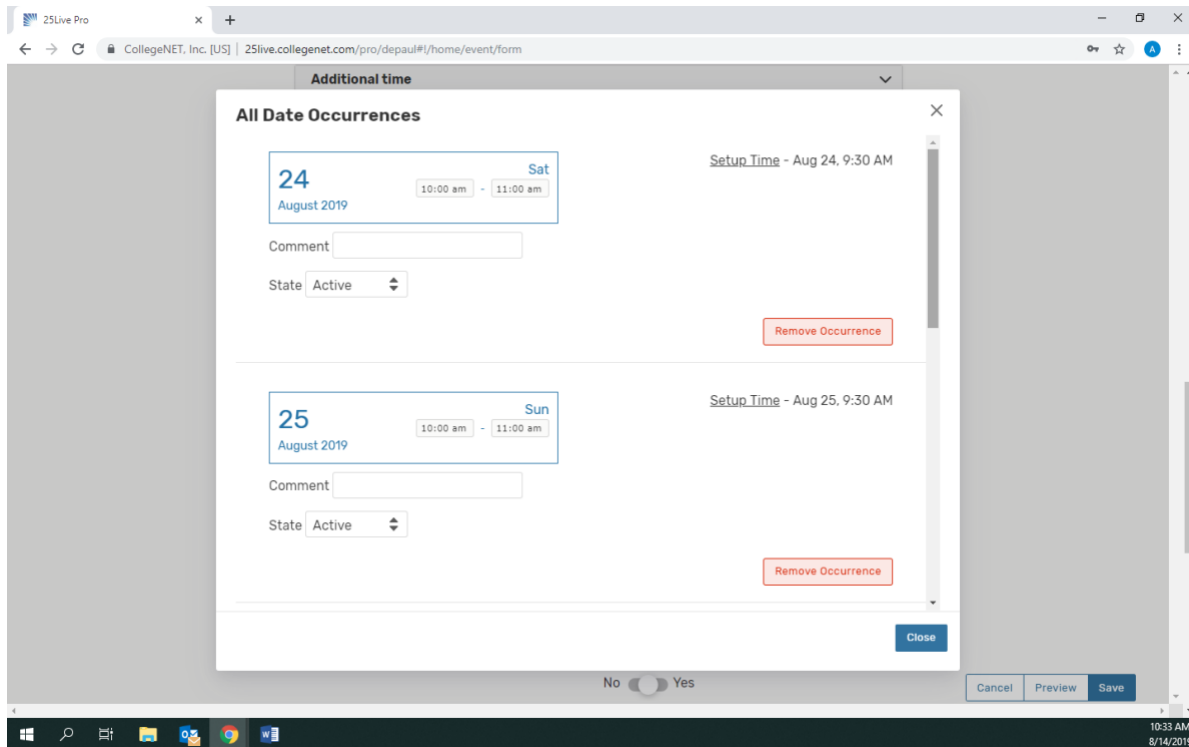
The screenshot shows the '25Live Pro' web interface. The browser address bar displays 'CollegeNET, Inc. [US] | 25live.collegenet.com/pro/depaul#/home/event/form'. The 'To' field is set to '11:00 am'. A checkbox labeled 'This event begins and ends on the same day' is checked. Below this is the 'Additional time' section, which is expanded. It contains four sub-sections: 'Setup Time', 'Pre-Event Time', 'Post-Event Time', and 'Takedown Time'. Each sub-section has three input fields for 'Days', 'Hours', and 'Minutes'. All fields are currently set to '0'. Below the 'Additional time' section, there is a text prompt: 'Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.' At the bottom right of the form, there are three buttons: 'Cancel', 'Preview', and 'Save'. Below the form, a section titled 'How does this event repeat?' is partially visible. The Windows taskbar at the bottom shows the time as 10:31 AM on 8/14/2019.

If your event repeats, choose from the following options: Ad Hoc, Daily, Weekly, or Monthly.

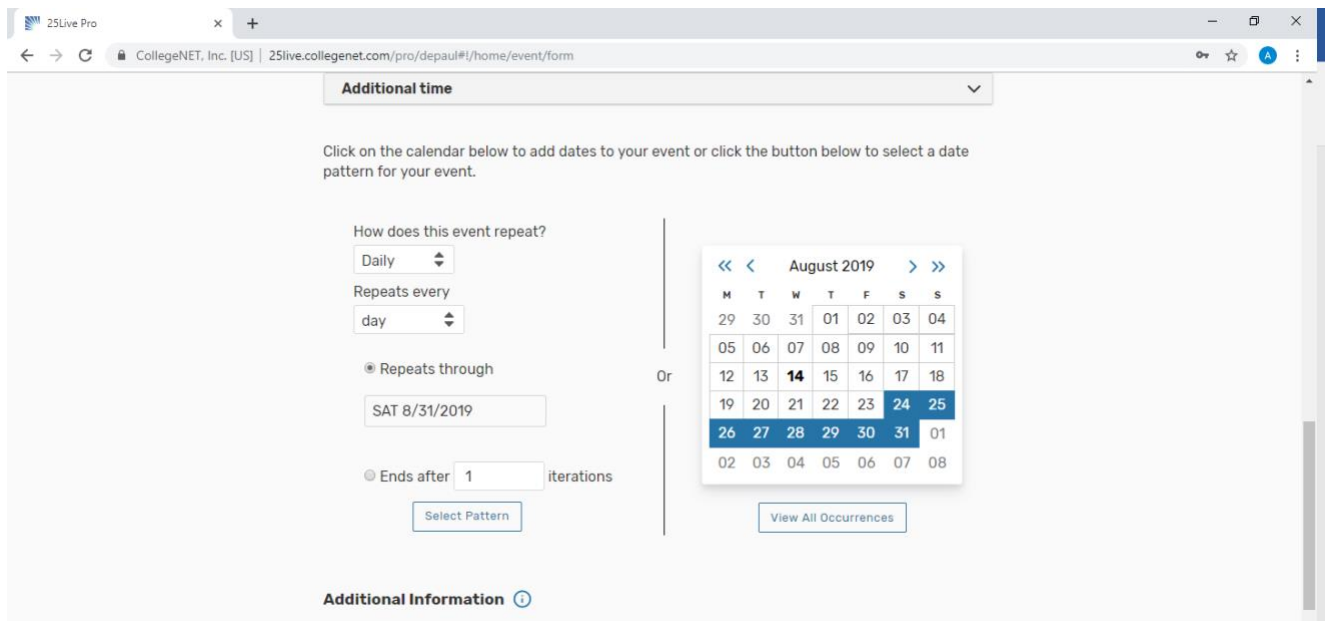
Ad Hoc Repeats refers to multiple dates with no pattern. If this applies to your event, choose all additional dates in the calendar. If you click the date twice, it will remove it.

This screenshot shows the same '25Live Pro' web interface, but with the 'How does this event repeat?' section expanded. The 'Additional time' section is collapsed. The 'How does this event repeat?' section has a dropdown menu set to 'Daily'. Below it, 'Repeats every' is set to 'day'. There are two radio button options: 'Repeats through' and 'Ends after'. The 'Repeats through' option is selected, and the date 'FRI 8/16/2019' is entered in the adjacent field. The 'Ends after' option is set to '1' iterations. A 'Select Pattern' button is located below these options. To the right of the 'Repeats through' section is an 'Or' separator, followed by a calendar for August 2019. The calendar shows dates from 29 to 08. Several dates are highlighted in blue: 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, 08. A 'View All Occurrences' button is located below the calendar. At the bottom of the form, there is a section titled 'Additional Information' with an information icon. The Windows taskbar at the bottom shows the time as 10:31 AM on 8/14/2019.

You can click View All Occurences to double check your dates or make changes.



Daily Repeats: Patterns are listed below. Choose the one that matches your event. After you have selected your repeat pattern and "Repeats through" date or iterations, click Select Pattern. The dates will be highlighted on the calendar.



Weekly Repeats: Select the pattern listed below that corresponds to the pattern of your event. After you have selected your repeat pattern and “Repeats through” date or iterations, click Select Pattern. The dates will be highlighted on the calendar.

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Additional time

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

How does this event repeat?

Weekly

Repeats every

week

Repeats on

☐ Sun ☐ Mon ☒ Tue ☒ Wed ☐ Thu

☐ Fri ☐ Sat

☒ Repeats through

SAT 8/31/2019

☐ Ends after 1 iterations

Select Pattern

Or

August 2019

M	T	W	T	F	S	S
29	30	31	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	08

View All Occurrences

Additional Information

Monthly Repeats: Select the pattern listed below that corresponds to the pattern of your event. After you have selected your repeat pattern and “Repeats through” date or iterations, click Select Pattern. The dates will be highlighted on the calendar.

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pattern for your event.

How does this event repeat?

Monthly

Repeats every

month

☐ Repeat by Day

Add Repeat Day

☒ Repeat by Position

Repeat day pattern

Repeat on the Third

Wednesday

Remove Position

Add Repeat Position

☒ Repeats through

THU 10/31/2019

☐ Ends after 1 iterations

Select Pattern

Or

August 2019

M	T	W	T	F	S	S
29	30	31	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	08

View All Occurrences

Additional Information ⓘ

Cancel Preview Save

10:40 AM
8/14/2019

Please answer the additional information questions and prompts, as listed.

Click Yes/No if there will be external speaker(s) at this event. If you are a student organization, you must submit the Speaker Request form through Student Affairs.

Event Name

Event Type

Department or Organization

Event Description

Event Date and Time

Event Location

Additional Information

Categories

Comments

Save

Additional Information - Required

Will there be attendees who are not DePaul University students, faculty, or staff?

No

Yes

Will there be remote participants?

No

Yes

Will there be an external speaker(s) at event?

No

Yes

Speaker Request Form submitted?

No

Yes

Speaker Request Form approved?

No

Yes

Name(s) of External Speaker(s) at event:

What is the event type? Banquet, concert, conference, ceremony, meeting, movie, performance, reception, or rehearsal?

If movie/film was selected, please provide a general description of the movie plot/theme and name.

Will you be inviting any attendees 17 years of age or under?

No

Yes

Will an admission or registration fee be charged for this event?

No

Yes

Are you collaborating or sponsoring an external company or organization?

No

Yes

Who will provide catering for your event? Charwells, Food Donation, Potluck or there will not be catering?

Will alcoholic beverages be served?

No

Yes

Will media/news outlets (print, television, radio, etc.) be at the event?

No

Yes

Has a government or elected official been invited to attend the event?

No

Yes

Please list the website address for your organization or program:

Did you host the same event (or similar) in this location? Please share the event date (or best estimate).

Cancel

Preview

Save

Enter additional comments, if applicable.

Before we can process your event, please indicate that you have read and understand the University policies and guidelines for reserving a classroom.

Comments

Affirmation - Required

- This confirms my event will be more than 50% internal DePaul attendees. If my event has more than 50% external participants, I understand that my request will be redirected to DePaul's Student Center for further support of external participant requests, StudentCenters@depaul.edu
- This confirms my event will follow classroom guidelines, and we will throw out any garbage/waste and will not move the furniture without restoring it to its original configuration by the end of my event's reserved time.
- I hereby certify that the information provided is true and accurate. I understand that any false statement may result in loss of reservation privileges.

Reservations are not guaranteed until they are confirmed by Academic Space & Scheduling.

☐ I agree

After Saving This Event...

- ☒ Go To Event Details
- ☐ Create Another Related Event
- ☐ Create A Related Copy of This Event
- ☐ Continue Editing Event
- ☐ Create Another Event

Click Preview to review a summary of your request before you save it, if you'd like.

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Preview

Event Name (Required): Test DePaul

Event Type (Required): Lincoln Park Event

Department or Organization (Required): Academic Space and Scheduling

Estimated Attendance (Required): 45

Event Description (Required):
This is a test event for Lincoln Park.

Date and Time (Required):
SAT 8/24/2019
10:00 am - 11:00 am
WED 9/18/2019
10:00 am - 11:00 am
WED 10/16/2019
10:00 am - 11:00 am

Additional Information:
4) External Speaker(s) at event?: No
5) Speaker Request Form submitted?: No
6) Speaker Request Form approved?: No

Categories:

Comments:

☒ I agree

Cancel Preview Save

10:43 AM
8/14/2019

Click Save to submit your request.

This is a confirmation that your request has been submitted. Please view the details of your event. This is your final chance to make edits. You may email or print your event confirmation for your convenience. You will receive an email once it is processed.

The screenshot shows a web browser window displaying the 'Test DePaul' event details page. The page header includes the event name 'Test DePaul', status 'Tentative', reference '2019-AARJWF', and dates 'SAT 8/24/2019 10:00 am - 11:00 am'. It also notes 'Repeats every month on the 3rd through 10/31'. Below the header are tabs for 'Details', 'Occurrences', 'Calendar', and 'Audit Trail'. The 'Details' tab is active, showing a form with various fields. A notification box is overlaid on the left side of the form.

Test DePaul Tentative 2019-AARJWF SAT 8/24/2019 10:00 am - 11:00 am
Repeats every month on the 3rd through 10/31

Details Occurrences Calendar Audit Trail

Edit Event Tentative More Actions

General

Event Name: Test DePaul
Event Type: Lincoln Park Event
Organization: Academic Space and Scheduling
Scheduler: Guest, DePaul
Head Count: 45 expected
0 registered
Description: This is a test event for Lincoln Park.

Event Categories

Custom Attributes

6) Speaker Request Form approved? No
5) Speaker Request Form submitted? No
4) External Speaker(s) at event? No

Event Info

Event Owner: Guest, DePaul
Creation Date: WED 8/14/2019
Reference: 2019-AARJWF
Cabinet: Events Cabinet
Folder: Other Events

Thank you for submitting your request. You will receive a confirmation email prior to your event with all applicable information. REMINDER: Requests will be confirmed as soon as classrooms for the current academic quarter have been finalized. If your event takes place during the first two weeks of the academic quarter, you will receive confirmation approximately 24 hours in advance.