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"

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.

Provide an estimate of your attendance and an Event Description.

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

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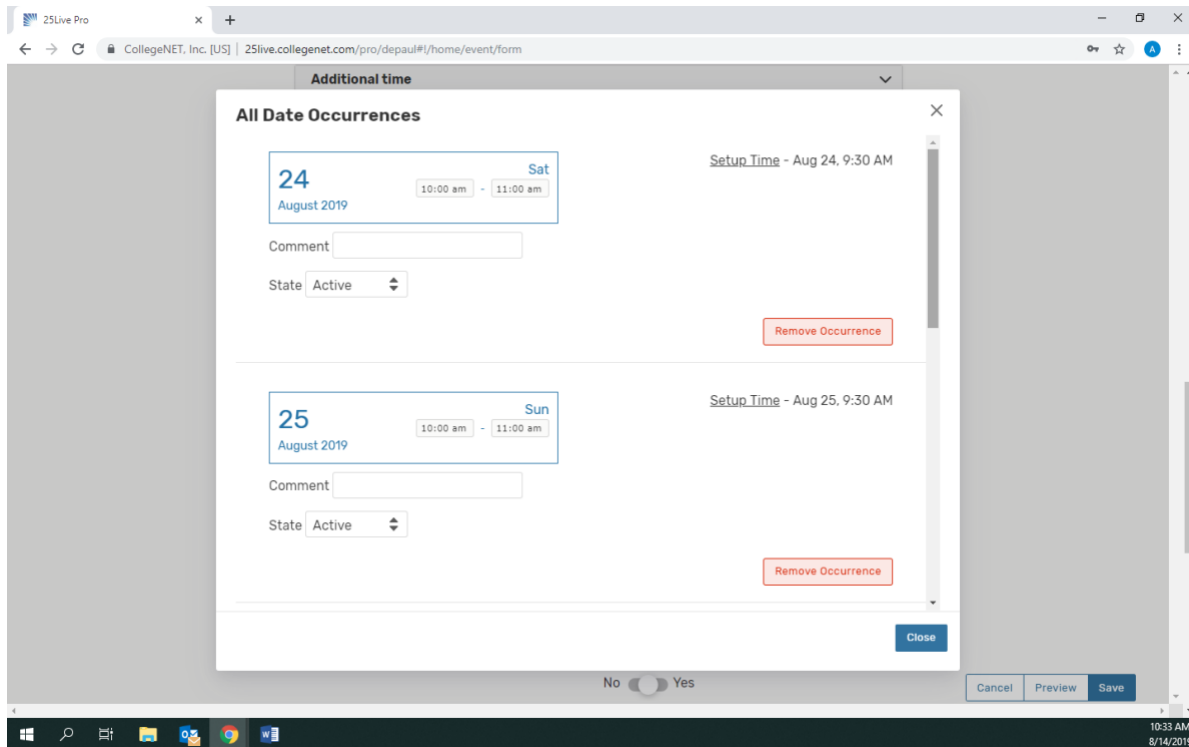

If your event repeats, choose from the following options: Ad Hoc, Daily, Weekly, or Monthly.
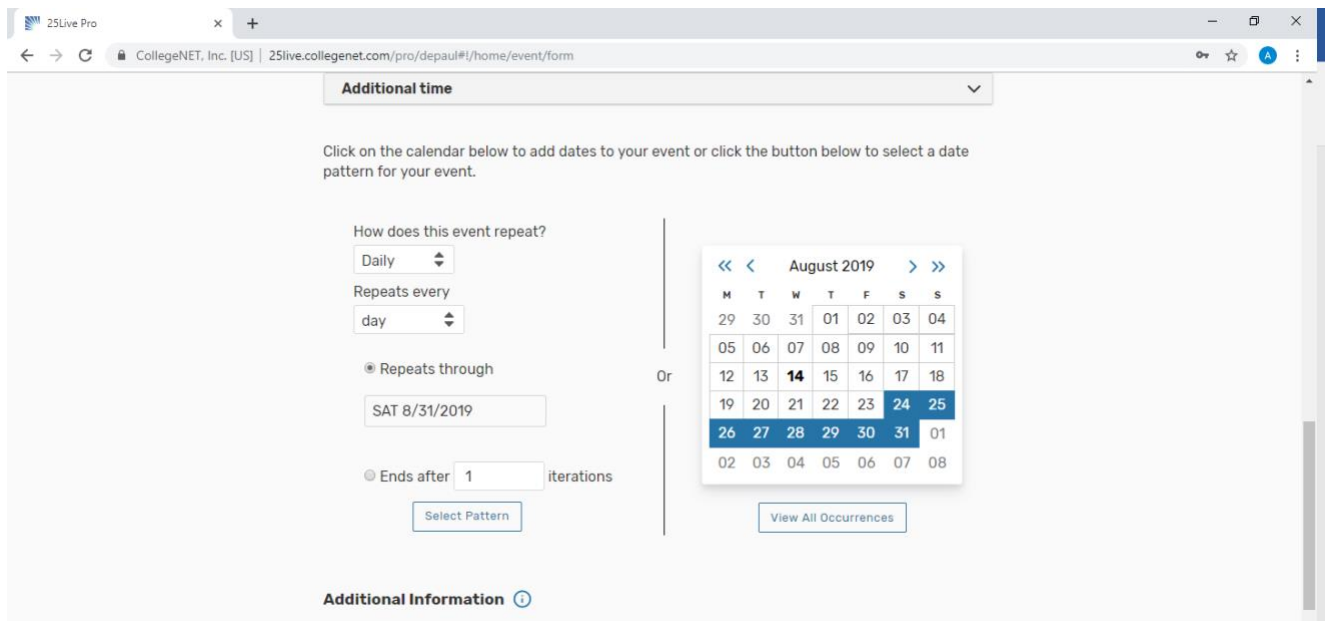
Ad Hoc Repeats refers to multiple dates with no pattern. If this applies to your event, choose all additional dates in the calendar. If you click the date twice, it will remove it.

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.

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.

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.

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.

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

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.