Submitting Videoconference Meeting Requests Through 25Live

1. Open a browser for 25Live - WSU Pullman
   https://25live.collegenet.com/wsu/

2. Log in – upper right-hand corner of page

3. Select the Event Wizard tab

4. Event Information – follow the instructions on the right-hand side of the page.
   a. Enter the Event Name.
   b. For Event Type – choose 25L Meeting Videoconference.
   c. Enter Primary Organization
   d. Select Next to go to the next step

5. Headcount and Event description
   a. Enter 1 for headcount – expected number of attendees will be added in a later step.
   b. Enter Event description if desired.
   c. Select Next

6. Repeating Event? Indicate whether or not this is a repeating event
   a. If it is a repeating event and always occurs at the same time select YES;
      i. Choose a repeating pattern
      ii. If your pattern includes a week that you will not meet, please use the dropdown box under status and choose cancelled.
   b. If the meeting does not repeat, select no
   c. Select Next

7. Date/Time
   a. Enter the start and end time for the event
   b. Enter any set up or take down time.
   c. Select Next
8. Location – for videoconference requests,
   a. Select Search by Location Name.
   b. Type in VC Room. Campus schedulers will choose an appropriate room or you can request a specific room in a later step.

9. Resources – This is where you’ll add the sites that will attend the meeting.
   a. Select Search by Resource Name
   b. Type VC site. A list of videoconference sites will appear.
   c. Select a site and repeat for each additional site. You will see the sites on the right-hand side of the page.
   d. In the Set-up instructions for each site, add name, email, and phone number of one participant. List the number of expected attendees at each site in the quantity field.
10. Attachments – Upload any attachments here. Select Next

11. Custom Attributes – Add Additional VC details
   a. Name of hosting site
   b. If there will be a presentation
   c. If there will be phone participants
   d. If there is a need for live streaming or recording
   e. Select Next

12. Comments
   a. Add specific room request - indicate if you have already reserved the room.
   b. Add additional instructions or details
   c. Select Next
13. Affirmation
   a. Indicate you have read and agree to the affirmation text by checking I agree
   b. Select Save to complete the request

14. Notifications
   a. You will receive an email stating the request has been received
   b. You will receive email confirmations from each site when a room has been assigned.
   c. Using the event title or confirmation code, you can search 25L to see the progress of the request.

15. Changes
   a. To change the date/time of the event, cancel the event, or add or delete sites, email ro.eventscheduling@wsu.edu. Please include the confirmation code.