



Elizabethtown College

How-To in 25Live Choose Different Rooms for Different Dates

When scheduling a reoccurring event, you may run into a conflict and not be able to have the same location for every occurrence, due to previously scheduled events. If this happens, you can easily keep all of your dates together on one reservation rather than creating separate event requests which can get confusing and jumbled for you as the requestor.

Choosing Different Rooms:

Once you have gone through the beginning necessary steps in the Event Form to request your event, you will come to the “EVENT LOCATIONS” section of the form. You will need to click “Refresh” when searching for locations. This ensures that you are getting the most up to date information now that you have selected your dates and updated any associated times for each date.

Event Locations - Required ⓘ

Locations Search ^

Availability for this search is out of date. Click Refresh to update the results.

Refresh

You can choose to “Auto-Load Starred” locations, which going forward will always populate first.

Event Locations - Required ⓘ

Locations Search

Auto-Load Starred: No Yes

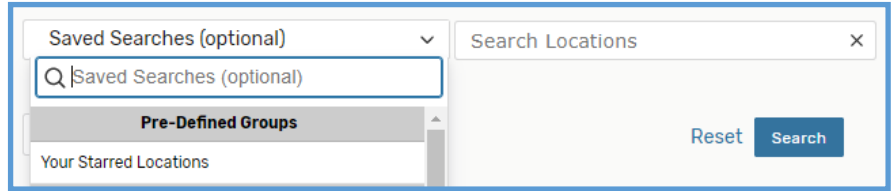
Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) v Search Locations x

More Options v Reset Search

PRO TIP: If there is a location that you use often, the Scheduling Office recommends starring that location as I will populate in “Your Starred Locations...” search

If you do not choose to Auto-Load Starred locations you can also choose the “Saved Searches” drop down and click “Your Starred Locations” at any point



To search for a non-starred location, click in the search box, and start typing a keyword into the Enter Location Search box and hit enter.

**After typing in a space name you must hit enter or “Search” for it to populate results.*

Locations Search

Auto-Load Starred: No Yes

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional)

Hint! Type :: to use SeriesQL

More Options

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Request"/>	H 107	Hoover 107 - Video Conference Room	20	3/3	None
<input type="button" value="Request Available"/>	H 108	Hoover 108 - Computer Classroom	24	2/3	Conflict Details

“Request” means that ALL requested dates and times are available for that specific room

“Request Available” means that you can request the dates and times you submitted that are available based off of previously confirmed reservations.

“Unavailable” means that there are no corresponding dates and times where this location is available, or the room itself is not able to be reserved.

Under the “Availability” column, you will see things like (2/5), (3/4), (0/8), etc.

Add	Name	Title	Capacity	Availability	Conflict Details
Request Available	H 107	Hoover 107 - Video Conference Room	20	3/5	Conflict Details

PRO TIP: By clicking on “Conflict Details” a new screen will pop up showing you what has already been scheduled on any of the dates/times that conflict with your request. If your meeting/event times are flexible, you can go back and edit your dates that have conflicts based off of this information.

The first number is how many days the space is available out of the dates you requested,



Conflicts

Conflicts on:

Thu Dec 05 2019

- H 108
PSY A PSY280PCA
starting at 12:30 pm and ending at 1:45 pm
- H 108
PSY B BG PSY280PCB
starting at 2:00 pm and ending at 3:15 pm
- H 108
BA A MMP BG BA311BUA
starting at 2:00 pm and ending at 3:40 pm

The second number is how many dates in total you have selected. In this instance, there are two dates with conflicts.

After you choose to request a room, the location will be added. The locations will be added below the Locations Search. There you can see all the dates that are requested, and you can modify if needed.

H 112

☆ Add to favorites

Location Title: Hoover 112 - Conference Room

Capacity: 16

Included dates:

Mon Dec 02 2019, Wed Dec 11 2019

[Remove](#) [View Occurrences](#)

H 109

☆ Add to favorites

Location Title: Hoover 109 - Executive Conference Room

Capacity: 14

[Remove](#) [View Occurrences](#)

IF ONE ROOM IS NOT AVAILABLE FOR ALL DATES, you will need to deselect the dates in which you do not need the second space. You can see which date(s) and time(s) are included. If no specific dates are listed, then all dates and times selected are chosen.

Click on “View Occurrences” on the location that is not your first choice, and un-check the “Included” box on the date where your first choice location is available. Once you have deselected the dates that are not needed, click Close.

You will then see the selected dates for each location.

H 112
☆ Add to favorites
Location Title: Hoover 112 - Conference Room
Capacity: 16
Included dates:
Mon Dec 02 2019, Wed Dec 11 2019
[Remove](#) [View Occurrences](#)

H 109
☆ Add to favorites
Location Title: Hoover 109 - Executive Conference Room
Capacity: 14
Included dates:
Thu Dec 05 2019
[Remove](#) [View Occurrences](#)

Date	Time	Conflicts	Included
Set For All			
Mon Dec 02 2019	11:00 am - 12:00 pm		<input type="checkbox"/>
Thu Dec 05 2019	1:30 pm - 3:00 pm		<input checked="" type="checkbox"/>
Wed Dec 11 2019	3:30 pm - 5:30 pm		<input type="checkbox"/>