

## 25Live Guide 2020

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### Overview

Yavapai College implemented 25Live in **September 2010**. We currently have over **160** Users inputting events, meetings and classes into 25Live. We have over **7,300** events created yearly. This allows us to monitor the usage of **284** locations district-wide. For more information regarding 25Live, visit [www.yc.edu/25Live](http://www.yc.edu/25Live). Be sure to review policies and procedures for priority scheduling practices for all 25Live users.

# Yavapai College 25Live Guide

## Access

**25Live Pro** - <https://25live.collegenet.com/pro/yc#!/home/dash>

Chrome, Mozilla or Firefox are the recommended web browsers

**25Live Scheduling** - <https://25live.collegenet.com/yc/scheduling.html#/auth>

**Smartphones, Ipads, tablets:** - <https://25live.collegenet.com/yc> Chrome or Safari web browsers – save to home screen

## Sign into 25Live

Type in your YC username and password (MMDDYY). You may login under 25Live Pro or 25Live Scheduling, and you can switch between the two platforms. COMING SOON – YC is in the process of setting up SSO to access 25Live.

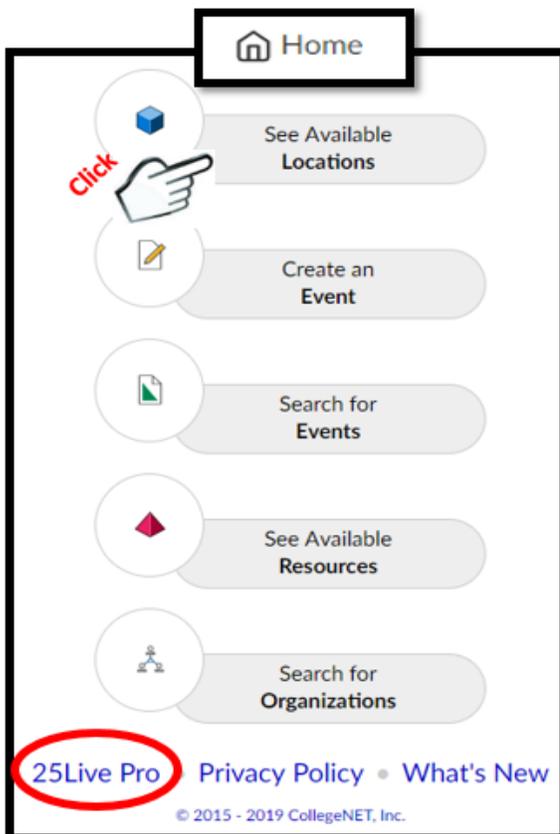
## 25Live Scheduling – Online Help and Home screen

### 25Live Scheduling (aka mobile app):

<https://25live.collegenet.com/yc/scheduling.html#/help/home>

Best uses for 25Live Scheduling:

- Creating events with NO RESOURCES
- Viewing events and locations
- Saving “Favorites”
- Viewing approved layouts for Community Rooms



### 25Live Scheduling Online HELP

Search Help



#### Help Topics

##### Intro

- What you can do in 25Live Mobile

##### Getting Started

- Navigating around 25Live Mobile
- Using Starred Items
- Searching for Events, Locations, Resources, and Organizations
- Viewing event, location, resource, and organization details
- Viewing user information and preferences
- Viewing contact details
- Accessibility Tips
- Glossary

# Yavapai College 25Live Guide

## 25Live Scheduling – Reserve a classroom or conference room

CREATE AN EVENT 1

**Event Name**  
When naming events, keep in mind 25Live is a scheduling program viewable to anyone visiting the Yavapai College website. Event names should be understandable to others and avoid acronyms when possible.

This field is required \*

**Event Type**  
Note: Changing the Event Type may update selections for the following: Custom Attributes, Categories, Contact Roles, Requirements, Publish to Calendar.

Selected Type \*

**Sponsoring Organization**  
Select the organization or office responsible for the event. HINT: Use Organization Type to find your organization! If your organization is not listed, email 25Live@yc.edu

Search for an Organization \*

**Expected Head Count**  
Head Count not to exceed capacity of location

10 ✓

Properly entered fields show a green checkmark

**Event Date and Time**  
*First occurrence date for Start and End*

**Event Start:**  
Fri Jan 11, 2019 11:00am

**Event End:**  
Fri Jan 11, 2019 12:00pm

The event begins and ends on the same day.

Event Duration: **1 Hour**

**Additional Time** *YES - Add 5 minutes pre/post event time for buffer*

Does this event require additional time before the event?  Yes  No

Does this event require additional time after the event?  Yes  No

**Event Repeats**  
Does Not Repeat \*

Single Occurrence – Select Does Not Repeat  
Multiple Occurrences – Select Ad Hoc Repeats

Occurrence List		
Date	Comments	Status
Thu Feb 07 2019		Active

**Space Request**

Search for Locations \*

*Enter location name or type of room:  
Classroom, Conference Room or WebLIVE. 25Live checks location availability for the specified dates/times.*

02-106 Restricted Space →

Athletic Area (Lap Pool)  
Max Capacity: 70

19-147 \* ✓

Community Room (Susan N. Webb)  
Max Capacity: 180

Occurrences: Oct 12 ⚠ View Conflicts

VC.M-137 \* ✓

Community Room  
Max Capacity: 150

Occurrences: Oct 12 ✓ No Conflicts

**Event Resources**

Search for Resources

No Resources Required \* ✓

Occurrences: Oct 12 Quantity: ∞

**Contact Roles for this Event**

**Scheduler**  
Hoots, Linda \* ✓  
Facilities Office Supervisor  
linda.hoots@yc.edu

**Requestor**  
Laurence, David B. \* ✓  
Director, Facilities Planning  
david.laurence@yc.edu

**Internal Notes**

Internal Notes are only seen by Event Scheduler and Requestor

**Affirmation**

Event is NOT confirmed until approval of Location and Resources have been approved.

I agree Save \*

**Event State** *SAVED – event shows confirmed*

**Confirmed**  
The event is scheduled and confirmed.

**Cancelled** To CANCEL - go back into the event wizard, click "Cancelled"

Quick Tip:

Save Favorites – click the Star to turn it yellow.

## Building(s) Unlock/Lock

Open building times are listed below. If your event is not during these times, please request the resources below.

**CP – Unlock/Lock, TSS – Allow Access to Building and TSS – Secure Building**

YC District-Wide Building Schedule	
Monday – Thursday	7:00 a.m. – 9:00 p.m.
Friday	7:00 a.m. – 5:00 p.m.
Saturday and Sunday	Always request resources

TSS resources are scheduled in advance. ITS will NOT be available to revise building unlock/lock during event. Please include enough time to cover lingering attendees, clean up etc.

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## 25Live Pro - Online Help

25Live Pro:

<http://knowledge25.collegenet.com/display/25HELP/25Live+Pro+Help>

Best uses for 25Live Pro:

Creating events with Resources (tables, chairs, etc.)

Scheduling events in Community Room locations

Viewing event details (dates, times, resources)

Viewing calendars (daily, weekly, monthly)

CollegeNet Terms:

SaaS (Software as a Service) – YC is a SaaS school.

Draft – YC doesn't utilize this feature.

Shared locations – YC doesn't utilize this feature.

## 25Live Pro Help

Search 25Live Pro Help Topics

### • Getting Started

- [Navigating Through 25Live](#)
- [Using the Top Navigation Bar](#)
- [Using Favorites and Starred Items](#)
- [Using and Customizing Your Home Dashboard](#)
- [Working with Your User Preferences](#)
- [Browsing Personal Views](#)

### • Creating and Working With Events

- [Creating Events](#)

## 25Live Pro – Home screen

The screenshot displays the 25Live Pro Home screen with a dark green header containing the 25Live Pro logo, an Event Form icon, and a More menu. Below the header, there is a search bar and a 'Recently Viewed' dropdown. The main content area is divided into several sections:

- Quick Search:** Includes search bars for Events, Location, Resource, and Organizer.
- Find Available Locations:** Offers help for finding a location and choosing a time.
- Your Starred Events:** Shows a message that no starred events are present and explains how to star events.
- Your Starred Locations:** Lists starred locations such as Multipurpose Classroom (WebLIVE), Lecture Classroom Restricted (Library), Computer/Lecture/WebLIVE/Recording Classroom, and another Classroom.
- Your Starred Event Searches:** Shows a notification for copied event searches.
- Your Starred Location Searches:** Shows a message that no starred location searches are present.
- Your Starred Resource Searches:** A section for starred resource searches.
- Your Upcoming Events:** Lists 3 events where the user is the Requestor and 3 events where the user is the Scheduler.

A 'More' menu is open on the right side, listing navigation options: Home: 25Live Pro, List, Calendar, Availability, Search, Reports, Publisher, 25Live Scheduling, Preferences, About, Linda Hoots, and Sign Out.

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## Event Planning - What to know before entering an event

- **Deadlines** - A minimum 2-week lead-time is required for entering events w/resources.
- **Expected head count** - How many people are attending? Plan for the highest possible head count without exceeding capacity. Use this information to select the appropriate room layout.
- **Location** - Community spaces are the **only** locations that allow different layouts using college resources. 19-147, VC.M-137, SED-34 and VC.Q Pavilion have multiple existing layouts available.
- **Select Layout** - Choose an **existing** layout that has the correct capacity and works best for the event. See below regarding requesting a **custom layout**.
- **Date & Times** – View location availability to select date(s) and time(s). Always include time for Setup, Pre-event, Actual Event, Post-event, Takedown.
- **Resources** - Resources are identified by the supporting departments: Facilities (FM), HelpDesk (TSS), Presentation Technology (PTSS) and Campus Police (CP). You can search for resource types in 25Live to see all options. Review the layout and head count to factor the resource quantities, and be sure to select the resources specific to the location of the event if listed.

## How to View Layouts

- [25Live Scheduling](#) - search for the location, click layouts to view all available layouts
- [25Live Pro](#) - search for the location, click details to view available layouts one by one

## Custom Layout Requests

Before requesting a custom layout, please review all existing approved layouts for the location. Select layout based on the number of attendees and event type. Existing layouts are for maximum capacity. If a custom layout is needed, please follow the guidelines below.

1. Requests must be submitted a **minimum of 4 weeks prior to the event date**.
2. Enter a Facilities Work Request in MainBoss for a computer drawn layout (CAD). Include the location, event name, date and head count.
3. Submit a simple drawing of the custom layout requested to [facilities@yc.edu](mailto:facilities@yc.edu).

All Layouts will follow ADA and fire egress guidelines and go through an approval process (Facilities, Risk Management, and Campus Police) before the event can be finalized in 25Live. Please call Facilities at ext. 2180 if you have any questions. Only existing furniture in each location can be utilized.

## Changes or Cancellations to an event with Resources

**Changes or cancellations within 3 days prior, please call the appropriate department.**

**Any change or cancellation within 2 weeks prior to the event occurring** - After updating the event in 25Live, email the event details, confirmation and specific resource change(s) or cancellation(s) to the appropriate department(s). 25Live does NOT send automatic notifications of changes or cancellations to departments that offer resources.

ALL ITS/PTSS Resources [HelpDesk@yc.edu](mailto:HelpDesk@yc.edu)

ALL Facilities (FM) Resources [Facility@yc.edu](mailto:Facility@yc.edu) and [Jorge.Alvarez@yc.edu](mailto:Jorge.Alvarez@yc.edu)

ALL Campus Police (CP) Resources [Shelby.Dollarhide@yc.edu](mailto:Shelby.Dollarhide@yc.edu)

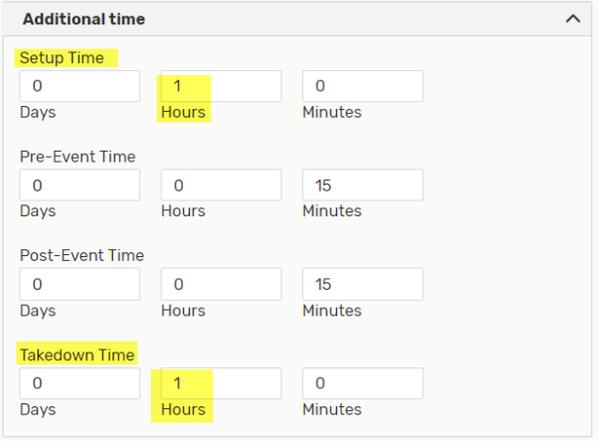
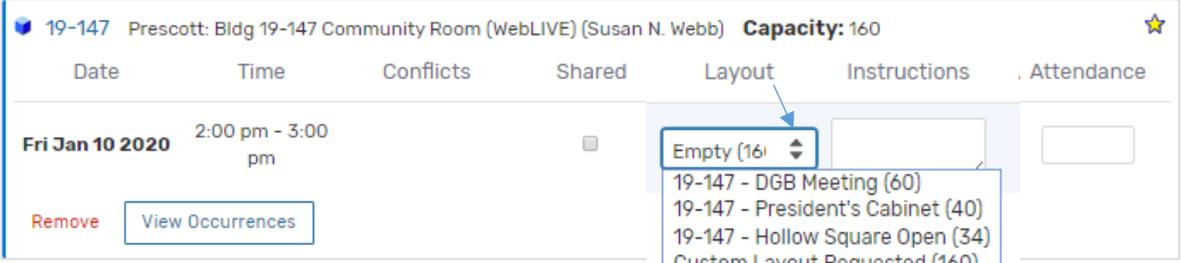
**ITS/PTSS – ext. 2168 Help Desk      Facilities – ext. 2180 Linda      Campus Police – ext. 2185 Shelby**  
Late changes (including cancellations or NO SHOW) may result in a department expense for labor costs.

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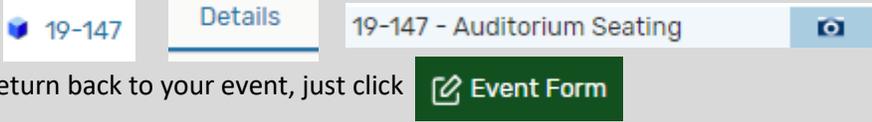
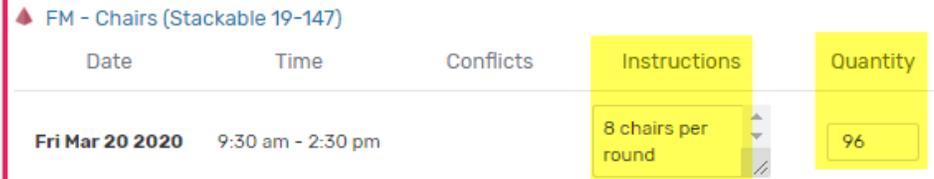
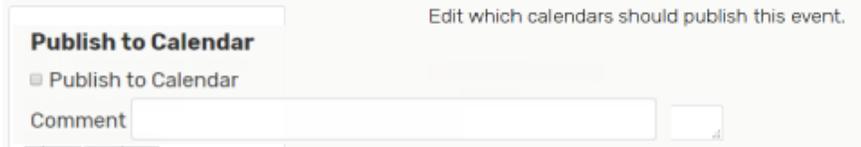
## 25Live Pro Event Form - Create an Event with Resources

<p><i>Opening the Online Event Form</i></p>	 <p>Use the <b>Event Form</b> link in the top navigation bar. <b>OR</b>          Use the <b>Create an Event</b> button on your 25Live home dashboard. <b>OR</b>          Choose an option in the <b>Find Available Locations</b> area of the 25Live home dashboard to start from a required time or location, if that section is present <b>OR</b>          Select the Create event icon  in a calendar view, availability view, or search results.</p>
<p><i>Enter basic information</i></p>	<p>Enter an Event Name, Event Title, select an Event Type, and complete the Primary Organization. Please note, some fields are required.</p> <p>Click  for additional information</p>
<p><i>Calendar Event Title</i></p>	<ul style="list-style-type: none"> <li>• If your event will be posted to a Published Calendar, complete Calendar Event Title field <b>Format of Titles:</b></li> <li>• Keep it Short (140 characters maximum)</li> <li>• Not all capital letters</li> <li>• Limit YC verbiage and acronyms – these events are targeting a larger audience, including community members.</li> </ul>
<p><i>Enter attendance information and description</i></p>	<ul style="list-style-type: none"> <li>• Expected Head Count - 25Live can use the expected or registered head count to find locations that can hold your event.</li> <li>• Registered Head Count (if required)</li> <li>• Event Description - The Event Description will appear on Published Calendar. Please include the Where/What/Cost/Description of event.</li> </ul>
<p><i>Event Description</i></p>	<p>This is where you can add details of your event.</p> <p><b>Suggested information:</b></p> <ul style="list-style-type: none"> <li>• Contact Information regarding this event (either a phone number or email)</li> <li>• Who/What/When/Where/Why</li> <li>• If ticketed event please include cost of tickets</li> <li>• Insert hyperlink to YC website or RSVP webpage</li> </ul>
<p><i>Enter date information about your event's first occurrence</i></p>	<p>Specify the date and times of the first occurrence of the event. If your event occurs on multiple days, how it repeats is in the next section.</p> <div data-bbox="318 1535 708 1808"> <p><b>Event Date and Time - Required</b> </p> <p>Fri Oct 25 2019</p> <p>4:00 pm</p> <p>To:</p> <p>5:00 pm</p> <p><input type="checkbox"/> This event begins and ends on the same day</p> </div> <p>You have the option to create a single occurrence of a multi-day event by using the checkbox for This event begins and ends on the same day. When the box is unchecked, you can choose an End Date, however, be aware that if this is a repeating event every subsequent occurrence will have the same multi-day duration.</p>

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<p><b>Enter additional time needed before and after the event</b></p>	<p><b>Additional Time</b>                  ALL EVENTS CREATED need a minimum of 5 minutes pre/post time added. For events w/resources a minimum of 1-hour Setup and 1-hour Takedown time is required.</p> <ul style="list-style-type: none"> <li><b>Setup/Takedown time</b>                      For the Facilities and ITS/PTSS departments to setup and takedown furniture and equipment before and after the event.</li> <li><b>Pre/Post time</b>                      Time for flow of traffic between events in the same location, or if an event planner needs time to place handouts, signup sheets, centerpieces, etc.</li> </ul>  <p>Facilities furniture setups happen the evening before the event, with takedown occurring the following evening. The ITS/PTSS department resources times vary from the day before the event to the hour before. If multiple events occur in the same location on the same day, a minimum of 2 hours is required between events.</p>
<p><b>Choose how your event repeats</b></p>	<p>If your event has more than one occurrence, select how the event repeats. 25Live allows you to create repeating events defined as either ad hoc (random) dates or as a pattern (daily, weekly, monthly).</p> <ul style="list-style-type: none"> <li>Tap or click on dates on the calendar to create random (or ad hoc) repeat occurrences.</li> <li>Or click the Repeating Pattern button to select the pattern type (including ad hoc dates) and complete its options, then use the Select Pattern button to save your choices. You can still select random dates by clicking the calendar.</li> </ul>
<p><b>Select Location(s)</b></p>	<ul style="list-style-type: none"> <li>Select from favorites, OR select Saved Search or search for locations by name.                         <ul style="list-style-type: none"> <li>Use the More Options dropdown to add additional search parameters, such as Categories, Features, Layouts, and Capacity. Check the Hide Locations with Conflicts or Enforce Headcount boxes to narrow results. As you search, 25Live checks for the availability of location(s) at your specified dates/times, OR</li> </ul> </li> <li>Or Click the “Reset” to type in a location to view.</li> </ul>  <p>Use the <b>Reserve</b> (or <b>Request</b>) button to make selections. You may choose one or more available locations for your event. Once selected, the location is added to the event form.</p>
<p><b>Location Layout Editing</b></p>	 <p>Community rooms have different layouts to choose from. Click the drop down arrow to select layout.</p>

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	<p>The number in parenthesis shows the maximum capacity for that layout. Next, click in the Instructions box to enter extra details.</p> <ul style="list-style-type: none"> <li>To view images of available layouts, click the Location number, then click details, then click On the small camera next to each Layout to view the image.</li> </ul>  <p>To return back to your event, just click <a href="#">Event Form</a></p>										
<p><b>Select Resources(s)</b></p>	<ul style="list-style-type: none"> <li>Select from favorites, OR Select Saved Search or search for suitable locations by location name. Use the More Options dropdown to add additional search parameters, OR</li> <li>Click 'Reset' to type in Resources by type or name</li> <li>Use the <b>Reserve</b> (or <b>Request</b>) button to make selections. You may choose one or more available resources for your event.</li> <li>Once reserved, the resource is added to the event form where you can add setup instructions and update quantities.</li> </ul>  <table border="1" data-bbox="324 766 1258 945"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Conflicts</th> <th>Instructions</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Fri Mar 20 2020</td> <td>9:30 am - 2:30 pm</td> <td></td> <td>8 chairs per round</td> <td>96</td> </tr> </tbody> </table>	Date	Time	Conflicts	Instructions	Quantity	Fri Mar 20 2020	9:30 am - 2:30 pm		8 chairs per round	96
Date	Time	Conflicts	Instructions	Quantity							
Fri Mar 20 2020	9:30 am - 2:30 pm		8 chairs per round	96							
<p><b>Resource Occurrence Editing</b></p>	<p>For events with multiple dates and setup instructions, 25Live allows you to adjust settings per occurrence for each requested or reserved resource. After adding a resource, collapse the search, then use the <b>View Occurrences</b> link in the resource block below to add instructions, adjust the quantity, and change occurrence information. A selected resource appears as a pending assignment in event details and in the resource availability grid until you save the event.</p>										
<p><b>Select Contacts</b></p>	<p>Select the contacts associated with the event. To specify a contact, use the dropdown icon, enter a few letters of the contact's name, and select it when the full name displays.</p> <ul style="list-style-type: none"> <li><i>Contact System Administrator to add/delete a contact.</i></li> </ul>										
<p><b>Publish to Calendar</b></p>	<p>Please see "Events to Published Calendar" for list of calendars and criteria</p> <p><b>Check Box "Publish to Calendar.":</b> In the comment box, you can request the calendar(s) you would like event published.</p>  <p>Your event will NOT be automatically placed on calendar once you save event. The Marketing Department or Office of Special Events will be approving/denying events and may edit the description to place on calendar. You will receive an automatic email when your event is edited by Marketing Department or Office of Special Events.</p>										
<p><b>Agree to terms and conditions</b></p>	<p>Check the agreement box. You must agree to your institution's terms and conditions (if presented) before your event can be saved.</p>										

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**Select a heading (if requested)**

If your 25Live instance is set up to require it, you will need to choose the appropriate heading for your event. The heading determines the context for event storage (the cabinets and folders set up by administrators) and the access rights to the event by various 25Live security groups.

If you select **"I Don't Know,"** your event will be saved as a **Draft**, and location and resource assignments will be removed but saved as preferences until the Draft state is changed.

**Choose Event Heading**

Under which heading would you like to save this event?

- Administrative
- Athletic
- External
- Internal
- Special Event
- Student Center

Save

**TIPS:**

- Event Name
- Calendar Event Title
- Event Type
- Sponsoring Organization
- Expected Head Count
- Event Description
- Event Date and Time
- Space Request
- Event Resources
- Internal Notes
- Event State
- Affirmation
- Create Another and Relate

**Preview**

**Event Name (Required):** Cornucopia Community Advocates

**Calendar Event Title:** Verde Valley Food System Workshop

**Event Type (Required):** External User

**Sponsoring Organization (Required):** CORNUCOPIA COMMUNITY ADVOCATES

**Expected Head Count (Required):** 40

**Event Description:**

**Event Date and Time (Required):**  
 Wed Oct 23 2019  
 9:00 am - 2:00 pm  
 Locations: VC.M-137, VC.M-140  
 Resources: FM - Tables (Rectangular M-137 ONLY), CP - Police Officers (Unlock/Lock), FM - Custodial Services, FM - Tables (Round VC.M-137), FM - Chairs (Stackable VC.M-137)

**Contact Roles for this Event:**  
 Requestor: Grady, Harvey  
 Scheduler: Harp, Ellen

**Publish to Calendar:**

**Internal Notes:**

**Event State:** Confirmed

**Affirmation (Required):** Yes

**Create Another and Relate:** No

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## Events to Published Calendar

These are the currently calendar options. One event can be assigned to several calendars.

### Calendar Options:

- Alumni/Foundation
- Athletics
- Community
- Lifelong Learning/OLLI
- Performing Arts
- Student Activities/Events

### Criteria for an event to be published to calendar

The external calendar on the Yavapai College website is used to inform the college's faculty, staff, students, and community members of the different events that are located at or associated with the college. The following guidelines have been developed to ensure that the correct events are displayed.

1. Only events that are open to all students, employees, or the public are allowed on the calendar. Events that are restricted to a certain group or audience will not be displayed.
2. Meetings, both internal and external, are not to be displayed on the calendar, unless they are open to the public, all faculty and staff, or students.
3. The Yavapai College Marketing Department and Office of Special Events have the right to add/remove any event that they see fit.

## Prescott Gym Events

<b>Resource: FM – Tarps – Gym Floor (Prescott)</b>
Please add both resources below for Non Athletic events held in the gym: FM – Tarps Gym Floor (Prescott) FM – Custodial Services (4) <b>**Additional Time is Required to tarp the gym**</b> Always include 4 Hours Setup and 4 Hours Takedown time FYI – The college charges external users \$546.00 for the labor and use of the tarp.
<b>Resource: FM – Bleachers 1 by entrance, no backrest</b> <b>Resource: FM – Bleachers 2 with backrest</b>
Please add Bleacher resource(s) if Gym is used for an Event not sponsored by Athletics. Brad Clifford must approval gym use prior to event.

## Custodial Services – When to request this resource

<b>Resource: FM - Custodial Services</b>
Please add this resource for all events held in the locations below: Community Rooms (19-147, VC.M-137, SED-34) PAC, Gym, Pavilion, Sculpture Garden and any event serving food. Also include this resource for events with 75+ attending and when food is provided

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## Blackout Dates Procedures

When scheduling your future events in 25Live, there are rooms that are blacked-out due to campus closure during the upcoming holidays, summer hours or maintenance. This means you **MAY NOT** schedule an event in 25Live for those days without written permission from your department's Vice President.

This approval must be forwarded via email to the 25Live System Administrators, Austin Moore and Linda Hoots, along with the following information so the event can be entered into 25Live:

Event Name

Calendar Event Title

Event Type (student, faculty, etc.)

Sponsoring Organization (which department)

Expected Head Count

Event Description

Event Time(s)

Additional time            Minimum 1-hour setup/takedown for event with resources  
Is any time needed prior or after event start time?

Event Date(s)

Location(s)

Resources needed (Facilities/ITS/Campus Police) Required: [\\*Allow Access to Building](#) and [\\*Secure Building](#)

Will the external user need a temporary Username and Password?

### Blackout Dates:

Martin Luther King Day	January 20, 2020
Spring Break	March 8 – 14, 2020
Memorial Day	May 25, 2020
Tentative Summer Hours (F/S/SU)	May 15 – August 7, 2020
Independence Day	July 4, 2020
Labor Day	September 7, 2020
Veterans Day	November 11, 2020
Thanksgiving Holiday	November 25 – 27, 2020
Winter Break	December 19 – January 3, 2021

### Facility Use Guidelines Liabilities for External Users (that apply to all at YC)

The Guests shall maintain all areas used in a clean, well-organized manner as well as confine their activities to the area and equipment assigned to them.

No furniture is to be rearranged or retrieved from adjoining rooms.

Food and beverage are allowed in classrooms and conference rooms; however, the Guest is responsible for setup, cleanup, and returning the area to a pristine condition. NO food or drink is allowed in any computer classrooms, labs, gymnasium or pool area.

The Guest and/or internal department utilizing the facility and equipment assume all liability and agree to make prompt restitution for any loss or damage occurring during the applicant's use of the facility and equipment.

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## Responsibility of an Event Host

- Must be in attendance of event or assign a designated YC person.
- Be responsible for the unlock/lock of doors (include time in pre/post in event details).
- Cancel event in 25Live. If cancelled within three days of event, please notify department(s) if resources were requested.
- If a PTSS Technician On-Site is requested, please make arrangements ahead of time to schedule a training session for presenter(s).
- Ask organization if they will need access to a computer. If so, please request a temporary username a minimum of 10 days before event.
- Adhere to the occupancy limits for each layout/set-up as stated in 25Live.
- Must clean and return the location to the way it was prior to the event.
- If hosts are found to be in violation of any policies or procedures, sanctions may be given to the individuals or the organization and the event may be terminated.

**NOTE: If you are hosting an external event, please identify who will be the YC Host.**

## Contact Us

Austin Moore [Austin.Moore@yc.edu](mailto:Austin.Moore@yc.edu) or at ext. 7119

Linda Hoots [Linda.Hoots@yc.edu](mailto:Linda.Hoots@yc.edu) or at ext. 7694

Help Desk [helpdesk@yc.edu](mailto:helpdesk@yc.edu) or ext. 2168 for ITS/PTSS assistance

Kelsey English [Kelsey.english@yc.edu](mailto:Kelsey.english@yc.edu) for Calendar Events

## 25Live Status Updates

<https://status.yc.edu/> Please subscribe to operational updates from CollegeNet.