General Guidelines

Audience: Use this job aid and accompanying tutorial to learn how to request a non-academic space for your event.

Preparation Checklist: When requesting a space, be sure to have this information ready:
- An Event name
- Date and time of Event
- Expected Head attendance count
- Software requirement: Firefox browser (only)

Request Event Space

1. From a Firefox browser, enter the url: 25Live.collegenet.com/uakron

2. Click the Sign In link

3. Log in. Use UA log in credentials.

4. From the Home tab, click Create an Event

5. Complete Event Name field

6. Choose an Event Type
   - Click All Event Types...
   - ..and pick an Event type from the ‘Choose from...’ box

7. Select the Organization requesting the Event
   - Use the Find by... tool to Search or filter by Index, Type, or Category

8. Specify Event Date and Time
9. Enter expected **Head Count**

10. Choose Event Location
   - Use the **Find by** tool to Search or filter by Index, Category, room Feature, or room Layout

11. Advertise Event to Campus through Successful **U application**
   - Click all categories that apply
   - Click Not Applicable for internal events and to block advertisement to campus

12. Read and acknowledge Scheduling Terms and Conditions.

13. Click **Finish** to make the complete the space request.

14. To monitor the request for approval, click the **Home** tab, then click the **Your Events** pane for **Events in which you are the Scheduler**.

15. From the resulting Search screen, read the request status in the **State** column.
   - There are 3 possible states: Approved, Denied, and Tentative