

Reserving self-scheduling-enabled spaces via 25Live Express Scheduling

The following documentation details how to reserve a space using 25Live Express Scheduling.

- Unlike regular 25Live scheduling, 25Live Express scheduling **allows you to immediately schedule** a space.
- Only spaces that allowed self-scheduling will be searchable/displayed.
- You are limited to one hour blocks at a time.
- Certain spaces may allow self-scheduling but be subject to priority scheduling as needed.

For Scheduling Go to: <http://go.lehigh.edu/reservespace>

[Reserve Now](#)

When you arrive at 25Live Express Scheduling, you will be prompted to log in.

Log in using your Lehigh credentials, then you will see the following:

(Click here for VIDEO Directions: https://drive.google.com/file/d/19HK2bJC31u-laSVsly054iN0Kh4_9Cqp/view)

IMPORTANT NOTE

Do NOT use the "Create an Event" or "Open Event Wizard" links for express self-scheduling as these links will take you to a different reservation form subject to unrelated workflows and approvals - not self-scheduling.

LEHIGH UNIVERSITY

Create an Event Help

See Available Locations

Create an Event

Search for Events

See Available Resources

Search for Organizations

Express Scheduling Event

Date: Mar 12, 2019

Time: 2:00pm - 3:00pm

Available Express Locations: FM 549A ✓ No Conflicts

Event Name: Test Event

Open Event Wizard Cancel Save

Desktop Version | Privacy Policy | What's New

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Create a new event via Express Scheduling

Express Scheduling Event



Date

Mar 7, 2019



Time

4:00pm

5:00pm

Available Express Locations

FM



FM 549A

FM 549B

FM 549C

[Open Event Wizard](#)

Cancel

Save

To create a new event, simply complete the following fields (all fields are required):

- **Date/Time** - select the date and time you would like to reserve a space for
- **Available Express Locations** - all locations that allow self-scheduling will begin to appear as suggestions as you start typing
- **Event Name** - specify a name for your event

Express Scheduling Event



Date

Mar 7, 2019



Time

4:00pm

5:00pm

Available Express Locations

FM 549A



✓ No Conflicts

Event Name

Required

[Open Event Wizard](#)

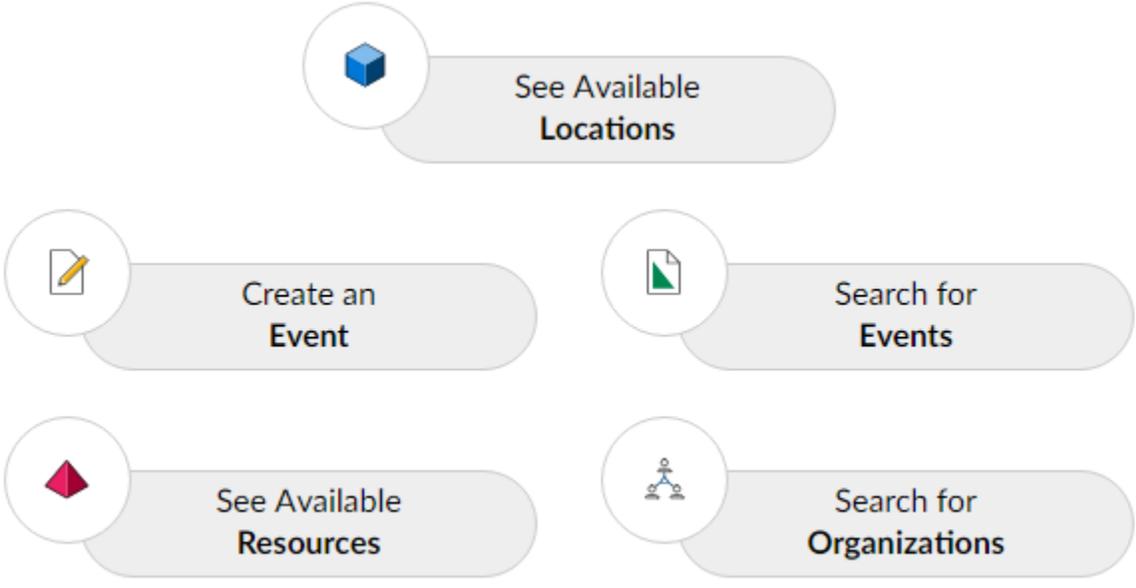
Cancel

Save

If the space you are trying to reserve is available during the date/time you specified, you will see feedback as show above (ex: "No Conflicts"). If the space is not available, it will report this to you as well, then simply select another space.

Once you have a space selected that is available and the fields are complete, click **Save**. Your event is now scheduled. If the space you reserve is equipped with a scheduling panel outside the room, your event will show there within minutes.

Searching available locations



You will notice the above options on the left hand side of the express scheduling landing page (or at the top on the mobile view). As a reminder, **do not click "Create an Event"** as this will take you out of express scheduling into an unrelated approval-only reservation process. You can safely ignore all of these options for self-scheduling purposes except **See Available Locations** which may be helpful in showing you a list of spaces allowing express scheduling based on your search input.

IMPORTANT NOTE

Please note, the **Reserve It** button will open the event wizard and take you out of express scheduling and, therefore, should not be used in this instance.

Select Existing Search ▾

Checking Availability for Mar 7, 2019, 4:00PM - 5:00PM
Showing All Locations

3 Matching Locations
↻

	Location Name ▾	Formal Name	Max Capacity	Actions
☆	FM 549A	Fairchild-Martindale Library 549A	13	Reserve It
☆	FM 549B	Fairchild-Martindale Library 549B	13	Reserve It
☆	FM 549C	Fairchild-Martindale Library 549C	13	Reserve It

In the example above, when searching for a space in the EWFM Library or Computing Center, use the official abbreviation for the building (in this case: FM), and/or specify a room number and press enter. Useful information will appear about related spaces. Spaces will show regardless of availability. You can change the date, time and locations options above until the space you want to reserve shows as available (action button reads "Reserve It").

