

## Reserving Space in 25Live Pro!

The UD School of Music uses the CollegeNet scheduling system, [25Live Pro](#)

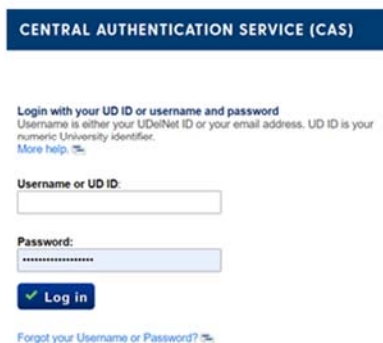
You can use this system to schedule space or see what's in a space at a certain time. Eventually, it will also be the system that feeds public events to our website.

Use this address/link: <https://25live.collegenet.com/pro/udel>

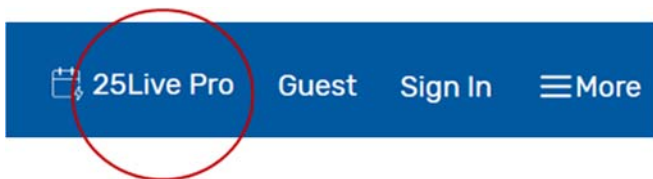
In the **upper right-hand corner**, click **sign in**



The UD Central Authentication Service will load. Use it to login with your UD ID and password

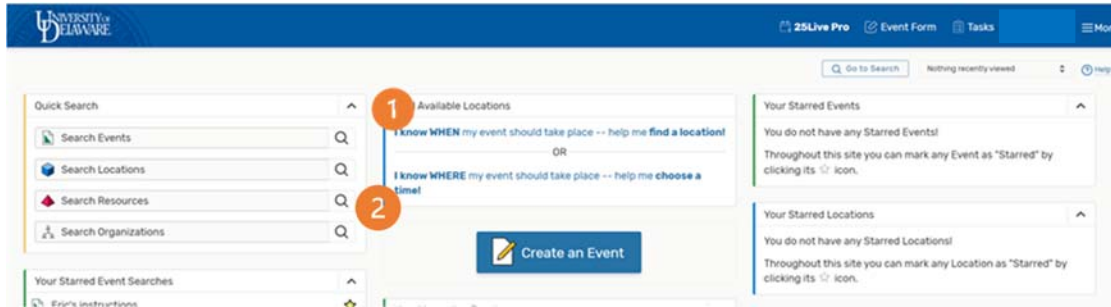
A screenshot of the Central Authentication Service (CAS) login page. At the top, there is a dark blue header with the text 'CENTRAL AUTHENTICATION SERVICE (CAS)'. Below this, the text reads 'Login with your UD ID or username and password' followed by a smaller line: 'Username is either your UDNet ID or your email address. UD ID is your numeric University Identifier.' and a link for 'More help'. There are two input fields: 'Username or UD ID:' and 'Password:'. Below the password field is a blue button with a checkmark and the text 'Log in'. At the bottom, there is a link for 'Forgot your Username or Password?'. To the right of the login form, there is a light blue oval containing the text 'If necessary, do 2-Factor Authentication!'.

Once logged in, in the **upper right-hand corner**, click **25Live Pro**



You're now on "home base", the main screen

There are two primary ways to request space ...



1

## I know WHEN my event should take place -- help me find a location!

Click this link [center, near top], and you will get this dialog box:

Find Available Locations

Enter the desired date and time for your event:

**Date:**

Choose Date Template

To:

**Number of Attendees:**  (required)

**Search within:**

Pick a date. Enter the times of your event. Estimate the number of attendees.

Select [Search Within](#) parameter: Music Venues

**Search within:**

Click blue box:

You will get a list of venues that meet your criteria.

Click one that you wish to use.

This will bring you to our [EVENT FORM](#)... it will be partially completed...

[EVENT FORM](#) instructions on Page 5

## 2

### I know WHERE my event should take place -- help me choose a time!

Click this link [center, near top] and you will get this dialog box:



Enter location by name.

HINT: Most rooms are listed  
"building room number" with no space.  
For example: AED110, AED118

Ones you may not know:

AED250A/Loudis = Loudis  
CFA101/Puglisi = Puglisi  
CFA120/Gore = Gore  
BSHAUD = Bayard Sharp

If you can't find what you're looking for click link at bottom of dialog box,  
enter "MUSIC VENUES" into search box for full list

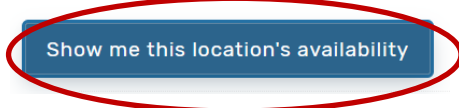
Click GO 

Use drop down selection box to select room



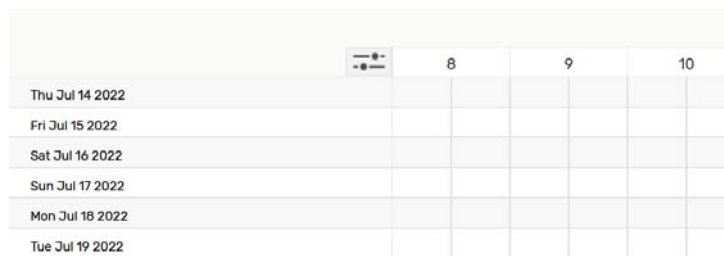
Click on date box to enter date around the time you are interested .

Date:

 Show me this location's availability

Then click  
[Show me this location's availability](#)

You will then see a grid of the room's  
availability around the date you specified



	8	9	10
Thu Jul 14 2022			
Fri Jul 15 2022			
Sat Jul 16 2022			
Sun Jul 17 2022			
Mon Jul 18 2022			
Tue Jul 19 2022			

Hover your cursor over the day & time you would like, CLICK ...

This will bring you to our [EVENT FORM](#)... it will be partially completed...

[EVENT FORM](#) instructions on Page 5

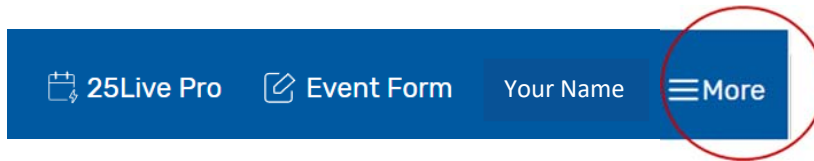
## Before moving onto our EVENT FORM ...

### Check to see if another event is scheduled for the same time!

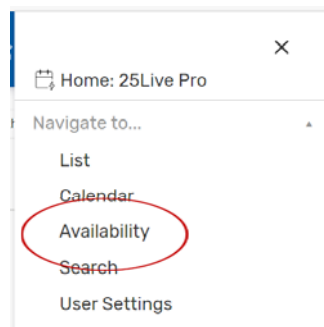
We currently only allow one major (large ensemble, faculty recital, student recital) performance at a time. It is sometimes possible to run current studio recitals, master classes or solo instrument ensembles.

To find out if another major event is scheduled at the day and time you want ...

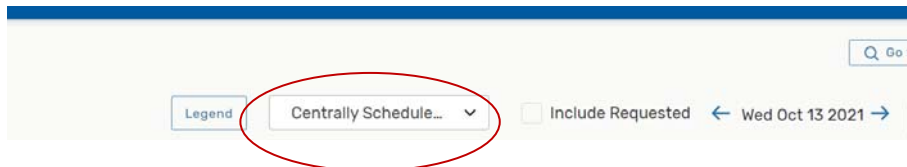
In the **upper right-hand corner**, click **More**



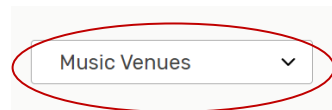
Navigate to **Availability**



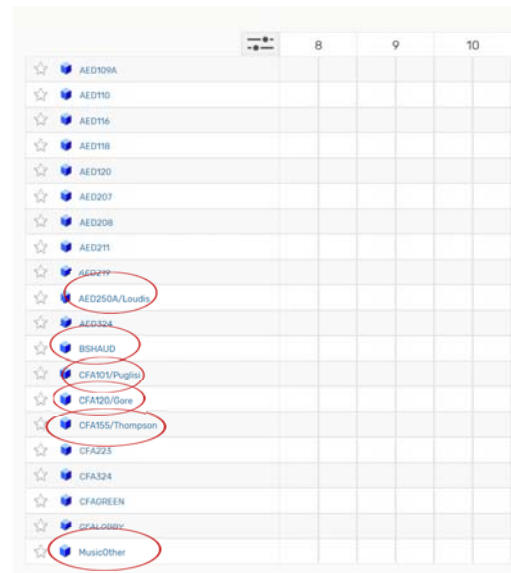
Near the top, **use the box in the center near the top** to change **Centrally Scheduled ...**



... TO **Music Venues!**

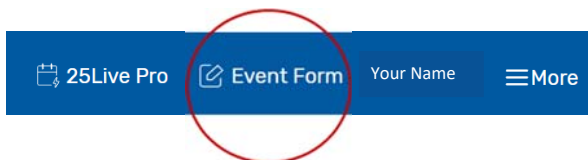


Use the **Availability Grid** to see if anything else major is scheduled in a venue on the same day and time.



	8	9	10
★ AED109A			
★ AED110			
★ AED116			
★ AED118			
★ AED120			
★ AED207			
★ AED208			
★ AED211			
★ AED219			
★ AED250A/Loudis			
★ AED324			
★ BSHAUD			
★ CFA301/Puglisi			
★ CFA120/Gore			
★ CFA155/Thompson			
★ CFA223			
★ CFA324			
★ CFA325			
★ CFA326			
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★ CFA396			
★ CFA397			
★ CFA398			
★ CFA399			
★ CFA400			
★ MusicOther			

After you're sure, click back to **Event Form**



## Completing our EVENT FORM ...

### Event Name

Type the name of your event. This is the public facing title of your event/room use.

### Event Title

A subtitle for your event. Not required. Use if additional clarification would be helpful.

### Event Type

Required. **IMPORTANT**. Select **MUSIC EVENT**.



If you click the star, **Music Event** will always be at the top of your list.

### Primary Organization

Required. **IMPORTANT**. Select **MUSC**.



If you click the star, **MUSC** will always be at the top of your list.

### Expected Attendance

**Required**. Give your best guess of expected attendance. 25Live DOES schedule based on attendance. It won't schedule you a room too small and tries to find the best match.

### Event Description

Tell us why you need the space and any details about your event that will be helpful!  
If you want this to be a repeating pattern (every Wednesday, for example) tell us here.


### Date and Time

If this hasn't been filled in by the previous step, fill it date and time.

## Completing our EVENT FORM ... continued

### Locations

If the location isn't filled in from previous step,

Search for **Music Venues**

If you click the star, **Music Venues** will always be at the top of your list



If your location choice isn't there, click the green box to select the venue

	AED110	Amy E DuPont Hall	30	1/1	None
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### Additional Information

Choose your **Music User Classification**: Faculty, Student, Staff, Other

• Music User Classification

Choose your **Music Event Category**: Class, Performance, Non-Music Event, Rehearsal, Other

• Music Event Category

Choose whether or not your item will be a **Music Public Event**.

Will your item have an audience? Select Yes or No

• Music Public Event No  Yes

Choose whether or not your item will require **Music Staff Support**.

Will you need assistance from the Event Team for this item? Select Yes or No

• Music Staff Support No  Yes

### Additional Information—FACULTY

When **FACULTY** selects **PERFORMANCE**, an additional question will appear...

Will you require a piano tuning for this performance? Select Yes or No.

• Music Piano Tuning Required? No  Yes

## Completing our EVENT FORM ... continued

### Additional Information—STUDENTS

When **STUDENTS** select **PERFORMANCE**, an additional questions will appear...

Choose **Music Performance Type**:

Music Ed Recital, Jr Applied Recital, Sr Applied Recital, Graduate Recital, Non-Degree Recital, Other

\* Music Performance Type

Enter the email of your **Music Faculty Sponsor**

\* Music Faculty Sponsor Email

Select Yes or No if you will have a **Music Collaborative Pianist?**

\* Music Collaborative Pianist Required?  No  Yes

If yes to Collaborative Pianist, you must enter the **Music Collaborative Pianist Email**

\* Music Collaborative Pianist Email

When **STUDENTS** select **ANY OTHER CATEGORY OF MUSIC EVENT**,  
Students must enter the **Music Faculty Email Sponsor**

\* Music Faculty Sponsor Email

### Comments

Anything else we need to know? **STUDENTS scheduling recitals** should include a 2nd and 3rd choice for date & time **HERE**. Your first choice may be chosen by someone ahead of you in line but the calendar may not reflect it yet when you check.

### Terms and Conditions

Check that you **agree!** (No terms and conditions at this time, but will have some in Phase 2.)

Terms and Conditions - Required  agree

Last thing... **SAVE!** Click blue box in bottom right-hand corner!



## MORE INFO ABOUT EVENTS/PERFORMANCES/RECITALS IN SCHOOL OF MUSIC —

**All requests are processed in the order received!**

**Reservations should be requested with at least 48 hours notice.**

### Approved concert times:

- Saturdays at 12:30 p.m., 3:00 p.m., 5:30 p.m. and 8:00 p.m.
- Sundays at 3:00 p.m., 5:30 p.m. and 8:00 p.m.
- Weekdays at 5:30 p.m. and 8:00 p.m.

### Available concert venues:

- Bayard Sharp Hall
- Gore Recital Hall
- Loudis Recital Hall
- Puglisi Orchestra Hall

We currently only allow one major (large ensemble, faculty recital, student recital) performance at a time. It is sometimes possible to run current studio recitals, master classes or solo instrument ensembles.

#### Faculty

- May use the system to schedule whatever they need in classrooms or venues for School of Music courses, events, or performances.
- Need to be present when undergraduate students are scheduled in venues outside of typical business hours. For example, if a student recital requires an evening rehearsal, the studio teacher must be present.
- If a student has a faculty-sanctioned need to use a venue, the faculty member will need to make the reservation.
- Faculty may keep/have or check out keys to venues, and the Scheduling Coordinator can assist.

#### Undergraduate Music Majors

- May reserve Amy classrooms only for use directly related to School of Music academic courses/programs. Undergraduate students are not permitted to schedule spaces for personal use including personal music ensembles or RSO use.
- May schedule a department venue for a degree or nondegree recital and one 2-hour dress rehearsal.
- May request space for use by a department-sponsored club (currently only Phi Mu Alpha & Sigma Alpha Iota)
- May not schedule or use a department venue EXCEPT Seniors may schedule Gore for up to 2 hours during regular business hours to record graduate school auditions.
- Undergraduate students may not check out keys.

#### Graduate Music Majors

- May reserve Amy classrooms and department venues for use directly related to School of Music academic courses/programs.
- May schedule a department venue for a degree or nondegree recital and one 2-hour dress.
- Rehearsal Graduate student keys may check out keys. See Scheduling Coordinator for details.

#### Others

For all requests of space in Amy or CFA not directly related to a department academic course, program or performance, please email [cfaevents@udel.edu](mailto:cfaevents@udel.edu). RSOs and external groups may rent our spaces, but there are fees and policies involved.

#### Event Worksheets:

<https://www.music.udel.edu/intranet/department-information/policies>

#### Undergraduate Student Recital Policies:

<https://www.music.udel.edu/intranet/undergraduate-music-majors/recitals>

#### Graduate Student Recital Policies:

<https://www.music.udel.edu/intranet/graduate-students/recitals>