Office of Campus Activities

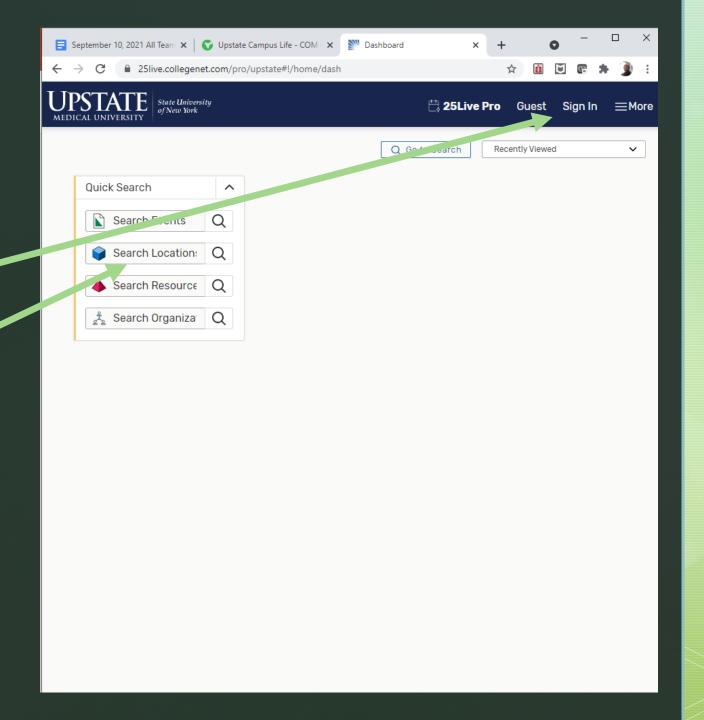
CAB Room Reservations

25live.collegenet.com/pro/upstate

- Log into the schedule software called 25Live
- Use your Upstate credentials (everyone has access)
- Can browse room availability without logging in to the system

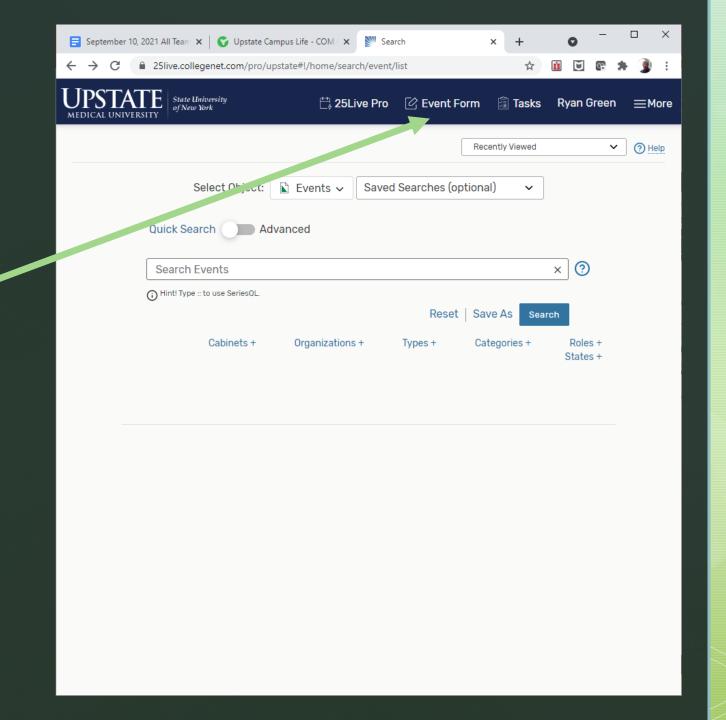
Log In

Can View availability by choosing Search Location



Create Event®

Choose Event Form



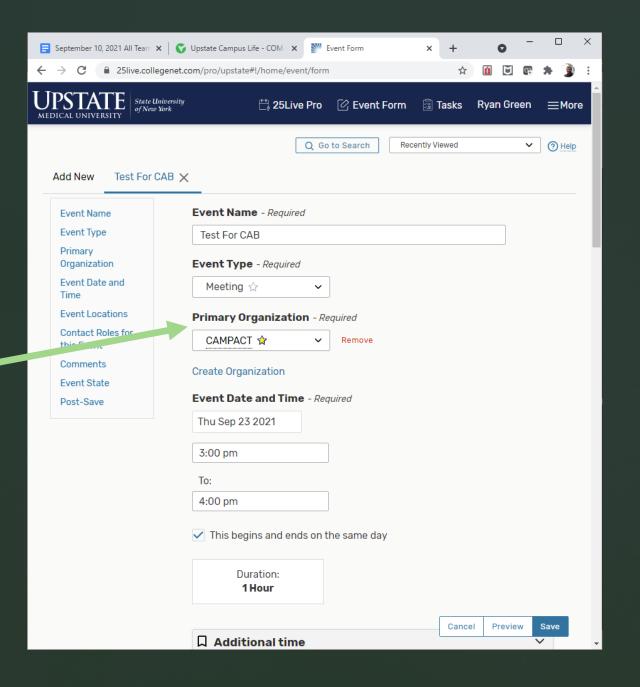
Fill Out Form

Some items are required

Search for your

Organization and select it

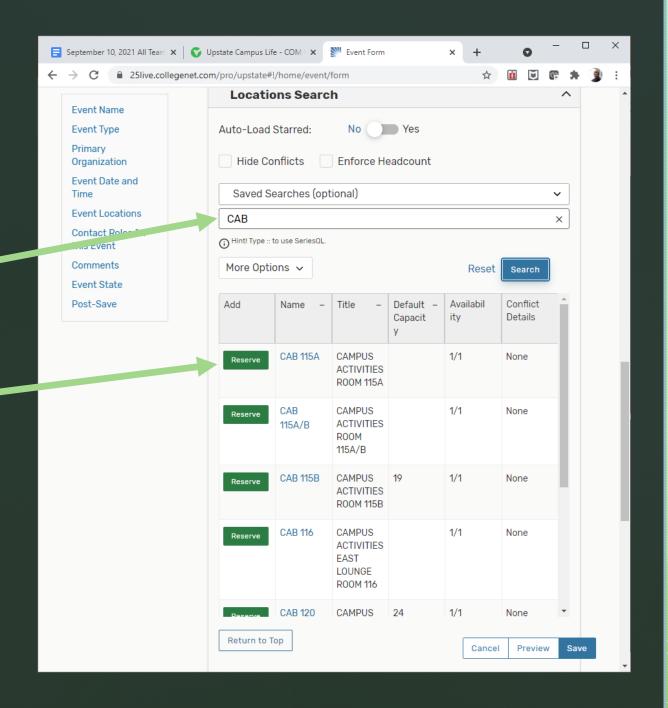
from the list



Choose your, location

Only spaces available for the times you have selected will show as available.

Multiple spaces may be reserved, but MUST be for the same time-frame



After Event Submission

- Once Event is Submitted, you will receive an email after the space has been review and either approved or denied.
- Some spaces will require you to submit an Physical Plant workorder for room set-up.
 - East Lounge
 - Lobby

Questions

Contact the Office of Campus Activities for questions

- campact@upstate.edu
- **315.464.5618**
- CAB room 202