

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

The screenshot shows a web browser window with the URL `25live.collegenet.com/pro/upstate#!/home/dash`. The page header includes the Upstate Medical University logo, the text "State University of New York", and navigation links for "25Live Pro", "Guest", "Sign In", and "More". Below the header is a search bar with a "Go Search" button and a "Recently Viewed" dropdown menu. A "Quick Search" panel is open, displaying four search filters: "Search Events", "Search Location:", "Search Resource", and "Search Organiza". Green arrows point from the text on the left to the "Sign In" link, the "Search Location:" filter, and the "Search Location:" filter.

Create Event
Choose Event Form

The screenshot shows a web browser window with the URL `25live.collegenet.com/pro/upstate#!/home/search/event/list`. The page header includes the Upstate Medical University logo and navigation links for `25Live Pro`, `Event Form`, `Tasks`, and the user `Ryan Green`. Below the header, there is a search interface with a `Select Object:` dropdown set to `Events` and a `Saved Searches (optional)` dropdown. A `Quick Search` toggle is set to `Advanced`. A search input field contains `Search Events`. Below the input field, there are buttons for `Reset`, `Save As`, and `Search`. At the bottom of the search section, there are filters for `Cabinets +`, `Organizations +`, `Types +`, `Categories +`, and `Roles + States +`. A green arrow originates from the text `Create Event Choose Event Form` on the left and points to the `Event Form` link in the top navigation bar.

Fill Out Form

Some items are required

Search for your Organization and select it from the list

September 10, 2021 All Team x | Upstate Campus Life - COM x | Event Form x

25live.collegenet.com/pro/upstate#!/home/event/form

UPSTATE MEDICAL UNIVERSITY | State University of New York | 25Live Pro | Event Form | Tasks | Ryan Green | More

Go to Search | Recently Viewed | Help

Add New | Test For CAB x

Event Name - Required
Test For CAB

Event Type - Required
Meeting

Primary Organization - Required
CAMPACT

Create Organization

Event Date and Time - Required
Thu Sep 23 2021
3:00 pm
To: 4:00 pm
 This begins and ends on the same day
Duration: 1 Hour

Cancel | Preview | Save

Additional time

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

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Saved Searches (optional) ▼

CAB ×

Hint! Type -- to use SeriesQL

More Options ▼ Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details
Reserve	CAB 115A	CAMPUS ACTIVITIES ROOM 115A		1/1	None
Reserve	CAB 115A/B	CAMPUS ACTIVITIES ROOM 115A/B		1/1	None
Reserve	CAB 115B	CAMPUS ACTIVITIES ROOM 115B	19	1/1	None
Reserve	CAB 116	CAMPUS ACTIVITIES EAST LOUNGE ROOM 116		1/1	None
Reserve	CAB 120	CAMPUS	24	1/1	None

Return to Top Cancel Preview Save



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