

## PURPOSE

This procedure provides the steps and guidelines to use the Express Scheduling option within 25Live.

## 25LIVE TARGET AUDIENCE

- Faculty
- Staff
- Registered Student Organizations
- Students
- Administrators

## RELEVANT LINKS

[25Live Dashboard](#)

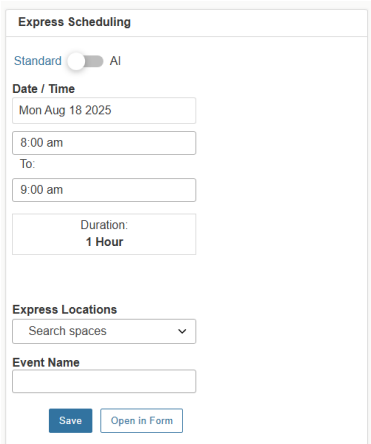
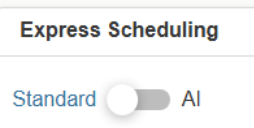
## GENERAL INFORMATION

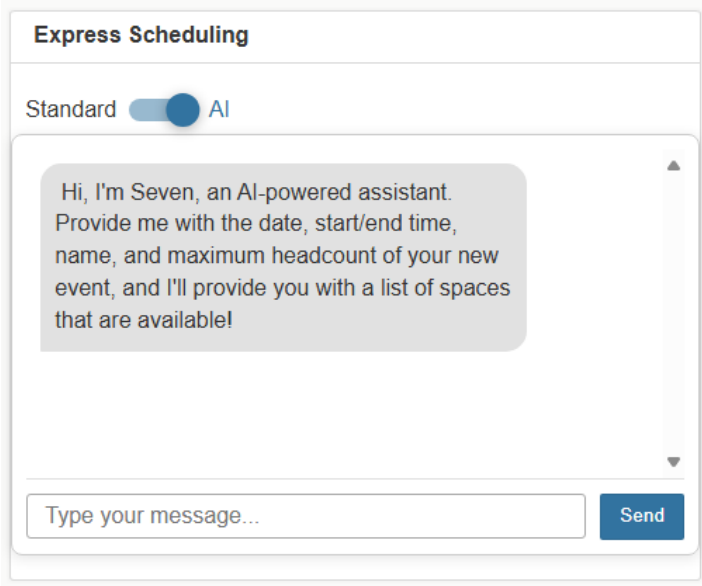
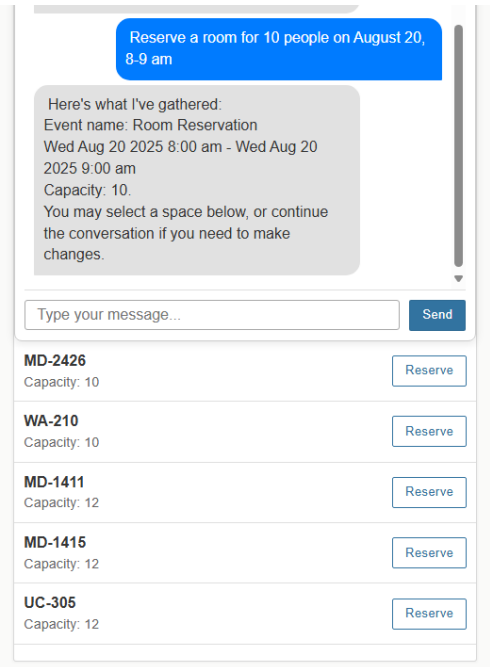
- Express scheduling offers a select and limited subset of spaces for immediate booking. Thus, the entire list of university spaces will not be present for reservations using this method.
  - Only locations that are available for the indicated date/time will be presented to the requestor. Locations that are already scheduled will not be visible to the requestor.
  - Note: If the room you are trying to book is not listed, it may be already booked, or it may not be eligible for Express Scheduling.
- These are available on a first come-first serve basis based on space availability.
- This type of reservation is intended to be used when a “space-only” need occurs for one day and is up to 2 hours in duration.
- The reservation is immediately confirmed without additional approval needs.
- A Booking Contract will not be generated for this type of reservation.

Refer to the Request a Meeting or Request an Event guides if your need requires more than a room.

## PROCEDURE STEPS

Step	Description
1	Requestor identifies need for a space only location and gathers the appropriate information to submit the request.

Step	Description
2	<p>Navigate to the 25Live dashboard and locate the Express Scheduling section of the window.</p> 
3	<p>With the Standard toggle active,  in the appropriate fields, enter a date, starting time and ending time.</p>
4	<p>In the Express Locations drop down menu, select a location that can accommodate your attendees. Remember, only those locations that are available for the date and times entered in the window above this field will be displayed.</p>
5	<p>Enter an Event Name to identify your reservation.</p>
6	<p>Choose Save.</p> <p>The reservation will be processed, Confirmed automatically, and the window will display the reservation with a 25Live ID (formatted as YYYY-#####). Use this reference number if contacting <a href="mailto:UEvents@cmich.edu">UEvents@cmich.edu</a> with questions regarding this reservation.</p> <p>No additional actions are required. Please note that an Express Scheduling event will not receive a booking contract.</p>
7	<p>If using the AI toggle to assist with Express Scheduling, enter your scheduling needs in the message field.</p>

Step	Description
	
8	<p>An example AI entry is listed here. The tool will process the text input and return the options that match your needs.</p> 
9	<p>When using the AI method, select the Reserve button for the desired location. The tool will process the request and set the location to Confirmed status. The window will refresh to the reservation with the 25Live ID (formatted as YYYY-#####). Use this reference number if contacting 25Live with questions regarding this reservation.</p>

Version	Date	Who	Changes
1	08/25/2025	Business Process Analyst	Version 1 for RSO Utilization