

Northwestern

RES/25Live Tip Sheet

RES or 25Live is the room reservation software used by Northwestern University to schedule events and classes.

Quick Tips

- RES/25Live can be found at <http://res.northwestern.edu>
- This icon  indicates that there is help text. Click on the icon to see the help text.
- Unless you control the space, the event request will go to someone else for approval. You should receive an event confirmation if your request is approved.

How to submit an event request

1. Click **Sign In**. You will sign in using your NU NetID and password.



2. Click the **Event Form** link to begin an event request.



3. Enter an **Event Name**.

Note: Users may see the **Event Title** field on some forms. An Event Title is optional and is not required.

A screenshot of the event form input fields. The "Event Name - Required" field is highlighted with a black box. Below it is the "Event Title" field. Both fields have an information icon to their right.

4. Select an **Event Type**. There are many event types available. Please pick the event type that best matches your event.
5. Select the **Sponsoring Organization** you are making a reservation for (if applicable).
 - If your organization does not appear in the search, email gp-classrooms@northwestern.edu and ask to be added.
 - Only organizations affiliated with Northwestern University are allowed to reserve rooms.
6. Enter the **Expected Headcount**. RES will use this to help find a room for your event.
7. Enter an **Event Description**. This is not required and will be visible to anyone viewing the event in the system.

[Type here]

8. Select an **Event Date and Time**.

Note: If your reservation will repeat, just select the day and time for **the first occurrence only**. Please see steps 9 and 10 for information about entering a repeating reservation.

Event Date and Time - Required ⓘ

Fri Oct 18 2019

9:00 am

To:

10:00 am

9. If your event will repeat, click the **Repeating Pattern** button. This will open a **Pattern Picker** box where you can select the frequency of your repeats (daily, weekly, monthly). If your event will repeat, but on a pattern other than those or no pattern, select the Ad Hoc option. When you've selected the repeat pattern, click the **Select Pattern** button.

Pattern Picker ×

How does this event repeat? Ad hoc ▾

Cancel Select Pattern

10. The calendar will show the dates of your event request(s).
- If your event does not repeat, you should only see one date highlighted on the calendar.
 - If your event repeats daily, weekly, or monthly, you should see days highlighted on the calendar that match the selected pattern.
 - If you selected ad hoc as your meeting repeat pattern, you will need to select the additional ad hoc dates by clicking on the dates in the calendar.

Note: Repeat dates will automatically be given the same meeting times as the date selected in the Event Date and Time step. To give the repeats different times, double click on the repeat date in the calendar. The **Date Occurrences** box will pop up. To update give the date a different time, click the start or end time boxes and adjust. To add a second start and end time, click the **Add Occurrences** button. When you are done, click **Close**.

Date Occurrences (Fri Oct 18 2019) ×

Dates	Times	Comment	State	Remove
Fri Oct 18 2019	9:00 am 10:00 am		Active ▾	Remove

Close Add Occurrence

11. **Event Location(s)** is used to select a room. You may need to refresh the room search in order to see room options. The rooms you see will be based on the options you set in the Location

[Type here]

Search. We recommend that you check the **Enforce Headcount** box so you do not request a room too small for your event.

Event Location(s) - Required ⓘ

Locations Search ^

Hide Locations with Conflicts Enforce Headcount

General Purpose Rooms ★ ×

Reset **Search**

Add	Name	Title	Capacity	Availability	Conflict Details
Reserve	2122SH_250	Seabury Classroom 250 - 2122 Sheridan Road	70	1/1	None

Note: If you want information about the room, you can mouse over the room in the Name column to see more details.

When you have found the room you want to request, click the **Request** or **Reserve** button.

Request	ANNG31	Annenberg Hall G31	20	1/1	None
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If the room is not available for that day and time, the room will show as being unavailable and you will not be able to select it.

Add	Name	Title	Capacity	Availability
Unavailable	2122SH_250	Seabury Classroom 250 - 2122 Sheridan Road	70	0/1

If you selected multiple meeting dates and some are available, the **Request Available** or **Reserve Available** button will appear. To see the dates that will not be available, click the **Conflict Details** link to the right. To reserve the available dates, click the **Request Available** or **Reserve Available** button.

[Type here]

Request Available	ALL1021	Allison Residential Community 1021	16	1/4	Conflict Details
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- The dates you select by clicking either the Reserve or Reserve Available buttons will appear below the Event Locations box.

 [FSL2370](#)
☆ Add to favorites
Location Title: Frances Searle Building 2370
Capacity: 43
Included dates:
Fri Oct 25 2019

[Remove](#) [View Occurrences](#)

- Select the **Roles for this Event**. Your name should be prepopulated in the Requestor box. You can add additional contacts to the event request by entering their names in these boxes. They will be notified by email when the event is confirmed.

Roles for this Event ⓘ

Requestor Scheduler

Classrooms, NU General Purpose ☆ ▾ Classrooms, NU General Purpose ☆ ▾

Additional Event Contact

Search contacts ▾

- Enter any **Event Notes** if applicable. These will be visible to other users in the system.
- Review the Terms of Use – Space Utilization. Select the “I agree” check box to agree to the terms of use.
- Click **Save** in the bottom right corner to submit the event for approval.

How to check the status of an event request

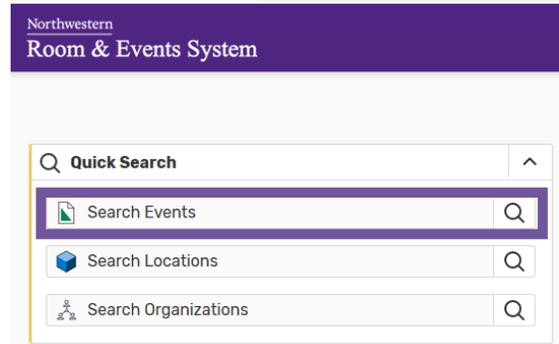
- Click Sign In. You will sign in using your NU NetID and password.

[Type here]

2. Find the **Reference** code for the event request. This will be in the email RES sent you after you submitted the request.



3. Enter the Reference number for the event request in the **Search Events** box under **Quick Search**.



4. RES will bring up the event reservation. The event state will be listed in the top bar.



- **Tentative:** The event has not been fully approved. Events in this status may not have been reviewed, may have been partially reviewed, or may have been returned to the requestor for changes. The requestor will receive emails about any changes to the status of the request.
- **Confirmed:** The request has been approved.
- **Cancelled:** The request has been cancelled. This may be done at the request of your group or administrators.

Note: Any space marked as **Assigned** has been reserved for the event even if the overall event is still marked as **Tentative**.