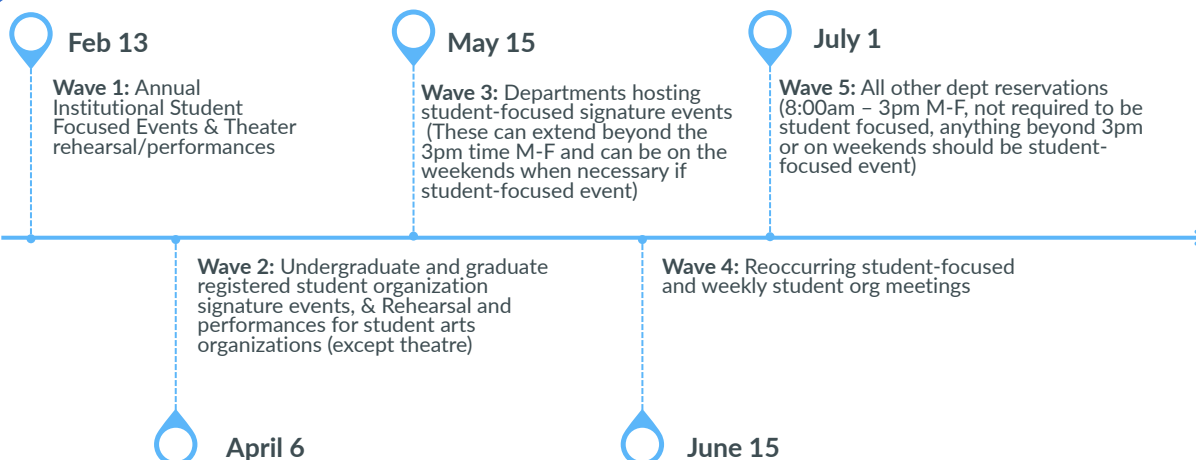


Bloomberg Student Center (BSC) Priority Scheduling Period

During Priority Scheduling, space will be assigned based on date and appropriate location through the Scheduling and Event Services Office. Please note all requests must be student-focused, with 90% attendees being JHU current students or incoming students except for M-F 8am-3pm. 1876 Distinction is the campus caterer for the BSC.

During academic breaks, the building hours may be modified, however during these breaks, (i.e. summer, finals, spring break, Thanksgiving, and winter break/intersession) departments are able to utilize space for meetings and events which may not be student focused and extending beyond 3pm during the weekdays and on weekends based on building hours during that break time.



1

If you have not already done so, please click on the link below to authenticate your user account and access the 25Live scheduling:
<https://25live.collegenet.com/pro/jhu#!/home/dash>

2

Once you have authenticated, please click on the Event Form option at the top of your dashboard screen.

<https://25live.collegenet.com/pro/jhut#!/home/event/form>

The screenshot shows the 25Live dashboard interface. At the top, there is a navigation bar with the 25Live logo, an 'Event Form' button (highlighted with an orange circle), a 'Tasks' button, and a user profile for 'Reggie Anthony'. Below the navigation bar, the dashboard is divided into several sections. On the left, there are search filters. In the center, there is a 'Your Starred Resource Searches' section with a search bar containing 'AMR I'. Below this is an 'Express Scheduling' section with a 'Standard' radio button selected, a 'Date / Time' section showing 'Fri Apr 04 2025' from '12:00 pm' to '1:00 pm' with a 'Duration' of '1 Hour'. On the right, there is a 'Your Starred Locations' section with a message 'You do not have any Starred Locations!' and a list of 'Your Starred Location Searches' including 'Homewood - Outdoor Event Spaces', 'Homewood - SES Event Space', 'Levering Hall', 'Mason Hall', 'Shriver Hall', and 'Student Center', each with a star icon.

3

When filling out the event request form, make sure to complete all necessary information regarding your event, including a clear description/purpose of the event.

The screenshot shows the 25Live 'The Event Form' page. The page has a header with the 25Live logo and navigation links. A sidebar on the left lists various event management options. The main content area is titled 'The Event Form' and includes instructions: 'This reservation form is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information. * All requests are subject to approval.' There are three main sections: 'Event Name - Required' with a text input field (highlighted with an orange circle), 'Event Title for Published Calendars' with a text input field (highlighted with an orange circle), and 'Event Type - Required' with a dropdown menu. Each section has an 'Instructions' link.

4

Please choose the preferred date of your event. You should include at least two alternate dates in the comment section at the end of the form.

Event Name
Event Title for Published Calendars
Event Type
Primary Organization
Additional Organizations
Expected Head Count
Event Description
Date and Time of your event
Locations
Attached Files
Additional Notes/Comments
Event State
Reservation Policies and Guidelines
Post-Save

Homewoodschedulevents@jhu.edu to request earlier or later access for your event request.

- Additional building operation or custodial fees may be required if you require access outside these event hours.
- Lastly, conference rooms or "As-is" spaces only have a half-hour transition time.

Wed Apr 02 2025

2:00 pm

To:

3:00 pm

Duration:
1 Hour

Additional time

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern ⓘ

April 2025

S	M	T	W	T	F	S
30	31	01	02	03	04	05

5

In the location search box, please make sure to type in the acronym "BSC" (Bloomberg Student Center) and click the search button.

Select the Location(s) for your event from your list of starred locations or search by location name or location search. Multiple Locations may be requested.

Note: If the search does not return the expected result, try limiting the search term to a keyword in the location name, such as the building name.

Locations Search

Auto-Load Starred: No ☐ Yes ☐

☐ Hide Conflicts ☐ Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾ Search Locations

Hint Type : to use SeriesQL.

Reset Search

Attached Files ⓘ

Instructions

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams or other attachments to assist approvers or service providers with your event).

6

During the priority scheduling period, this will display the "BSC Priority Scheduling" space holder. Once submitted, the room scheduler will determine the appropriate space based on the provided information, dates, and appropriate spaces.

Event Name
Event Title for Published Calendars
Event Type
Primary Organization
Additional Organizations
Expected Head Count
Event Description
Date and Time of your event
Locations
Attached Files
Additional Notes/Comments
Event State
Reservation Policies and Guidelines
Post-Save

Saved Searches (optional) ▾ hsc

Hint Type : to use SeriesQL.

Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
Request	HSC Priority Scheduling	HSC - Priority Booking Request Room	999	1/1	None	-

Return to Top

Attached Files ⓘ

Instructions

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams or other attachments to assist approvers or service providers with your event).

Upload a file

Additional Notes/Comments ⓘ

Instructions

Complete all questions accurately.

7

Attached Files ⓘ

Instructions

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams or other attachments to assist approvers or service providers with your event).

[Upload a file](#)

Additional Event Information - Required ⓘ

Instructions

Please answer any and all questions applicable to this event. Any questions identified with an asterisk * are required questions and must be completed before saving the event request. Any question that has an X is not a required question.

* Cost Center / Internal Order (IO) Number

* Will food be served at this event? No ☐ Yes ☐

* Will alcohol be served at this event? No ☐ Yes ☐

* Are there VIPs from outside the university or internally at the Vice President/Vice Provost level or higher attending?

No ☐ Yes ☐

* Is there the potential for civic demonstration? No ☐ Yes ☐

* Will minors attend the event (not including undergraduates who may be minors or minors attending)

Include the onsite "Day of Contact" if different from the person completing the form.

8

Event Name

Event Title for Published Calendars

Event Type

Primary Organization

Additional Organizations

Expected Head Count

Event Description

Date and Time of your event

Locations

Attached Files

Additional Event Information

Event Contact Roles

Categories

Additional Notes/Comments

Event State

Reservation Policies and Guidelines

Post-Save

* Do you plan to use Audio/Visual?

[Add a Custom Attribute](#)

Event Contact Roles ⓘ

Note

The Requestor contact role is used to identify the event's organizer or a representative from the Organization responsible for the event.

The Scheduler is the Scheduling & Events office staff who will review and confirm the room reservation. SES staff will change the scheduler contact once they review the request.

Day of Contact

Requestor

Scheduler

RSO Advisor

[Remove](#)

Categories ⓘ

In the "Additional Notes/Comments" section, include at least two alternate dates/ times. If you need additional break-out spaces, you may also list the times, capacities, and layout for breakout rooms.

9

Additional Notes/Comments ⓘ

Instructions

Please use this field to provide additional instructions or event information to Event, Location or Resource approvers.

OR...

Please use this field to enter any other relevant information for this event request, including:

- purpose of meeting / event,
- details and description of activities taking place during the event,
- particular seating arrangement needs,
- any equipment needs, such as access to AV equipment (e.g., projector, computer and/or screen),
- specific building and room preferences,
- and any additional information that might be helpful in scheduling your event.

Event State ⓘ

Instructions

All requests are typically submitted with a Tentative Event State. Advanced schedulers may confirm their events at time of creation if they do not need location approval from another user.

10

After reviewing the policies, click "I Agree" and then the "Save" button to submit your event.

Event State ⓘ

Instructions

All requests are typically submitted with a Tentative Event State. Advanced schedulers may confirm their events at time of creation if they do not need location approval from another user.

Tentative ▾

Reservation Policies and Guidelines - Required

Please review the reservation [Policies and Guidelines](#)

By clicking below, you acknowledge you have read and will follow all reservation policies and guidelines. In addition, you acknowledge this reservation is for a JHU program, event, or meeting and cannot be used for an outside organization's use of space.

☐ I agree

After Saving This Event...

- ☒ Go To Event Details
- ☐ Create Another Related Event
- ☐ Create A Related Copy of This Event
- ☐ Continue Editing Event
- ☐ Create Another Event

Cancel Preview **Save**

Any Questions? Contact Scheduling and Event Services



3301 North Charles St. Suite 216
Baltimore, Maryland 21218



410-516-8209



<https://studentcenter.studentaffairs.jhu.edu/>



HomewoodScheduleEvents@jhu.edu