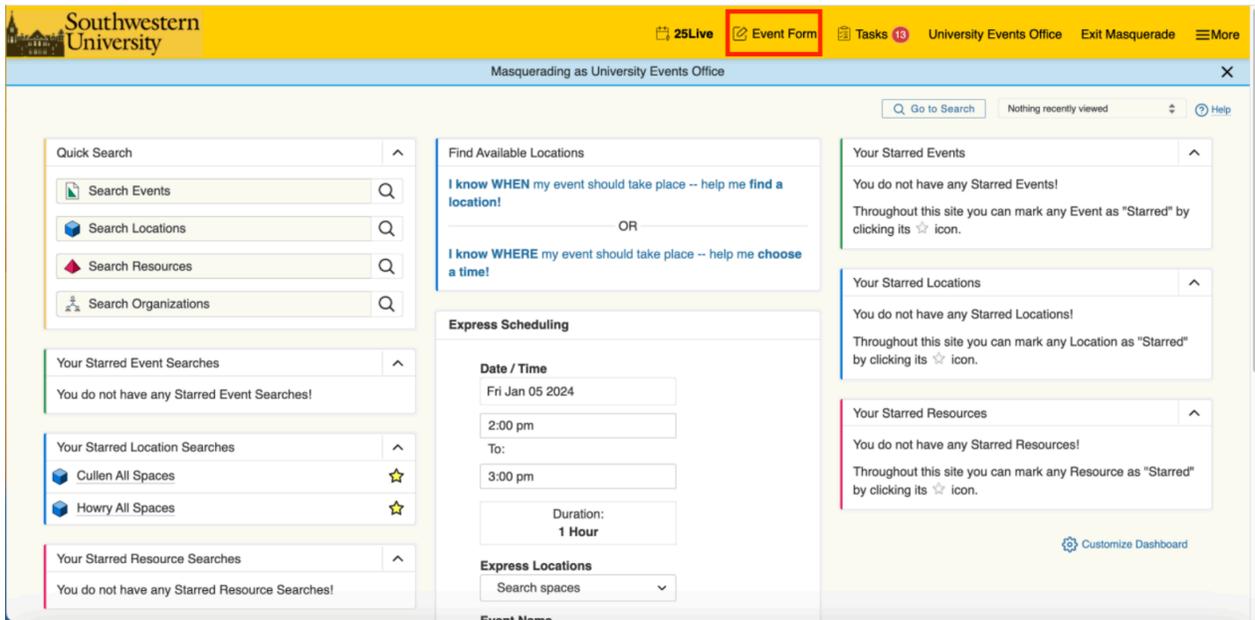


25Live Motor Vehicle Request Form Quick Sheet

Employees who have completed the certification and training in order to drive a Southwestern University motor vehicle can now complete a reservation request form through 25Live. Please follow the steps below when completing the event request form.

1. Log into 25Live [here](#). The system is single sign-on, which is your SU username and password.
2. Once on the dashboard, please select Event Form



3. Once on the *Event Form*, please type in your *event name*, *event type*, and select the *primary organization*. Please see the example below.

A screenshot of the 25Live 'Event Form' for 'Women's Tennis at Trinity'. The form is titled 'Add New Women's Tennis at Trinity'. On the left is a sidebar with navigation links: Event Name, Event Type, Primary Organization, Expected Attendance, Date and Time, Locations, Resources, Attached Files, Custom Attributes, Event Contacts, Comments, Event State, Affirmation, and Post-Save. The main content area contains a detailed instruction: 'Click on each circled "i" to get important information that can affect your request. Academic locations (classrooms, seminar rooms and labs) needed between 8 a.m. - 5 p.m. Monday - Friday can only be scheduled within the current semester and AFTER the first day of classes. All other locations can be booked up to a year in advance of the current date. Please note that academic spaces requiring no furnishings changes or audiovisual can be booked as late as 24 hours in advance. All other requests with the exception of Fine Arts Center facilities should be made at least 7-10 days in advance. Fine Arts Center facilities such as the Alma Thomas Theater, Jones Theater and Caldwell-Carvey Foyer require a 14-day advance reservation. Remember to complete separate requests for each building.' Below this are three required fields: 'Event Name - Required' with the value 'Women's Tennis at Trinity'; 'Event Type - Required' with a dropdown menu showing 'Game/Meet/Match'; and 'Primary Organization - Required' with a dropdown menu showing 'Tennis Women'. A 'Remove' link is next to the organization dropdown. At the bottom, there is a 'Create Organization' link.

4. For *Expected Attendance*, please note that there this is a 14 passenger van. The number of passengers includes the driver.

This screenshot shows the 'Expected Attendance' section of a form. On the left is a vertical navigation menu with items: Event Name, Event Type, Primary Organization, Expected Attendance, Date and Time, Locations, Resources, Attached Files, Custom Attributes, Event Contacts, Comments, Event State, Affirmation, and Post-Save. The 'Expected Attendance' item is highlighted. To the right, the 'Expected Attendance - Required' field contains the number '6'.

5. *Date and Time*:

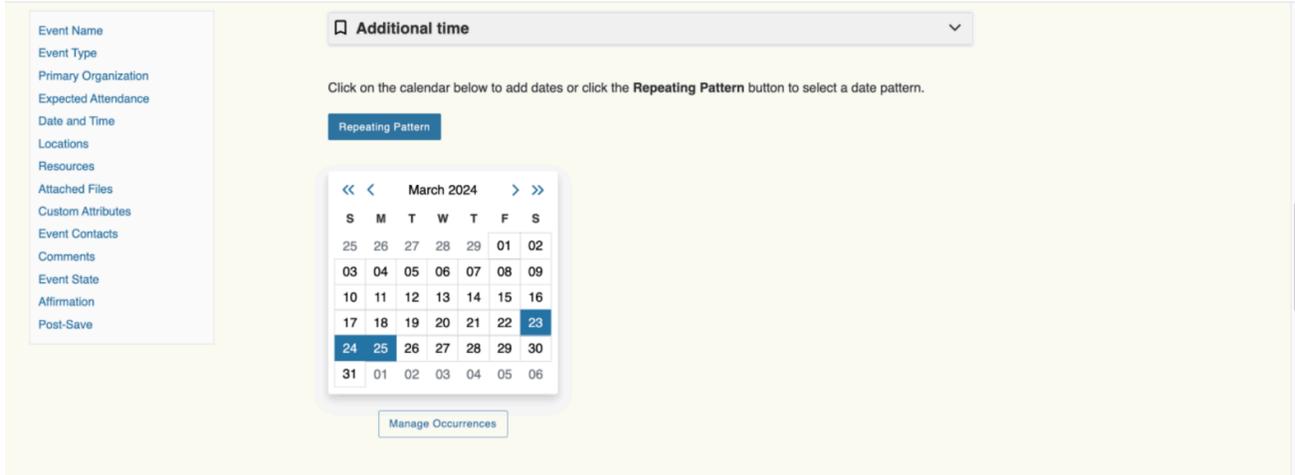
- a. Please select the date you will be picking up the vehicle. If you will be utilizing the vehicle for a long trip, please proceed to step b. If you are utilizing the van for multiple trips throughout the semester for the same amount of time, please proceed to step c.

This screenshot shows the 'Date and Time' section of the form. The 'Date and Time - Required' field is set to 'Sat Mar 23 2024'. Below it, the start time is '2:00 pm' and the end time is '9:00 pm'. The checkbox 'This begins and ends on the same day' is checked. At the bottom, the 'Duration' is displayed as '7 Hours'.

- b. If you will be utilizing the vehicle for a long trip that extends for longer than one day, please unselect the box. Note that if you try to submit multiple occurrences under the same request form, each occurrence will have the same duration as the initial date.

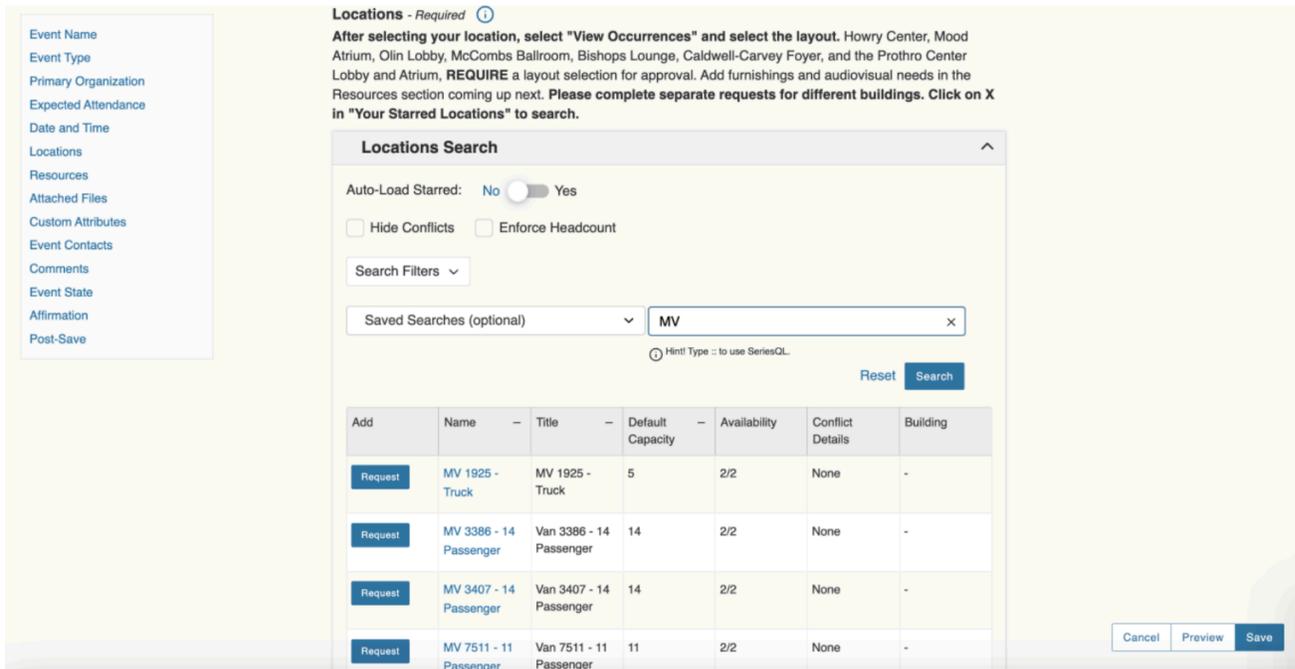
This screenshot shows the 'Date and Time' section of the form. The 'Date and Time - Required' field is set to 'Sat Mar 23 2024'. Below it, the start time is '2:00 pm' and the end time is '8:00 pm'. The checkbox 'This begins and ends on the same day' is unchecked. A warning message is displayed: 'Warning: every single occurrence will now have the same duration you select from these initial date pickers.' At the bottom, the 'Duration' is displayed as '1 Day, 6 Hours'.

- c. If you would like to submit multiple date requests under the same event form, please select the appropriate dates on the calendar. Selected dates will be highlighted in blue. If you need to manage the selected occurrences, please select the option under the calendar.



6. Location:

- a. You can search up all four motor vehicles by typing in “MV.” If you have more than one occurrence, you will see under the *Availability* column how many of your requests are available. Select *Request* for the motor vehicle you choose.
- b. Make sure you have Hide Conflicts and Enforce Headout unselected in order to have all four motor vehicles show up in your search.



7. Resources:

- a. Type in PP under the search bar.
- b. Select the first option “No Setup Required/Will use as is.”

Resources - Required ⓘ
Abbreviations include the following: (Type an abbreviation into the search resources box to get a list of resources available.)
PP - Physical Plant/Furnishings/Electrical
AV - Audiovisual
All requests **REQUIRE**, resources information to be provided including tables, chairs, etc., even after including the setup selection. Options include "No set up required/Will use as is" and "Planning document to be provided." For event locations like the Howry Center, Mood Atrium and the McCombs Ballroom, selecting "No set up required/will use as is" means that you will use the space as is upon arrival. Standard set-ups can be seen in the locations' diagrams and are preferred by Facilities Management. **Click on X in "Your Starred Resources" box on the right to search.**

Resources Search ^

Auto-Load Starred: No Yes

Search Filters ▾

Saved Searches (optional) ▾ ppj ×

Hint: Type : to use SeriesQL

Reset Search

Add		Name	Quantity Available	Conflict Details
1	Reserve	PP 0 - No Set up Required/Will use as is	Unlimited	None
1	Reserve	PP 1 - Planning Document to Be Provided	Unlimited	None
1	Request	PP- Chair Fine Arts (CCF) - Padded	85 / 85	None

Cancel Preview Save

8. Attached Files:

- a. Please attach a copy of your Master Driver Authorization Form.

9. Custom Attributes:

- a. Please type in the phone number of the person who will be driving the vehicle so this may go on the record in case of an emergency.

Attached Files ⓘ
If you have a diagram, please attach for Facilities Management and Audiovisual.

Upload a file

Custom Attributes ⓘ
Your **Phone Number** is required for request approval.

* Your phone number: 5128631467

10. Event Contacts:

- a. Please do not change the *Requestor* information, even though the requestor may not be the individual driving the vehicle.

11. Comments:

- a. Under the *Comments* section, please type in the name of the individual who will be driving the vehicle. The approver of the request form will be confirming that

said individual has completed the certification and training needed in order to drive the vehicle.

Event Contacts

Comments

Event State

Affirmation

Post-Save

Event Contacts

If your name appears in both boxes your request is automatically booked and no approval is required. If a different name appears in the Scheduler box, your request will be routed to the scheduler for consideration.

Requestor: Events Office, University

Scheduler: Knauth, Helyne D.

Create New Contact

Comments: Driver, Jane Doe

Event State: Tentative

12. Event State:

- Please leave the even state as *Tentative*. Once the approver has approved the request, they will change the status to *Confirmed*.

13. Affirmation:

- Under the *Affirmation*, please select the box saying that you agree to the Faculty & Staff Handbook.

14. Submitting the Event Form:

- Select the blue *Save* button and select *Internal Department Event*.
- Once the request has been submitted, the page will refresh so you can see the details of your reservation.

Event State: Tentative - Select tentative for request

Confirmed - Select confirmed for request that requires support.

Affirmation - Required

I agree to follow University policies. Refer to the following web pages for Student Handbook - Southwestern, Faculty Handbook, Staff Handbook. I also agree that my department/organization is responsible for any damage to facilities or equipment. See list of damage rates: <http://www.southwestern.edu/buildingpolicies/damages>

I agree

Choose Event Heading

Under which heading would you like to save this event?

External Constituent Events

Individual Student Events

Internal Department Events

Student Organization Events

Save

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 Saving...

Please submit your request 7-10 days prior to the start of your request event time and allow the approvers 3-5 days to confirm your reservation. Once your request is approved, you will receive an email confirmation. If the approver has questions or concerns over your request, they will contact you either via email or phone call to ensure your request can be accommodated.

For questions regarding the Student Life van, please contact the Student Life team, by emailing studentlifevan@southwestern.edu or calling 512-863-1506.