

# Reserving Rooms for Events

**Website:** <https://25live.collegenet.com/depaul>

**Username:** lawguest

**Password:** lawguest

1. Go to the website above and log in with the username and password.
2. Click on the **Event Wizard** tab.
3. Enter the event name, select **Law Student Event** as the type, and select **the name of your organization**. For example, if you are reserving for Student Bar Association begin typing in the name of the organization and it should pop up as a selection.
4. Enter the number of estimated attendees and a description of the event.
5. Select **NO** when asked if the event is repeating
  - a. You **must** complete this process each time you have an event **even if it is repeating!**
6. Fill out the time and date information as well as the **Additional Time** questions at the bottom
7. Select a room available from the locations offered.
  - a. The website automatically compiles a list of open rooms that meet estimated attendance needs. **Do not try to select a room that is not available.**
8. On the side of the same page, indicate the layout, setup instructions, and number of attendees.
9. Fill out all **Additional Information requested** on the next page.
10. Finally, include **any** additional information regarding the event or reservation if needed.
11. Click **save**.
12. **Save the event details for your records!**

**Note that your reservation is NOT confirmed until you receive a confirmation email! Any changes to your reservation need to be requested AND approved. Reservation requests take 48 hours to be confirmed**