

# How to Search for & Reserve a General Assignment (GA) Classroom

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## A 25Live Training Guide for Faculty & Staff

Learn how to use the 25Live system to request GA classroom space for weekday or weekend Academic and Non-Academic events.

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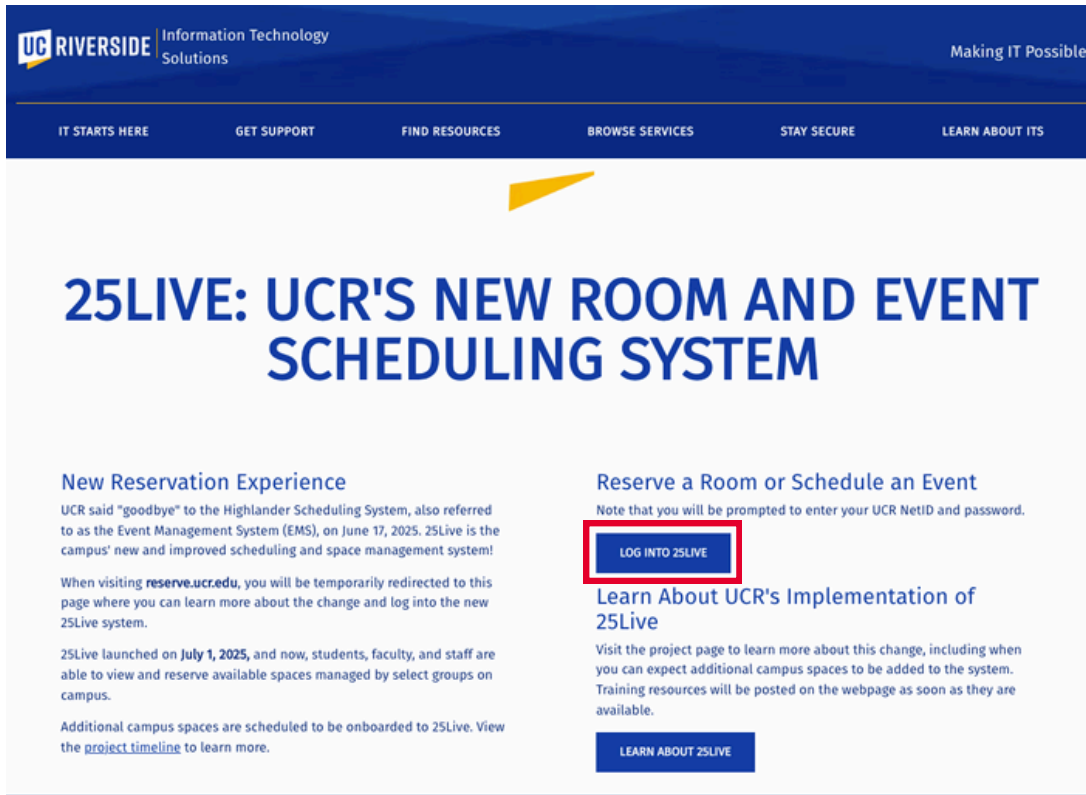
# Critical Policy & Access Rules

Before submitting a GA classroom space request, you must review and agree to the following campus regulations:

- **Strict Food Policy:** Catering or food of any kind is prohibited in General Assignment (GA) classrooms. If your event requires refreshments, contact [Hubscheduling@ucr.edu](mailto:Hubscheduling@ucr.edu) to find an appropriate space for your event.
- **Room Restorations:** You may rearrange tables and chairs, but the room must be returned to its standard format before your reservation time expires.
- **Lock/Unlock Procedures:** Building access changes dramatically on weekends:
  - **Weekdays:** General Assignment Classrooms are open Monday through Friday 7:00 a.m. - 10:00 p.m. Rooms are unlocked. If classroom is locked between 7:00 a.m. and 4:30 p.m., call Facilities Services at (951) 827-4677. Please follow up with the Scheduling Team.
  - **Weekends:** Campus buildings without approved events are locked. If you have a confirmed weekend reservation and encounter a locked door, call UCPD Non-Emergency Dispatch at (951) 827-5222 for a “policy unlock.” Have your 25Live confirmation document ready.
- **Support:** No on-site ITS/Registrar support is available on weekends.
- See [Campus Event Scheduling: Weekday & Weekend Classroom Guidelines](#) for information on weekend availability and rules.

# Accessing the 25Live System

1. Navigate to [its.ucr.edu/reserve](https://its.ucr.edu/reserve)



The screenshot shows the top navigation bar of the UCR Information Technology Solutions website. The main heading is "25LIVE: UCR'S NEW ROOM AND EVENT SCHEDULING SYSTEM". Below the heading, there are two columns of text. The left column is titled "New Reservation Experience" and describes the transition from the Highlander Scheduling System to 25Live. The right column is titled "Reserve a Room or Schedule an Event" and includes a "LOG INTO 25LIVE" button highlighted with a red box. Below this, there is a link to "Learn About UCR's Implementation of 25Live" and another "LEARN ABOUT 25LIVE" button.

UCR RIVERSIDE Information Technology Solutions Making IT Possible

IT STARTS HERE GET SUPPORT FIND RESOURCES BROWSE SERVICES STAY SECURE LEARN ABOUT ITS

## 25LIVE: UCR'S NEW ROOM AND EVENT SCHEDULING SYSTEM

### New Reservation Experience

UCR said "goodbye" to the Highlander Scheduling System, also referred to as the Event Management System (EMS), on June 17, 2025. 25Live is the campus' new and improved scheduling and space management system!

When visiting [reserve.ucr.edu](https://reserve.ucr.edu), you will be temporarily redirected to this page where you can learn more about the change and log into the new 25Live system.

25Live launched on **July 1, 2025**, and now, students, faculty, and staff are able to view and reserve available spaces managed by select groups on campus.

Additional campus spaces are scheduled to be onboarded to 25Live. View the [project timeline](#) to learn more.

### Reserve a Room or Schedule an Event

Note that you will be prompted to enter your UCR NetID and password.

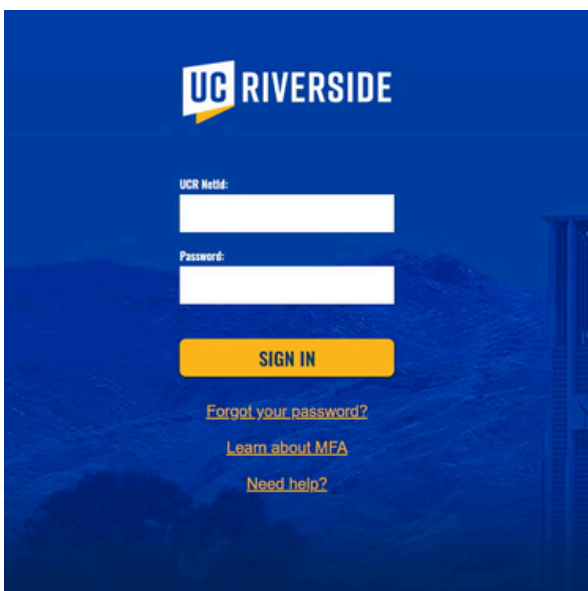
[LOG INTO 25LIVE](#)

### Learn About UCR's Implementation of 25Live

Visit the project page to learn more about this change, including when you can expect additional campus spaces to be added to the system. Training resources will be posted on the webpage as soon as they are available.

[LEARN ABOUT 25LIVE](#)

2. Click Long Into 25Live and authenticate using your UCR NetID and password.



The screenshot shows the login page for the 25Live system. It features the UCR RIVERSIDE logo at the top. Below the logo, there are two input fields: "UCR NetID:" and "Password:". A yellow "SIGN IN" button is positioned below the password field. At the bottom of the page, there are three links: "Forgot your password?", "Learn about MFA", and "Need help?".

UCR RIVERSIDE

UCR NetID:

Password:

[SIGN IN](#)

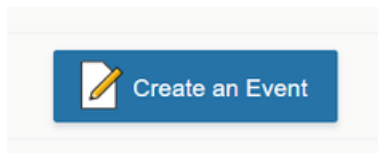
[Forgot your password?](#)  
[Learn about MFA](#)  
[Need help?](#)

# Step 1 - Option 1

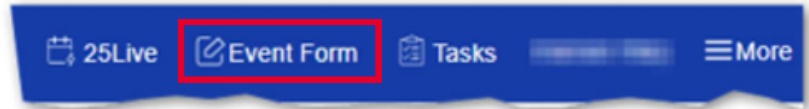
## I know WHEN my event should take place – help me find a location

If you know when your event is and want to explore the rooms available on that date for the capacity you need, start here:

1. From the homepage dashboard, click either the Create an Event button or the top navigation Event Form button to launch the Event Wizard.



OR



2. Proceed to page 6

# Step 1 - Option 2

## I know WHERE my event should take place – help me choose a time

If you want to look up availability for a specific room, start here:

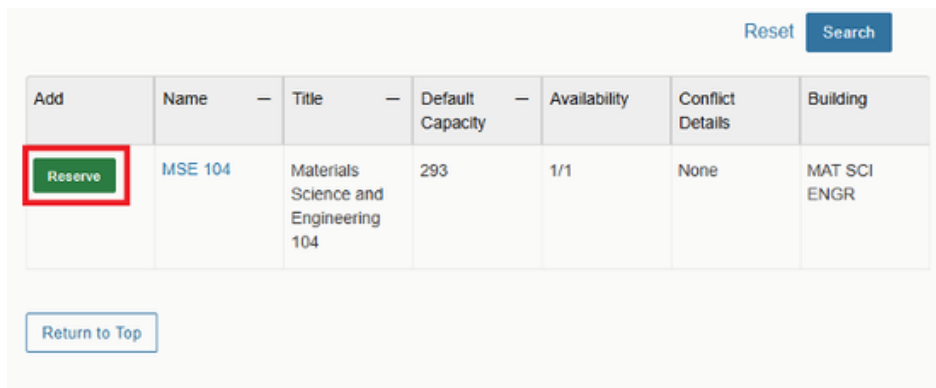
1. Type your desired room identified into the Search Location box and click Search.



A search input field with a blue cube icon on the left and the text "Search Locations" inside.

2. Review the resulting list:

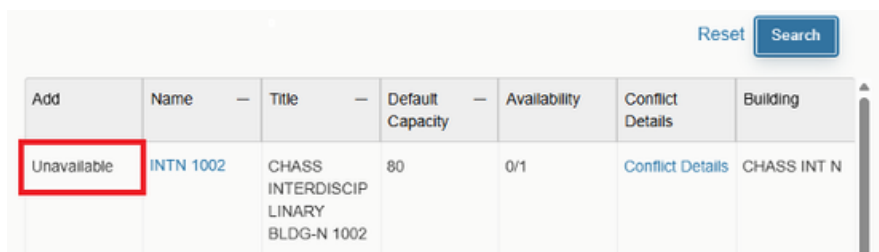
- a. Click the green Reserve button next to an open room to select it.



A screenshot of a search results table. The table has columns: Add, Name, Title, Default Capacity, Availability, Conflict Details, and Building. The first row shows a room named "MSE 104" with a green "Reserve" button highlighted in a red box. Other columns show "Materials Science and Engineering 104", "293", "1/1", "None", and "MAT SCI ENGR". There are "Reset" and "Search" buttons at the top right and a "Return to Top" button at the bottom left.

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
<a href="#">Reserve</a>	MSE 104	Materials Science and Engineering 104	293	1/1	None	MAT SCI ENGR

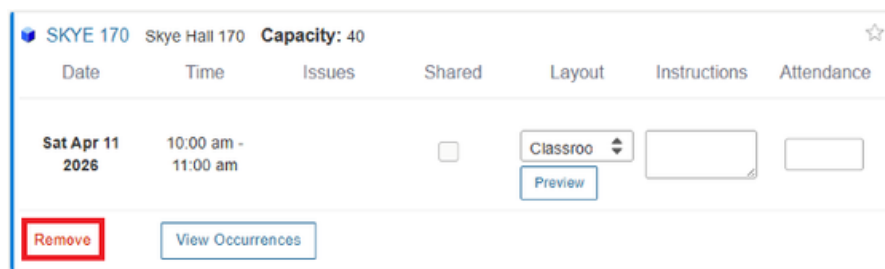
- b. If a room says Unavailable, click Conflict Details to inspect the scheduling overlap.



A screenshot of a search results table showing an unavailable room. The "Add" column contains "Unavailable" in a red box. The "Name" is "INTN 1002" and the "Title" is "CHASS INTERDISCIPLINARY BLDG-N 1002". Other columns show "80", "0/1", "Conflict Details", and "CHASS INT N". There are "Reset" and "Search" buttons at the top right.

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
Unavailable	INTN 1002	CHASS INTERDISCIPLINARY BLDG-N 1002	80	0/1	<a href="#">Conflict Details</a>	CHASS INT N

Note: Once the room is selected, it can be removed from the event using the Remove button



A screenshot of an event wizard for "SKYE 170" in "Skye Hall 170" with a capacity of 40. It shows a date of "Sat Apr 11 2026" and a time of "10:00 am - 11:00 am". There are fields for "Issues", "Shared", "Layout" (set to "Classroom"), "Instructions", and "Attendance". A "Remove" button is highlighted in a red box, and there is a "View Occurrences" button.

Date	Time	Issues	Shared	Layout	Instructions	Attendance
Sat Apr 11 2026	10:00 am - 11:00 am		<input type="checkbox"/>	Classroom	<input type="text"/>	<input type="text"/>

Comments: Add any specific setup notes or COA info.

3. Click Save at the bottom of the Event Wizard to submit your request. Make a note of your unique Reference Number.

# Step 2: Completing the Event Description Form

## Event Descriptions

### A. Event Name (required):

- This short name will display on your official event confirmation documents. There is a 40 character limit.

### B. Event Title:

- Use this field to provide richer details or full titles visible inside 25Live. No character limit.

### C. Event Type (required):

- Choose the closest matching category. If no category fits your parameters, select **Event – General**.

### D. Primary Organization:

- Select the specific campus department or organization hosting and backing the event from the dropdown menu.

The screenshot shows a web form titled "Add New" with a sub-header "Untitled" and a close button. On the left is a sidebar menu with the following items: Event Name, Event Title, Event Type, Primary Organization, Expected Head Count, Date and Time, Locations, Instructor, Notes, Event State, and Post-Save. The main form area contains four fields, each with a red circle and a letter label: "Event Name - Required" (A) is a text input field; "Event Title" (B) is a text input field; "Event Type - Required" (C) is a dropdown menu with "Select from Types" and a downward arrow; "Primary Organization - Required" (D) is a dropdown menu with "Search organizations" and a downward arrow, followed by a "Remove" button. At the bottom of the form is a "Create Organization" link.

# Step 3: Define Date, Time, & Attendance

## 1. Core Timeline & Headcount

**A. Expected Head Count:** Enter your estimated attendance. The system uses this number to automatically filter out rooms that cannot safely accommodate your group.

**B. Date and Time:** Input the actual start and end times of your event for public calendar accuracy.

The screenshot shows a web form for creating an event. On the left is a vertical sidebar with a list of fields: Event Name, Event Title, Event Type, Primary Organization, Expected Head Count, Date and Time, Locations, Instructor, Notes, Event State, and Post-Save. The main form area contains the following fields and options:

- Expected Head Count:** A text input field with a red circle 'A' next to it.
- Date and Time - Required:** A text input field containing 'Fri May 29 2026' with a red circle 'B' next to it.
- Start Time:** A text input field containing '8:00 am'.
- To:** A text input field containing '9:00 am'.
- This begins and ends on the same day
- Duration:** A text input field containing '1 Hour'.

# Step 3 Continued

## 2. Repeating Patterns (if applicable)

If your event occurs across multiple days, click the Repeating Pattern button to open the Pattern Picker and choose your framework:

- **Ad Hoc:** For irregular, non-fixed dates (e.g., an event on April 1, 7, and 16).
- **Daily:** For events repeating consecutive days through a specific end date (e.g., repeats every day from April 1-3).
- **Weekly:** For events following a weekly cadence (e.g., every Monday and Wednesday).
- **Monthly:** For events repeating on a specific day of the month (e.g., repeats every 5<sup>th</sup> day from the start of the month).

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

**Repeating Pattern**

May 2028

S	M	T	W	T	F	S
26	27	28	29	30	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

Manage Occurrences

**Pattern Picker** ✕

Choose how you would like this to repeat

Does Not Repeat

- Does Not Repeat
- Ad hoc
- Daily
- Weekly
- Monthly

Cancel **Select Pattern**

## Step 4: Searching and Requesting a Location

Scroll to the Locations search block to secure your classroom space.

**Locations**

**Locations Search** ^

Auto-Load Starred:  No  Yes

Hide Conflicts  Hide Request Conflicts  Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾  ×

Time type ... to use Schedule...

Reset






### Pro Tip! Managing Search Toggles






- **Hide Conflicts (Checked):** Displays only rooms completely vacant during your target time. Uncheck this if you want to see which group currently has a room reserved.
- **Enforce Headcount (Checked):** Displays only rooms matching or exceeding your target capacity. Uncheck this to view smaller alternative spaces if you are flexible on seating.

# Post-Submission: What to Expect Next

- **Initial Status:** Upon clicking Save, your event status sits as a pending reservation draft.
- **Review Window:** The Registrar Scheduling Team will review your request and process a response within 2-3 business days. The system sends an auto-generated email upon acceptance of your request. An email with your confirmation will also be sent upon approval.
- **Modifications:** Once the reservation is approved, it locks. Any subsequent edits or cancellations must be emailed directly to the Scheduling Team for manual adjustments.

## Example Email Notice:

Request Received: taset beginning on Tue Jun 16 2026 Ref # 2026-ACFDGT   

 noreply@collegenet.ucr.edu 12:53 PM (12 minutes ago)      
to academicscheduling, jose.aguilarjr ▾

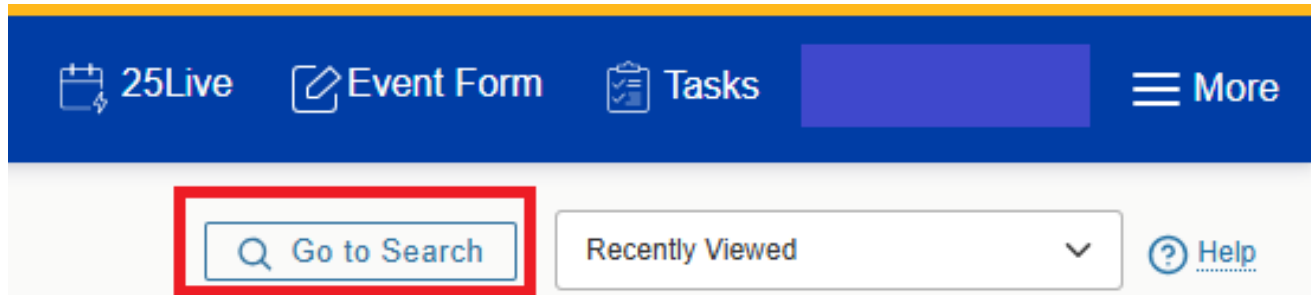
Hello,

Your request has been received and will be processed in 2-3 business days. You may view the status of your event at:  
<https://25live.collegenet.com/pro/ucr#!/home/event/427450/details>

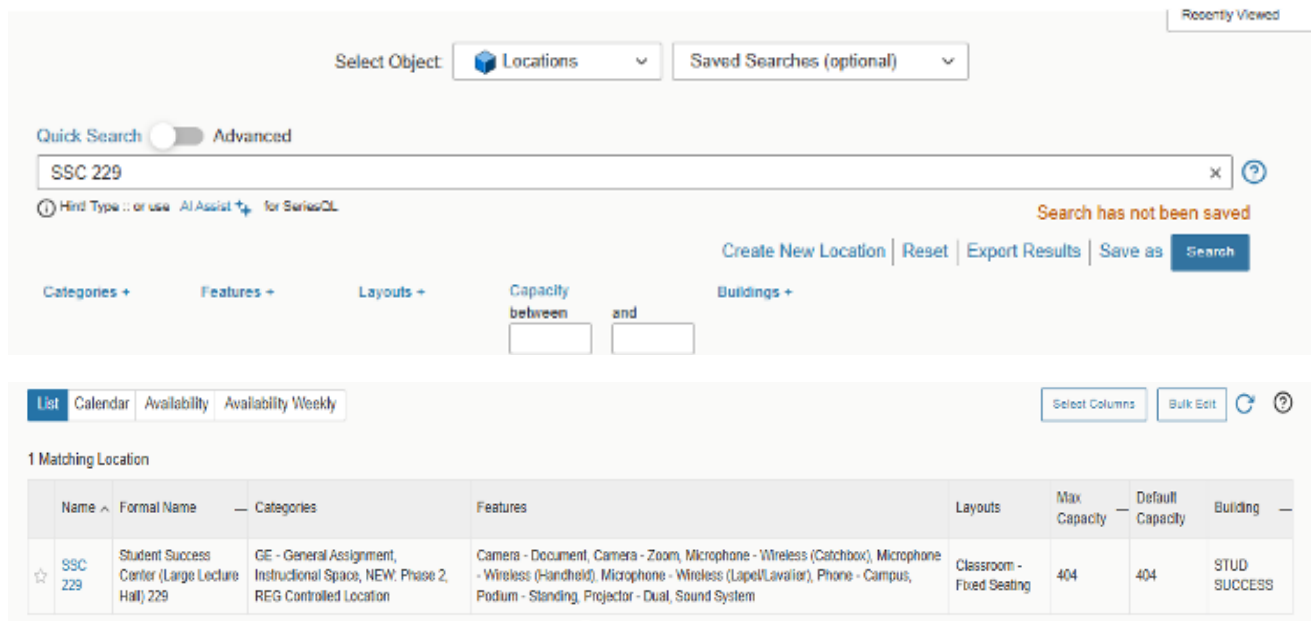
Thanks,  
Office of the Registrar

# Additional Search Options

If you want to search for availability of a specific location, use the “Go to Search” function (seen below).



The location search will only locate rooms that you enter. Example:



Use the “List,” “Calendar,” “Availability,” or “Availability Weekly” options to view the availability of your desired location.

# Potential Event Fees & Overhead Costs

While GA classrooms do not charge a rental fee during standard operating hours, your department may incur external operating fees.

- **Facilities Access Control Fees:** Events requested outside standard operating hours that require custom auto-lock/unlock schedules require a Facilities Services Skilled Trades Staff member (\$119.19/hour standard; \$178.78/hour overtime).
- **Post-Event Clean Up Fees:** There may be fees incurred for cleanup. A Facilities Services Work Order is required. [Click here to create a ticket for your event once you receive your confirmation.](#) Contact Facilities Services for exact fees.
- **Media Tech Support:** Standard AV support is unavailable on weekends. If your weekday event requires classroom technology setup or training, submit a timely ticket with [Multimedia Services and Support](#).