

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

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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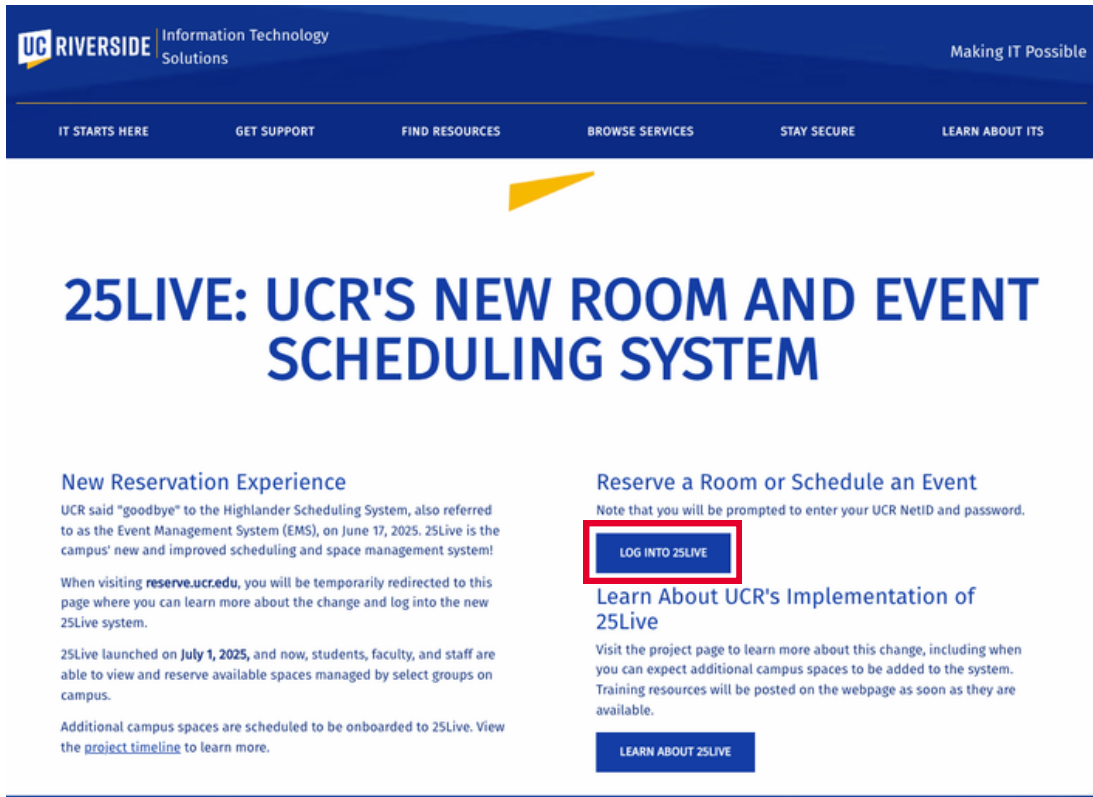
Critical Policy & Access Rules

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 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) 827-4214. 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



The screenshot shows the UCR Information Technology Solutions website. The header includes the UCR logo, the text "Information Technology Solutions", and the tagline "Making IT Possible". A navigation bar contains links: "IT STARTS HERE", "GET SUPPORT", "FIND RESOURCES", "BROWSE SERVICES", "STAY SECURE", and "LEARN ABOUT ITS". Below the navigation bar is a large yellow arrow pointing right. The main heading reads "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, 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.

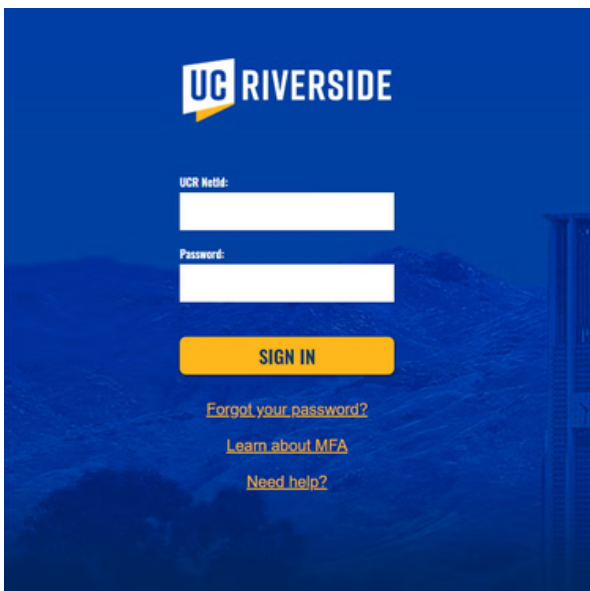
Reserve a Room or Schedule an Event
Note that you will be prompted to enter your UCR NetID and password.

[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.



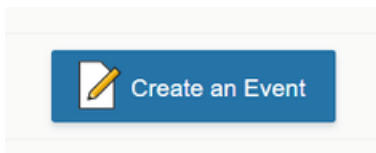
The screenshot shows the UCR 25Live login page. It features the UCR logo at the top. Below the logo are two input fields: "UCR NetID:" and "Password:". Below these fields is a yellow "SIGN IN" button. At the bottom, there are three links: "Forgot your password?", "Learn about MFA", and "Need help?".

Step 1 - Option 1

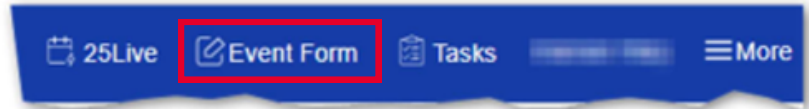
I know WHEN my event should take place – help me find a location

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



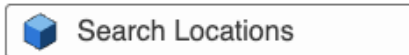
2. Proceed to page 6

Step 1 - Option 2

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

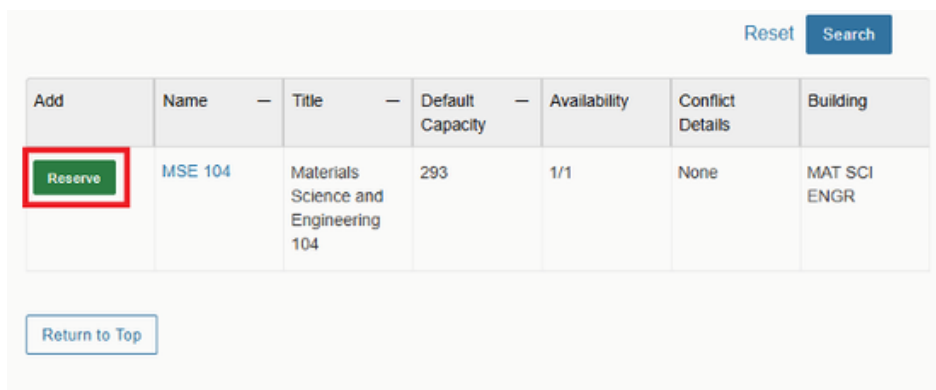
If you want to look up availability for a specific room, start here:

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



2. Review the resulting list:

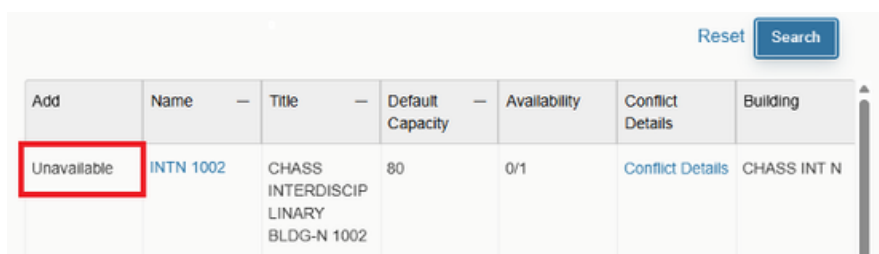
- a. Click the green Reserve button next to an open room to select it.



Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
Reserve	MSE 104	Materials Science and Engineering 104	293	1/1	None	MAT SCI ENGR

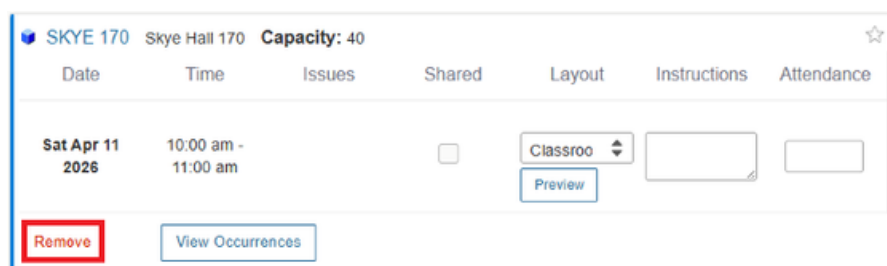
Return to Top

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



Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
Unavailable	INTN 1002	CHASS INTERDISCIPLINARY BLDG-N 1002	80	0/1	Conflict Details	CHASS INT N

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



SKYE 170 Skye Hall 170 Capacity: 40

Date	Time	Issues	Shared	Layout	Instructions	Attendance
Sat Apr 11 2026	10:00 am - 11:00 am		☐	Classroom		

Remove View Occurrences

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 'X'. 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; and '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 link that says 'Create Organization'.

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 sidebar with a list of steps: 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 is divided into two sections. The first section, 'Expected Head Count', is labeled with a red circle 'A' and contains an empty text input field. The second section, 'Date and Time - Required', is labeled with a red circle 'B' and contains a date input field with 'Fri May 29 2026'. Below the date field are two time input fields: '8:00 am' and '9:00 am', with a 'To:' label between them. A checkbox is checked, with the text 'This begins and ends on the same day'. At the bottom, a 'Duration:' field shows '1 Hour'.

Event Name
Event Title
Event Type
Primary Organization
Expected Head Count
Date and Time
Locations
Instructor
Notes
Event State
Post-Save

Expected Head Count **A**

Date and Time - Required **B**

To:

☒ This begins and ends on the same day

Duration:
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 5th 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.

[Event Name](#)
[Event Title](#)
[Event Type](#)
[Primary Organization](#)
[Expected Head Count](#)
[Date and Time](#)
[Locations](#)
[Instructor](#)
[Notes](#)
[Event State](#)
[Post-Save](#)

Repeating Pattern

<< < May 2026 > >>

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) ▾

Search Locations ×

Reset

Search



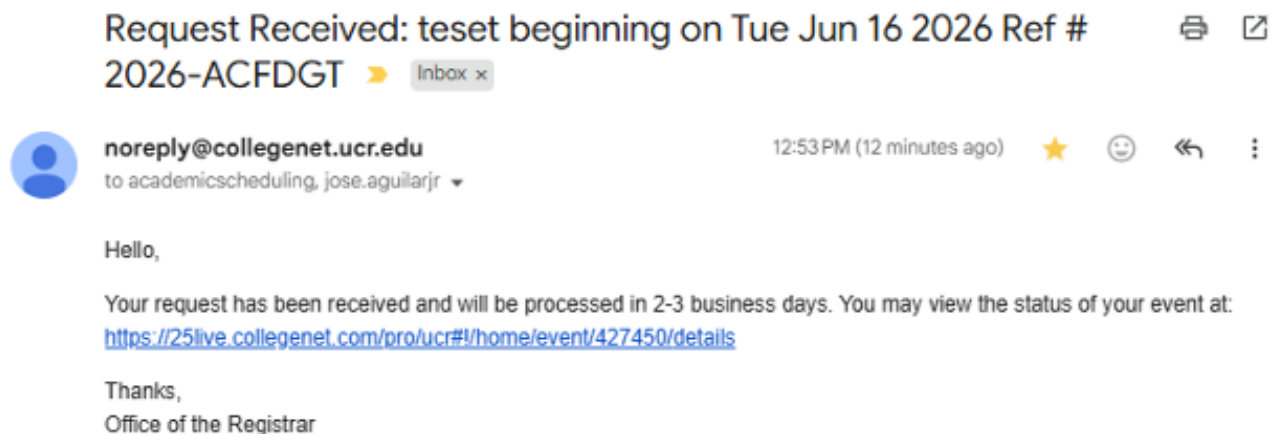
Pro Tip! Managing Search Toggles

- **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

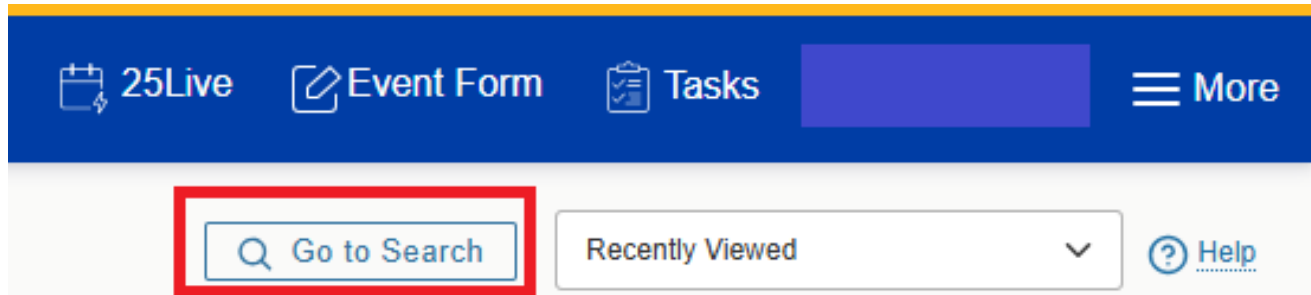
- **Initial Status:** Upon clicking Save, your event status sits as a pending reservation draft.
- **Review Window:** The Registrar Scheduling Team will review your request and process a response within 2-3 business days. The system sends an auto-generated email upon acceptance of your request. An email 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:



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:

A screenshot of the location search interface. At the top, there's a 'Select Object' dropdown set to 'Locations' and a 'Saved Searches (optional)' dropdown. Below this is a search bar with 'SSC 229' entered. A message 'Search has not been saved' is displayed. To the right of the search bar are links for 'Create New Location', 'Reset', 'Export Results', 'Save as', and a 'Search' button. Below the search bar are filters for 'Categories', 'Features', 'Layouts', 'Capacity between and', and 'Buildings'. At the bottom, there's a tabbed interface with 'List', 'Calendar', 'Availability', and 'Availability Weekly' tabs. The 'List' tab is active, showing a table with 1 matching location. The table has columns for Name, Formal Name, Categories, Features, Layouts, Max Capacity, Default Capacity, and Building. The data row shows 'SSC 229' with a star icon, 'Student Success Center (Large Lecture Hall) 229', 'GE - General Assignment, Instructional Space, NEW Phase 2, REG Controlled Location', 'Camera - Document, Camera - Zoom, Microphone - Wireless (Catchbox), Microphone - Wireless (Handheld), Microphone - Wireless (Lapel/Lavalier), Phone - Campus, Podium - Standing, Projector - Dual, Sound System', 'Classroom - Fixed Seating', '404', '404', and 'STUD SUCCESS'.

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 ticket with Multimedia Services and Support well ahead of your event.

Guidelines & Frequently Asked Questions

For more information, please visit
registrar.ucr.edu/general-assignment-classroom-scheduling-guidelines
for more information including:

- What can a GA Classroom space be used for?
- When is GA Classroom space available for use?
- Weekday and Weekend Guidelines
- What to do if a classroom is locked

CLICK HERE!

General Assignment Classroom Scheduling Guidelines



Reserving General Assignment Classrooms on 25Live

Faculty and staff are now able to view and reserve available General Assignment (GA) Classroom space on [25Live](#) ! This singular, comprehensive scheduling and space management system replaces the manual email process for requesting GA Classroom space.

This page outlines the operational policies, scheduling timelines, building profiles, and departmental responsibilities for events taking place within GA classrooms and designated shared campus spaces.

What can GA Classroom space be used for?

- **Academic Events:** Events that are requested by the Department Academic Schedulers that are supplemental to instruction, so have a direct relationship to an instructional course and/or an academic program (study sessions, mid-terms, dissertation defense, etc.).
- **Non-Academic Events:** Events that are requested by the campus community and external clients and have no direct relationship to an instructional course (orientations, recruitment, etc.).
- **Large/Major Organized Events:** Events expected to have 300 or more attendees. [Policies related to these events are located here](#)  and are exempt from policies listed on this page.

When is GA Classroom space available for use?

- **Instructional Periods:** From the start of instruction to the end of finals.
- **Non-Instructional Periods:** The weekdays between the end of finals and the start of instruction for the next quarter. This excludes University holiday and curtailment days when the campus is officially closed.

General assignment classrooms are reservable from 7:00 a.m. to 10:00 p.m. Monday through Friday during these periods, as well as on weekends with limited access during final exams week. For policy rules, see Weekend GA Classroom Guidelines.

Weekday
Guidelines

[MORE INFORMATION](#)

Weekend
Guidelines

[MORE INFORMATION](#)

Rooms
Available

[MORE INFORMATION](#)

How To
Request GA
Classrooms

[MORE INFORMATION](#)

25Live:
Request a
Room

[MORE INFORMATION](#)