

25Live space requests in ProfLink

ProfLink (Anthology Engage) now offers users the ability to request space in 25Live when submitting an event for approval in ProfLink! This document describes how event planners can request space within ProfLink to 25Live.

ProfLink

ProfLink is the student involvement system of record for the University, providing [co-curricular transcripts](#), [event approval & attendance tracking](#), 25Live space request integration, [student organization recognition & compliance](#), student fee funding requests & approval, [service hours tracking](#), student government elections, [co-curricular learning paths](#), and the [Corq mobile app](#).

Faculty, staff, and students must be a manager of a ProfLink organization with access to [create events](#). If there is [already an organization in ProfLink](#) for your department or student organization, see the Primary Contact on your group's ProfLink roster for access to events if needed. If your department does not already have a ProfLink organization, you may request one at <https://rowan.campuslabs.com/engage/register>.

For more information on managing access to your ProfLink organization using the Roster, please see

<https://engagesupport.campuslabs.com/hc/en-us/articles/115001617606-Roster-Walkthrough>

For more information about managing events in ProfLink, please see

<https://engagesupport.campuslabs.com/hc/en-us/articles/115001594463-Walkthrough-Events-Event-Management>

Space Request

1. [Navigate to your organization's Manage page](#) and use the **Events** action center menu to create your event as usual. See the

<https://engagesupport.campuslabs.com/hc/en-us/articles/204033924-Creating-a-New-Event-in-your-Organization> support article if you need help with this.

2. Under **Time and Place** you will now have the option of **Add Reservation Request** or **Add Location Manually**.
 - Choose **Add Location Manually** if you already have an existing 25Live reservation for your event, or the event location is off campus or another space not reserved through 25Live.
 - Choose **Add Reservation Request** to use the new space request integration with 25Live:

Time and Place

Add Reservation Request Add Location Manually

Enter dates, times, and optional setup/teardown minutes. Then click **Browse Available Rooms**.

*Start Date *Start Time

*End Date *End Time

Setup Time minutes

Teardown Time minutes

3. Complete the **Start Date**, **Start Time**, **End Date**, and **End Time** required fields. Add any **Setup Time** or **Teardown Time** you will need for your event. The **Start Time** and **End Time** are what is listed for event attendees in ProfLink to know when your event is happening and place their attendance. The **Setup** and **Teardown Time** are helpful for the facility schedulers to provide you appropriate access to the room before/after your event.

4. Click **Browse Available Rooms** to access 25Live for available space during the date/times listed. You will see the **Available Locations** search box:

Available Locations Between Aug 13, 2021 9:00 AM — Aug 13, 2021 5:00 PM

Search: SC

Building: All

Room Capacity(0 to 2025)

Features

- 1st Floor
- 2nd Floor
- 3rd Floor
- 4th Floor

Chamberlain Student Center Back Patio
Building: Unspecified / None Capacity: 300

Chamberlain Student Center Room 127
Building: Unspecified / None Capacity: 60

Chamberlain Student Center Room 144
Building: Unspecified / None Capacity: 90

Chamberlain Student Center Room 144A
Building: Unspecified / None Capacity: 45

Chamberlain Student Center Room 144B
Building: Unspecified / None Capacity: 45

⚠ Please note that the **Building** drop down does not correspond to buildings at Rowan University with our current 25Live configuration.

To search within a specific building, please type the building name in the search field. 🔍

5. Click on the space you would like to request, and space details from 25Live will be shown:

Chamberlain Student Center Room 127

Building: Unspecified / None **Capacity:** 60

CSC 127

Features

- 1st Floor
- A V - Screen, Fixed
- Air Conditioning, Central
- Communications - Data / Network /Phone Jack
- Communications - Wireless Access (Rowan ID Required)
- Computers - Laptop Connection
- Flooring - Carpet
- Lighting - Fluorescent
- Other - A D A Compliant
- Other - Windows
- Power - Electrical Outlets

Reservation Date and Time

Aug 13, 2021 9:00 AM — Aug 13, 2021 5:00 PM

Layout

Theatre Style - Chairs Only

ADD REQUEST TO EVENT

This reservation is not officially requested until you submit your event request.

6. Please change the **Layout** dropdown to the setup that most closely matches your event.
7. Click Add Request to Event to save the room request.
8. Complete the remaining questions on the ProfLink event form and submit your event for approval.
9. When submitted, ProfLink will double check that your requested space is still available in 25Live. Once submitted, the space request will be sent to the 25Live scheduler/approver for the facility you selected as well as University Events for event approval.

If available for your organization to use, the 25Live scheduler will change the event to Tentative in 25Live so it is blocked from other reservations at the same time. You must provide the University Events event approval code number to the facility scheduler for the event to be officially Confirmed in 25Live.

The University Events event review process will happen concurrently with the

space request review. If approved, your event will be Approved in ProfLink and the University Events event approval code number will be included in the ProfLink event approval comments by your Event Consultant. Some approvals may be communicated to the 25Live scheduler by University Events or your ProfLink Event Consultant, but you can also provide this directly to the 25Live scheduler if needed to officially Confirm your space request in 25Live.

While your event is pending approval by University Events, you will see ProfLink displays the 25Live event status as **Reservation Tentative**:

Student Organization Fair



Host Organization
Student Government Association



Location
Eynon Ballroom (Chamberlain Student Center)
RESERVATION TENTATIVE



Begins
Monday, September 20, 2021 at 10:00 AM EDT



Ends
Monday, September 20, 2021 at 4:00 PM EDT

When confirmed in 25Live, it will change to Reservation Confirmed in ProfLink:

Houshmand's Hazardous Hot Sauce Taco Tuesday

 Host Organization
Office of Orientation & Student Leadership Programs

 Time and Place
Tue, Aug 31, 2021 12:00 PM - Tue, Aug 31, 2021 1:30 PM at Robinson Circle RESERVATION CONFIRMED

Making Changes to Events

⚠ Please note that 25Live events created through ProfLink WILL NOT appear in your individual 25Live user account. You will be unable to make changes to these 25Live events directly in 25Live, you must use these options to make changes to the event within ProfLink:

You are not able to make changes to a ProfLink event submission while it is pending review. Once it is approved or denied by your Event Consultant in ProfLink, you will have access to the event from [your organization's Manage page](#) > Events action center menu item. Please see the <https://engagesupport.campuslabs.com/hc/en-us/articles/115001594463-Walkthrough-Events-Event-Management> support article for more information about managing events and tracking attendance.

CHANGE DETAILS

CANCEL EVENT

Student Organization Fair



Host Organization
Student Government Association



Location
Eynon Ballroom (Chamberlain Student Center)
RESERVATION TENTATIVE

0.0



Event Rating

Change Details

When you use Change Details, you have access to edit the entire ProfLink event form that you previously submitted, including the Add Reservation Request tool to change the date, time, or location of your space request.

Cancel Event

Please note that if you **Cancel Event** in ProfLink, your 25Live space request Event will also be immediately cancelled, and the space will be released and available for someone else to reserve.

Updated:

Student Organization Services 7/15/21

University Events

University Scheduling