

1
00:00:00,000 --> 00:00:03,270
Hi, Welcome to the RSO
Lead team training

2
00:00:03,270 --> 00:00:06,825
for 25 live pro at
George Mason University.

3
00:00:06,825 --> 00:00:10,050
We're going to take a look at
how to reserve a space and

4
00:00:10,050 --> 00:00:11,850
what information we
need to ensure that

5
00:00:11,850 --> 00:00:14,160
you have the support
for this event.

6
00:00:14,160 --> 00:00:16,875
Please take note that the
Student Involvement Team and

7
00:00:16,875 --> 00:00:20,055
our RSO Lead team are not
administrators at 25live.

8
00:00:20,055 --> 00:00:21,810
Our office does not
have the ability

9
00:00:21,810 --> 00:00:23,520
to cancel or edit your events.

10
00:00:23,520 --> 00:00:25,919
We also do not
make the accounts.

11
00:00:25,919 --> 00:00:28,920
What we do is we can help
navigate this process.

12
00:00:28,920 --> 00:00:30,420
And whenever we are told that

13
00:00:30,420 --> 00:00:33,150
an officer is needing
a 25 live account,

14
00:00:33,150 --> 00:00:35,915
as there is only
two RSO allowed.

15
00:00:35,915 --> 00:00:38,060
We then will supply
the information to

16
00:00:38,060 --> 00:00:40,775
their (Office of University Events) office to ensure
an account is created.

17
00:00:40,775 --> 00:00:42,590
If a change is needed, your RSO

18
00:00:42,590 --> 00:00:43,670
will need to contact

19
00:00:43,670 --> 00:00:46,535
the Office of University
Events with those details.

20
00:00:46,535 --> 00:00:49,730
So let's take a moment
and get started.

21
00:00:49,730 --> 00:00:52,565
If you go into our Student
Involvement website,

22
00:00:52,565 --> 00:00:56,855
Registered Student Organizations,
RSO Information.

23
00:00:56,855 --> 00:01:01,340

You'll see on the left, 25Live Space Reservations.

24

00:01:01,340 --> 00:01:05,060

Click on Room

Reservations 25Live

25

00:01:05,060 --> 00:01:08,150

Here There' is a link to the
25 live website.

26

00:01:08,150 --> 00:01:09,680

Also, other instructions to

27

00:01:09,680 --> 00:01:12,200

help you navigate
their platform.

28

00:01:12,200 --> 00:01:14,450

As you can see,
I'm already signed

29

00:01:14,450 --> 00:01:16,835

in. My favorite place to start is

30

00:01:16,835 --> 00:01:20,390

actually clicking on 25Live Pro
Log In on the top right.

31

00:01:20,390 --> 00:01:23,345

Here, you can search events
that you already have.

32

00:01:23,345 --> 00:01:25,220

Search some of the locations,

33

00:01:25,220 --> 00:01:28,490

look for resources,
search organizations.

34

00:01:28,490 --> 00:01:30,410

Right now, I'm going
to create an event.

35

00:01:30,410 --> 00:01:31,820
I know where I want one.

36

00:01:31,820 --> 00:01:34,220
I'm looking for a small space

37

00:01:34,220 --> 00:01:36,290
for 12 of my exec
board members.

38

00:01:36,290 --> 00:01:40,745
who are going to have a training
about RSO 25Live.

39

00:01:40,745 --> 00:01:44,270
And I'm actually going to
invite a non -Mason speaker

40

00:01:44,270 --> 00:01:47,690
to our event. Here you can see

41

00:01:47,690 --> 00:01:49,100
the form that you
will be filling out

42

00:01:49,100 --> 00:01:51,425
for the Office of
University Events.

43

00:01:51,425 --> 00:01:53,030
Please take special note about

44

00:01:53,030 --> 00:01:55,370
their paragraph along the top.

45

00:01:55,370 --> 00:01:57,080
This will give you
some heads up about

46

00:01:57,080 --> 00:02:00,140
how many days they need
to know ahead about an event.

47
00:02:00,140 --> 00:02:02,120
And I would also stress that

48
00:02:02,120 --> 00:02:03,830
the earlier that
you put these in,

49
00:02:03,830 --> 00:02:06,320
the better, that way
all of our offices are

50
00:02:06,320 --> 00:02:09,810
able to come and see the
information and help support.

51
00:02:10,090 --> 00:02:12,830
If you are not sure
about what information

52
00:02:12,830 --> 00:02:14,735
should be involved in
any of these areas,

53
00:02:14,735 --> 00:02:16,430
feel free to press
the little 'i' and

54
00:02:16,430 --> 00:02:18,440
it will give you a little
bit more information.

55
00:02:18,440 --> 00:02:24,240
Right now event name is 'RSO
Trainings for 25Live'.

56
00:02:25,270 --> 00:02:29,220
And for me the title
will be the same thing.

57
00:02:30,700 --> 00:02:33,830
Event type because
I'm a faculty staff,

58

00:02:33,830 --> 00:02:35,780
I'll click on mine, yours
will probably say

59

00:02:35,780 --> 00:02:38,810
a student or an officer.

60

00:02:38,810 --> 00:02:41,960
For me, Student Involvement
is my organization.

61

00:02:41,960 --> 00:02:44,150
Again, like I said earlier,

62

00:02:44,150 --> 00:02:46,475
I'm looking at 12 people.

63

00:02:46,475 --> 00:02:54,560
My description, my RSO
is inviting Wally to

64

00:02:54,560 --> 00:03:03,720
a meeting to help
train on 25Live. This...

65

00:03:04,270 --> 00:03:06,995
I believe that's all I need.

66

00:03:06,995 --> 00:03:09,500
I'm going to look at ... mmm let's say,

67

00:03:09,500 --> 00:03:13,445
I'm going to say the seventh of May.

68

00:03:13,445 --> 00:03:16,190
We're going to find
maybe an early meeting.

69

00:03:16,190 --> 00:03:20,660
I'm saying ten AM , looking at Saturday,

70
00:03:20,660 --> 00:03:23,120
May 7th, ten AM to 11 AM.

71
00:03:23,120 --> 00:03:27,350
Same day. I'm going to
actually add additional time.

72
00:03:27,350 --> 00:03:28,700
You should always
give yourself a

73
00:03:28,700 --> 00:03:30,665
little time to go set up.

74
00:03:30,665 --> 00:03:32,720
If you're doing larger events,

75
00:03:32,720 --> 00:03:35,495
let's say 200 large party,

76
00:03:35,495 --> 00:03:37,970
make sure you give
yourself ample time.

77
00:03:37,970 --> 00:03:40,400
We need to make sure
that you are able to get

78
00:03:40,400 --> 00:03:42,515
out of that space in order to

79
00:03:42,515 --> 00:03:45,860
not be charged for
having Mason staff

80
00:03:45,860 --> 00:03:47,180
waiting for your event to

81
00:03:47,180 --> 00:03:50,225
end so that they can get in
and start resetting the room.

82
00:03:50,225 --> 00:03:52,340
So keep that in mind
that every event must,

83
00:03:52,340 --> 00:03:53,660
end when you are telling them

84
00:03:53,660 --> 00:03:55,070
it will end and that you are

85
00:03:55,070 --> 00:03:57,050
cleaning up at the exact
right time that you're

86
00:03:57,050 --> 00:03:58,550
telling them and that
you'll be out of

87
00:03:58,550 --> 00:04:00,980
the space when you
are done with that.

88
00:04:00,980 --> 00:04:04,055
Again, 25 live is where
everything starts.

89
00:04:04,055 --> 00:04:05,540
Every one of our offices

90
00:04:05,540 --> 00:04:07,790
will have access to this
document and we need to

91
00:04:07,790 --> 00:04:10,850
make sure that everything
matches: Mason 360,

92
00:04:10,850 --> 00:04:12,620
any contracts,

93
00:04:12,620 --> 00:04:14,360
Event Services.

94
00:04:14,360 --> 00:04:16,370
If you are assigned
police for your event,

95
00:04:16,370 --> 00:04:17,780
you need to be able to have

96
00:04:17,780 --> 00:04:19,925
this one reflect
all of your needs.

97
00:04:19,925 --> 00:04:21,809
and times.

98
00:04:22,210 --> 00:04:24,710
Right now we don't have a
repeating pattern,

99
00:04:24,710 --> 00:04:25,580
but let's say I wanted to,

100
00:04:25,580 --> 00:04:27,260
every other Saturday, I can go

101
00:04:27,260 --> 00:04:30,260
through click every other
Saturday, make a pattern.

102
00:04:30,260 --> 00:04:33,140
So coming down the
event locations,

103
00:04:33,140 --> 00:04:35,360
if you're looking at
doing a virtual event,

104
00:04:35,360 --> 00:04:37,370
we really would love to
have them added in to

105
00:04:37,370 --> 00:04:39,020

25Live so that this will be

106

00:04:39,020 --> 00:04:42,094
actually published on
the Mason calendar.

107

00:04:42,094 --> 00:04:45,125
So you can always
request 'virtual event'.

108

00:04:45,125 --> 00:04:50,310
Let's say you are
doing a classroom.

109

00:04:50,350 --> 00:04:53,135
You can search all those
classrooms, however,

110

00:04:53,135 --> 00:04:55,085
please give yourself ample time

111

00:04:55,085 --> 00:04:57,200
before your event on
these requests.

112

00:04:57,200 --> 00:04:59,510
This sometimes will take
a little extra time for

113

00:04:59,510 --> 00:05:01,190
the Office of University
Events to ensure

114

00:05:01,190 --> 00:05:03,635
that the classroom
is not being used.

115

00:05:03,635 --> 00:05:05,690
For right now my event,

116

00:05:05,690 --> 00:05:07,460
I want to be in the HUB.

117

00:05:07,460 --> 00:05:09,095
I will search.

118

00:05:09,095 --> 00:05:11,915
And lucky me, HUB1012,
will be there.

119

00:05:11,915 --> 00:05:14,075
Yours will say request.

120

00:05:14,075 --> 00:05:17,150
So just pretend
this says request.

121

00:05:17,150 --> 00:05:19,740
So I'll click on that.

122

00:05:20,710 --> 00:05:23,780
You can see that
it says, I'm good.

123

00:05:23,780 --> 00:05:25,010
I'm going to say layout is

124

00:05:25,010 --> 00:05:27,500
classroom. Instructions,
attendance I'll go ahead and put 12.

125

00:05:27,500 --> 00:05:29,520
All right.

126

00:05:30,010 --> 00:05:33,020
So resources. You know, I have a speaker,

127

00:05:33,020 --> 00:05:35,105
so i might look
up a microphone.

128

00:05:35,105 --> 00:05:36,575
Search for Mic.

129

00:05:36,575 --> 00:05:39,650
And I'll reserve the one
microphone. Right now,

130
00:05:39,650 --> 00:05:40,940
I'm going to go ahead and
delete that because I don't

131
00:05:40,940 --> 00:05:42,680
want that as I'm doing a test.

132
00:05:42,680 --> 00:05:45,530
However, you would allow
to add more and more

133
00:05:45,530 --> 00:05:48,425
as you go. Are funds
being collected?

134
00:05:48,425 --> 00:05:49,175
I'm not.

135
00:05:49,175 --> 00:05:50,570
But if you are having some funds

136
00:05:50,570 --> 00:05:51,740
being collected at your event,

137
00:05:51,740 --> 00:05:54,410
say yes. Partnering with
a non-GMU Org.

138
00:05:54,410 --> 00:05:56,180
This may seem confusing,

139
00:05:56,180 --> 00:05:57,290
but I would like to make sure

140
00:05:57,290 --> 00:05:58,370
that you understand that that

141
00:05:58,370 --> 00:06:00,905

means you're bringing a non-Mason person onto campus (presenter, performer, a service).

142
00:06:00,905 --> 00:06:04,805
Somebody is not a Mason.
A vendor, such like that.

143
00:06:04,805 --> 00:06:06,530
They are coming because
you invited them.

144
00:06:06,530 --> 00:06:08,540
So I'm gonna say yes
because remember,

145
00:06:08,540 --> 00:06:11,030
I'm bringing Wally
to talk to us.

146
00:06:11,030 --> 00:06:13,430
I might not have
indicated, up here.

147
00:06:13,430 --> 00:06:15,140
I probably should have said,

148
00:06:15,140 --> 00:06:17,510
I've invited Wally from

149
00:06:17,510 --> 00:06:20,900
another university
to the meeting to help

150
00:06:20,900 --> 00:06:25,380
train on 25Live. That is
actually being more clear.

151
00:06:26,170 --> 00:06:30,350
So I am saying yes on
this. Catering, um,

152
00:06:30,350 --> 00:06:31,490
you know what, down here

153

00:06:31,490 --> 00:06:35,300
and I'm going to have some
snacks, so I'll say yes.

154

00:06:35,300 --> 00:06:38,240
Now catering, food
server, vendor,

155

00:06:38,240 --> 00:06:39,645
I'm actually just going to bring

156

00:06:39,645 --> 00:06:43,320
in pre-packaged chips.

157

00:06:44,710 --> 00:06:47,975
However, if you're
having a large vendor,

158

00:06:47,975 --> 00:06:50,060
some large restaurant,
you would have to make

159

00:06:50,060 --> 00:06:52,295
sure that they are a pre-approved (approved)

160

00:06:52,295 --> 00:06:55,865
caterer. Catering, no alcohol.

161

00:06:55,865 --> 00:06:57,380
Don't need Course Info.

162

00:06:57,380 --> 00:07:02,990
The audio visual needs
projecting to large TV ...

163

00:07:02,990 --> 00:07:09,635
a PowerPoint. Setup needs:
12 chairs two rectangular.

164

00:07:09,635 --> 00:07:12,260
tables,

165

00:07:12,260 --> 00:07:15,740

Oh, you know what, I may
want a podium.

166

00:07:15,740 --> 00:07:16,985

The event image, I don't have one.

167

00:07:16,985 --> 00:07:20,490

And for me event
on-site,

168

00:07:21,070 --> 00:07:24,725

....my phone number.

169

00:07:24,725 --> 00:07:33,170

And my email.

170

00:07:33,170 --> 00:07:35,420

Open to the public, mine isn't
I'm not doing a party.

171

00:07:35,420 --> 00:07:37,895

Mine is just for exec board
members, so I would say no.

172

00:07:37,895 --> 00:07:39,320

However, let's say
you were doing

173

00:07:39,320 --> 00:07:41,930

your large Dewberry event for

174

00:07:41,930 --> 00:07:45,905

300 and it's open to
everybody, say yes.

175

00:07:45,905 --> 00:07:48,350

Organization code, it should be

176

00:07:48,350 --> 00:07:51,020

a six digit number

and every president,

177

00:07:51,020 --> 00:07:52,970
treasurer and 25 live
reps should have

178

00:07:52,970 --> 00:07:55,160
this number if you
do not, contact

179

00:07:55,160 --> 00:08:01,010
the (budget team) at SIbudget@gmu.edu
or RSO lead team,

180

00:08:01,010 --> 00:08:03,935
and we'll make sure that
you get your ORG code number.

181

00:08:03,935 --> 00:08:06,275
Participants under
the age of 18.

182

00:08:06,275 --> 00:08:07,655
No, I do not.

183

00:08:07,655 --> 00:08:13,685
Who is speaking/performing?
Wally from another university.

184

00:08:13,685 --> 00:08:15,560
Be more specific when
you put in yours,

185

00:08:15,560 --> 00:08:17,420
I'm just doing a sample.

186

00:08:17,420 --> 00:08:19,955
Will we be using any virtual
platform, So no,

187

00:08:19,955 --> 00:08:22,250
I'm not streaming
however I could,

188

00:08:22,250 --> 00:08:23,510
but right now I am going to say no.

189

00:08:23,510 --> 00:08:27,140
No, I'm not doing any
Zoom or anything.

190

00:08:27,140 --> 00:08:29,000
Then here, event comments.

191

00:08:29,000 --> 00:08:30,560
So this is actually
going to go to

192

00:08:30,560 --> 00:08:32,480
the Event Services and all of us

193

00:08:32,480 --> 00:08:34,460
to tell us exactly what it
is that you're thinking.

194

00:08:34,460 --> 00:08:40,640
So for me two rectangular tables,

195

00:08:40,640 --> 00:08:45,380
in center of room, 12 chairs around,

196

00:08:45,380 --> 00:08:51,695
podium at front by
the TV for the speaker,

197

00:08:51,695 --> 00:08:56,795
to present their PowerPoint. There we go.

198

00:08:56,795 --> 00:08:59,885
Here, it will
always say tentative.

199

00:08:59,885 --> 00:09:01,520
You agree that yes,

200
00:09:01,520 --> 00:09:04,220
all this information
is correct and press

201
00:09:04,220 --> 00:09:07,790
Save. Here I say events.

202
00:09:07,790 --> 00:09:08,870
I'm not sure if on your end,

203
00:09:08,870 --> 00:09:09,920
you'll see this little box,

204
00:09:09,920 --> 00:09:12,750
but I do press events.

205
00:09:13,990 --> 00:09:16,670
And happily I am in,

206
00:09:16,670 --> 00:09:18,905
however, it does not mean
I have the space.

207
00:09:18,905 --> 00:09:20,810
As you can look at in here,

208
00:09:20,810 --> 00:09:22,670
it says tentative when it has

209
00:09:22,670 --> 00:09:25,745
confirmed and it'll actually
say confirmed. Right now

210
00:09:25,745 --> 00:09:28,655
I just put it in. No one's
looked at this yet.

211
00:09:28,655 --> 00:09:30,155
Reference code.

212
00:09:30,155 --> 00:09:33,275

When you talk to any of our
offices about this event,

213

00:09:33,275 --> 00:09:35,180
please have this available in

214

00:09:35,180 --> 00:09:37,430
the email subject
or make sure that

215

00:09:37,430 --> 00:09:39,095
you tell it to us
because this helps

216

00:09:39,095 --> 00:09:41,915
us make sure we're looking
at the correct event.

217

00:09:41,915 --> 00:09:43,790
As you can see, 12 expected.

218

00:09:43,790 --> 00:09:45,815
All my information is here.

219

00:09:45,815 --> 00:09:47,630
I like to look at occurrences.

220

00:09:47,630 --> 00:09:50,180
Make sure you click on
here and look at this.

221

00:09:50,180 --> 00:09:52,790
I have my 9:30 to 10
open for me to set

222

00:09:52,790 --> 00:09:56,150
and here's my closing
of the event here.

223

00:09:56,150 --> 00:09:58,070
Ten AM to 11 is when they know I

224

00:09:58,070 --> 00:10:00,830
will actually be
having that meeting.

225
00:10:00,830 --> 00:10:03,140
And you can always
come back in here.

226
00:10:03,140 --> 00:10:06,350
Let's say I left

227
00:10:06,350 --> 00:10:09,560
that and I want to go check
to see if it has been confirmed.

228
00:10:09,560 --> 00:10:11,000
I will put in that number

229
00:10:11,000 --> 00:10:13,760
... the code and
it pops right up.

230
00:10:13,760 --> 00:10:15,785
So I hope this
helps a little bit.

231
00:10:15,785 --> 00:10:17,570
Working with your teams.

232
00:10:17,570 --> 00:10:19,415
Also another little tip.

233
00:10:19,415 --> 00:10:21,920
If you click on HUB1012 (your event space is linked)

234
00:10:21,920 --> 00:10:24,605
on there.

235
00:10:24,605 --> 00:10:26,450
And you'll see all
the different types

236

00:10:26,450 --> 00:10:28,550
of information about that space.

237
00:10:28,550 --> 00:10:31,130
And you can find
the availability.

238
00:10:31,130 --> 00:10:33,545
We see all the other areas.

239
00:10:33,545 --> 00:10:37,100
So again, I hope this helps
If you have any questions,

240
00:10:37,100 --> 00:10:41,910
please contact the RSO Lead Team at RSO@gmu.edu.