Hi, Welcome to the RSO Lead team training

for 25 live pro at George Mason University.

We're going to take a look at how to reserve a space and what information we need to ensure that you have the support for this event.

Please take note that the Student Involvement Team and our RSO Lead team are not administrators at 25live.

Our office does not have the ability to cancel or edit your events.

We also do not make the accounts.

What we do is we can help navigate this process.
And whenever we are told that an officer is needing a 25 live account, as there is only two RSO allowed. We then will supply the information to their (Office of University Events) office to ensure an account is created. If a change is needed, your RSO will need to contact the Office of University Events with those details. So let's take a moment and get started. If you go into our Student Involvement website, Registered Student Organizations, RSO Information.
You'll see on the left, 25Live Space Reservations.

Click on Room Reservations 25Live

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

Also, other instructions to help you navigate their platform.

As you can see, I'm already signed in. My favorite place to start is actually clicking on 25Live Pro Log In on the top right.

Here, you can search events that you already have.

Search some of the locations, look for resources, search organizations.

Right now, I'm going to create an event.
I know where I want one.

I'm looking for a small space for 12 of my exec board members.

who are going to have a training about RSO 25Live.

And I'm actually going to invite a non -Mason speaker to our event. Here you can see the form that you will be filling out for the Office of University Events.

Please take special note about their paragraph along the top. This will give you some heads up about how many days they need to know ahead about an event.
And I would also stress that the earlier that you put these in, the better, that way all of our offices are able to come and see the information and help support.

If you are not sure about what information should be involved in any of these areas, feel free to press the little 'i' and it will give you a little bit more information.

Right now event name is 'RSO Trainings for 25Live'.

And for me the title will be the same thing.

Event type because I'm a faculty staff,
I'll click on mine, yours will probably say a student or an officer. For me, Student Involvement is my organization. Again, like I said earlier, I'm looking at 12 people. My description, my RSO is inviting Wally to a meeting to help train on 25Live. This... I believe that's all I need. I'm going to look at ... mmm let's say, I'm going to say the seventh of May. We're going to find maybe an early meeting. I'm saying ten AM, looking at Saturday,
May 7th, ten AM to 11 AM.

Same day. I'm going to actually add additional time.

You should always give yourself a little time to go set up.

If you're doing larger events, let's say 200 large party,

make sure you give yourself ample time.

We need to make sure that you are able to get out of that space in order to not be charged for having Mason staff waiting for your event to end so that they can get in and start resetting the room.
So keep that in mind that every event must, end when you are telling them.

It will end and that you are cleaning up at the exact right time that you're telling them and that you'll be out of the space when you are done with that.

Again, 25 live is where everything starts.

Every one of our offices will have access to this document and we need to make sure that everything matches: Mason 360, any contracts, Event Services.
If you are assigned police for your event,

you need to be able to have this one reflect all of your needs.

Right now we don't have a repeating pattern,

but let's say I wanted to, every other Saturday, I can go through click every other Saturday, make a pattern.

So coming down the event locations,

if you're looking at doing a virtual event,

we really would love to have them added in to
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.
I will search.

And lucky me, HUB1012, will be there.

Yours will say request.

So just pretend this says request.

So I'll click on that.

You can see that it says, I'm good.

I'm going to say layout is classroom. Instructions, attendance I'll go ahead and put 12.

All right.

So resources. You know, I have a speaker, so I might look up a microphone.

Search for Mic.
And I'll reserve the one microphone. Right now,

I'm going to go ahead and delete that because I don't want that as I'm doing a test.

However, you would allow to add more and more as you go. Are funds being collected?

I'm not.

But if you are having some funds being collected at your event,

say yes. Partnering with a non-GMU Org.

This may seem confusing,

but I would like to make sure that you understand that that
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
and I'm going to have some snacks, so I'll say yes.

Now catering, food server, vendor,

I'm actually just going to bring

in pre-packaged chips.

However, if you're having a large vendor,

some large restaurant, you would have to make

sure that they are a pre-approved (approved)

caterer. Catering, no alcohol.

Don't need Course Info.

The audio visual needs projecting to large TV ...

a PowerPoint. Setup needs:

12 chairs two rectangular.

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

The event image, I don't have one.

And for me event on-site, ....

....my phone number.

And my email.

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

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

However, let's say you were doing

your large Dewberry event for

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

Organization code, it should be

a six digit number
and every president,

treasurer and 25 live reps should have

this number if you do not, contact

the (budget team) at S1budget@gmu.edu or RSO lead team,

and we'll make sure that you get your ORG code number.

Participants under the age of 18.

No, I do not.

Who is speaking/performing? Wally from another university.

Be more specific when you put in yours,

I'm just doing a sample.

Will we be using any virtual platform, So no,

I'm not streaming however I could,
but right now I am going to say no.

No, I'm not doing any Zoom or anything.

Then here, event comments.

So this is actually going to go to the Event Services and all of us.

to tell us exactly what it is that you're thinking.

So for me two rectangular tables,
in center of room, 12 chairs around,

podium at front by the TV for the speaker,

to present their PowerPoint. There we go.

Here, it will always say tentative.

You agree that yes,
all this information is correct and press

Save. Here I say events.

I'm not sure if on your end,
you'll see this little box,

but I do press events.

And happily I am in,

however, it does not mean I have the space.

As you can look at in here,

it says tentative when it has confirmed and it'll actually say confirmed. Right now

I just put it in. No one's looked at this yet.

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

please have this available in

the email subject

or make sure that

you tell it to us

because this helps

us make sure we're looking

at the correct event.

As you can see, 12 expected.

All my information is here.

I like to look at occurrences.

Make sure you click on

here and look at this.

I have my 9:30 to 10

open for me to set

and here's my closing

of the event here.

Ten AM to 11 is when they know I
will actually be having that meeting.

And you can always come back in here.

Let's say I left that and I want to go check to see if it has been confirmed.

I will put in that number ...

... the code and it pops right up.

So I hope this helps a little bit.

Working with your teams.

Also another little tip.

If you click on HUB1012 (your event space is linked)

on there.

And you'll see all the different types
of information about that space.

And you can find the availability.

We see all the other areas.

So again, I hope this helps If you have any questions,

please contact the RSO Lead Team at RSO@gmu.edu.