ROOM AND EVENT REQUEST TIP SHEET FOR KELLOGG

- MAKE SURE TO USE FIREFOX OR CHROME – THE SYSTEM DOES NOT WORK WELL WITH INTERNET EXPLORER
- Link to the site: https://25live.collegenet.com/northwestern/
- This tip sheet will explain how to place a request for a space

1. Sign in with your NetID and Password

If you do not sign in, you will not see Jacobs classrooms. If you Sign In and still do not see Jacobs classrooms listed, please email JacobsClassrooms@kellogg.northwestern.edu to be added to the Kellogg security group.

2. Go to Locations and search for ‘Jacobs’. Click on the ‘Availability’ tab to see a visual schedule. Navigate the date by clicking on the forward arrow or clicking on the date itself to get a calendar selection tool. To reserve the OLC, search for ‘OLC’ or ‘Leverone Auditorium’ as your keyword.

REMEMBER!
This is a request, even if the space appears open, there may be other requests pending for that space with higher priority. Do not announce your room until you have received your confirmation email within 2 business days.

You must allow 15 minutes FREE time before and after your event, we will NOT accept requests that are booked back to back with other events.
3. Click on the time slot you want to request above to be taken to the ‘Event Wizard’

Event Wizard – Page 1

**General information and event summary**

- Event requests are regularly processed within two business days. Your request is not confirmed until approved by the space manager. You will receive an email response when the request is approved or denied.
- ALL events must be scheduled with 15 MINUTES FREE before and after the event for transition time, setup & clean up.
- To CANCEL your request please reply to your confirmation email with “CANCEL” or “DELETE” in the subject line.
- To request Jacobs 224E please contact the room coordinator directly.

**The Date, Time and Room chosen will be pre-populated on your request if you followed Step 2. It can be modified as needed.**

**TIP:** At any time you can save something as a favorite.
You can do this by clicking on the STAR next to any Room, Event Type, Sponsoring Organization, or Location.

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**Watch for help instructions available in the information window for each field!**

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**TIP:** The next 2 pages will walk you through details of the Event Wizard.
**Event Wizard – Page 1:** Enter event name, type and sponsoring organization

**Event Wizard – Page 2:** Enter expected head count

**Event Wizard – Page 3:** Choose whether the event has one occurrence or is recurrent.

NOTE: When scheduling recurring events the first occurrence should have the same START DATE and END DATE. A single event cannot span 2 days.

For Jacobs classrooms please **DO NOT use the ‘Setup/Pre-Event’ or ‘Post-Event/Takedown’ settings.** The required 15 minute window between events is to allow people to enter and exit and minimal setup/takedown of equipment. If you need more time please include it in your event total duration.
**Event Wizard – Page 4:** Choose/confirm location.

NOTE: If you choose more than one location we will assume you need all rooms, not a choice of one or the other.
To remove a room from your request, click on the RED X next to the Room # on the right-hand side of the page.

**Event Wizard – Page 5:** Enter information regarding special considerations for the room coordinator to review
(eg. Needing to provide food outside the room, if the event will have loud music, if you need a specific layout, etc.)

**Event Wizard – Page 6:** Agree to the terms of use for Northwestern University and click ‘Finish’.

**Questions about Jacobs Classroom reservations?**

- For questions regarding space availability, room use policy or access to RES to view and request Jacobs classrooms please contact Student Affairs at JacobsClassrooms@kellogg.northwestern.edu
- To request Jacobs Room 2245, please contact Mariellen Gibson at m-gibson4@kellogg.northwestern.edu
- Jacobs Study Group rooms are not available in RES, they are available in Outlook