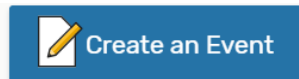


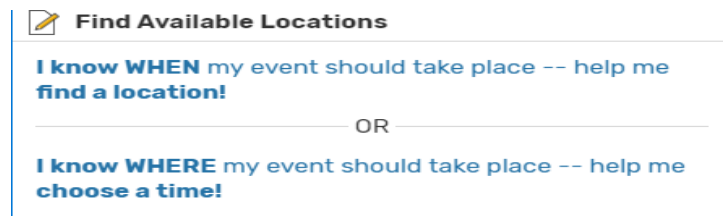
The Office of the Registrar and University Center Administration's online scheduling tool, 25 Live, has recently been upgraded to 25Live Pro.

25Live Pro will provide a better experience for all requestors and schedulers. The new functionality will streamline the scheduling process by providing information on space availability, events that are already scheduled, tracking and changing your requests online, and printing and emailing your own event summary or confirmation notice.

1. Click "Sign In" at the top-right of the screen, then input your login and password which are the same as your Office 365 login and password.
2. Click on the Create an Event button



OR Click on the links in the **Find Available Locations** window



3. Enter your event information.

Your request will be reviewed and once all arrangements have been made, you will receive a confirmation from the appropriate scheduler.

All catering and multi-media equipment requests are still made separately through those offices:

Aramark Catering, x4420

Teaching and Learning Technologies (TLT), x4090

If you have questions regarding University Center spaces, Alumni Auditorium, Lathem Hall, or outdoor venues, please feel free to contact:

Lindsey Ruby Director  
University Center Administration  
[eruby@widener.edu](mailto:eruby@widener.edu), x 4403

If you have questions regarding academic classrooms, please contact:

Mary Aruffo  
Assistant Registrar  
[mgaruffo@widener.edu](mailto:mgaruffo@widener.edu), x4048