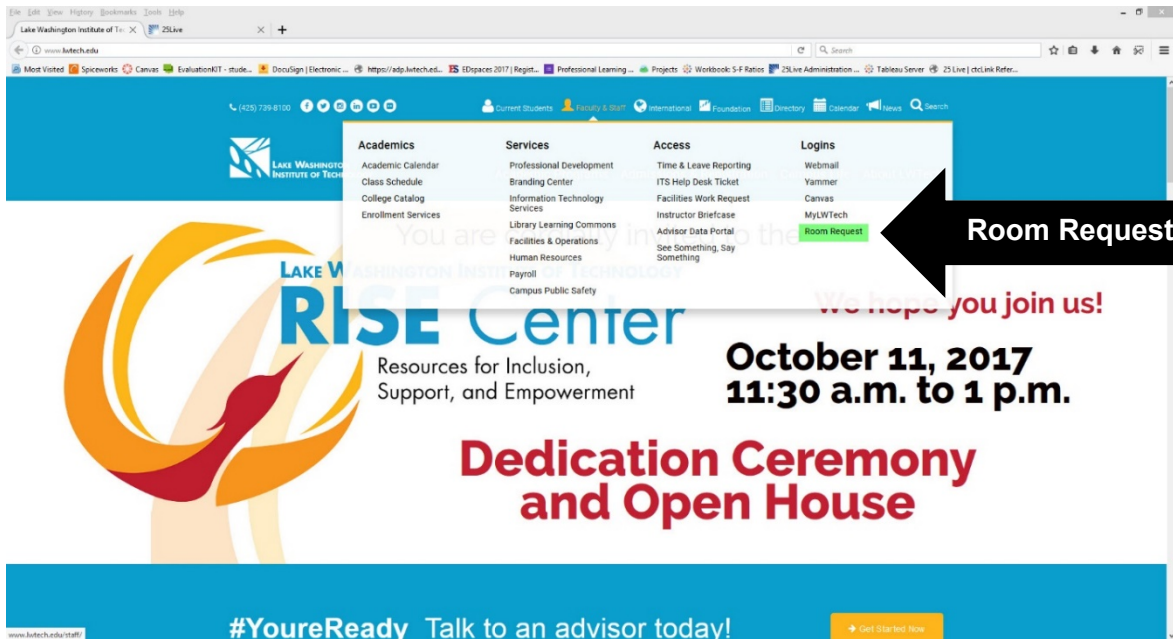
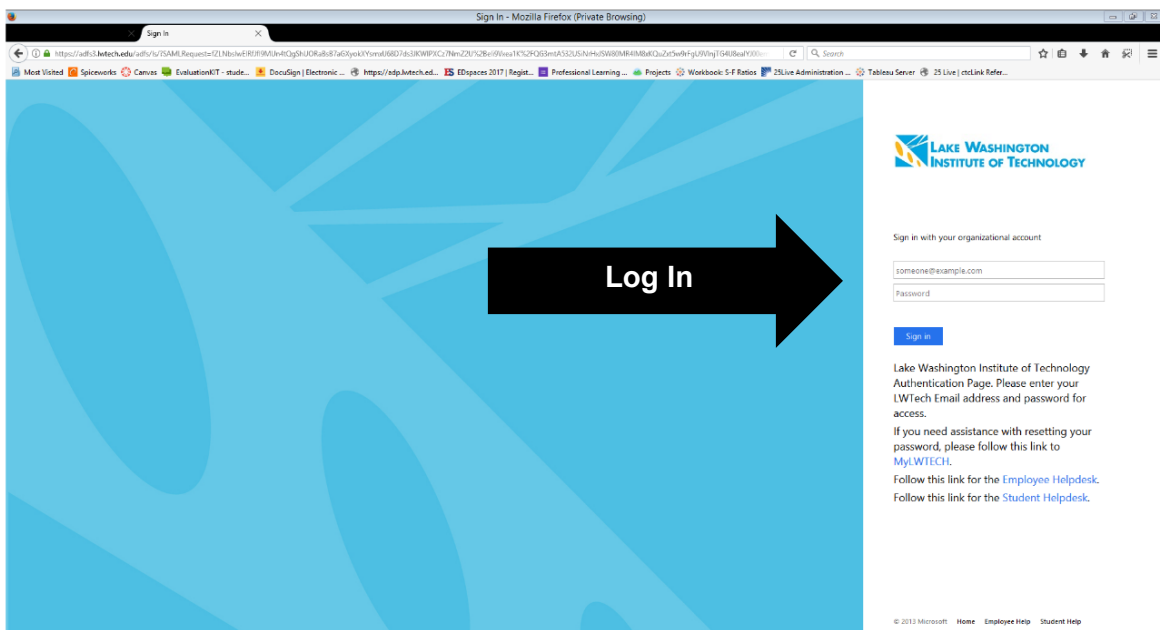


# Reserving a Laptop Cart in 25Live

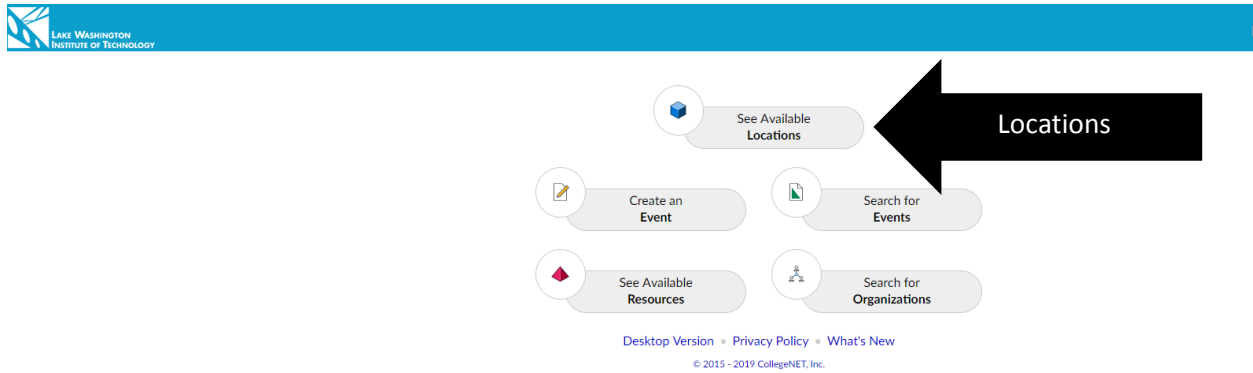
1. Go to the LWTech home page ([LWTech.edu](http://LWTech.edu)), hover over **Faculty & Staff**, then click **Room Request**.



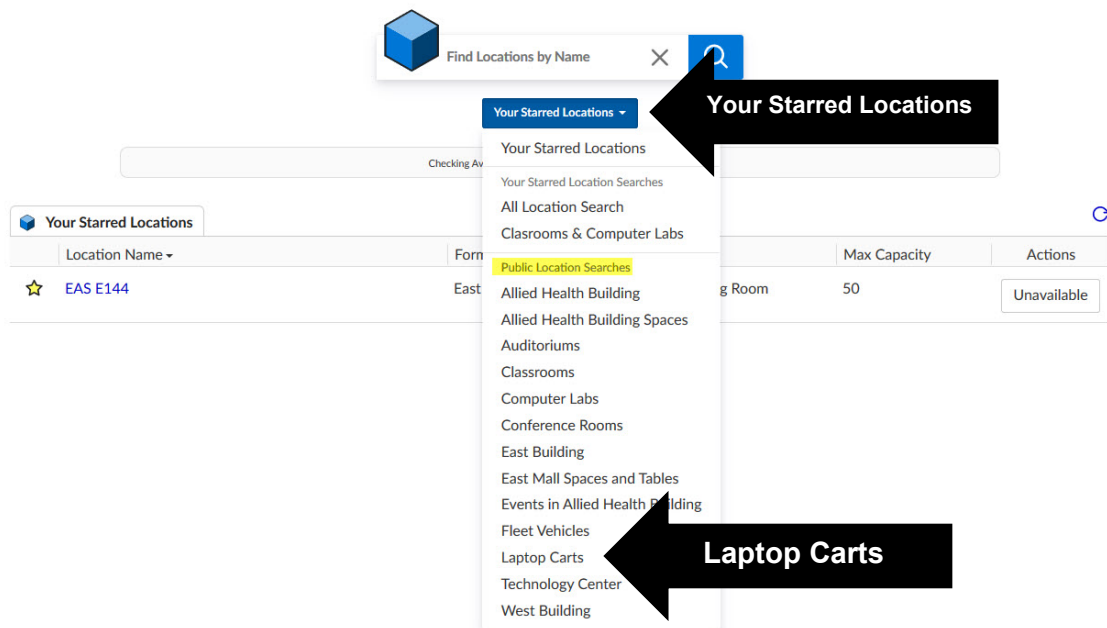
2. Log into **25Live** with your LWTech **user name** and **password** (same as the login for LWTech email).



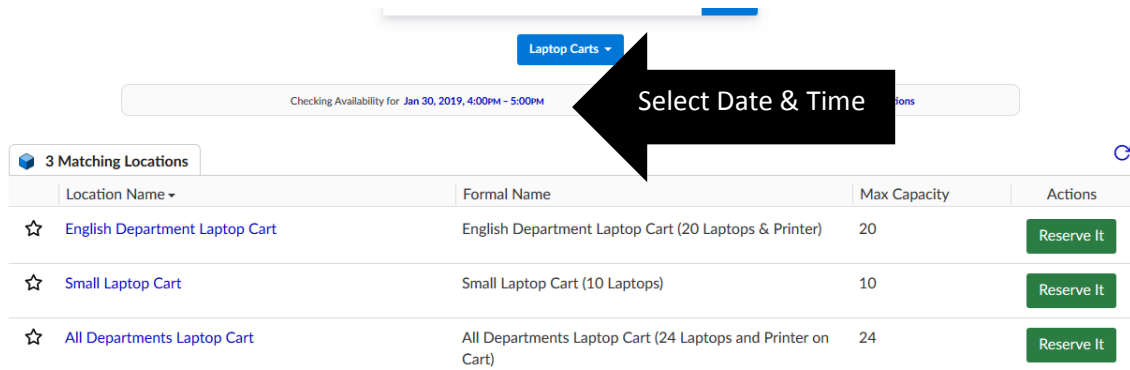
3. Click **Locations** button.



4. Select **Laptop Carts** from **Your Starred Locations** dropdown menu.



5. Choose the date that you'd like to reserve the cart.



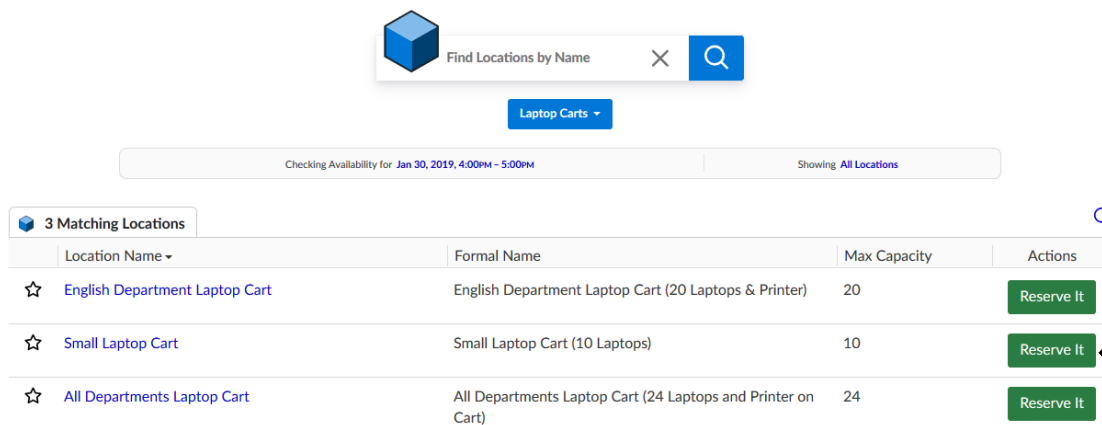
Checking Availability for Jan 30, 2019, 4:00PM - 5:00PM

Laptop Carts

3 Matching Locations

Location Name	Formal Name	Max Capacity	Actions
☆ English Department Laptop Cart	English Department Laptop Cart (20 Laptops & Printer)	20	Reserve It
☆ Small Laptop Cart	Small Laptop Cart (10 Laptops)	10	Reserve It
☆ All Departments Laptop Cart	All Departments Laptop Cart (24 Laptops and Printer on Cart)	24	Reserve It

6. Click the **Reserve It** button for the cart you want to reserve.  
Your reservation request will then be forwarded to the Library who will approve it.



Find Locations by Name

Laptop Carts

Checking Availability for Jan 30, 2019, 4:00PM - 5:00PM

Showing All Locations

3 Matching Locations

Location Name	Formal Name	Max Capacity	Actions
☆ English Department Laptop Cart	English Department Laptop Cart (20 Laptops & Printer)	20	Reserve It
☆ Small Laptop Cart	Small Laptop Cart (10 Laptops)	10	Reserve It
☆ All Departments Laptop Cart	All Departments Laptop Cart (24 Laptops and Printer on Cart)	24	Reserve It

7. Fill out the **Event Wizard** and then click **Save**.

**Event Name**

Event Title for WEBSITE Calendars

**Event Type**

Primary Organization for this Event

**Expected Attendance**

Event Description for WEBSITE calendars

**Wed Jan 30 2019**

**4:00 pm - 5:00 pm**

Event Repeats

English Department Laptop Cart

Resources

Attached Files

Contact Roles for this Event

Requirements

Publish to Calendar

Comments

Confirmation Notes

Internal Notes

Tentative

This reservation wizard is designed to collect the information needed to schedule an event.

Please be as detailed as possible when submitting this information.

**\* All requests are subject to approval \***

**Event Name**

Please enter a name that clearly describes the event.

\*

This field is required.

**Event Title for WEBSITE Calendars**

The **Event Title** will replace the **Event name** (above) on all published calendars on the website. Grammar, punctuation, and clarity matter!

**Event Type**

Select the **Event Type** that best describes the event.

**Note:** Changing the Event Type may update selections for the following: Custom Attributes, Categories, Contact Roles, Requirements, Publish to Calendar.

Cancel

Save

Remember to SAVE!!!

**Congratulations! You reserved a laptop cart in 25Live!**