Reserving Spaces and Tables in East Mall

1. Go to the LWTech home page (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).
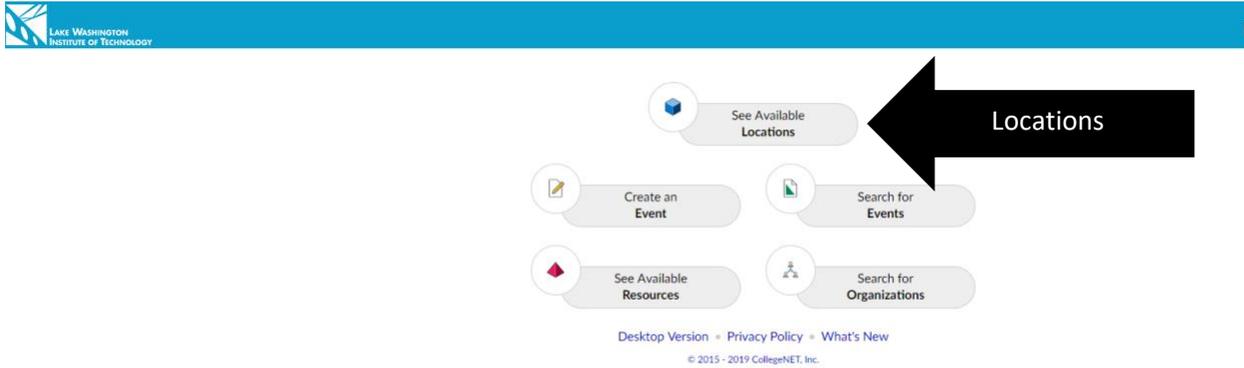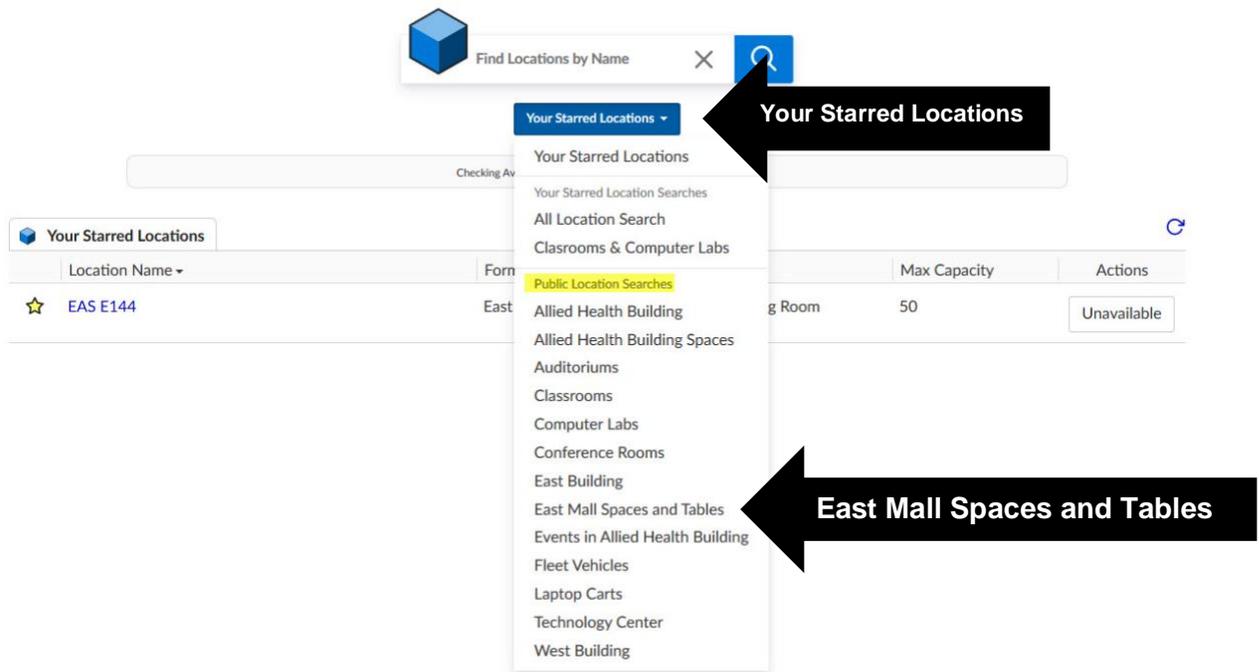
3. Click **Locations** button.

4. Select **East Mall Spaces and Tables** from **Your Starred Locations** dropdown menu.

5. You will see the list of all **E180** locations: spaces and tables. Refer to the **Formal Name** and **Max Capacity** columns. To reserve space without a table, select desired space. If you need table, select table (you don't need to reserve space additionally). **Max Capacity** column shows the number of tables for tables, or number of people for spaces.

   To see **MAP** of all Spaces and Tables, click on any location (blue hiperlink).

	Location Name ▾	Formal Name	Max Capacity	Actions
☆	EAS E180A	East Building Space E180A - East Wedge	70	Reserve It
☆	EAS E180B	East Building Space E180B - East Mall by Atrium window		Reserve It
☆	EAS E180C	East Building Space E180C - Middle Mall by Bookstore and ASG	170	Reserve It
☆	EAS E180D	East Building Space E180D - West Wedge	70	
☆	EAS E180E	East Building Space E180E - Cafeteria	172	Reserve It
☆	EAS E180 ALL	East Building Mall E180 - All Spaces	352	Reserve It
☆	EAS E180I	East Building Table E180I - Cafeteria Table 1	1	
☆	EAS E180J	East Building Table E180J - Cafeteria Table 2	3	Reserve It

14 Matching Locations

Click to see MAP

Space only, no table

170 people capacity

Number of Tables

6. Click **map** to enlarge. Spaces are indicated by large pink font. Tables are marked by regular font and rectangular shapes representing tables.

As Is – Default

Capacity   34

Diagram

Click MAP to enlarge

7. Click the **Reserve It** button for the Space or Table you want to reserve.
Your reservation request will be forwarded to ASG for approval and to Custodial support who sets up tables.

8. **Event Wizard** opens. In the **Event Type**, select *Information Table/Table Sale*, if you're reserving table.

9. Include **Event Title for WEBSITE Calendars**, if you wish the event to be published to Calendars. Also, write description in **Event Desctription for WEBSITE calendars**, when you get to that step of the Wizard later.

10. Select date, time, and repeated occurences in the next steps of the Wizard. You can also select a different location using Search for Locations drop-down menu, include resources, or attach files.

11. If you're reserving a table, put a checkmark for **Custodial support is needed for this event?** in the **Requirements** step of the Wizard. Write a comment describing what you need, for example: *2 tables and 3 chairs*. If you're reserving space, place checkmarks and comments for all resources you wish to request.

Edit REQUIREMENTS for this event.

☐ **Additional garbage/recycling receptacles will be needed.** [Not Active]

Comments: [   ]

☑ **Custodial support is needed for this event? Please add details below.**

Comments: [2 tables and 3 chairs]   Reserving a table

☐ **Food will be served at this event. (Not permitted in all locations)** [Not Active]

Comments: [   ]

☐ **IT / AV support is needed for this event.**

Comments: [   ]

☐ **No additional items are required.**

Comments: [   ]

☐ **Tables will be needed for registration.** [Not Active]

Comments: [   ]

12. You can verify the information you entered in the box on the left side of Wizard.

Information Table
Event Title for WEBSITE Calendars

Information Table / Table Sale

Instruction

30 Attendees Expected

Event Description for WEBSITE calendars

Wed Jun 05 2019
8:00 am - 9:00 am
Event Repeats

📦 **EAS E180H**

Resources
Attached Files

👤 **Skywalker, Luke**
Scheduler

👤 **Skywalker, Luke**
Requestor

Tables will be needed for registration.;
Custodial support is needed for this event?
Please add details below.

Publish to Calendar

Comments

Confirmation Notes

Internal Notes

📄 **Tentative**

13. Save your event!

Cancel   **Save**   ◀ **Remember to SAVE!!!**