

Booking a room in Branford College

1. Go to <https://25live.collegenet.com/yale/>.
2. Click on Sign In (you will never be prompted to sign in, you must always go to the link)
3. Use your NetID and password to sign in.
4. To create a new event, go to Event Wizard or Create a New Event
5. Enter your event name, choose the event type, and enter your primary organization. (See items a-d). When completed, click on Next.
 - a. If you are booking the practice room or student kitchen, please put your name as Event Name.
 - b. If the organization using the room is not on the dropdown list, please use Branford College. Branford College should be the exception, not the rule, for most spaces.
 - c. If you are making a reservation for the Student Kitchen or Practice Room, please use Branford College as the primary organization.
 - d. If you are using the TV Room for a student group, please be sure to list that organization as primary. If you and your friends want to use the space unrelated to an organization, use Branford College.
6. Enter your expected attendance (estimate) and an event description. This can be left blank for Student Kitchen and Practice Rooms. If your organization is not on the drop down menu for Primary Organization, please be sure to list it here. Click on Next.
7. Choose whether this is a recurring event. Click on Next, and depending on whether it's a one time or recurring reservation, you will be walked through one or several screens. Keep hitting Next as you complete the information.
8. To choose your location, go to Search by Location Name. Type BR or Branford and hit enter. All Branford rooms will appear on a list. Click on the room you'd like. Click on next.
 - a. On the right of your screen, after you click on the room you want, you will see your event location. If you click on the star next to the room name, it will be added to your favorites so that next time you want to create a reservation, you can choose from "Starred Locations" instead of searching.
 - b. If a green checkmark appears next to the location name, it means it is available. If a red mark appears, there is a conflict.
9. Keep the scheduler and requestor names as they appear in default mode (should be your name). Click Next.
10. The system will ask if the event will have attendees from outside Yale. If yes, click on the box, otherwise just click Next.
11. On the additional comments page, there is no need to enter any comments (all info should be in your event description at the start of creating an event). Just leave this box blank and click Next.

12. Read the terms and conditions. Click on I agree, then Next.
 - a. Please note that the terms and conditions that apply to Branford rooms will always show up even if you book an event in a location outside of Branford. It's part of the settings. The second part of the terms and locations apply to any location outside of Branford.
13. Choose between Draft, Tentative, and Confirmed.
 - a. If you save as a draft, this reservation is not submitted. You can go back and make changes to it and then submit it, but in the meantime, you have not reserved the space.
 - b. Choose Confirmed if you are ready to submit your reservation.
 - i. If you are booking the Student Kitchen or Common Room, the reservation is not automatically approved, so you must enter Tentative. You will receive notification from the Branford Head of College Office to let you know whether the reservation is confirmed. If you select Confirmed for these two spaces, you will get an error message.
 - ii. You should almost always choose Confirmed (see note above). If you choose confirmed, your reservation is automatically approved.
 - iii. Please note that if you are booking a reservation for a non-Branford location, you should always choose tentative (or draft if you just want to save it). Most locations outside of Branford do not have automatic approvals.
14. Once you've chosen Draft, Tentative, or Confirmed, click on Save.
15. You will not need to log out, just close your browser.

Editing an event:

If you want to cancel or edit a reservation, go to "Your Events" on your home page dashboard. Click on the event and you'll be able to make any necessary changes or cancel the event entirely.