Resource 25 Webviewer User’s Guide for Pace Law School Staff
Overview:

Resource 25, or simply R25®, is the new campus-wide event and class scheduling system recently implemented by Pace University. In addition to streamlining the way space is reserved for events, R25® has a Web-based calendar that allows you to see campus events in one central location. You can also schedule resources from Educational Media, Buildings and Grounds, and Security. The online web viewer shows the University community what space is available and what department or division booked it, allowing for backup and collaboration when possible.

Scheduling an Event:

1) Click on **Events Calendar** on the Law School homepage or go to [http://events.pace.edu](http://events.pace.edu) (note – this address does not include “www”). You will see the following:

Notice the blue column on the left. Spend a few minutes reviewing the links on this column to familiarize yourself with the capabilities of the program. You may view the calendar in different formats; by day, week, and month or as a grid. You may search for room availability by date, read descriptions of events, and view events in specific areas. The task bar above the date also has helpful links including policy for booking spaces and a legend. Since room names in R25 must match the Banner system, the legend is useful for identifying rooms with unusual abbreviations.
2) At the top of the blue column on the left, choose **Request An Event**

3) You will be directed to the login page. Use the same username and password that you use to enter the Pace Portal to access the request form.

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4) Red fields are required information.

5) **Sponsoring Organization** can be found in the drop-down menu. Scroll down to the prefix *Law* which denotes all Law School departments and student organizations. If your department does not appear, please email Antoinette D'Orazio at adorazio@law.pace.edu to have it added.

6) After selecting the event date and time, you will need to select the **Space Preference**. If a space isn’t listed in the drop down menu, choose *Other* and type in the room of your preference.

7) Select needed **Resources**, if any. Any not listed can be written in the **Comments** box (see #9)
8) **Custom Attributes.** Check appropriate boxes. If you need catering please make every attempt to have your PO completed with the Law School Finance Office before completing this section of the form. Enter your PO number without the letter “P” – numbers only.

9) **Comments:** Comments will only be viewable by the Special Events Manager, not the general public. It should be used to list additional event details that have not been indicated in the previous sections. These may include catering orders, Ed Media or B & G requests not found in **Resources.** This section may also be used to post questions to the Special Events Manager.

10) **Event Description:** Please enter a detailed event description. This text will be visible on the web calendar.

11) **Next:** This button takes you to a summary of your event. You will have the opportunity to make changes or submit your request.
12) Once you hit **Submit**, a confirmation will appear onscreen. You will also receive an email confirmation.

13) If you need to make changes to an event you have already requested, **do not fill out another request**. Changes can be made through the **Request an Event** link by signing on and reviewing the events you have requested through the **New**, and **Pending** links at the bottom of the blue banner on the left of the screen. Once an event has been **Approved**, changes can only be made by contacting the Special Events Manager.

As always, for questions about booking an event at Pace Law School visit **www.law.pace.edu/specialevents**, or contact Kay Longworth, the Special Events Manager at the Law School. Questions about R25® should be addressed to Kristen Vinciguerra, University Associate Director of Special Events, at **KVinceguerra@pace.edu**.