

CampusGroups: 25Live Integration

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URLs

CampusGroups

Production Site: <https://groups.gsb.columbia.edu/>

25Live

Production Site: <https://25live.collegenet.com/pro/cbscolumbia/>

Logging In

CampusGroups

1. Click appropriate CampusGroups URL above.
2. Click Sign In on the upper right.
3. Click Columbia Login.
4. If not already logged into CU single sign-on (SSO), log into CU's SSO with your UNI and its associated password.
5. If applicable, complete DUO two-factor authentication steps.
6. You will be redirected to the CampusGroups Home page.

25Live

1. Click appropriate 25Live URL above.
2. Most people will not need to log in.
 - a. Simply click More on the upper right and choose Availability to view events with booked rooms in a grid layout.
 - b. The grid defaults to today's date. To change, click on the date or the arrows above the grid.

Create an Event with a Room Reservation

1. On the top navigation bar, click on the Groups icon (crowd of three people, to the right of the Home icon).
2. From the drop-down menu, choose a group (your department, for example).
3. On the selected group's Dashboard page, click the Events tile.
4. Click the Create Event button (above and to the right of the event list, which may say "No result found").
5. Complete required fields in sections 1, "What", and 2, "When".

6. In section 3, “Where” (Make sure you have entered a Start/End Date and Start/End Times in Section 2 - When):
 - a. Make sure the “On-Campus Room Reservation” option is chosen. (“Off-Campus Event” does not create an event in 25Live or reserve a room there.)
 - b. Optional: Enter “Number of Attendees”. This will help you find an appropriately-sized room for the number of people you expect.
 - c. Setup Time must not be less than 15 minutes or the Dean’s Office will deny your event.
 - d. Breakdown is optional.
 - e. Click the “Book rooms” button.
 - f. VERIFY: CampusGroups will list rooms that are available during the time of your event. If specified, only rooms that can accommodate your number of attendees will be shown.
 - g. Click the Book button next to an available room.
 - h. After some processing that shows a spinning arrow icon, the room should show a checkmark icon and the word “Booked”.
 - i. The 25Live Availability grid should show your event at the selected date, time, and location, with “[Incomplete]” prepended to the title. Hover over the event to see the complete title and other details.
 - j. Click the top X in the CampusGroups “Book a Room” window to close it.
 - k. The room you selected will be listed under the “Book rooms” button.
 - l. Click Create Event at the bottom of the screen.
 - m. In 25Live you will see that your event title no longer starts with “[Incomplete]”.
 - n. In CampusGroups, you will see an Event Details section that includes the room(s) you booked.
 - o. Complete the Event Request Form, clicking the “Next>>” button as needed to access subsequent pages. On the last page, click the “Submit” button. You will see a “Thank You” acknowledgment.

Cancel a Room Reservation

1. From the group’s Events page (Upcoming Events), click Edit on an event that already has a room reservation.
2. Scroll down to section 3 (“Where”) and click the “Book rooms” button.
3. For the reserved room and click the “x” icon next to the “Booked” text.
4. After some processing during which a spinning arrow icon is shown, the room will show a “Book” button.
5. 25Live no longer shows the room as booked at the date and time of your event.
6. Close the “Book a Room” window in CampusGroups.
7. Click Save at the bottom of the page.

Switch Rooms

1. From the group's Events page (Upcoming Events), click Edit on an event that already has a room reservation.
2. Scroll down to section 3 ("Where") and click the "Book rooms" button.
3. Find the reserved room and click the "x" icon next to the "Booked" text.
4. After some processing during which a spinning arrow icon is shown, the room will show a "Book" button.
5. 25Live no longer shows the room as booked at the date and time of your event.
6. Choose another available room and click its "Book" button.
7. The 25Live Availability grid should show your event as booked in the new room you selected.
8. Click the top X in the CampusGroups "Book a Room" window to close it.
9. The new room you selected will be listed under the "Book rooms" button.
10. Click the Save button at the bottom of the page.
11. VERIFY: The events list should show your newly selected room only.

Reserve Multiple Rooms

1. Follow the basic instructions under the "Create an Event with a Room Reservation" section above until you reach the "Book a Room" window.
2. Book multiple rooms.
3. VERIFY: All selected rooms show a checkmark icon and the word "Booked" (after some processing during which a spinning arrow icon is shown).
4. VERIFY: 25Live shows that all your selected rooms have been booked for your event at the correct date and time. The event name includes "[Incomplete]" at the beginning.
5. Click the top X in the CampusGroups "Book a Room" window to close it.
6. VERIFY: All the rooms you selected are listed under the "Book rooms" button.
7. Click the "Create Event" button at the bottom of the screen.
8. 25Live no longer includes "[Incomplete]" in the event title.
9. Complete the Event Request Form, clicking the "Next>>" button as needed to access subsequent pages. On the last page, click the "Submit" button. You will see a "Thank You" acknowledgment.
10. Click "View Events".
11. VERIFY: The events list shows that all your selected rooms are booked for the event.

Cancel an Event (from Event Details)

1. Go to your group's events list.
2. Click the "Edit" button for an event that has rooms reserved.
3. Click the "Delete" button at the bottom of the screen, then click OK to confirm deletion.
4. The event no longer appears on the group's events list.

Cancel an Event (from Events List)

1. Go to your group's events list.
2. On an event with room reservations, click the icon with three vertical dots.
3. Click the Delete option (in red).
4. The event no longer appears on the group's events list.

Create a Recurring Event with Room Reservations

1. Follow the steps in the "Create an Event with a Room Reservation" section at the beginning of this test plan, but...
2. When you get to the "When" section, click on "Recurring event settings" (in green).
3. Click multiple dates (do not include the date you entered the Start Date field)
4. Continue with the rest of the steps, but...
5. The "Book a Room" window will now show links for your selected dates. Be sure to click the links for each date and select a room (or rooms) for each date.
6. VERIFY: After closing out the "Book a Room" window, you see below the "Book rooms" button a listing of rooms you choose for each date.
7. After you complete and submit the Event Request Form, your Upcoming Events list shows a separate entry for each recurring date, with the correct room shown for each occurrence.