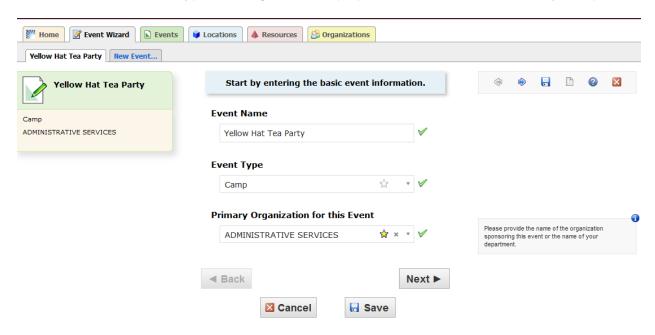


## **Quick Guide for Booking Events in 25Live**

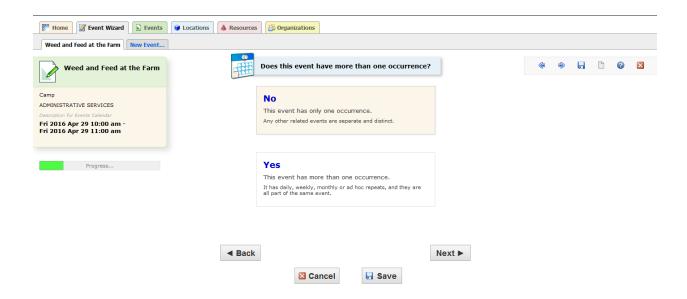
Screen #1 – add name, type and organization (department, office, club/society, etc.)



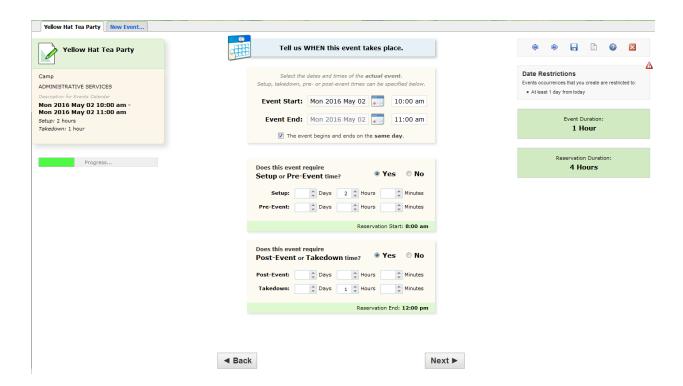
Screen #2 – this screen can be skipped for events such as department meetings – add a description only if you want your event published to the MTA website events calendar and in the "What's On" emails that are sent out from Marketing & Communications.



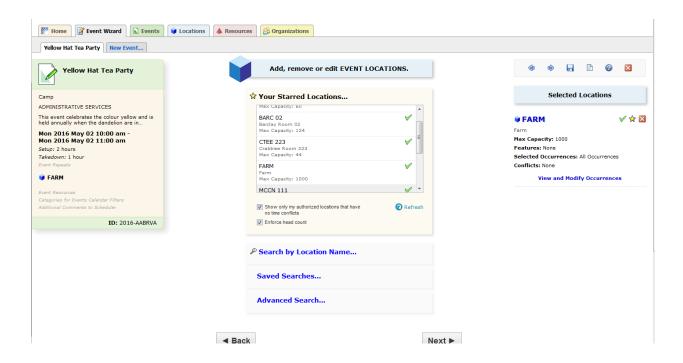
Screen #3 – allows you to choose recurring dates if your meeting repeats. (Please note – if you fill in more than one occurrence for an event that you want added to the events calendar then only the first occurrence will get loaded to the calendar. If each occurrence should be in the events calendar you will have to book each event separately.)



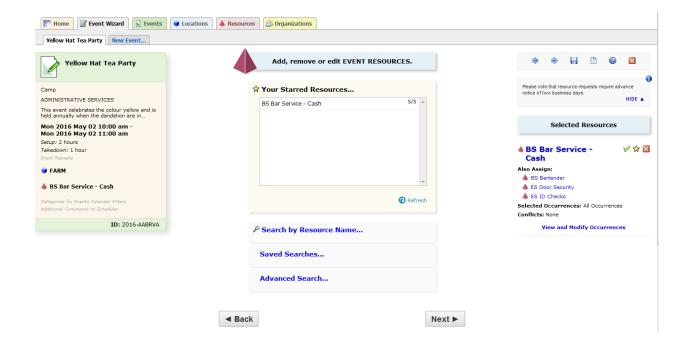
Screen #4 – date and time for your event. If you want your event added to the MTA events calendar please indicate the exact time of your event and then add the set up and tear down times to increase the length of your reservation.



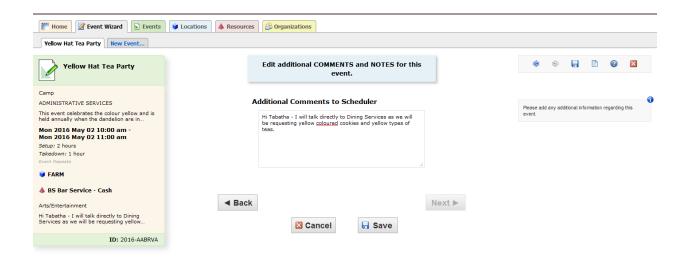
Screen #5 – add your chosen location for your event. If your booking is for A/V equipment only you can skip this step.



Screen #6 – select any resources required for your event. If you do not require any A/V equipment or services, Dining Services, Bar Services or Facilities Services such as cleaning, moving tables/chairs, etc. then skip this step.



## Screen #7 - add any additional comments that will help support your event.



## Screen #8 – Your reservation is completed. You will receive a confirmation email from Bookit once your event is confirmed.

