How to Reserve an LCC Motor Pool Vehicle in 25Live Pro   AO 12.15..21

1. On **25Live Pro page** – Click **Sign In** on Menu Bar

   Follow instructions in dialog box to enter your Username and Password – Click **Sign In**

   Close Dialog Box, "Welcome to Lane Community College Event Scheduling"

2. Open **Event Form** on Menu Bar – complete the form in the following order:

   Event Name – type the name of your department

   Event Title – type what the vehicle is being used for (field trip, or volleyball, or meetings, etc)

   Event Type – select from drop down menu "**Motor Pool Rental/Use**"

   Primary Organization for this Event – start typing the name of your department to access list

   > Scroll and click to select your department from the list
   > (Skip *Additional Organizations for this Event*)

   Expected Head Count – type a "1" – this allows you to view the greatest number of available vehicles because you will see all vehicles that can carry at least 1 person.

   Registered Head Count – enter the total number of people scheduled to participate

   Event Description – enter additional information about your event that Facilities may need

   *Event Date and Tim*e – (today's date and some random times of day appear by default)

   > Click in the **Date** box to access calendar – Click in calendar to select the day for your trip
   > Scroll and Click to select "**From**" time – Scroll and Click to select "**To**" time

   > ***This begins and ends on the same day*** – Ensure this box is checked for a 1-day event
   > (Skip *Additional Time, Repeating Pattern*)

   > ***Repeating Pattern*** – click on additional calendar dates for repeating events

==*****NOTE:** Include extra time on both ends of trip to allow for picking up, loading and unloading, and returning the vehicle—e.g., for an 8:00 a.m. to 5:00 p.m. trip, reserve the vehicle from 7:30 to 5:30.==

   Event Locations – Location Search – Click in **Search Locations** box –type "**VEHC**" – Enter Scroll through the menu of available vehicles – Click the **Request** box next to the vehicle(s) you want to reserve
   *(*Skip *Event Resources, and Event Custom Attributes)*

   Event Comments – Type in the FOAP that is to be billed for this event

   Contact Roles for this Event

   > *Motor Pool Vehicle Driver* – Click in box and type the name of **LCC-Certified Driver.

   > Larger vans require Van Safety Training. Ensure your driver is licensed/certified/trained
   > https://www.lanecc.edu/sites/default/files/facilities/transportation/van_certification_safecolleges_training.pdf
   > Please be sure to send MotorPool@lanecc.edu a copy of your certificate.

Certified Driver SoftDoc Form is located at https://etcentral.lanecc.edu/#/form/143
Be sure to attach a copy of the front of your current driver's license.

If unsure of driver's status, email questions to motorpool@lanecc.edu
**All drivers must be certified, and if needed, safety trained, prior to the event date.

Requestor – Click in box and type your name, or name of person reserving the vehicle

Scheduler – Click to select Brent Ellison for all Motor Pool reservations.

(Skip *Event Categories, Event State*)

After Saving This Event... – Click **Go To Event Details**

Click **Preview** box at bottom of screen

Review and edit as needed, the information you have entered on the form

Click **Save** box at bottom of screen – your reservation will appear as a "Draft" Event Form in the 25Live screen.

Log out of 25Live Pro

The reservation information will be sent immediately to the FMP Admin for confirmation.

If there is any information missing, the Requestor will be contacted.