



25Live Event Scheduling Application

The 25Live Scheduling application is now available to all faculty and staff for the scheduling of events through WPConnect. The 25Live link is located under General Info and Services in the employee tab. Please note the following in the use of 25Live:

- 1) 25Live must be accessed using Google Chrome.
- 2) Step by step instructions can be found at [Event Request Instructions](#) which is also indicated on the 25Live home page.
- 3) Fill out the request fields completely. The request must be SAVED on the last page for the request to process as a draft submission. Your event is not scheduled until Events and Conference Services confirm availability.
- 4) If you have any difficulties accessing the site please contact Pam Fueshko at fueshkop@wpunj.edu.