Using Google Chrome, go to: schedule.risd.edu.
Sign in using your RISD username/password (do not include @risd.edu). For assistance with your ID or password, contact the IT Service Desk.

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**Approver Frequently Asked Questions - Approvers**

Please email conference@risd.edu with any questions!

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**IF I AM A SPACE APPROVER TO I NEED TO REQUEST MY OWN SPACE?**

**CAN I UNAPPROVE A SPACE THAT HAS ALREADY BEEN APPROVED?**

**IF I NEED TO CANCEL SOMEONE’S EVENT, IS THERE A WAY TO TELL THEM WHY?**

**IS THERE A RECORD OF WHEN YOU DENY AN EVENT?**

**IS THERE A LIST OF WHO IS RESPONSIBLE FOR WHICH SPACES?**

**IS THERE A WAY I CAN SEE ALL OF THE SPACES I AM APPROVER FOR?**

**CAN STUDENTS RESERVE SPACE?**
IF I AM A SPACE APPROVER TO I NEED TO REQUEST MY OWN SPACE?
No, when selecting a location you approve you will be able to reserve them instead of request. You will need to request locations that you do not approve.

CAN I UNAPPROVE A SPACE THAT HAS ALREADY BEEN APPROVED?
There is no way to “unapprove” a space. If you approved a space by mistake or circumstances change to make hosting an event the space impossible you will have to assign a new location to the event or cancel it. If you have to alter or change someone’s event, please reach out to the requestor and scheduler to explain the circumstances.

IF I NEED TO CANCEL SOMEONE’S EVENT, IS THERE A WAY TO TELL THEM WHY?
If you want to message someone within the 25Live system you will need to create a task. Please see the quick guide to assigning tasks. You can also reach out in more traditional ways (phone, email, etc).

IS THERE A RECORD OF WHEN YOU DENY AN EVENT?
There is a record of a space denial that will be recorded in the event’s audit trail. Denied events will not show up in any location calendars.

IS THERE A LIST OF WHO IS RESPONSIBLE FOR WHICH SPACES?
No. Each space will have the primary approver listed as “Location Scheduler” there can only be one location scheduler listed. If you have any questions about who is responsible for a space, please reach out to the 25Live admins at conference@risd.edu

IS THERE A WAY I CAN SEE ALL OF THE SPACES I AM APPROVER FOR?
No. Unfortunately, this is not a current feature. If you have questions about a particular space, please reach out to 25Live admins at conference@risd.edu.

CAN STUDENTS RESERVE SPACE?
Student groups with approval from the Center for Student Involvement may reserve spaces. The CSI approval code should be included in the event details. If an approval code is not included you can decline the request or reach out to the requestor for more information.

Pro-tip: Favorite the spaces you are responsible for so you can quickly check their usage and availability.