

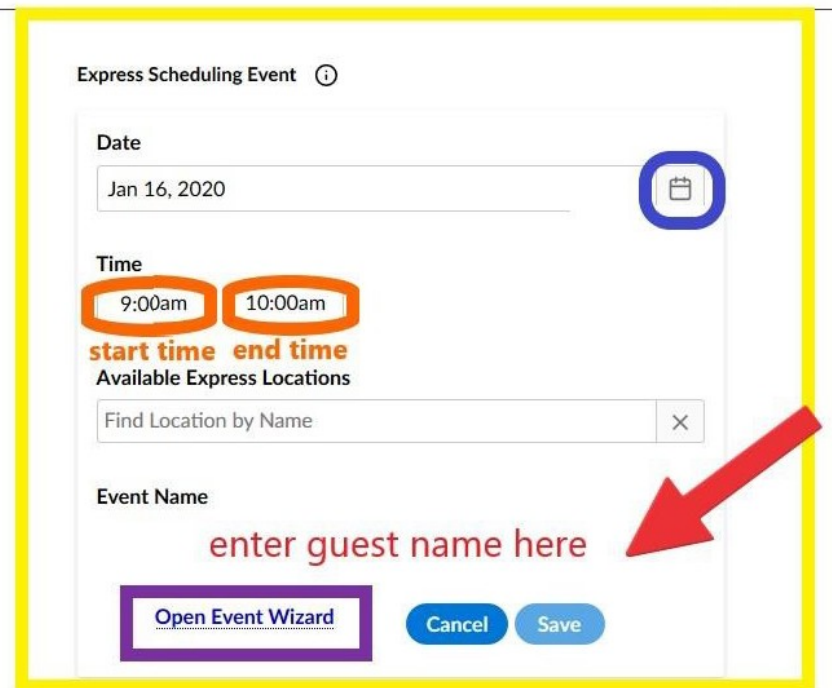
25Live Express Scheduling

25Live Express Scheduling offers a fast and easy way to request visitor complimentary parking. Visitor complimentary parking requests through Express Scheduling will be approved automatically on 25Live.

When scheduling parking, be sure to indicate the guest's name in the **Event Name field, i.e. Jane Doe – Parking**. You will then complete the form's additional requested details: Date, Start and End time and Available Express Locations. (Note: visitor parking locations – first 10 spaces at Doheny and all of the unreserved spaces at Chalon Circle- on each campus are based on a first-come, first-served basis. If the spaces are filled by the time of your visitor's arrival, they will be directed by Security accordingly.)

If you are looking to book short-term repeating complimentary parking, you will need to use the link "[Open Event Wizard](#)." These events will not be approved automatically and will need confirmation from University and External Events. If you are requesting recurring parking for volunteers who will be on campus throughout the entire semester (see parking policy), please contact Transportation Manager, Patricia Williams, at pwilliams@msmu.edu.

See below for a quick view of the new Express Scheduling option found on your 25Live dashboard!



The screenshot shows the 'Express Scheduling Event' form. The form includes the following fields and annotations:

- Date:** A text field containing 'Jan 16, 2020' with a calendar icon to its right.
- Time:** Two time selection buttons, '9:00am' and '10:00am', both highlighted with orange circles.
- Available Express Locations:** A search field with the placeholder text 'Find Location by Name' and a close button (X).
- Event Name:** A text field with the red text 'enter guest name here' and a red arrow pointing to it.
- Buttons:** At the bottom, there are three buttons: 'Open Event Wizard' (highlighted with a purple box), 'Cancel', and 'Save'.