

25Live Event Scheduling | Scheduling an Event

1 Choose a starting point for your request.

Select one of the following methods to start your event request, depending on your needs and goals. Each option will then take you the **Event Form**, with certain fields pre-populated based on your starting point.

A I want to start with a new, blank event request form.

1. Select the **Event Form** button in the top toolbar.

[Skip to Event Form instructions](#)

B I know *when* my event will be. Help me find a location.

1. On the dashboard, select **I know WHEN my event should take place -- help me find a location!**
2. Select the **Date** field and select the desired event date on the calendar.
3. Select the start and end times.
4. Enter the expected number of attendees.
5. From the **Search within** drop-down menu, select a location search.
6. Select **Show me what's available**.

[Skip to Event Form instructions](#)

C I know *where* my event will be. Help me find a day/time.

1. On the dashboard, select **I know WHERE my event should take place -- help me choose a time!**
2. In the **Find Location by Name** field, enter a partial search term and select **Go**.
3. From the **Select your location** drop-down, select your desired location. You can also modify your search, if needed, by repeating the previous step. Alternatively, if you don't know the exact location, select **Search by Location Groups** for a more advanced location search (*see option 4 below*).
4. Select the **Date** field and select the date for which you want to start checking this location's availability.
5. Select **Show me this location's availability**.
6. Locate a suitable day and time for your event and select it in the grid. If needed, you can switch between daily, weekly, and calendar availability, and/or return to the dashboard to modify your search.

[Skip to Event Form instructions](#)

25Live Pro Event Form Tasks 4 Mark Rash More

Find Available Locations

1 I know WHEN my event should take place -- help me find a location!

Find Available Locations

Enter the desired date and time for your event:

2 Date: Thu Jul 07 2022

3 9:00 am

To: 10:00 am

4 Number of Attendees: (required)

5 Search within: Select a Location Search...

6 Show me what's available!

Find Available Locations

1 I know WHERE my event should take place -- help me choose a time!

OR

2 Find Location by Name: greve Go

3 Select your location...

4 Date: Thu Jul 07 2022

5 Show me this location's availability

Don't know the exact Location? Search by Location Groups...

	10	11	12	1
Thu Jul 07 2022				
Fri Jul 08 2022				6
Sat Jul 09 2022				

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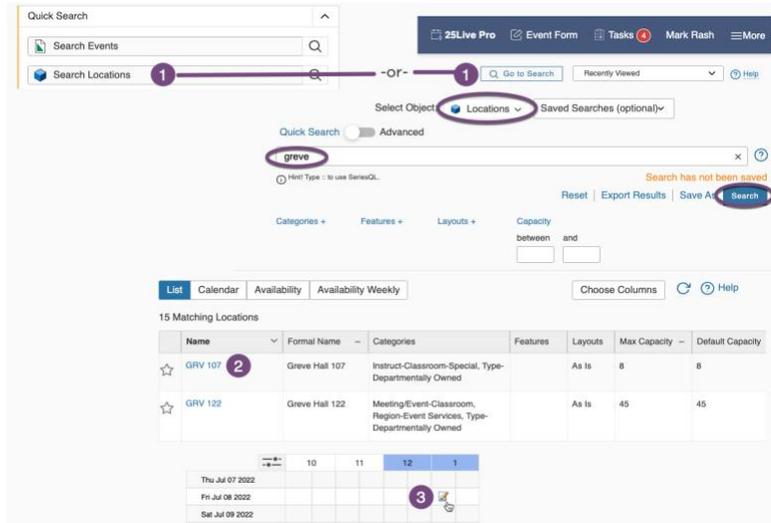
⑤ I want to search for a location, see its availability, and start a request.

1. On the dashboard, under **Quick Search**, enter a partial location search term in the **Search Locations** field and select the magnifying glass

-or-

On the dashboard, in the upper right, select **Go to Search**. From the **Select Object** drop-down menu, select **Locations**. In the search field, enter a partial location search term and select **Search**. Optionally, you can also narrow your search to specific categories, features, layouts, and/or capacity ranges.

2. Select the desired location from the list.
3. Locate a suitable day and time for your event and select it in the grid. If needed, you can switch between daily, weekly, and calendar availability, and/or select **Go to Search** to select a different location and/or modify your search.



[Skip to Event Form instructions](#)

⑥ I want to search for a resource, see its availability, and start a request.

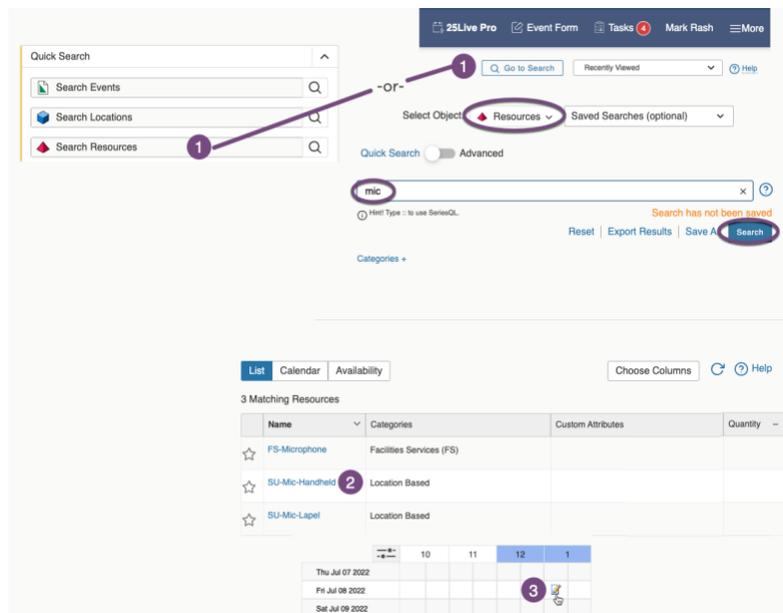
1. On the dashboard, under **Quick Search**, enter a partial resource search term in the **Search Resources** field and select the magnifying glass

-or-

On the dashboard, in the upper right, select **Go to Search**. From the **Select Object** drop-down menu, select **Resources**. In the search field, enter a partial resource search term and select **Search**. Optionally, you can also narrow your search to specific categories.

2. Select the desired resource from the list.
3. Locate a suitable day and time for your event and select it in the grid. If needed, you can switch between daily, weekly, and calendar availability, and/or select **Go to Search** to select a different resource and/or modify your search.

[Skip to Event Form instructions](#)



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⑥ I want to search for a department or organization and start a request.

1. On the dashboard, under **Quick Search**, enter a partial organization or department search term in the **Search Organizations** field and select the magnifying glass

-or-

On the dashboard, in the upper right, select **Go to Search**. From the **Select Object** drop-down menu, select **Organizations**. In the search field, enter a partial organization or department search term and select **Search**. Optionally, you can also narrow your search to specific types and/or categories.

2. Select the desired organization from the list.
3. Locate a suitable date for your event and select it on the calendar. If needed, you can select **Go to Search** to select a different organization and/or modify your search.

[Skip to Event Form instructions](#)

The screenshot shows the 25Live Pro dashboard. At the top, there are navigation links for '25Live Pro', 'Event Form', 'Tasks' (with a red notification bubble), 'Mark Rash', and 'More'. Below this is a 'Quick Search' section with four search fields: 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'. A purple circle with the number '1' is placed over the 'Search Organizations' field. To the right of the search fields is a '-OR-' separator and a 'Go to Search' button, also marked with a purple circle '1'. Below the search fields is a 'Select Object' dropdown menu set to 'Organizations' and a 'Saved Searches (optional)' dropdown. A 'Quick Search' toggle is set to 'Advanced'. The search input field contains the text 'oit'. Below the search field is a 'Hint! Type :: to use SeriesQL' and a 'Search has not been saved' message. There are buttons for 'Reset', 'Export Results', 'Save As', and 'Search'. Below the search section are 'Types +' and 'Categories +' links. At the bottom of the search section are 'List' and 'Calendar' tabs, a 'Choose Columns' button, and a 'Help' icon. The 'List' tab is active, showing '1 Matching Organizations'. A table lists the results:

Name	Title	Type	Categories	Accounting Code
Office of Information Technology (OIT)	Office of Information Technology (OIT)	Non-Academic	Non-Academic	

A purple circle with the number '2' is placed over the 'Office of Information Technology (OIT)' row. Below the table is a 'Display Additional Time' checkbox and a date range selector set to 'Sun Jul 03 2022 - Sat Jul 09 2022' with a 'Weeks: 1' dropdown. Below this is a calendar grid for the week of July 3-9, 2022. The days are Sunday (July 3), Monday (4), Tuesday (5), Wednesday (6), Thursday (7), Friday (8), and Saturday (9). The Thursday (7) cell is highlighted in yellow and has a purple circle with the number '3' over it. There are navigation arrows at the bottom of the calendar.

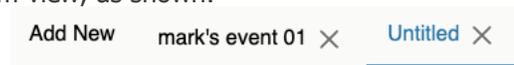
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2 Complete the Event Form.

All the options in Step 1 above eventually lead here, as an Event Form must be completed for each event. There are three versions of the form:

- **Event Form** – the standard event form for most 25Live users, with in-line instructions and guidance for completing the form and submitting it to the appropriate space approver(s)
- **Student Request Form** – a student-specific version of the event form, with links to procedures for student events and guidelines for indoor and outdoor space usage, and in-line instructions and guidance for completing the form and submitting it to Campus Event Services for approval
- **Approvers Event Form** – a streamlined version of the Request Form for space approvers who need to schedule events in their own assigned locations, without additional approval workflow

While on the Event Form in 25Live, you can work with multiple request forms at once by using the tabs and the Add New button at the top left of the form view, as shown:



A Event Name

1. Enter a clear event name, up to 40 characters.

Event Name - Required ⓘ

Instructions

Please enter a name that clearly describes the event. Meetings titled only with a person's name or the word "meeting" will be rejected. 40 Character limit.

B Event Type

1. Select the **Event Type**. Note that you can select the star icon to keep frequently used event types at the top of the list for future use.

Event Type - Required ⓘ

Instructions

Select the Event Type that best describes the event.

Select from Types ▾

Q Select from Types

- Academic ☆ - Required ⓘ
- Administrative ☆
- Admissions / Recruitment ☆
- Advising ☆
- Athletic ☆
- Audition ☆

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© Department/Organization

1. Enter a partial search term for the primary sponsoring **Department / Organization** for this event; or select a previously starred organization.
2. Select the **Department / Organization**.
3. If another department/organization is involved with the event, select Edit, and then search for and select any additional departments or organizations needed.

Department/Organization - Required ⓘ

Instructions

Select the sponsoring organization for the event. Start typing and you will see all available.

Search organizations Remove

1

2 Office of Information Technology (OIT) ☆

Additional Department/Organizations ⓘ

Instructions

Select any additional organization(s) that may be involved with the event.

3 **EDIT**

Organizations All filters v ★ Only Favorites ✓ Select All ✕ Select None

Done

ⓐ Expected Attendance

1. Enter your best estimate of how many people will attend the event.

Expected Attendance - Required ⓘ

ⓑ Event Description

1. Enter a detailed description of the event, including the purpose, activities, expected audience, and any additional information. This description *may* be published to the public event calendar, so be mindful of the text used here.

Event Description - Required ⓘ

Instructions

Please describe your event in detail. The purpose/activities, expected audience, etc. should all be listed here.

File Insert Table View Format Tools

← → **B** *I* U A 🖌 System Font 12pt 🔗

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Ⓣ Date and Time

1. Select the **Start Date, Start Time, End Date, and End Time** for the event (*do not pad the event with setup or takedown time*).
2. If you would like to add time for setup, pre-event, post-event, and/or takedown, select **Additional Time** and make the appropriate entries. The system will automatically pad the event reservation with these values.
3. If this event involves multiple dates or times:
 - a. Select the appropriate additional days on the calendar
-OR-
Select **Repeating Pattern** and customize the pattern as needed. For more complex events, you may need to adjust any additional times you specified in the previous step to make the most sense for your event.
 - b. Select **View All Occurrences** to view or manage the individual occurrences that currently make up your event request. You can adjust or remove occurrences from this view.

Date and Time - Required ⓘ

Instructions

Select the Start Date, Start Time, End Date, and End Time for the event. Please use the **ACTUAL** start and end times for events.

If additional time is needed for setup, take down, or for mingling before or after the event, use the Additional Time editors below (as available) and add the appropriate number of minutes or hours desired.

Thu Jul 07 2022

10:00 am

To:

11:00 am

Duration:
1 Hour

2 **Additional time** ^

Setup Time

0 Days 0 Hours 0 Minutes

Pre-Event Time

0 Days 0 Hours 0 Minutes

Post-Event Time

0 Days 0 Hours 0 Minutes

Takedown Time

0 Days 0 Hours 0 Minutes

Reservation Start:
Thu Jul 07 2022 10:00 am

Reservation End:
Thu Jul 07 2022 11:00 am

Reservation Duration:
1 Hour

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern ⓘ

<< < July 2022 > >>

S	M	T	W	T	F	S
26	27	28	29	30	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

[View All Occurrences](#)

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© Locations

1. In the **Locations Search** box,
 - a. Select a **Saved Search** or starred location from the drop-down list *-or-* Enter a partial location search term in the **Search Locations** field.
 - b. If needed, you can further limit your location search by categories, features, layouts, and/or capacity by selecting parameters from the **More Options** drop-down menu.
 - c. Select **Search**. Only locations available for your event dates will be listed.
 - d. Identify the location(s) you wish to request and select **Request** (for space that must be approved) or **Reserve** (for space that does not require approval). Note that you can select multiple locations, if that is appropriate for your event.

2. Below the **Locations Search** box, review the location(s) you have requested. Here, you can:
 - a. **View Occurrences** to adjust the space layout (if applicable), include location-specific instructions, or specify the attendance for each location.
 - b. **Remove** a location from your event request.

Locations - Required ⓘ

Instructions

Select the Location(s) for your event from your list of starred locations or search by location name or location search. Multiple Locations may be requested.

Note: Only available rooms will appear in the search. If the search does not return the expected result, try limiting the search term to a key word in the location name such as the building name.

1 Locations Search ^

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Saved Searches (optional) x

Hint! Type :: to use SeriesQL.

More Options Reset

Capacity between and

Add	Name	Title	Default Capacity	Availability	Conflict Details
<input type="button" value="Reserve"/>	GRV 107	Greve Hall 107	8	1/1	None
<input type="button" value="Request"/>	GRV 122	Greve Hall 122	45	1/1	None

2 GRV 122 Greve Hall 122 **Capacity: 45** ☆

Date	Time	Conflicts	Shared	Layout	Instructions	Attendance
Fri Jul 08 2022	10:00 am - 12:00 pm		<input type="checkbox"/>	As Is (45)	<input type="text"/>	<input type="text"/>

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⊕ Resources

1. Select **Refresh** to ensure any recommended resources for your selected location(s) are listed.
2. Select **Request** next to any resources that you want to include for your event. Resources include equipment and services, some of which may incur additional charges.
3. Below the **Recommended Resources** box, review the resource(s) you have requested. Here, you can:
 - a. Enter **Instructions** directly onto the resource.
 - b. **View Occurrences** to add instructions for the resource/service provider or adjust quantities.
 - c. **Remove** a resource from your event request.

Resources ⓘ

Instructions

Resources are defined as equipment or services that you would like to add to your request. Requested resources may incur additional charges.

Select the resource(s) for your event from the list of recommended resources. Multiple resources may be requested. Some resources are location-specific (e.g. the Student Union).

Recommended Resources ^

Availability for this search is out of date. Click Refresh to update the results.

1 Refresh

Recommended Resources ^

Add	Name	Quantity Available	Conflict Details
1 <input type="text"/> Request	FS-Custodial	Unlimited	None
1 <input type="text"/> Request	FS-Trash/Recycling	Unlimited	None
1 <input type="text"/> Request	PTS-Parking for Guests	Unlimited	None
1 <input type="text"/> Request	PTS-Parking Lot Attendant(s)	Unlimited	None
1 <input type="text"/> Request	PTS-Parking Vouchers	Unlimited	None
1 <input type="text"/> Request	PTS-Signage	Unlimited	None

2 Return to Top

3 PTS-Signage ☆

Date	Time	Conflicts	Instructions	Quantity	Available
Fri Jul 08 2022	10:00 am - 12:00 pm		a <input type="text"/>	1 <input type="text"/>	Unlimited

c Remove View Occurrences b

⊕ Attached Files

1. Upload any relevant documents for the event, such as custom layout diagrams or other documents that might help approvers or service providers.

Attached Files ⓘ

Instructions

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams or other attachments to assist approvers or service providers with your event).

Upload a file

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① Additional Questions

1. Answer all questions applicable to your event request. Note that your responses to some questions may trigger additional required questions in order to submit your event.

Additional Questions - Required ⓘ

Instructions

Please answer any and all questions applicable to this event.

Check here if the event will involve the participation of minors? (If yes, answer the additional questions below)
 No Yes

Will there be outdoor amplified sound at this event?
 No Yes

Will your event include serving alcohol? (If yes, answer the additional question below)
 No Yes

Will your event require catering services?
 No Yes

Will your event involve selling food or merchandise?
 No Yes

Will your event utilize external vendors?
 No Yes

Will your event include open flame, smoke, particulate (droplets), or cooking?
 No Yes

Will your event be open to the public?
 No Yes

Will there be any fees associated with the event?
 No Yes

Ⓚ Contact Roles

1. If needed, update the **Requestor** (the event organizer, sponsor, or representative from the sponsoring organization).
2. If needed, update the **Scheduler** (the individual entering the event into 25Live).

Contact Roles ⓘ

Instructions

The **Requestor** contact role is used to identify the organizer of the event or a representative from the Organization responsible for the event.

The **Scheduler** contact role is used to identify the person entering this event into 25Live.

Requestor: ☆ ▾

Scheduler: ☆ ▾

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① Comments

1. Enter any additional relevant information that has not been captured elsewhere in the Event Form.

Comments ⓘ

Instructions

Please use this field to enter any other relevant information for this event request, including:

- particular seating arrangement needs,
- any equipment needs, such as access to AV equipment (e.g., projector, computer and/or screen),
- clarification on resource requests,
- additional/alternate building and room preferences,
- and any additional information that might be helpful in scheduling your event.

② Affirmation (Standard & Student Requests Only)

1. If you have read, understood, and agree to abide by the facility usage policy, select **I agree**.

Affirmation - Required

By checking this box, I confirm that I have read, understand and agree to abide by the terms outlined in the [Facility Usage Policy](#).

I agree

③ Event State (Approvers Only)

1. Approvers only: if you are an approver for the event and/or location(s), you have the option to change the **Event State** from *Tentative* (pending and not yet scheduled) to *Confirmed* (approved and scheduled).

Event State ⓘ

Instructions

The **Event State** indicates the status of the event. All events in your environment begin life in the *Tentative* state. Once a location approver reviews a request and approves it, the state should be changed to **Confirmed**. If you are the approver for a location and are building an event in that location, you may change the state of the event to Confirmed prior to saving your event.

Tentative ▾

- Draft
- ✓ Tentative
- Confirmed

*Note: If you change the event state, a new **Set Default** button will appear. This is **not** a "save" button for your event form. It simply sets the default Event State for when you create future events. You still must save your event.*

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3 Save the Event Form.

With all the required fields completed and any additional information provided, you are ready to save your form so that the location and/or resource approver(s) will receive their assigned task(s).

Ⓐ Save the Event

1. In the lower right of the Event Form, you can:
 - a. Select **Save** to submit your event form.
 - b. If you are an approver for the location(s) requested, select **Silent Save** to prevent workflow notifications from initiating on this event.
 - c. Select **Preview** for a snapshot of your review as completed thus far.
 - d. Select **Cancel** to exit the Event Form without saving or submitting.



4 Wait for Location/Resource Approval.

After submitting your request, the location and/or resource approver(s) will:

- receive a notification **and**
- be assigned one or more tasks in 25Live.

Unless you have scheduled an event in a location for which you are an approver, your event will remain in *tentative* status until the approver(s):

- assign(s) the location(s) and/or resource(s) **and**
- change(s) the Event State to *Confirmed*.

While in *tentative* status, your requested location(s) and/or resource(s) will be considered unavailable for other schedulers to select in another event, but the event must be *confirmed* to become fully approved.