25Live Event Scheduling | Scheduling an Event

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 to the Event Form, with certain fields pre-populated based on your starting point.

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

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

Ⓑ 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.

Ⓒ 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.
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.

2. 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.

3. Select the desired location from the list.

4. 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

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.

2. 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.

3. Select the desired resource from the list.

4. 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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Tip: 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
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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:

![Add New](image)

 событие

Student Request Form

Approvers Event Form

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:

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.

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.
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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.

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

© 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.
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.
Locations

1. In the **Locations Search** box,
   a. Select a **Saved Search** or starred location from the drop-down list.
   b. Enter a partial location search term in the **Search Locations** field.
   c. 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.
   d. Select **Search**. Only locations available for your event dates will be listed.

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.
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.

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
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.

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

<table>
<thead>
<tr>
<th>Instructions</th>
</tr>
</thead>
</table>
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.

Affirmation (Standard & Student Requests Only)
1. If you have read, understood, and agree to abide by the facility usage policy, select I agree.

<table>
<thead>
<tr>
<th>Affirmation - Required</th>
</tr>
</thead>
</table>
By checking this box, I confirm that I have read, understand and agree to abide by the terms outlined in the Facility Usage Policy.

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).

<table>
<thead>
<tr>
<th>Event State</th>
</tr>
</thead>
</table>
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.

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).

6 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.