Using 25Live to Create a Space Request and Non-Space Events
Creating a Space Request or Non-Space Event Using 25Live

Overview

25Live is the University’s Space and Calendar Management System. It can be accessed at the following link: https://25live.collegenet.com/wcu/ or from the University’s homepage under Faculty and Staff (http://www.wcu.edu/faculty-staff/index.asp).

Everything created in 25Live is called an event. These can be space request (room reservation), notifications that go on calendars, or large-scale University Events (as defined by University Policy #110).

Keep in mind that you can always consult the online help if you have questions about what to do. Click the general “Help” button in the upper right of the page to access all Help topics, or click the Help icon in the navigation bar to access context-specific help for the current view or functional area.
The remainder of this document outlines how to create a space request in 25Live for a regular user.
Opening the Event Wizard

To start creating an event, click the green “Create an Event” button. You may also click the Event Wizard tab to open the wizard.

(Insert dashboard screenshot)
Entering basic information

Enter an Event Name, and select an Event Type and Primary Organization. The Event Name is how the event will appear on web calendars and in searches. If fields are mandatory, an asterisk will appear to the right of it. Once mandatory fields are entered, the asterisk becomes a check mark.

Click “Next” to enter additional basic information.
**Enter additional basic information**

Enter the event’s expected head count, and event description. The Event Description is used to describe the purpose of your space request. If it will be published to a calendar, it should also describe the overall event (this is a good PR opportunity). Please do not use the Event Description to leave notes for the space approver.

Click “Next” to add event occurrence information.
**Does the event repeat?**

If the event has more than one occurrence, select “Yes;” if it has a single occurrence, select “No.”

Click “Next” to set the event start/end date and time.
What is the first occurrence date?

Specify the date and times of the first occurrence date of the event. If your event occurs on multiple days, you’ll describe how it repeats later. *If your event has multiple occurrences that happen at different times, you’ll need to create separate events for each time.*

If the event requires Setup/Pre-Event and/or Post-Event/Takedown time, select the option you need, then set the number of days, hours, or minutes needed. This is useful for things like setting up, having catering delivered, or when doors open for a large event.

Click “Next” to set up multiple event occurrences, or if the event has only one occurrence click “Next” to select the event’s Location.
How does the request repeat?

If your space request has more than one occurrence, select how it repeats:

- **Ad Hoc Repeats**: Individually select dates to add to the event.
- **Daily Repeats**: Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.
- **Weekly Repeats**: Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.
- **Monthly Repeats**: Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 5 occurrences.
- **Does Not Repeat**: This event has only one occurrence.

Click “Next” to set the event’s occurrence dates.
Define the exact dates of the event

If you need to switch to a different kind of repeat pattern, select it from the drop-down at the top of the panel. Use the repeat date controls to define the event’s repeating pattern or ad hoc dates. Once defined, you see the dates in the Occurrence List at the bottom of the page.

Click “Next” to select the event’s location(s).
Select location(s)

If you making a NON-SPACE event for a calendar, please skip this step.

Search for suitable locations by location name, or saved search. Public searches are available for your assistance. Locations that best fit your head count will appear higher in the list. If you’ve searched, choose one or more available locations for your event.

Please note: 25Live allows for multiple locations to be requested. However, the University practice is to request only one space/location per request and requests with multiple locations are not valid will not be routed properly.

A green check mark means the location is available. Make sure to select a location that is available.

If you need to un-assign a location for specific occurrences, choose a different room layout, and add setup instructions, click “View and Modify Occurrences” on the right.
Selecting Custom Attributes

Custom Attributes are where links to websites, videos, etc. can be added. This is strictly a PR piece. For events that will go on the University calendar, please include any custom attributes needed.

☐ Audio Clip

☐ Buy Tickets

☐ Contact

☐ Detail Image

☐ Event Image

☐ Featured Level
**Contacts**

The location scheduler is automatically assigned to your event, based on the space you requested. If you are making a non-space event, your name will be in both boxes.

Click “Next” to add any comments or notes for the event.
Select Categories if necessary

If you use categories to push a request to a calendar, select it.

Select CATEGORIES for this event.

- 125 - Academics
- 125 - Community
- 125 - Student
- 125 - University
- 1960s - Classroom Presentations
- 1960s - Community Service & Involvement
- 1960s - Exhibitions
- 1960s - Movies
- 1960s - Performances
- 1960s - Speakers
- Academic
- Academic, Course-related
- Ace Main Events
- Administrative Sponsored
- Admissions
- Alumni
- Archived
- Art Exhibit
- Assess - Academic Review Site Visits
- Assess - Accreditation Site Visits
- Assess - Admin Review Site Visits
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Add Comments and Notes

Enter appropriate comments and/or notes for the space request.

- Internal Notes can be seen only by people who are event contacts, like Requestor and Scheduler. This is a good place to leave set-up instructions and/or budget codes.

Add additional COMMENTS and NOTES for this event.

Internal Notes

Click “Next” to choose the state of the event.
Choose event state

Click Tentative as the event type if you are requesting space. For a non-space event, choose “Confirmed”, and then click Save.

Verify or change the EVENT STATE.

- **Tentative**
  The event is scheduled, but is awaiting Confirmation from its Scheduler.

- **Confirmed**
  The event is scheduled and confirmed.

- **Cancelled**
  This event has been cancelled, and all Location and Resource reservations will marked as cancelled.

Back  Save  Next  Cancel