





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

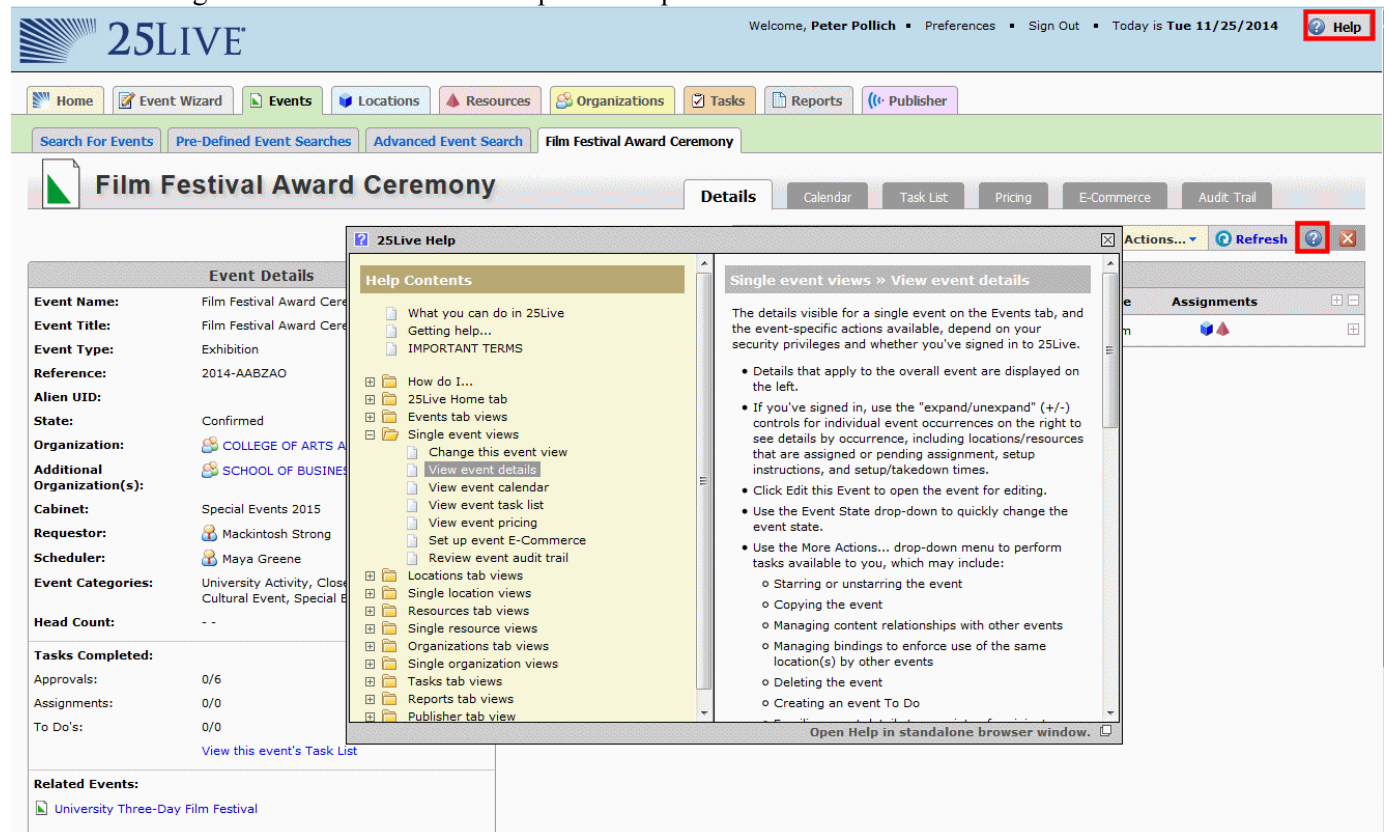
Creating a Space Request or Non-Space Event Using 25Live

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.



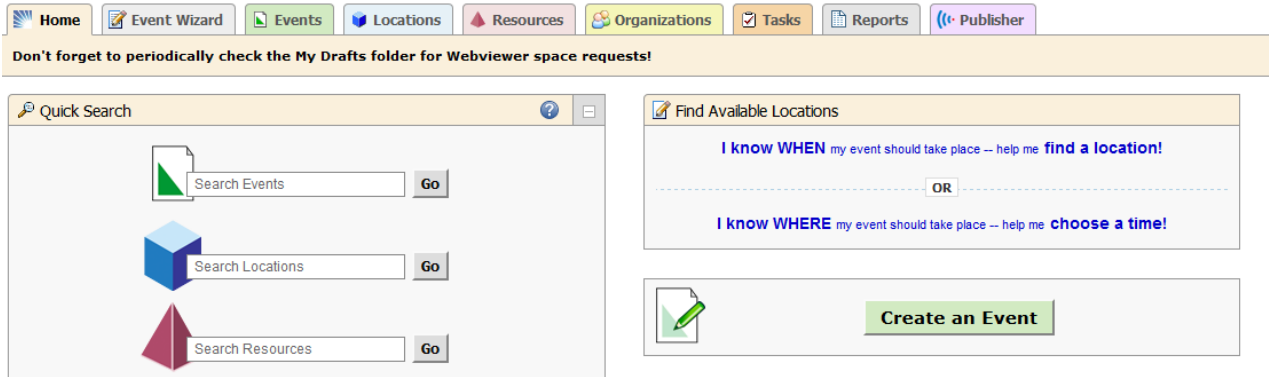
The screenshot displays the 25Live web application interface. At the top, the 25LIVE logo is visible on the left, and the user's name 'Peter Pollich' and the date 'Tue 11/25/2014' are on the right. A navigation bar contains buttons for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. Below this, a search bar is present with the text 'Search For Events' and 'Pre-Defined Event Searches'. The main content area shows the 'Film Festival Award Ceremony' event details, including tabs for Details, Calendar, Task List, Pricing, E-Commerce, and Audit Trail. A '25Live Help' pop-up window is open, displaying a 'Help Contents' list on the left and a 'Single event views >> View event details' section on the right. The 'Help Contents' list includes items like 'What you can do in 25Live', 'Getting help...', 'IMPORTANT TERMS', 'How do I...', '25Live Home tab', 'Events tab views', 'Single event views', 'Locations tab views', 'Single location views', 'Resources tab views', 'Single resource views', 'Organizations tab views', 'Single organization views', 'Tasks tab views', 'Reports tab views', and 'Publisher tab view'. The 'Single event views >> View event details' section contains a list of instructions for viewing and managing event details. A red box highlights the 'Help' icon in the top right corner of the page and the 'Help' icon in the '25Live Help' window's title bar.

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.

Start by entering the basic event information.

Event Name

✓

Event Title

Event Type

☆ ▼ ✓

Primary Organization

☆ ✕ ▼ ✓

Additional Organizations

◀ BackNext ▶

✕ Cancel📄 Finish

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.

Enter additional basic event information.

Expected Head Count

15

I Don't Know

Event Description

Join is for the monthly Forensics Society meeting. We'll have cupcakes, punch, and plenty to debate.

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.”



Does this event have more than one occurrence?

No

This event has only one occurrence.
Any other related events are separate and distinct.

Yes

This event has more than one occurrence.
It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.

◀ Back

Next ▶

✖ Cancel


📄 Finish

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.


Tell us WHEN this event takes place.

Select the dates and times of first occurrence of the actual event.
Subsequent occurrence dates will be entered on the next page.
Setup, takedown, pre- or post-event times can be specified below.

Event Start: 

Event End: 

Same Day

Does this event require Setup or Pre-Event time? **Yes** **No**

Setup: Days Hours Minutes

Pre-Event: Days Hours Minutes

Reservation Start: 11:30 am



Does this event require Post-Event or Takedown time? **Yes** **No**

Post-Event: Days Hours Minutes

Takedown: Days Hours Minutes

Reservation End: 3:45 pm

◀ Back
Next ▶

 Cancel
 Save

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 the it repeats



Choose how this event 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 6 occurrences.

Does Not Repeat

This event has only one occurrence.

◀ Back

Next ▶


✕ Cancel

📄 Finish

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.



Describe how this event REPEATS.

Monthly Repeats ▼

Repeats every ▼

Repeat by Day
⊕ Add Repeat Day...

Repeat by Position
 Repeat on the ▼
 ▼ ✕
⊕ Add Repeat Position...

Repeats through 

Ends after ▼ iterations

Occurrence List		
Date	Comments	Status
Mon 12/15/2014	<input type="text"/>	Active ▼
Mon 01/19/2015	<input type="text"/>	Active ▼
Mon 02/16/2015	<input type="text"/>	Active ▼
Mon 03/16/2015	<input type="text"/>	Active ▼
Mon 04/20/2015	<input type="text"/>	Active ▼
Mon 05/18/2015	<input type="text"/>	Active ▼
Mon 06/15/2015	<input type="text"/>	Active ▼

◀ Back

Next ▶

✕ Cancel

📄 Finish

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.

The screenshot displays the 'Find and select LOCATIONS.' interface. On the left, under 'Search by Location Name...', a search for 'Macey' returns three results: BALLROOM A (Max Capacity: 50), BALLROOM B (Max Capacity: 100), and BALLROOM C (Max Capacity: 60). Each result has a green checkmark indicating availability. Below the search results are checkboxes for 'Show only my authorized locations that have no time conflicts' and 'Enforce head count', along with a 'Refresh' button. On the right, the 'Selected Locations' panel shows 'BALLROOM C' selected, with details: 'Macey Ballroom C', 'Max Capacity: 60', 'Features: None', 'Subdivision Of: BALLROOM', and 'Selected Occurrences: All Occurrences'. A red box highlights the 'View and Modify Occurrences' button. At the bottom, there are navigation buttons: 'Back', 'Next', 'Cancel', and 'Save'.

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.

Select **CUSTOM ATTRIBUTES** for this event.

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.

Select CONTACTS for this event.


Scheduler




Snyder, Elizabeth



Social/Clinical Research Spec
ecaveny@email.wcu.edu

Requestor

Buchanan, Pamela



Executive Assistant

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

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.

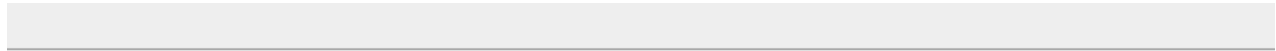
Add additional COMMENTS and NOTES for this event.

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

Next ▶

 **Cancel**

 **Save**