





# Using 25Live to Approve and Create Space Requests

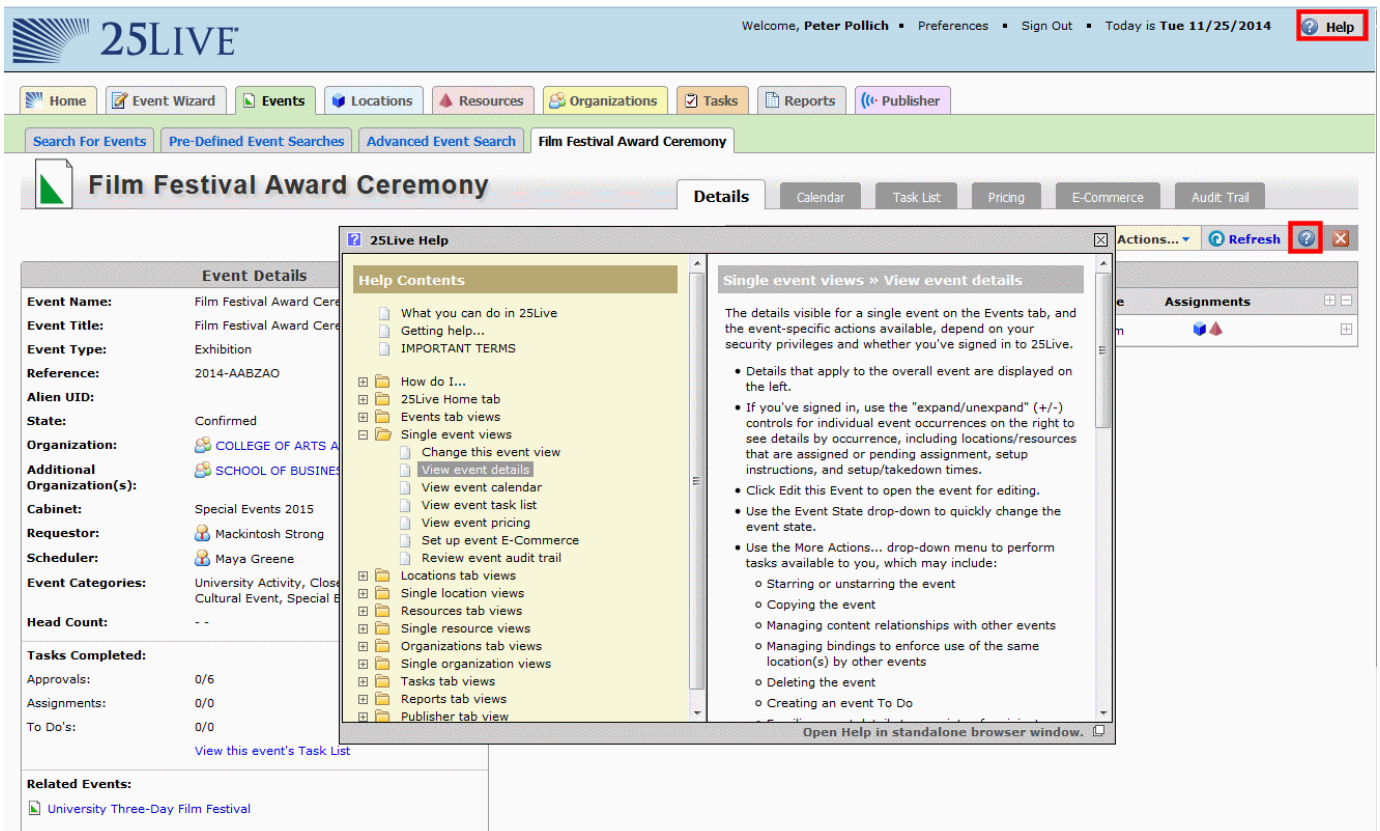
# Using 25Live to Approve and Make Requests

## 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 interface. At the top, the 25LIVE logo is on the left, and the user is logged in as Peter Pollich. The navigation bar includes buttons for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. Below this, there are search options and a breadcrumb trail for 'Film Festival Award Ceremony'. The main content area shows the event details for 'Film Festival Award Ceremony', including its title, type (Exhibition), reference (2014-AABZAO), state (Confirmed), organization (COLLEGE OF ARTS AND SCIENCES), and requestor (Mackintosh Strong). A '25Live Help' pop-up window is open, showing a 'Help Contents' table of contents and a 'Single event views >> View event details' section. The 'Help Contents' includes sections 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 provides instructions on how to view and manage event details, including using expand/unexpand controls, clicking 'Edit this Event', and using the 'More Actions...' drop-down menu for tasks like starring/unstarring, copying, managing content relationships, managing bindings, deleting, and creating events.

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*The following is an outline of how to approve space requests*

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## Finding Events that need approvals

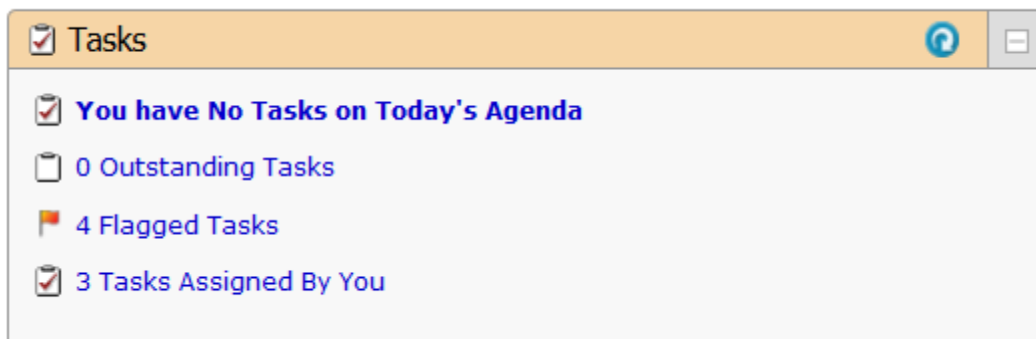
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To find events on which you're listed as the scheduler, Look in the box called "My events" if you are the primary approver. This shows ALL events in which you're the scheduler, both confirmed and tentative.



To find only events that need to be approved, use the "Your Tasks" box.

Spaces will need to be assigned, and then the event confirmed. (When you sign in, it will tell you if there are any tasks that need to be completed).




## Reviewing the event

Click on the Event Name to open it.

Name	Ti
  <a href="#">Example Event</a>	




Information is current as of Sep 15 2015 11:10am


You'll then see all the information you need.


**Example Event**

Details
Calendar
Task List
Pricing
E-Commerce
Audit Trail

Edit this Event
Event State: *Tentative*
More Actions...
Refresh
?
✕

Event Details	
<b>Event Name:</b>	Example Event
<b>Event Type:</b>	Meetings
<b>Reference:</b>	2015-ABLQER
<b>Alien UID:</b>	
<b>State:</b>	<i>Tentative</i>
<b>Organization:</b>	 OIPE
<b>Cabinet:</b>	Events Ay2015-16
<b>Scheduler:</b>	 Snyder, Elizabeth
<b>Requestor:</b>	 Snyder, Elizabeth
<b>Head Count:</b>	1 expected
<b>Tasks Completed:</b>	
Approvals:	0/0
Assignments:	0/0
To Do's:	0/0
<a href="#">View this event's Task List</a>	
<b>Creation Date:</b>	Tue Sep 15 2015
<b>Description:</b>	
<p>An example event for training purposes</p>	
<b>Internal Notes:</b>	
Please use budget code 12345	

Event Occurrences				
Start Date	Start Time	End Date	End Time	Assignments
Tue Sep 15 2015	9:00am	Tue Sep 15 2015	10:00am	

Information is current as of Sep 15 2015 11:11am

Note that all requests come through as *Tentative*, so the space is already in reserve unless you cancel the request.

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Release 25

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Review for any issues. You may then edit the event if need.

Click the + beside the assignment. The box will expand, and you can “Assign” the location formally. Click the word “Assign?” and it will be done. If you have multiple dates, click “More Actions” and choose to assign all at once.

Details | Calendar | **Task List** | Pricing | E-Commerce | Audit Trail

View: Only Tasks Assigned To You | [Edit this Event](#) | Event State: Confirmed | More Actions... | Refresh

**Tasks for "test"**

From 08:00 AM to 09:00 AM. Starting on Thu Sep 24 2015. Repeat every week on Thu until Thu Oct 29 2015.  
Related Location(s): HFR 450

Assignment Requests			More Actions...
<input checked="" type="checkbox"/>	HFR 450	Status: Assigned	Flagged?:
<input checked="" type="checkbox"/>	HFR 450	Status: Assigned	Flagged?:
<input checked="" type="checkbox"/>	HFR 450	Status: Assigned	Flagged?:
<input checked="" type="checkbox"/>	HFR 450	Status: Assigned	Flagged?:
<input checked="" type="checkbox"/>	HFR 450	Status: Assigned	Flagged?:

To Confirm or Cancel, change the drop-down menu that says Tentative.

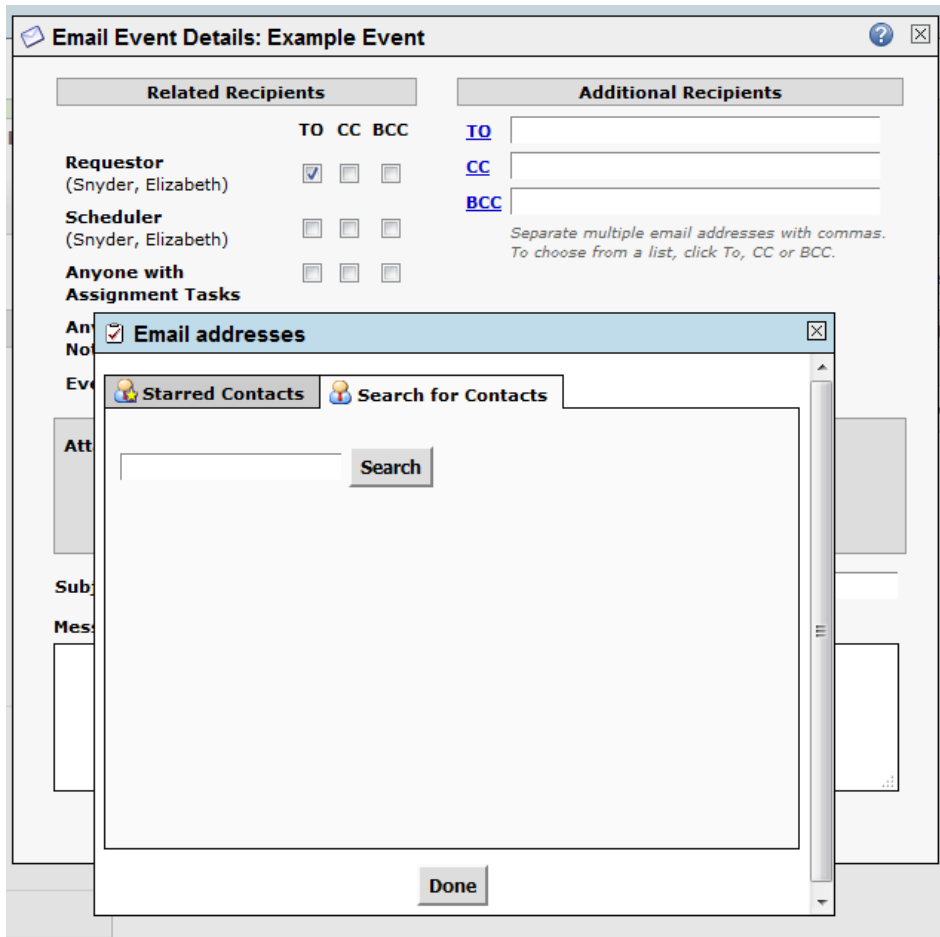
Details | Calendar | Task List | Pricing | E-Commerce | Audit Trail

[Edit this Event](#) | Event State: Tentative | More Actions... | Refresh

Event Occurrences				
Start Date	Start Time	End Date	End Time	Assignments
Tue Sep 15 2015	9:00am	Tue Sep 15 2015	10:00am	



Make sure to select the box by the Requestor's name. If you wish to include anyone else, Click the word "To" (in blue).





Type your message, and hit send.

**Email Event Details: Example Event**

Related Recipients			Additional Recipients		
	<b>TO</b>	<b>CC</b>	<b>BCC</b>	<b>TO</b>	<input type="text"/>
<b>Requestor</b> (Snyder, Elizabeth)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>CC</b>	<input type="text"/>
<b>Scheduler</b> (Snyder, Elizabeth)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>BCC</b>	<input type="text"/>
<b>Anyone with Assignment Tasks</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<small>Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.</small>	
<b>Anyone with Notification Tasks</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Event Owner</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Attach:**  Event Invoice  Event Confirmation (Detailed)  
 Event Transactions (Excel) Dup  Event Transactions by Supply Dup  
 iCal File **Add:**  No file selected.

**Subject:**

**Message Body** Event Details will be included in the email. Add a custom message if desired.

This is where your message will go. Let them know the state of the event (confirmed or cancelled), or if you need additional information.

You're done!

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*The remainder of this document is an outline of how to request space*

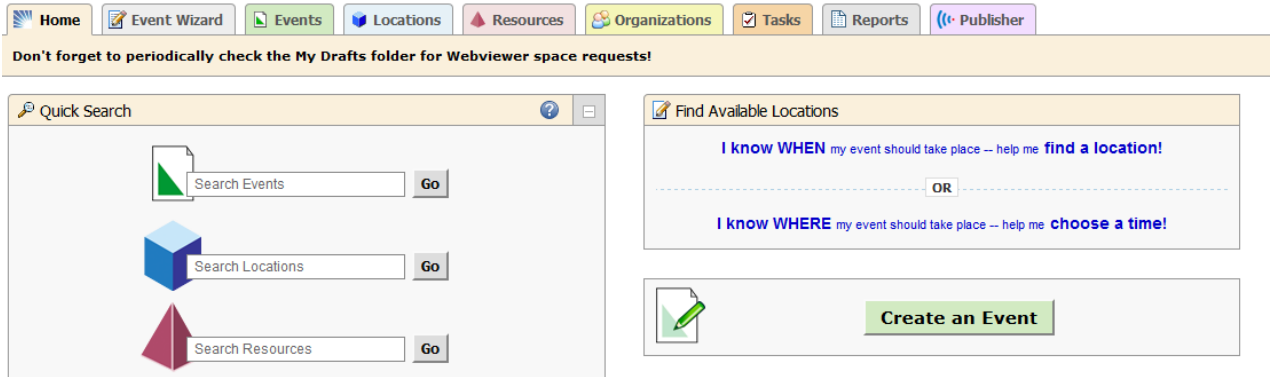
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## Opening the Event Wizard

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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

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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

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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.

[< Back](#) [Next >](#)

[Cancel](#) [Save](#)

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

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)

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 red triangle means the location is not available. A green check mark means the location is available. A green box with lines inside means the location is in use, but the event that is using it is willing to share the location. 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.

**Find and select LOCATIONS.**

**Your Starred Locations...**

**Search by Location Name...**

Macey

Location Name	Max Capacity	Status
BALLROOM A	200	Available (Green Check)
Macey Ballroom A	50	Available (Green Check)
BALLROOM B	100	Available (Green Check)
Macey Ballroom B	100	Available (Green Check)
BALLROOM C	60	Available (Green Check)
Macey Ballroom C	60	Available (Green Check)

Show only my authorized locations that have no time conflicts Refresh

Enforce head count

**Saved Searches...**

**Advanced Search...**

**Selected Locations**

**BALLROOM C** Green Check Star Close

Macey Ballroom C

**Max Capacity:** 60

**Features:** None

**Subdivision Of:** BALLROOM

**Selected Occurrences:** All Occurrences

**Conflicts:** None

**View and Modify Occurrences**

**Navigation:** Back, Next, Cancel, Save

## Selecting Custom Attributes

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Custom Attributes are where links to websites, vidoes, 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.

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### Select CUSTOM ATTRIBUTES for this event.

**Audio Clip**

**Buy Tickets**

**Contact**

**Detail Image**

**Event Image**

**Featured Level**

## Contacts

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The location scheduler is automatically assigned to your event, based on the space you requested.

If you are the primary scheduler for this space, your name will show. If you are a back-up, it will be your primary.

If you are requesting a space you do not have rights to approve, this will be the primary scheduler's name.

**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 that you do not approve. For spaces you do approve, 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**