Create an Event
CREATE AN EVENT

NOTE: In 25Live you can look up and schedule events but not classes. Those are scheduled by the registrar’s office and roomed automatically by Schedule 25. Google Chrome is the recommended browser. Internet Explorer cannot be used.

1. Sign into 25Live. You will be either on the Dashboard or the Calendar view. Choose the Dashboard view.

2. Click on the Create an Event button.
The Event Creation Wizard will open:

3. Fill out the fields A-Q to request scheduling of an event.
   
   A.
   
   Enter an Event Name. The event name cannot have abbreviations or names. (40 character limit)
B.

Optionally enter an **Event Title**. This should not be the same as the event name. The event title is for when you have an event that has several different sections. (EX. Name: Orientation, Title: Welcome)

![Event Title](image)

C.

Select an event **Type**.

![Event Type](image)

D.

Select a **Primary Organization**.

![Primary Organization](image)

E.

Optionally select an **Additional Organizations**. These are co-sponsoring your event.

![Additional Organizations](image)

Click **Next** on the bottom of the page.
F. Enter the Expected Head Count.

G. Enter the Registered Head Count.

H. Enter a brief description of the event. This will be published on calendar feeds. Do not simply repeat your event name.

Click Next on the bottom of the page.
I. Determine if the event has **more than one occurrence**. All occurrences must be scheduled at the same time.

J. Set the **Event Date and Time**. Choose the start and end date/time of the first occurrence.

NOTE: You are required to include both **Setup** and **Takedown** time of at least **5 minutes**, to provide a buffer between events.

Click **Next** on the bottom of the page.
For reoccurring events, the **Repeats** options list simplifies scheduling.

- **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:**
  The event only has one occurrence.

After selecting a repeats option the **Occurrence List** will populate with selected dates.

![Occurrence List](image)

Click **Next** on the bottom of the page.
K.

Search for the Locations where you would like your event to be held. If you know where you are holding your event you can Search by Location Name. If you need to search for a location, choose Saved Searches. Select the building and select a location that fit your needs. To select a Space, click on it. You can select a single or multiple locations for an event.

Be aware of the following:

- Any room with a green check mark is available.
- Any Room with the red triangle is NOT available for your event time. Try searching for another space.
- If a space has a vertical white '<' inside a green box then this space is occupied but can be shared. Class sessions are input as shared spaces and should not be requested to share. Try searching for another space.

Click Next on the bottom of the page.

L.

Search and select any physical resources you need for the event (e.g. AV, Fac, etc.).

Click Next on the bottom of the page.
M.
Answer all **Mandatory Questions**.

N.
If requesting event on behalf of someone else, indicate this with the **Requested For** field.
O.

Use Event Comments to add any setup direction or additional event details that may be helpful to the successful completion of the event.

Click **Next** on the bottom of the page.

P.

Check mark **I Agree** to confirm the following statement:
I acknowledge that I have accurately completed this event request to the best of my ability. I understand that this is only a request, and my event is not confirmed until I have received a confirmation email from the Office of Scheduling & Space Management. I also understand that my resource request is not confirmed until I receive a confirmation email from the respected office.

Q.

Click on the **Save** button to submit your request.
Congratulations. You have successfully submitted an event request. 25Live will display “This event has been successfully submitted for review by Conference Services.” You can star the event for easier and quicker access to it in the future.

An email with a confirmation notice will be sent once an event coordinator reviews and approves the event. Be aware of the event Reference number as it will make event tracking much faster.

### EVENT DETAILS

<table>
<thead>
<tr>
<th>Name</th>
<th>test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference</td>
<td>2015-AAXXBW</td>
</tr>
</tbody>
</table>