

25Live Pro Event Management



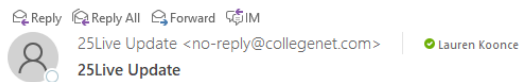
Approve an Event in a Location

APPROVE AN EVENT

25Live Pro Website: <https://25live.collegenet.com/pro/coastal>

NOTE: Tentative event requests will be displayed on the location availability and calendar pages. These requests are not confirmed until the requester has received a confirmation from the Scheduling and Space Management Office after receiving all necessary approvals.

1. Receive an email about a task in your inbox.

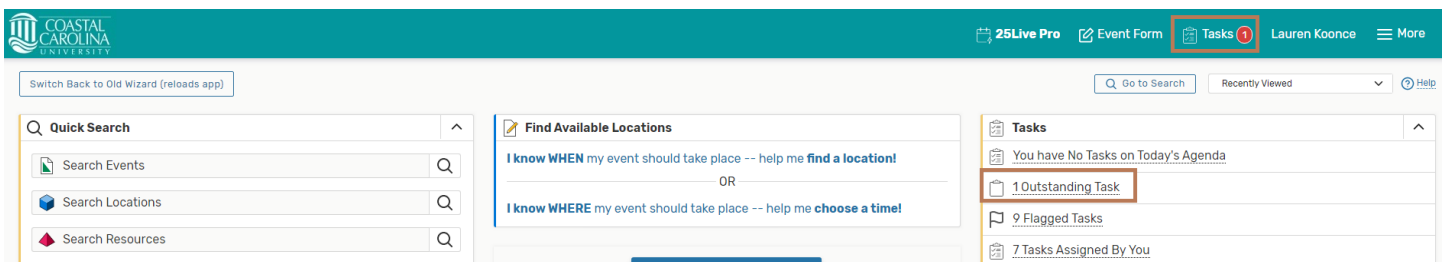


This is an automatic update from 25Live for Lauren Koonce. Do not reply to this email. The following activity has occurred in 25Live. Click the reference number to see full event details.

[Chauncey's Big Party \(2019-ACHJJB\)](#) :
Tara Sestanovich added WHEL*101 to the event

You are receiving this email from 25live.collegenet.com/coastal because email notifications have been enabled for 25Live tasks. If you have questions, please contact your 25Live administrator.

2. Click on **Sign In** in the upper right-hand corner of 25Live Pro and login with your coastal.edu username and password. Once logged in, you will see the last page you were on in the system. Choose **Tasks** or **Outstanding Tasks**.



NOTE: Your dashboard is customizable so these selections will be located where you have placed them.

3. Click on the event name to view all of the event details.

A screenshot of the 25Live Pro task list. The table has columns for Event, Title, Task Item, Status, Actions, Respond By, First Date, and Reference. The first row is highlighted with a red box around the 'Event' column.

Event	Title	Task Item	Status	Actions	Respond By	First Date	Reference
25Live Pro Training		WHEL*101	In Progress	Approve Deny	Thu 17 Oct 2019	Fri 18 Oct 2019	2019-ACJFJH

4. You can review information about the different aspects of the event by clicking on the different buttons.

25Live Pro Training Tentative 2019-ACJFJH Fri 18 Oct 2019 8:45 am - 5:15 pm On: 10/18 All Descriptions WHEL*101

Details Occurrences Calendar Schedule Task List Pricing Audit Trail

General

- Event Name: 25Live Pro Training
- Event Title:
- Event Type: MEETING
- Organization: Scheduling and Space Management
- Scheduler: Scheduling, Default Scheduler
- Requestor: Test, Test
- Head Count: expected 10, registered 0
- Description: This is for the training manual for the event form.
- Comments:

Event Categories

Custom Attributes

Event Info

- Event Owner: Test, Test
- Creation Date: Thu 17 Oct 2019
- Reference: 2019-ACJFJH
- Cabinet: 2017- 2100 EVENTS
- Folder: INTERNAL EVENTS

a. The **Details** page will provide the description, head count, location and time.

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b. The **Occurrence** page will provide the location, layout, setup time, event time and takedown time.

Event Occurrences

Date	Start Time	End Time	Additional Details
Fri 18 Oct 2019	9:00 am	10:00 am	8:45 am Setup, 10:15 am Takedown

WHEL*101 Layout: Office

- c. The Location page will provide a Availability (Daily), Availability (Weekly), and Calendar view to review what events are scheduled around the current request. The current request will appear on all of these views as a tentative request.

The screenshot shows the header for 'WHEL*101 Wheelwright 101 Office'. Below the header are five navigation tabs: 'Details', 'List', 'Availability (Daily)', 'Availability (Weekly)', and 'Calendar'. The 'Availability (Daily)', 'Availability (Weekly)', and 'Calendar' tabs are highlighted with a brown border.

- 5. Once you have reviewed the information that you need, you can select the Task List option.

The screenshot shows the header for '25Live Pro Training' with status 'Tentative' and year '2019'. Below the header are seven navigation tabs: 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', and 'Audit Trail'. The 'Task List' tab is highlighted with a brown border.


- 6. Based on the information you have been provided, you may select Approve or Deny.

	Task Item	Type	Status	Actions	Respond By	First Date	Assigned To	Comments
	WHEL*101	Authorization	In Progress	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	Thu 17 Oct 2019	Fri 18 Oct 2019	▼ You	

- 7. If there is a caveat for your Approval, please select Approve and then add your conditions in the Comments section. The Office of Scheduling and Space Management will review the comments before approving the event and make any necessary changes before confirming the event.
Ex. Denied one date of a reoccurring event, have to move or add time to event, etc.

The screenshot shows a 'Comments' section with a text input field containing the text: 'Please add 30 minute takedown time to be approved. LK'. There is a small icon of a document with a pencil next to the text.

8. If you select Deny, please add your reason in the Comments section.

Comments
Denied due to lack of setup  time requested that will conflict with another event. LK

NOTE: Please be aware that your approval for an event to take place in a location, does not mean that the event has been confirmed. After you have reviewed the event, the Office of Scheduling and Space Management will review the event request and may either approve or deny the event along with the possibility of changing the location.