25Live Event Management

Request Resource for Academic Section
Request Resource for Academic Section

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-N to request scheduling of an event.

A.

Enter an Event Name. The name should reflect the academic section the resource is being requested. (PSYC 480L 01). (40 character limit)
B. 
Select the Event Type “Class”.

Click Next on the bottom of the page.

D. 
Enter the Expected Head Count.
E.

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.

F.

Determine if the event has more than one occurrence. All occurrences must be scheduled at the same time.
G.

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

![Event Dates Example]

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

![Setup and Takedown Example]

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.
H. 

Only one event can be booked into a space at a given time. In order to request resources for an academic section already scheduled in a space we must use the location Other. Later in the request process enter the actual location in the Comments field. If a location is not entered correctly no resources will be guaranteed.

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

I. 

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

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

Answer all **Mandatory Questions**.

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

K.

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

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

Use Event **Comments** to identify the space you would like to request resources and 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.

M.

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.

N.

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 Scheduling and Space Management.” 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.

**TEST**

**EVENT DETAILS**

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