



Using 25Live®

Creating Events

Creating an Event in 25Live



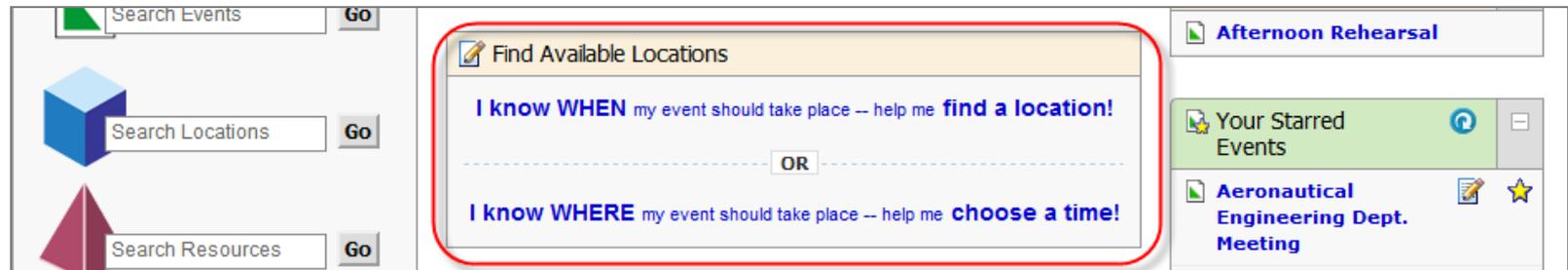
- Creating an event in 25Live is dependent on
 - How security was set by your System Administrator
 - How the Event Wizard was configured by your System Administrator
- Your ability to see some fields or do some of the processes discussed in this presentation may be dependent on how your Event Wizard was configured and your security

How to start an Event

- There are several ways to begin creating an event below are three examples:
 - Click **Create an Event** in the Event Creation area



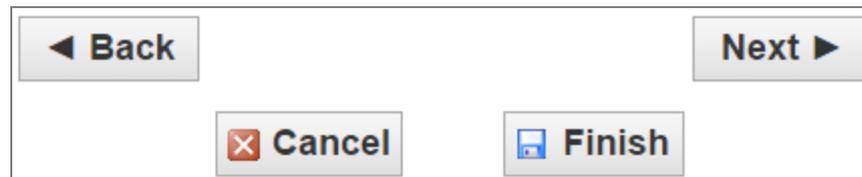
- **Find Available Locations** found on Dashboard



- Click the  icon that can be found in various views throughout 25Live (See PPT 2 for further information)

Navigating Event Wizard

- To navigate from tab to tab in the 25Live Event Wizard you can use the arrows that are found at the bottom of the screen



- Fields that are marked with * are required fields and must be filled out before submitting event
- Roll over ? at the far right of every data header bar to learn about completing the corresponding field or fields

Event Wizard - Event Name



-
- Event Name is a required field as all events must have an Event Name
 - This field should describe your event
 - It can be used for Publisher Calendars (marketing purposes)
 - Limit to 40 characters

Event Wizard - Event Name

Delta Delta Delta Sock Hop [New Event...](#)

Untitled #1

Start by entering the basic event information.

Event Name

Delta Delta Delta Sock Hop ✓

Event Title

Event Type

Select Event Type ▼ *

Primary Organization for this Event

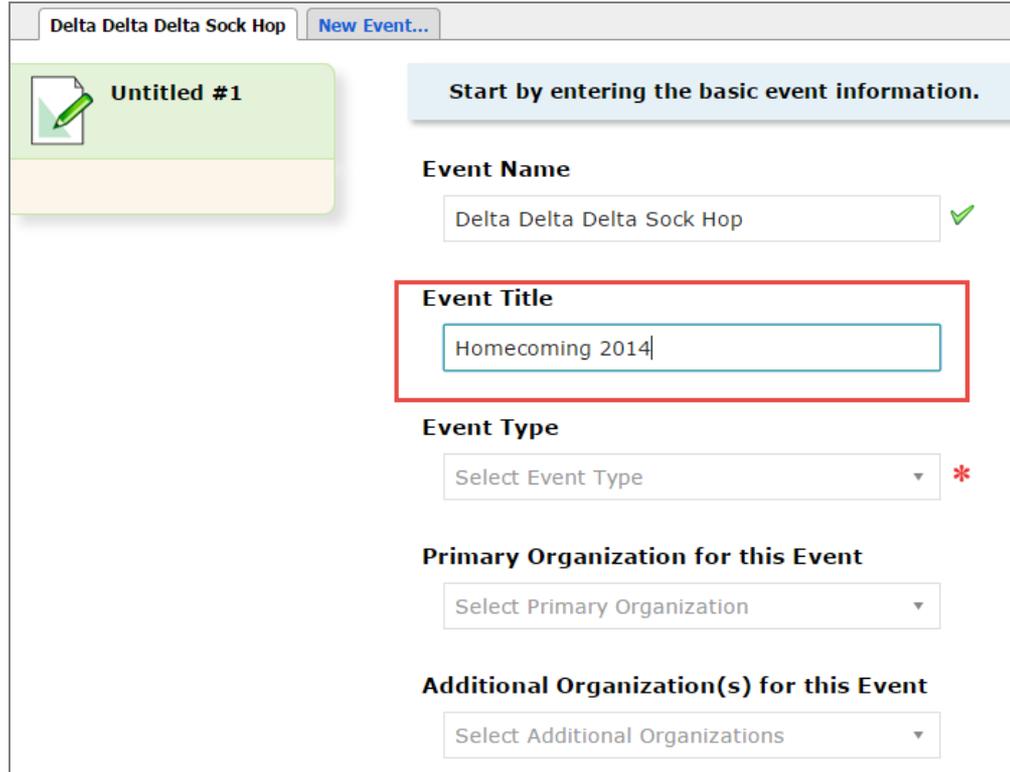
Select Primary Organization ▼

Additional Organization(s) for this Event

Select Additional Organizations ▼

Event Wizard - Event Title

- The Event Title can be used as the overarching theme that this event is tied to (i.e. Homecoming, Commencement)
- It can be used for Publisher Calendars (marketing purposes)
- Limit to 120 characters

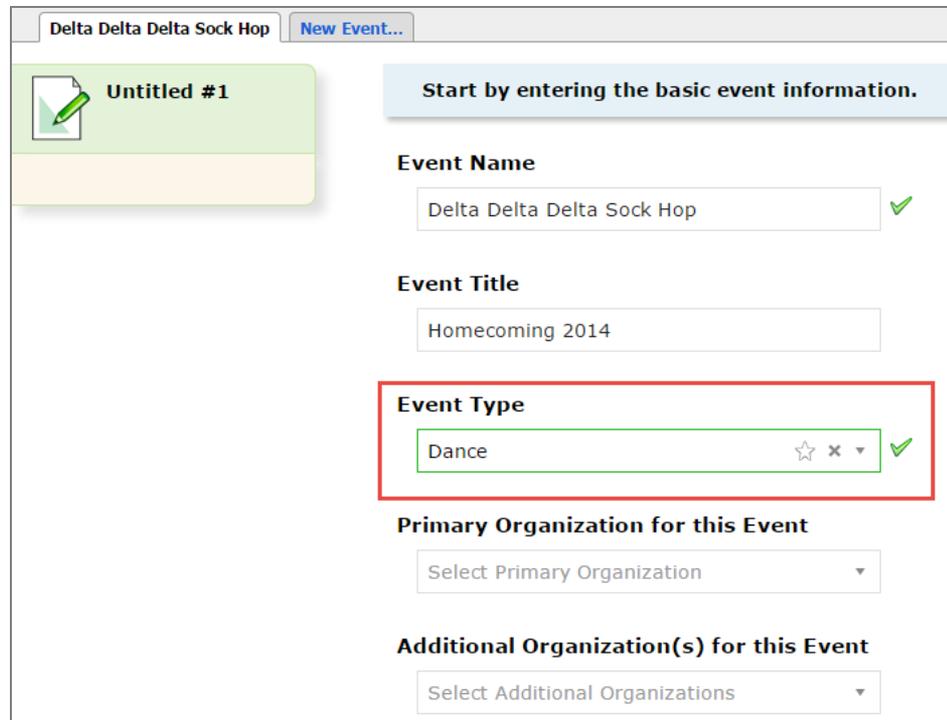


The screenshot shows a web application window titled "Delta Delta Delta Sock Hop" with a "New Event..." button. On the left is a document icon labeled "Untitled #1". The main content area has a blue header that says "Start by entering the basic event information." Below this are several form fields:

- Event Name:** A text input field containing "Delta Delta Delta Sock Hop" with a green checkmark to its right.
- Event Title:** A text input field containing "Homecoming 2014", which is highlighted with a red rectangular border.
- Event Type:** A dropdown menu with "Select Event Type" and a red asterisk to its right.
- Primary Organization for this Event:** A dropdown menu with "Select Primary Organization".
- Additional Organization(s) for this Event:** A dropdown menu with "Select Additional Organizations".

Event Wizard - Event Type

- Select the type that best describes the kind of event you are having
- There can only be one Event Type per event and cannot be changed once saved in a Tentative or Confirmed state
- Selecting the appropriate type is important for reporting and calendaring
- Other fields may be dependent on which type is selected



The screenshot shows the 'Event Wizard' interface for creating a new event. The top bar displays the event name 'Delta Delta Delta Sock Hop' and a 'New Event...' button. On the left, there is a tab labeled 'Untitled #1'. The main content area is titled 'Start by entering the basic event information.' and contains several input fields:

- Event Name:** A text input field containing 'Delta Delta Delta Sock Hop' with a green checkmark to its right.
- Event Title:** A text input field containing 'Homecoming 2014'.
- Event Type:** A dropdown menu with 'Dance' selected, highlighted by a red rectangular box. It includes a star icon, a close icon (x), and a dropdown arrow, with a green checkmark to its right.
- Primary Organization for this Event:** A dropdown menu with the text 'Select Primary Organization'.
- Additional Organization(s) for this Event:** A dropdown menu with the text 'Select Additional Organizations'.

Event Wizard – Primary Organization for this Event (Additional)



- Select the Organization(s) that is hosting or part of the event
- The appropriate organization could be important for reporting and calendaring purposes

The screenshot shows a web application interface for creating an event. At the top, there are two tabs: "Delta Delta Delta Sock Hop" and "New Event...". On the left, there is a sidebar with a green header "Untitled #1" and a yellow footer. The main content area has a light blue header that says "Start by entering the basic event information." Below this, there are several form fields:

- Event Name:** A text input field containing "Delta Delta Delta Sock Hop" with a green checkmark to its right.
- Event Title:** A text input field containing "Homecoming 2014".
- Event Type:** A dropdown menu with "Dance" selected, a star icon, an "x" icon, and a dropdown arrow, with a green checkmark to its right.
- Primary Organization for this Event:** A dropdown menu with "ACADEMIC AFFAIRS" selected, a yellow star icon, an "x" icon, and a dropdown arrow. This entire section is enclosed in a red rectangular box.
- Additional Organization(s) for this Event:** A dropdown menu with "SGA" selected, a star icon, an "x" icon, and a dropdown arrow.

Event Wizard – Expected Head Count



- Specify the number of people that will be attending event
- When selecting a location(s) there is an option to only see locations that meet or exceed expected head count

The screenshot shows a web application interface for creating an event. At the top, there is a tab labeled "Delta Delta Delta Sock Hop" and a button "New Event...". On the left, a sidebar displays the event name "Delta Delta Delta Sock Hop" with a green pencil icon, the date "Homecoming 2014", and categories "Dance", "ACADEMIC AFFAIRS", and "SGA". Below the sidebar is a "Progress..." indicator. The main content area is titled "Enter additional basic event information." and contains three sections: "Expected Head Count" (highlighted with a red box), "Registered Head Count", and "Event Description". The "Expected Head Count" section has a text input field containing "23" and a green checkmark. The "Registered Head Count" section has a radio button selected next to "I Don't Know". The "Event Description" section has a rich text editor toolbar with icons for copy, paste, undo, redo, italic, bold, underline, subscript, and superscript, along with font family and font size dropdowns.

Event Wizard – Registered Head Count



- The number of registered people typically comes from either from your SIS for academic course or eCommerce
- Typically this is not used as a field

A screenshot of the "Event Wizard" interface for "Delta Delta Delta Sock Hop". The interface includes a sidebar with event details, a main content area with a "Progress..." bar, and a "Registered Head Count" section highlighted with a red box. The "Registered Head Count" section has two radio button options: "16" (selected) and "I Don't Know". Above it, the "Expected Head Count" is set to "23" with a green checkmark. Below the "Registered Head Count" is an "Event Description" section with a rich text editor toolbar.

Delta Delta Delta Sock Hop [New Event...](#)

Delta Delta Delta Sock Hop
Homecoming 2014

Dance
ACADEMIC AFFAIRS
SGA

Progress...

Enter additional basic event information.

Expected Head Count
23 ✓

Registered Head Count

16
 I Don't Know

Event Description

Rich text editor toolbar: Copy, Paste, Bold, Italic, Underline, Text Color, Background Color, Font Family, Font Sizes, Bulleted List, Numbered List, Link, Unlink, Image, Table, Undo, Redo, Source Code.

Event Wizard – Event Description



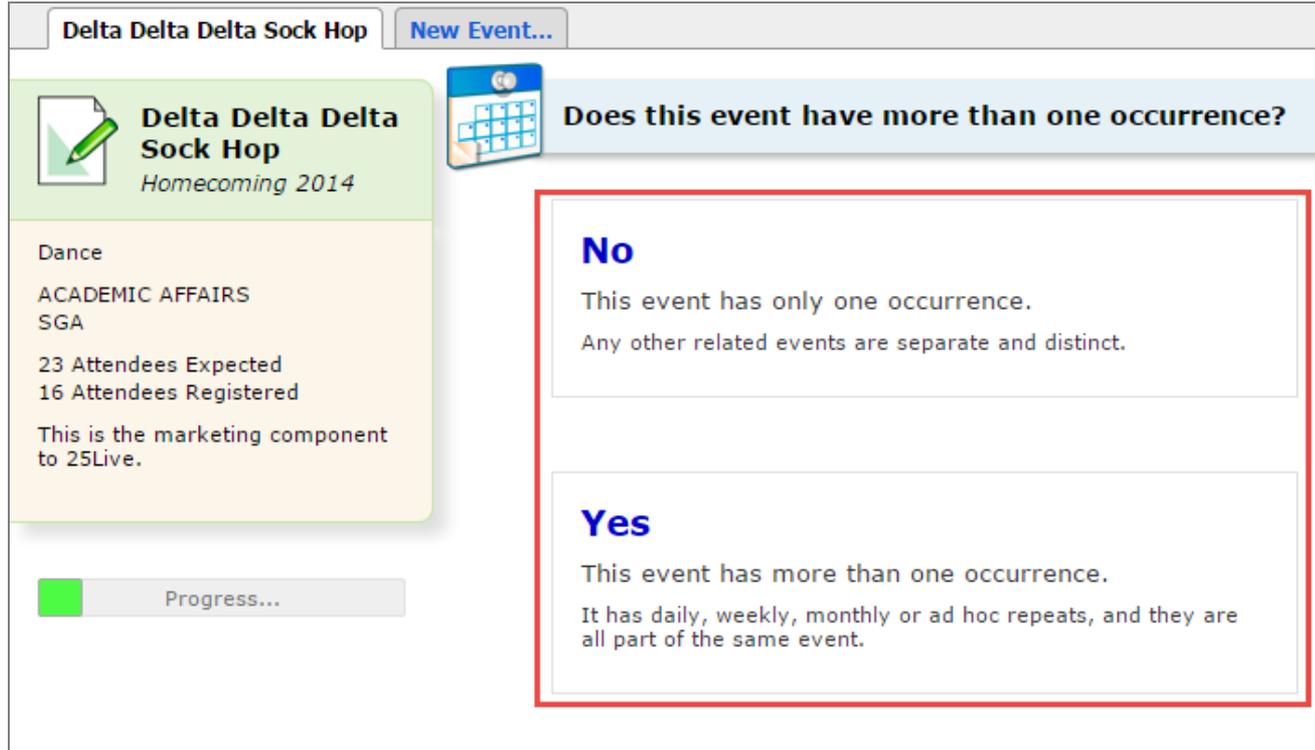
- This is the public marketing component to the event
- You can use the toolbar provided instead of writing out the html code
- **Note that not all tags work in 25Live Publisher**

The screenshot shows the 'Event Wizard' interface for an event titled 'Delta Delta Delta Sock Hop' under the category 'Homecoming 2014'. The interface is divided into several sections:

- Event Information:** A light blue header box contains the text 'Enter additional basic event information.'
- Expected Head Count:** A dropdown menu is set to '23', with a green checkmark to its right.
- Registered Head Count:** Two radio button options are present: '16' (which is selected) and 'I Don't Know'.
- Event Description:** A red-bordered box highlights this section. It features a rich text editor toolbar with icons for copy, paste, undo, redo, bold, italic, underline, link, unlink, font color, background color, font family, font size, bulleted list, numbered list, indent, and outdent. Below the toolbar, the text 'This is the marketing component to 25Live.' is visible in the description field.
- Left Sidebar:** Contains a green header with the event title and category, a yellow box with the text 'Dance', 'ACADEMIC AFFAIRS', and 'SGA', and a 'Progress...' indicator with a green bar.

Event Wizard – Date / Time

- Before entering date and time of one's event one is asked if the event repeats
- NOTE: If your event does repeat, but it has different starting or end time then that occurrence will need to be entered as a separate event.



The screenshot shows a web interface for creating an event. At the top, there are two tabs: 'Delta Delta Delta Sock Hop' and 'New Event...'. Below the tabs, on the left, is a green box with a document icon and the text 'Delta Delta Delta Sock Hop' and 'Homecoming 2014'. Below this is a yellow box with the following text: 'Dance', 'ACADEMIC AFFAIRS', 'SGA', '23 Attendees Expected', '16 Attendees Registered', and 'This is the marketing component to 25Live.'. At the bottom left, there is a green progress bar and a 'Progress...' button. On the right, a blue box with a calendar icon asks 'Does this event have more than one occurrence?'. Below this question are two options: 'No' and 'Yes'. The 'No' option is highlighted with a red border and contains the text: 'This event has only one occurrence. Any other related events are separate and distinct.' The 'Yes' option is also highlighted with a red border and contains the text: '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.'

Event Wizard – Specify Date / Time



- Specify the **actual** event time for the start and end time.
 - This time is what will be used for marketing purposes unless otherwise noted by one's administrator
- Specify any additional time you may need before or after event (time will be added to actual reservation time for Locations and Resources)
 - Typically Pre-Event and Post-Event time is for requestor
 - Typically Setup and Takedown time is for service providers

Event Wizard – Specify Date / Time



Delta Delta Delta Sock Hop New Event...

Delta Delta Delta Sock Hop
Homecoming 2014

Dance
ACADEMIC AFFAIRS
SGA
23 Attendees Expected
16 Attendees Registered
This is the marketing component to 25Live.
Sat Nov 15 2014 8:00 am
-
Sat Nov 15 2014 9:00 am
Setup: 15 minutes
Pre-Event: 1 hour
Post-Event: 15 minutes
Takedown: 1 hour

Progress...

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: Sat Nov 15 2014 8:00 am

Event End: Sat Nov 15 2014 9:00 am

Event Duration:
1 Hour

Reservation Duration:
3 Hours, 30 Minutes

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

Setup: 0 Days 15 Hours 15 Minutes

Pre-Event: 1 Days 0 Hours 0 Minutes

Reservation Start: **6:45 am**

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

Post-Event: 0 Days 0 Hours 15 Minutes

Takedown: 1 Days 0 Hours 0 Minutes

Reservation End: **10:15 am**

Event Wizard – Multi Occurrence Event



- If you selected “Yes” that this event has more than one occurrence then after selecting the first occurrence you have the option of selecting how to set up the repeat dates
- Next screen is where you will specify the repeat date

The screenshot shows a web interface for creating an event. On the left, a sidebar displays event details for 'Delta Delta Delta Sock Hop Homecoming 2014', including categories like Dance and Academic Affairs, attendance figures, and a schedule for Saturday, November 15, 2014, from 8:00 am to 9:00 am. The main area is titled 'Choose how this event REPEATS.' and contains five options, each with a brief description and examples:

- 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.

A 'Progress...' indicator is visible at the bottom left of the main area.

Event Wizard – Multi Occurrence Event



- NOTE: You can cancel a single occurrence without canceling the entire event

Delta Delta Delta Sock Hop New Event...

Delta Delta Delta Sock Hop
Homecoming 2014

Dance
ACADEMIC AFFAIRS
SGA
23 Attendees Expected
16 Attendees Registered
This is the marketing component to 25Live.
Sat Nov 15 2014 8:00 am
-
Sat Nov 15 2014 9:00 am
Setup: 15 minutes
Pre-Event: 1 hour
Post-Event: 15 minutes
Takedown: 1 hour

Progress...

Describe how this event REPEATS.

Weekly Repeats ▾

Repeats every ▾

Repeats on Mon Tue Wed Thu
 Fri Sat Sun

Repeats through

Ends after iterations

Occurrence List

Date	Comments	Status
Sat Nov 15 2014	<input type="text"/>	Active ▾
Mon Nov 17 2014	<input type="text"/>	Active ▾
Wed Nov 19 2014	<input type="text"/>	Cancelled ▾
Fri Nov 21 2014	<input type="text"/>	Active ▾

Event Wizard – Select Event Locations



- One can select
 - One location per event
 - Multiple locations per event
 - Select locations for specific occurrences in the event
- Event cannot be saved if selected Location is not available
 - Ensure “Show only my authorized locations that have no time conflicts” is selected to ensure Location is available for all occurrences
- Locations results will not consider head count unless “Ensure head count” is selected

Event Wizard – Select Event Locations



Delta Delta Delta Sock Hop [New Event...](#)

Delta Delta Delta Sock Hop
Homecoming 2014

Dance

ACADEMIC AFFAIRS
SGA

23 Attendees Expected
16 Attendees Registered

This is the marketing component to 25Live.

Sat Nov 15 2014 8:00 am
-

Sat Nov 15 2014 9:00 am

Setup: 15 minutes
Pre-Event: 1 hour
Post-Event: 15 minutes
Takedown: 1 hour

Repeats every week on Monday, Wednesday and Friday through Nov 21 2014

Find and select EVENT LOCATIONS.

★ **Your Starred Locations...**

MSC 100 Macadam Student Center - Auditorium Max Capacity: 300	✓
MSC 104 Macadam Student Center - Meeting Room 104 Max Capacity: 25	✓

Show only my authorized locations that have no time conflicts [Refresh](#)

Enforce head count

[Search by Location Name...](#)

[Saved Searches...](#)

Selected Locations

MSC 104 ✓ ★ ✕

Macadam Student Center - Meeting Room 104

Max Capacity: 25

Features: ADA Accessible; AV - Data Projector; AV - Internet - Wireless; AV - Screen - Automatic; Air Conditioning; Floor - Carpet; Podium; Seating - Moveable

Selected Occurrences: 2014-11-15; 2014-11-17; 2014-11-21

Conflicts: None

[View and Modify Occurrences](#)

Event Wizard – Select Event Resources



- One can select
 - One resource per event
 - Multiple resources per event
 - Select resources for specific occurrences in the event
- Event cannot be saved if selected resource is not available
- 25Live keeps track of the number of resources available and you cannot specify more than what is available

Event Wizard – Select Event Resources



Delta Delta Delta Sock Hop [New Event...](#)

Delta Delta Delta Sock Hop
Homecoming 2014

Dance
ACADEMIC AFFAIRS
SGA
23 Attendees Expected
16 Attendees Registered
This is the marketing component to 25Live.
Sat Nov 15 2014 8:00 am
-
Sat Nov 15 2014 9:00 am
Setup: 15 minutes
Pre-Event: 1 hour
Post-Event: 15 minutes
Takedown: 1 hour
Repeats every week on Monday, Wednesday and Friday through Nov 21 2014
MSC 104
11/15, 11/17, 11/21

Find and select EVENT RESOURCES.

[★ Your Starred Resources...](#)

Search by Resource Name...

AV - Blu-ray Player	✓
AV - DVD Player	✓
AV - Data Projector	✓
AV - Extension Cord	✓
AV - Laptop - Mac	✓
AV - Laptop - PC	✓
AV - Microphone - Hand Held Wireless	✓

[Refresh](#)

[Selected Resources](#)

▲ AV - DVD Player ✓ ☆ ✕

Selected Occurrences: 2014-11-15; 2014-11-17; 2014-11-21

Conflicts: None

[View and Modify Occurrences](#)

Progress... [Saved Searches...](#)

Event Wizard – Event Custom Attributes



- This field could have various names, but it is essentially a place where additional information can be tracked
- You must fill out the required information to save event

The screenshot shows the 'Event Wizard' interface for an event titled 'Delta Delta Delta Sock Hop' with the subtitle 'Homecoming 2014'. The interface is divided into two main sections: a left sidebar for event details and a main right area for custom attributes.

Event Details (Left Sidebar):

- Event Name:** Delta Delta Delta Sock Hop (Homecoming 2014)
- Category:** Dance
- Organization:** ACADEMIC AFFAIRS SGA
- Attendees:** 23 Attendees Expected, 16 Attendees Registered
- Marketing:** This is the marketing component to 25Live.
- Event Dates:** Sat Nov 15 2014 8:00 am - Sat Nov 15 2014 9:00 am
- Setup:** 15 minutes
- Pre-Event:** 1 hour
- Post-Event:** 15 minutes
- Takedown:** 1 hour
- Repeats:** Repeats every week on Monday, Wednesday and Friday through Nov 21 2014
- Location:** MSC 104 (11/15, 11/17, 11/21)
- Equipment:** AV - DVD Player (11/15, 11/17, 11/21)

Custom Attributes (Main Area):

Select EVENT CUSTOM ATTRIBUTES for this event.

- Alcohol Application Approved** [Not Active]
Yes No
- Cancel if Bad Weather**
Yes No
- Contract Received**
[Text Field] [Calendar Icon]
- Contract Required**
Yes No
- Custodial Needs**
[Text Field]
- Deposit Received**
[Text Field] [Calendar Icon]

At the bottom left, there is a green 'Progress...' button.

Event Wizard – Contact Roles



- Every event must have a Requestor or a Scheduler
- The person that initially created the event will automatically be listed as the Requestor
- The first person that saves the event in a Tentative or Confirmed event will be listed as the Scheduler
- The Scheduler name could also be automatically changed after save depending on how your administrator set up the application
- You may have additional roles that are based on your business practice

A screenshot of the 'Event Wizard' interface. The top bar shows the event name 'Delta Delta Delta Sock Hop' and a 'New Event...' button. On the left, a green sidebar contains event details: 'Delta Delta Delta Sock Hop Homecoming 2014', 'Dance', 'ACADEMIC AFFAIRS SGA', '23 Attendees Expected', '16 Attendees Registered', 'This is the marketing component to 25Live.', and dates 'Sat Nov 15 2014 8:00 am' to 'Sat Nov 15 2014 9:00 am'. The main area has a light blue header 'Select CONTACTS for this event.' Below it, there are two sections: 'Requestor' and 'Scheduler'. Each section has a dropdown menu showing 'Admin, R25' with a star icon, a close button (X), and a dropdown arrow. The email address 'r25admin@yourschool.edu' is displayed below each dropdown.

Event Wizard – Event Categories



- Select all the various ways in which your event can be categorized
- One can select as many categories as they wish
- NOTE: Reports and calendars can be based off the appropriate selected categories

The screenshot shows a web interface for creating an event. At the top, there are two tabs: "Delta Delta Delta Sock Hop" (selected) and "New Event...". Below the tabs, the event details are displayed in a light green box on the left, and a list of categories is shown in a light blue box on the right.

Delta Delta Delta Sock Hop
Homecoming 2014

Dance
ACADEMIC AFFAIRS
SGA
23 Attendees Expected
16 Attendees Registered
This is the marketing component to 25Live.
Sat Nov 15 2014 8:00 am
-
Sat Nov 15 2014 9:00 am
Setup: 15 minutes
Pre-Event: 1 hour
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Takedown: 1 hour
Repeats every week on Monday, Wednesday and Friday through Nov 21 2014

MSC 104
11/15, 11/17, 11/21

AV - DVD Player
11/15, 11/17, 11/21

Select CATEGORIES for this event.

- 201420
- Athletic
- Calendar - Alumni
- Calendar - Athletic
- Commencement
- Community
- Cultural
- Do Not Display on Web Calendars
- Fine Arts
- Fundraiser
- High Risk
- Homecoming
- Hot Event
- Music, Theater, Entertainment
- Open to the Public
- Promotional Event
- Publish to vCalendar
- Revenue Producing

Event Wizard – Requirements



- Answer and provide information when appropriate

Delta Delta Delta Sock Hop New Event...

**Delta Delta Delta Sock Hop**
Homecoming 2014

Dance
ACADEMIC AFFAIRS
SGA
23 Attendees Expected
16 Attendees Registered
This is the marketing component to 25Live.
Sat Nov 15 2014 8:00 am
-
Sat Nov 15 2014 9:00 am
Setup: 15 minutes
Pre-Event: 1 hour

Edit REQUIREMENTS for this event.

Are you going to have food at your event?
Comments:
Quantity:

Do you require setup time?
Comments:
Quantity:

Event Wizard – Calendar Requirement



- Answer and provide information when appropriate
- Typically administrator's will set up a task that will be sent to the approver of the calendar

Delta Delta Delta Sock Hop [New Event...](#)



Delta Delta Delta Sock Hop
Homecoming 2014

Dance

ACADEMIC AFFAIRS
SGA

23 Attendees Expected
16 Attendees Registered

This is the marketing component to 25Live.

Sat Nov 15 2014 8:00 am

Edit which CALENDARS should publish this event.

Do you want to be on the Alumni Calendar
Comments:

Do you want to be put on main calendar?
Comments:

Event Wizard – Additional Comments



- Event Comments, Event Confirmation Notes and Internal Notes are all fields which Requestor or Schedulers can leave additional information when appropriate

Delta Delta Delta Sock Hop [New Event...](#)

Delta Delta Delta Sock Hop
Homecoming 2014

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Setup: 15 minutes
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Repeats every week on Monday, Wednesday and Friday through Nov 21 2014

MSC 104
11/15, 11/17, 11/21

AV - DVD Player
11/15, 11/17, 11/21

Custodial Needs

Admin, R25
Scheduler

Admin, R25
Requestor

Edit additional COMMENTS and NOTES for this event.

Event Comments

Event Confirmation Notes

Internal Notes

Event Wizard – Terms and Conditions



- This is a required field and is simple a check box that states you agree with your institutions terms and conditions

A screenshot of a web application interface for an event wizard. The window title is "Delta Delta Delta Sock Hop" with a "New Event..." button. On the left, a green sidebar contains a document icon with a pencil, the event title "Delta Delta Delta Sock Hop", the subtitle "Homecoming 2014", and details: "Dance", "ACADEMIC AFFAIRS", "SGA", "23 Attendees Expected", "16 Attendees Registered", "This is the marketing component to 25Live.", and "Sat Nov 15 2014 8:00 am". The main content area has a light blue header "Terms and Conditions" and a checkbox labeled "I agree" with a red asterisk. At the bottom are four buttons: "Back", "Next", "Cancel", and "Finish".

Delta Delta Delta Sock Hop New Event...

Delta Delta Delta Sock Hop
Homecoming 2014

Dance
ACADEMIC AFFAIRS
SGA
23 Attendees Expected
16 Attendees Registered
This is the marketing component to 25Live.
Sat Nov 15 2014 8:00 am

Terms and Conditions

I agree *

◀ Back Next ▶

✕ Cancel Finish

Event Wizard – Event State



- Specify the appropriate Event State for your event before saving that is appropriate with your Institution's business process
 - **Draft**
 - Location and Resources are saved as preferences to event
 - **No Tasks** are generated with Event
 - Event Type still can be changed
 - **Tentative and Confirmed**
 - Location and Resources are scheduled based off appropriate security rights. If you do not have rights to assign objects then Tasks get sent to appropriate approvers
 - Tasks are generated (if any) based on Event Type, Location(s), Resource(s), Calendar Requirements and Requirements Other
 - Event Type is locked
 - The difference between Tentative and Confirmed is solely based on your institutions business process

Event Wizard – Event State



- Specify the appropriate Event State for your event before saving that is appropriate with your Institution's business process (cont)
 - **Sealed**
 - Event is locked and cannot be edited without Administrator rights
 - **Denied**
 - Locations and Resources are released
 - Tasks are canceled
 - Event still can be edited and changed
 - **Cancelled**
 - Location and Resources are released
 - Tasks are canceled
 - Event cannot be edited

Event Wizard – Event State

Delta Delta Delta Sock Hop [New Event...](#)

 **Delta Delta Delta Sock Hop**
Homecoming 2014

Dance

ACADEMIC AFFAIRS
SGA

23 Attendees Expected
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This is the marketing component to 25Live.

Sat Nov 15 2014 8:00 am
-
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Setup: 15 minutes
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Repeats every week on Monday, Wednesday and Friday through Nov 21 2014

 **MSC 104**
11/15, 11/17, 11/21

 **AV - DVD Player**
11/15, 11/17, 11/21

Custodial Needs

 **Admin, R25**
Scheduler

 **Admin, R25**
Requestor

Edit the EVENT STATE.

 **Draft**
Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state.

 **Tentative**
The event is scheduled, but is awaiting Confirmation from its Scheduler.
[Set as your default Event State?](#)

 **Confirmed**
The event is scheduled and confirmed.

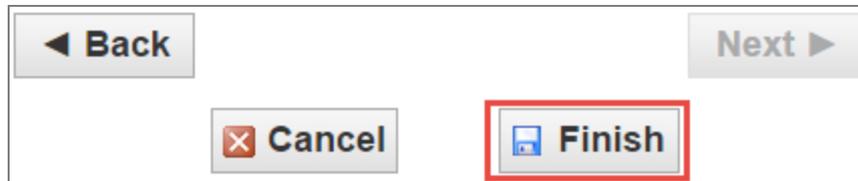
 **Sealed**
This event is finalized and cannot be edited or changed without sufficient permissions.

 **Denied**
This event has been denied, and all Location and Resource reservations will marked as cancelled.

 **Cancelled**
This event has been cancelled, and all Location and Resource reservations will marked as cancelled.

Event Wizard – Event Save

- When you are ready to save your Event all required fields must be filled out
- You can click on Finish at the bottom of the Event Wizard

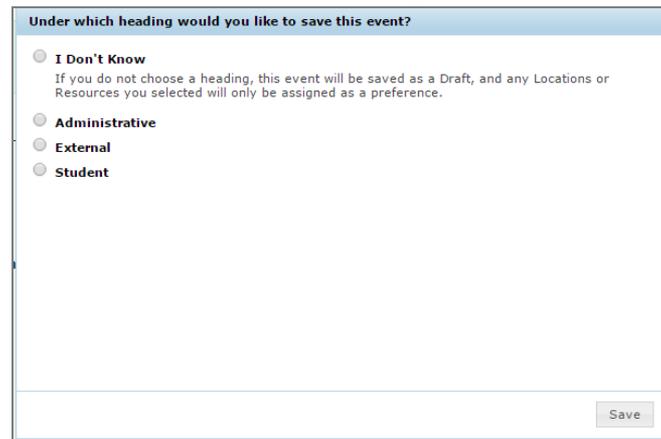


or click the save icon found at the top right of your screen



Event Wizard – Event Save

- If saving the event in an Event State other than Draft one will be saving directly to the 25Live event structure, therefore one may be asked where to save your event



Under which heading would you like to save this event?

I Don't Know
If you do not choose a heading, this event will be saved as a Draft, and any Locations or Resources you selected will only be assigned as a preference.

Administrative

External

Student

Save

- If one is not asked where to save the event then your event may have been
 - Saved automatically to the structure
 - Converted to a Draft event because there was no where to route your event
 - You only have rights to save an event as a Draft request

Event Wizard – Save Confirmation Page Options



- Once the event is saved one will see the Save Confirmation Page

 **Delta Delta Delta Sock Hop**
Homecoming 2014

Dance
ACADEMIC AFFAIRS
SGA
23 Attendees Expected
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 **MSC 104**
11/15, 11/17, 11/21

 **AV - DVD Player**
11/15, 11/17, 11/21

Custodial Needs
 **Admin, R25**
Scheduler
 **Admin, R25**
Requestor

Fine Arts

 **Tentative** ID: 2014-AAAZIR

This event has been saved. You should receive confirmation from the scheduler within 2 business days. Close X

Here's Some Information About Your Event

 **Location Requests Pending Approval**
Location 'BCC 103' requested for Nov 15 2014 06:45 AM.
Location 'BCC 103' requested for Nov 17 2014 06:45 AM.
Location 'BCC 103' requested for Nov 21 2014 06:45 AM.

What's Next?

View Details View the Event Details page for this event. The full range of actions are available to you from there.

Edit Need to make some more edits to this event? Click this button to start editing.

Email Email the details of this event to its stakeholders or anyone else.

Event Preferences

The following locations were requested for this event:

 **BCC 103**
[Remove Preferences](#)

Event Tasks

4 Active Notification Tasks
3 Active Assignment Tasks

More Event Options

 [Print Confirmation](#)  [Copy](#)

[Create "To Do"](#)

 [Manage Relationships](#)

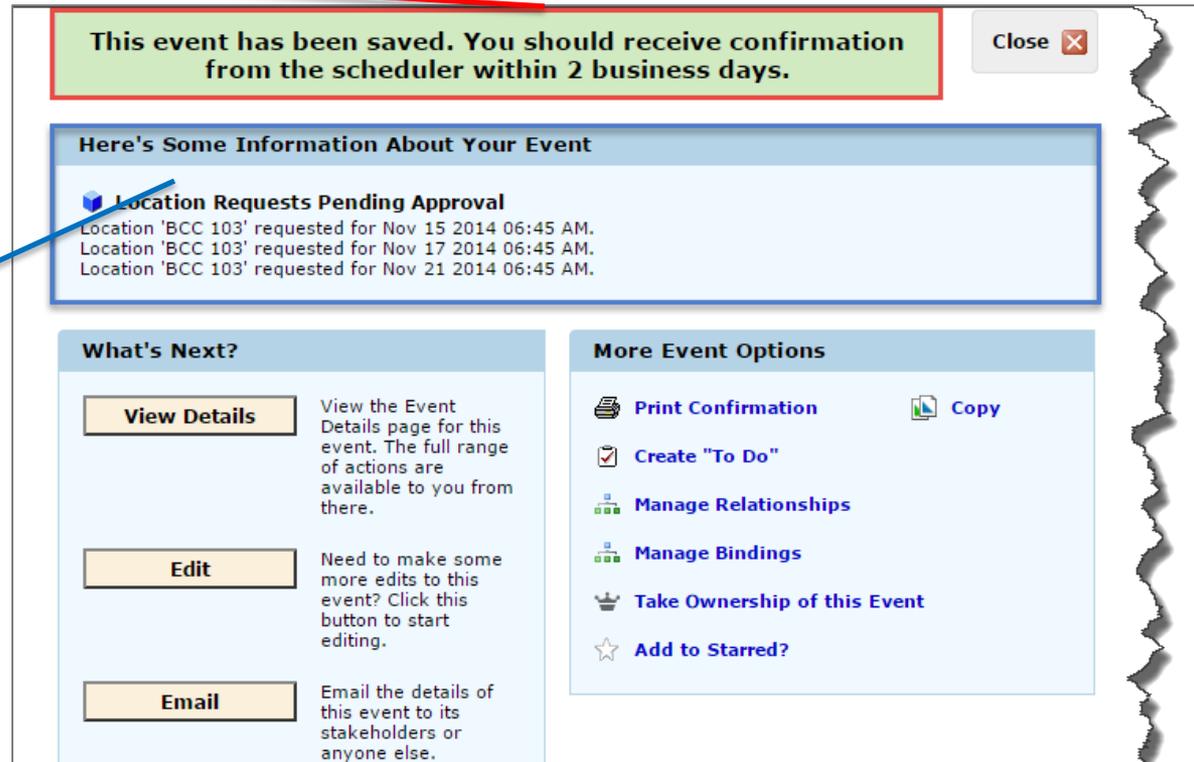
 [Manage Bindings](#)

 [Take Ownership of this Event](#)

 [Add to Starred?](#)

Event Wizard – Save Confirmation Page Options (continued)

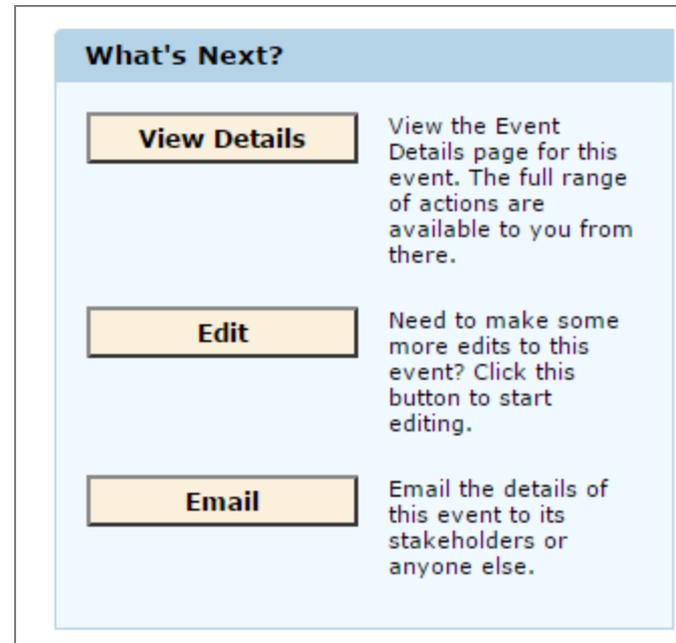
- Custom message that your administrator set
- If this event is a Draft request the desired Locations or Resources will be set as a preference
- If this is a Tentative or Confirmed the objects one does not have rights to assign will be pending approval



The screenshot shows a confirmation message at the top: "This event has been saved. You should receive confirmation from the scheduler within 2 business days." Below this is a section titled "Here's Some Information About Your Event" which contains a sub-section "Location Requests Pending Approval" listing three requests for 'BCC 103' on different dates. The bottom section is divided into "What's Next?" with buttons for "View Details", "Edit", and "Email", and "More Event Options" with links for "Print Confirmation", "Copy", "Create 'To Do'", "Manage Relationships", "Manage Bindings", "Take Ownership of this Event", and "Add to Starred?".

Event Wizard – Save Confirmation Page Options (continued)

- **View Details** – Closes the Event Wizard and redirects one to the Events Tab - Event Details page
- **Edit** – Allows one to edit the event if one has appropriate security rights
- **Email** – Allows one to email the event to stakeholders or anyone



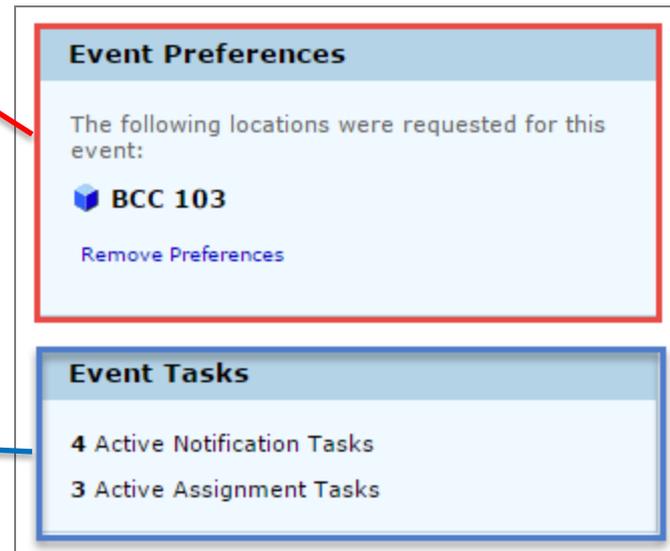
Event Wizard – Save Confirmation Page Options (continued)

- **Event Preferences** –

If one does not have rights to assign or the event state is a Draft then the Event Preferences will show the Locations and Resources

- **Event Tasks** –

Specifies the number of Tasks that were generated by this event. One can go to the Event Details to see the individual Tasks



Event Preferences

The following locations were requested for this event:

- BCC 103

[Remove Preferences](#)

Event Tasks

- 4 Active Notification Tasks
- 3 Active Assignment Tasks

Event Wizard – Save Confirmation Page Options (continued)

- **More Event Options -**
Additional options regarding this particular event. One will see these options when looking at the event in the Event tab under More Actions...



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