25Live Basic Training

https://25live.collegenet.com/usca
Creating an Event Using the 25Live Event Wizard

Overview

Sign In – in the upper right hand corner, select Sign In and log in with your Enterprise Username and Password

Your initial password is ‘25Liveisfun’. To change your password Select Preferences > Change password

In this same area, you will also need to ‘Edit Your Contact Information’, specifically the Email Signature
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Using the online help

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.
Searching for a Location for Your Event

Your home page will be displayed like this. Let the box bordered in red become your best friend!

If you know the date you want to schedule an event, select the first option.

The box is enlarged below.

If you know the date you want to schedule an event, select the first option.
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Enter the date, start time, end time, number of attendees and click the Show me what's available button.

It will return to you all available locations that meet your criteria.

From here, you can select the location you want to use or change your search criteria to include a larger maximum capacity (see area above circled in red). When you find the location you would like to use, select it and it will send you into the Event Wizard to create your event.
If you know that you want a particular location but your date can be flexible, choose the second option:

Enter the first few letters of the building name and a room number if you know it. Then click “Go”. When the words “Select your location” appear (area circled in red), click on the drop down arrow (in purple square) to open up the list of available rooms. In the example below, B&E 140 is being requested. Also notice that you have the ability to change the date range by clicking on the date (area circled in green below).

From the list that appears in the drop down, select the location you desire for your event. This will open up a view of the room’s availability.

From there, you can select the time and date you desire by clicking in the appropriate time box. This will open up the Event Wizard for you to begin entering your request.
Opening the Event Wizard

To start creating an event, click the Event Wizard tab to open the wizard or select Create an Event.
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**Entering basic information**

Enter an Event Name, and select an Event Type and Sponsoring Department. The Event Name is how the event will appear on web calendars (if set up in your 25Live Configuration) and in searches. Permissions determine which Event Types you can choose from.

![Event Wizard screenshot](image)

NOTE: The box highlighted in **RED** above will always give you a tip about what to enter in the corresponding field.

There is a drop down available for Event Type and Sponsoring Department or you can begin typing and it will display options.

Click “Next” to enter additional basic information.
Enter additional basic information

Enter the event’s expected head count, if you know it, and event description. The Expected Head Count will be used by 25Live to find locations that can hold your event. The Event Description can appear on web calendars if you intend to publish your event.
Click “Next” to add event occurrence information.

**Does the event repeat?**

If the event has only one occurrence, select “No;” if it has more than one occurrence, select “Yes.”

![Image of event occurrence question]

Click “Next” to set the event start/end date and time.
When is the first occurrence?

Specify the date and times of the **first occurrence** of the event. This means your event will begin and end on the same date, even if it is a repeating 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. You can then connect those events to each other later using Manage Related Events functionality.

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.
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 event repeat?**

If your event has more than one occurrence, select how the event repeats.

![Choose how this event REPEATS.](image)

- **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.

Click “Next” to set the event’s occurrence dates.
Define the exact dates of the event

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.

Click “Next” to select the event’s location(s).
Select location(s)

Select one or more favorite “starred” locations, or search for suitable locations by location name, saved search, or advanced search. 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.

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.

If you need to un-assign a location for specific occurrences, choose a different layout, or add setup instructions, click “View and Modify Occurrences” on the right and perform the required task(s).

Select resource(s)

Select one or more favorite “starred” resources, or search for resources by resource name, saved search, or advanced search. If you’ve searched, choose one or more available resources for your event.

A red triangle means the resource is not available. A green check mark means the resource is available.

Click “Next” to select the event’s resource(s).
If you need to adjust the quantity of a resource needed (i.e. 50 chairs), un-assign a resource for specific date, or add setup instructions, click “View and Modify Occurrences” on the right and perform the required task(s).

Click “Next” to add any comments or notes for the event.
Select Categories

Select the categories the event belongs to. Categories help other users find events when searching and can determine things such as whether your event is promoted on web calendars and which calendars to promote it on. If you want to be certain that your event is NOT published on any calendars, please select “Don’t Display on Published Calendars”.

Click “Next” to select which calendars to publish this event to. At this time, USCA does not have any calendars prepared but we will within 60 days of our launch date.
Add Comments and Notes

Enter appropriate comments and/or notes for the event.

- Event Comments can be seen by most users.
- Confirmation Notes are shown in Confirmation Reports.
- Internal Notes can be seen only by people who are event contacts, like Requestor and Scheduler.

Click “Next” to agree to event terms and conditions.
Agree to terms and conditions

Check the “I agree” box. It is required that you agree to the terms and conditions before your event can be saved.

Click “Save” to complete the event creation.
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Closing Out Your Event

Be sure to close the window by selecting the Close button. By selecting this button, the proper notifications are triggered for your event to be sent for its approvals.

After you have closed the event, the home screen will now display your event like this. If this does not appear immediately, click the blue circular arrow to refresh the functionality of that particular box.
BONUS TIP #1: A progress window similar to this follows you through the entire process. It can be seen along the left hand side of the screen when you are in the Event Wizard.

BONUS TIP #2: In the event below, the ‘PeopleSoft Finance Assistance’ event was created, but not completed. You can identify the difference because PeopleSoft Finance Assistance does not have a blue cube identifying the location for the event. Every event MUST HAVE a location assigned to it.
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To go back and complete the event, select the event to enable editing. Select Edit this Event.

You will be guided back through the Event Wizard to complete the left out information.
You will always receive the Acknowledgement page, even when in editing mode.

Select Save.

Be sure to close the window by selecting the Close button to trigger the proper notifications for your event to be approved.
Attaching a Setup Diagram to Your Event

If you have a setup diagram to include with your event, please follow these instructions.

After saving your event, you will see the following screen. Click on Print Confirmation.

Enlarged copy below:

25Live then displays the following screen as it prepares your confirmation:

25Live is preparing your report for download.

Please wait a few moments for a download prompt to appear.

If a download prompt does not appear within 10 seconds, click here to refresh.

When the report is generated, it will appear in the lower left hand corner of your screen as a pdf document. Click on the document to open it. The Confirmation looks like this:
Please print the confirmation and scan it into your computer, along with the setup diagram and any instructions for Operations. Then use your regular Outlook email account to send the email with attachments (two attachments: 1) Scanned Confirmation and 2) Setup Diagram).

Be sure to include the following individuals in your email: Annette Beeler, Victor Albert and Amy Westra.

Include Mandi Welch if you are requesting a setup in the SAC.

Include Juanita Palmer if you are requesting a setup in the Etherredge Center.
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How Will I Know if My Request Has Been Approved?

Unfortunately, 25Live does NOT send out an auto email if your request for space or resources has been approved or denied. Instead, you must login and check the status of your event. Follow these instructions:

Login to 25Live using your USC username and the password of your choice

On the home page, direct your attention to the “Your Events” box

Click on the line that reads “X Events in which you are the Scheduler”. This will pull up a list of all the events that you have entered into the system.

Select the event by clicking on the Event Name.
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On this screen, look into the box on the left.

![Event Details]

The approvals line will tell you if any part of your request has been approved.

![Event Details]
To look at additional information regarding the approvals – such as if it was the location that was approved or the resources that were approved – click on the Audit Trail tab and review the details inside.