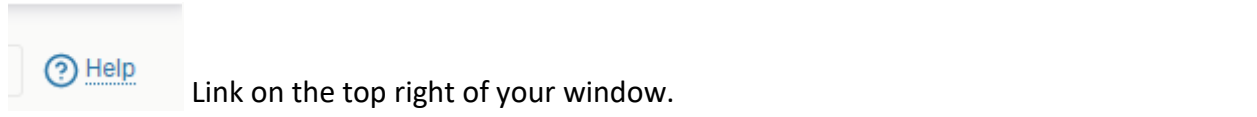
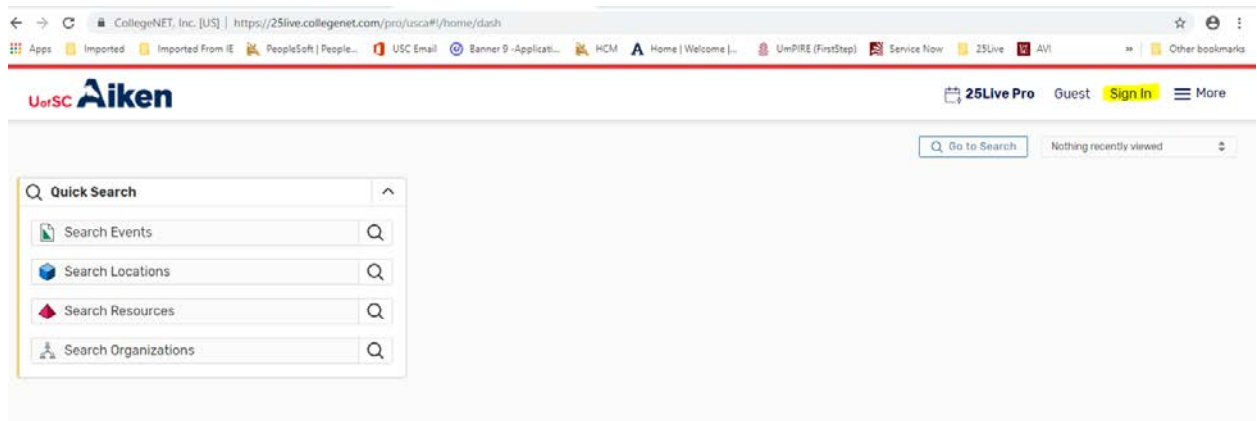


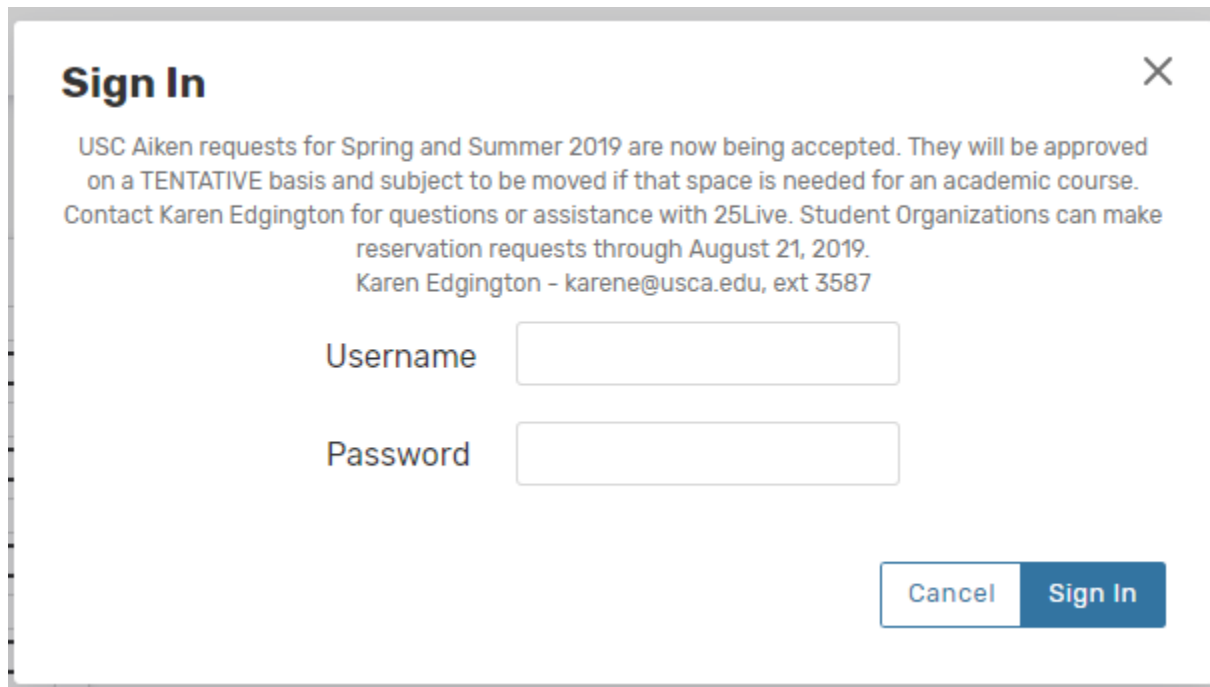
This is an overview of 25Live Pro's functions. For more detailed information, please click on the




The web address is <https://25live.collegenet.com/pro/usca#!> I suggest bookmarking it for future reference. The link will also be available on the A-Z/FORMS INDEX on the USC Aiken website. You will use the same log in credentials that you used for 25Live Classic.




Select the **Sign In** link > Enter your network username and password. Select **Sign In**



If you need to change your password, select the  More > Select Preferences > Select change Password.

✕

 Home: 25Live Pro

Navigate to... ▲

- List
- Calendar
- Availability
- Search
- Reports
- Publisher
- 25Live Scheduling

Preferences ▲

- Edit Contact Info
- Change Password**
- Date/Time Preferences

Change Your Password

New Password:

Confirm New Password:


Passwords may contain only letters, numbers and underscore characters.


Cancel

You can create events a number of different ways. Under **Find Available Locations**
Select “**I know WHEN** my event should take place -- help me **find a location!**”
Or select **Event Form** from the header
Or select **Create an Event**


The screenshot displays the UofSC Aiken website interface. At the top left is the logo "UofSC Aiken". Below the logo is a "Quick Search" section with four options: "Search Events", "Search Locations", "Search Resources", and "Search Organizations". Below this are sections for "Your Starred Event Searches", "Your Starred Location Searches", and "Your Starred Resource Searches". At the bottom of the search section is "Your Starred Reports" with the message "You do not have any Starred Reports!". On the right side, there is a "Find Available Locations" section with two options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me find a time!". Below this is a "Create an Event" button. Further down are sections for "Your Upcoming Events" (13 Events in which you are involved and 15 Events in which you are interested), "Your Event Drafts", and "Tasks".

Select Event Form (or one of the other options above) to begin creating your event.

Required fields are marked as such. If you place your mouse on the  icon, information about that field will be displayed.



Event Name - Required 

This field is limited to 40 characters.

Expanded Event Name 

Use this field if your Event Name is more than 40 characters.

Event Type - Required 

Sponsoring Department - Required 

Enter the letters AIK and then search to find the department for which you are making the request.

Expected Attendance - Required

Event Description 

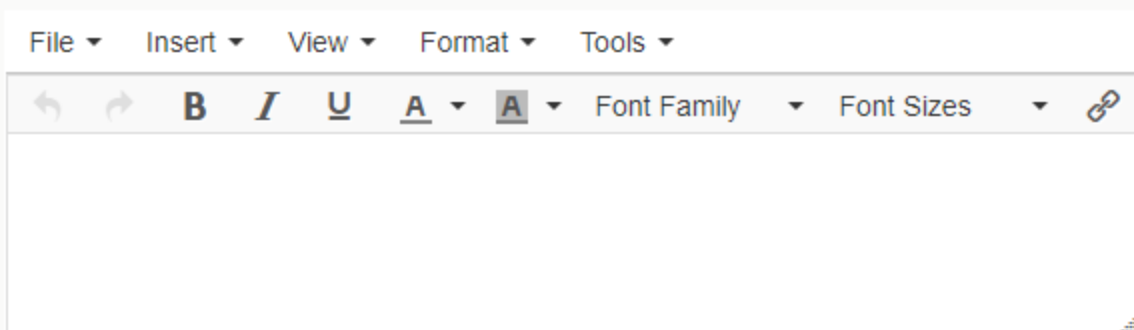
Event Description

Please describe your event. The information you enter here will appear on the public campus calendar so be aware of spelling, grammar and punctuation.

If you are requesting this event to be an ICE Event, copy and paste your description of the event from the ICE Event application, so that the descriptions are identical.

ICE Event Application

If there is a cost involved for an event, please include the cost here.



The image shows a screenshot of a rich text editor interface. At the top, there is a menu bar with the following items: File, Insert, View, Format, and Tools. Below the menu bar is a toolbar containing several icons: a left-pointing arrow, a right-pointing arrow, a bold (B) icon, an italic (I) icon, an underline (U) icon, a text color (A) icon with a dropdown arrow, a background color (A) icon with a dropdown arrow, a font family dropdown menu, a font size dropdown menu, and a link icon. Below the toolbar is a large, empty text area for entering the event description.

All reservation requests must be made at least three days in advance of the actual event. The date defaults to the earliest date a reservation can be made (today is Oct. 30). If I attempt to add an event for Oct. 31, the date will not change and this message appears: **The chosen value causes dates to fall outside allowable bounds (Sat Nov 02 2019 - Tue Dec 31 2019)**

Event Date and Time - Required

Sat Nov 02 2019

12:00 pm

To:

1:00 pm

Event Date and Time - Required 

Sat Nov 02 2019

1:00 pm

To:

2:00 pm

This event begins and ends on the same day

Additional time

Setup Time

0

Days

2

Hours

0

Minutes

Pre-Event Time

0

Days

0

Hours

0

Minutes

Post-Event Time

0

Days

0

Hours

0

Minutes

Takedown Time

0

Days

2

Hours

0

Minutes

You can pick your repeating pattern by selecting the dates on the calendar or select

Repeating Pattern

if you select the Repeating pattern, a 'Pattern Picker' box will be displayed and you can choose how the event repeats: Ad hoc, daily, weekly, or monthly.

Pattern Picker

How does this event repeat? Weekly

Repeats every week

Repeats on Sun Mon Tue Wed Thu Fri Sat

Repeats through

Sat Nov 30 2019

Ends after 1 iterations

Cancel

<< < November 2019 > >>

S	M	T	W	T	F	S
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
01	02	03	04	05	06	07

Locations

Enter Building Name in the Search locations box

Unavailable - Indicates that you do not have access to reserve a specified location or the location is blacked out for some of the dates selected.

[Reserve](#) Location is free of all conflicts for dates and times selected.

Reserve Available	BUSEDU 102	Business and Education Room 102	17	5/9	Conflict Details
-----------------------------------	----------------------------	---------------------------------	----	-----	----------------------------------

This view states the room is available for five of the nine dates selected. You can select the 'Conflict Details' link and it will show what is currently scheduled in the location.

Once you select your location it will appear below your search criteria.

Resources


Resources are services or items needed for your event. Examples include: equipment not already in the location i.e. podium, tables & chairs, etc. Services could be Public Safety, Food Service, Operations, Marketing, Media, etc. For catering requests, contact Terrie Tyson at 803-641-3596 or order directly from [CaterTrax](#). Public safety **must be notified seven days in advance if more than 100 guests are expected**. Use the Reserve (or Request) button to make selections. You may choose one or more available resources for your event. Enter the amount in the Add column. Select Reserve. Click on View/Modify Occurrences to select or change the quantity of the item you need. Use the 'Instructions' box to describe how you would like the room arranged. **Once your event has been approved for ICE credit, please edit your event, access the Resources section and add the AIK -ICE Event Request resource. This will ensure that the event is displayed on the ICE Event calendar. Select AIK- ICE Event Request as a resource.**

Some resources are assigned to specific locations.

Resources Search

Saved Searches (optional) ▾

AIK- Table ×

 Hint! Type :: to use SeriesQL.

More Options ▾

Reset


Search

Add		Name	Quantity Available	Conflict Details
<input type="text" value="1"/>	Reserve	AIK - 5 ft Table - SAC	17 to 30 / 30	None
<input type="text" value="10"/>	Reserve	AIK - 6 ft Table	65 to 100 / 100	None

Categories determine which calendar the event will be displayed on. If you choose 'Don't Display on Published Calendars', the event will only appear on the Master Calendar.




Once you have entered all the necessary information, you can preview what you have entered by selecting the "Preview" button. If you are satisfied with the information entered, select Save.

A Notification Message will appear and your event will be displayed.


 **Test Case** Tentative 2019-ACAACZ Sat Nov 02 2019 1:00 pm - 2:00 pm
Repeats every week on Monday and Wednesday

- Details**
- Occurrences
- Calendar
- Task List
- Pricing
- Audit Trail

General ^

Event Name: Test Case
Event Type: Workshop / Training
Organization:  [Admissions - AIK](#)
Scheduler:  TEST, TEST
Requestor:  TEST, TEST
Head Count: 10 expected
0 registered

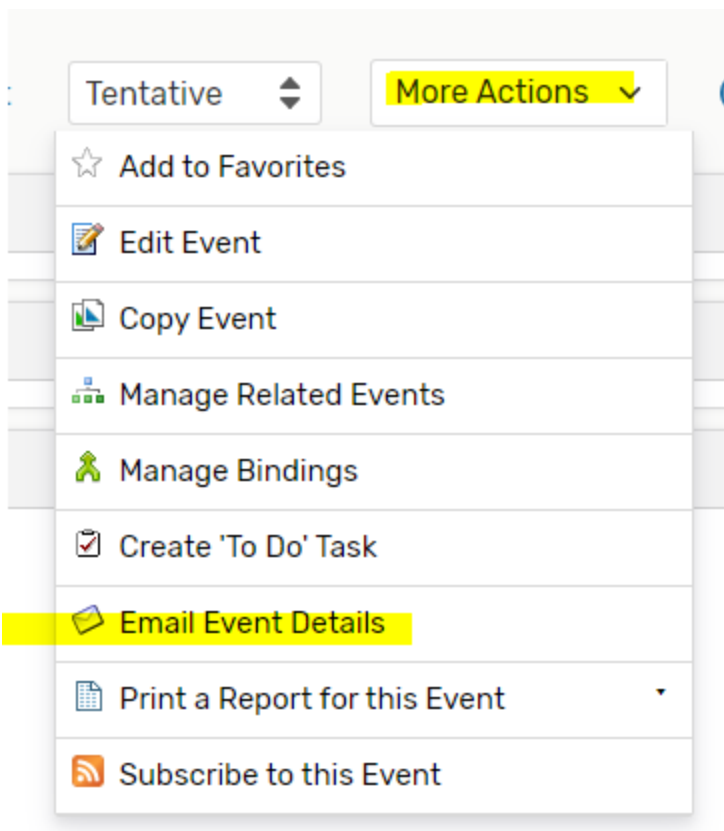
1 Notification v

 You have successfully created an event in 25Live! 1) We are currently receiving requests through December 31, 2019. 2) Events remain in a tentative state. This will allow you to make changes to resources, number of attendees, or time if necessary. 3) Please allow for 3 business days for requests to be processed. 4) Requests are reviewed in the order they are received. Contact Karen Edgington if you need further assistance.

[View this event's Task List](#)

www.usca.edu

By selecting More Actions, you can Email Event Details



You can send files or pictures, provide more instructions, etc.

Email Event Details ✕

Link to: Pro Original 25Live Scheduling

<p>Related Recipients</p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">TO</th> <th style="text-align: center;">CC</th> <th style="text-align: center;">BCC</th> </tr> </thead> <tbody> <tr> <td>Self (TEST, TEST)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Requestor (TEST, TEST)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Scheduler (TEST, TEST)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Anyone with Assignment Tasks</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Anyone with Notification Tasks</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Event Owner</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p>Attach:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Event Confirmation (Related) <input type="checkbox"/> Event Confirmation (Detailed) <input type="checkbox"/> iCal File <p style="margin-left: 20px;"><input type="button" value="Choose File"/> No file chosen</p>		TO	CC	BCC	Self (TEST, TEST)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Requestor (TEST, TEST)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scheduler (TEST, TEST)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anyone with Assignment Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anyone with Notification Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Event Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Additional Recipients</p> <p><u>TO</u> <input style="width: 100%;" type="text"/></p> <p><u>CC</u> <input style="width: 100%;" type="text"/></p> <p><u>BCC</u> <input style="width: 100%;" type="text"/></p> <p style="font-size: small;">Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.</p>
	TO	CC	BCC																										
Self (TEST, TEST)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																										
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Event Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																										

Subject:

Message Body Check the checkbox to include Event Details. Add a custom message if desired.

Include event details in body of message

Your Upcoming Events ^

1 Event in which you are the **Requestor**

1 Event in which you are the **Scheduler**

You can view events you created under the 'Your Upcoming Events' section on your dashboard.

Tasks are approved, but the events are typically not 'Confirmed' as edits cannot be made if the event is in a 'Confirmed' state.

The screenshot shows a web interface for an event titled 'Test'. At the top, the event is marked as 'Tentative' with a reference ID '2019-ABVVVJ' and a time slot 'Sat Jun 08 2019 11:00 am - 12:00 pm'. Below this are navigation tabs for 'Details', 'Occurrences', 'Calendar', 'Task List', and 'Audit Trail'. The 'Details' tab is active, showing a form with the following fields:

- Event Name:** Test
- Event Type:** Meeting
- Organization:** Housing - AIK
- Scheduler:** TEST, TEST
- Requestor:** TEST, TEST
- Head Count:** 15 expected, 0 registered

On the right side, there are sections for 'Event Categories', 'Custom Attributes', and 'Event Info'. The 'Event Info' section contains:

- Event Owner:** TEST, TEST
- Creation Date:** Wed Jun 05 2019
- Reference:** 2019-ABVVVJ
- Cabinet:** AIK - 2013-2050 Special Events
- Folder:** AIK - Administrative

At the bottom left, under 'Tasks Completed', it shows 'Approvals: 0/1' and a link to 'View this event's Task List'. An 'Edit Event' button with a dropdown menu set to 'Tentative' is located at the top right of the details section.

This view:

Search location availability

Star often used locations, save searches

Shows the difference between an academic course and a special event. A location that is blacked out.

Select the event title and it will open up the details of the course or event.

Quick Search Quick Advanced

Pre-Defined Groups
Your Starred Locations

Keyword

Add Criteria

List Calendar **Availability**

	6	7	8	9	10	11	12	1	2	3	4
<input checked="" type="checkbox"/> BUSEDU 002			Cardiac Rehab					EXSC A323L 002 738...			
<input type="checkbox"/> BUSEDU 102	Closed										
<input type="checkbox"/> BUSEDU 112	Closed		Blackout: Entrepreneurship Center Usage								
<input type="checkbox"/> BUSEDU 116	Closed										
<input type="checkbox"/> BUSEDU 122	Closed		SRNL Leadership Program								
<input type="checkbox"/> BUSEDU 124	Closed		SRNL Leadership Program								
<input type="checkbox"/> BUSEDU 131	Closed										
<input type="checkbox"/> BUSEDU 134	Closed										
<input type="checkbox"/> BUSEDU 135	Closed					EXSC A323 002 73831 201...					
<input type="checkbox"/> BUSEDU 136	Closed										
<input type="checkbox"/> BUSEDU 138	Closed										
<input type="checkbox"/> BUSEDU 140	Closed										
<input type="checkbox"/> BUSEDU 143	Closed										
<input type="checkbox"/> BUSEDU 144	Closed										

Below is a link provided by CollegeNET with additional steps for creating events:
<https://knowledge25.collegenet.com/display/25HELP/Creating+Events+With+the+Event+Form>.