



## Creating an Event Using the 25Live Event Wizard

# Creating an Event Using the 25Live Event Wizard

## Overview

---

This training guide will guide you on how to request an event at Baker College.



## Login

To login you will enter the following address

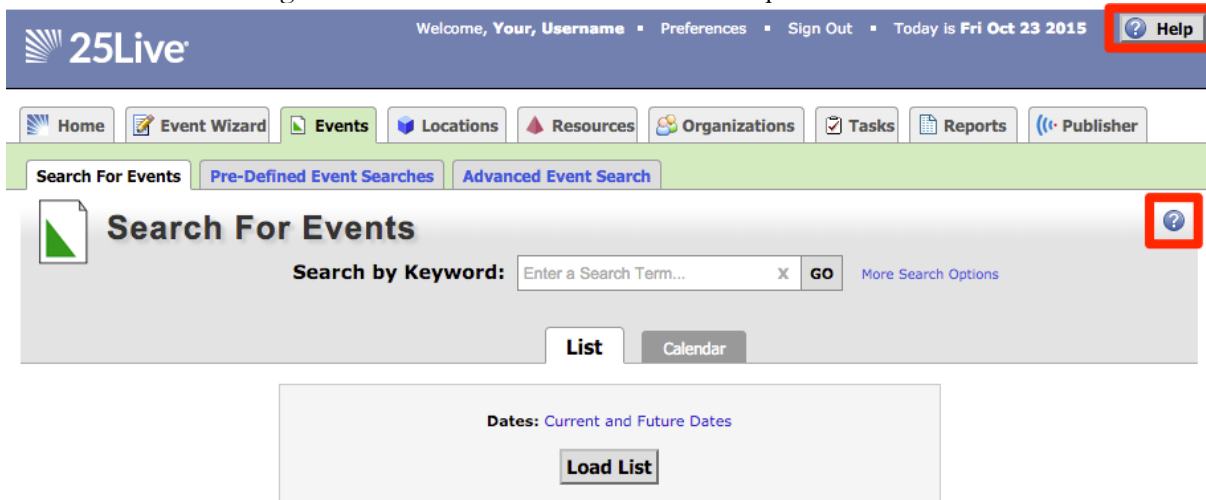
<https://25live.collegenet.com/baker/>

When you type in the address and click enter, you will login using SSO as you would with other applications at Baker College.

## Using the online help

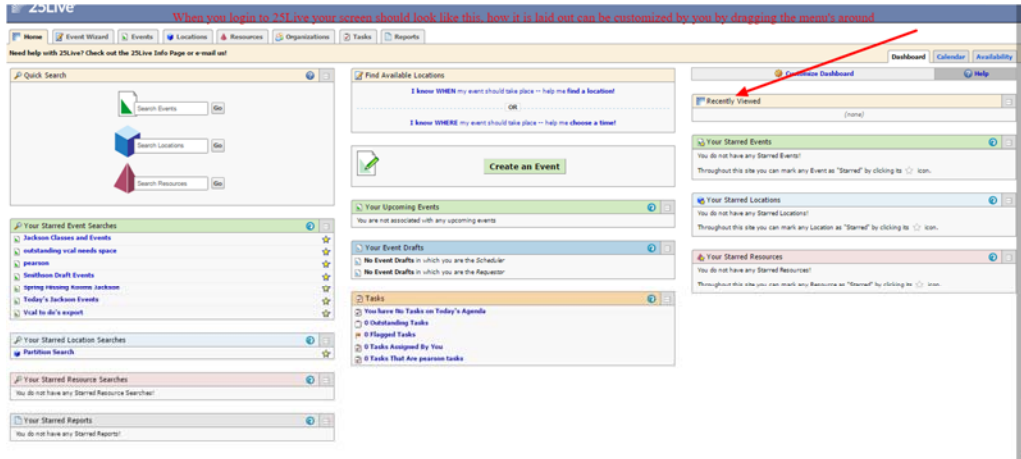
Keep in mind that you can always consult the online help if you have questions about what to do. Click the  **Help** general “Help” button in the upper right of the page to access all Help topics, or click the  Help icon in the navigation bar to access context-specific help for the current view or functional area.

**Note:** You must be signed into 25Live to access the online help.



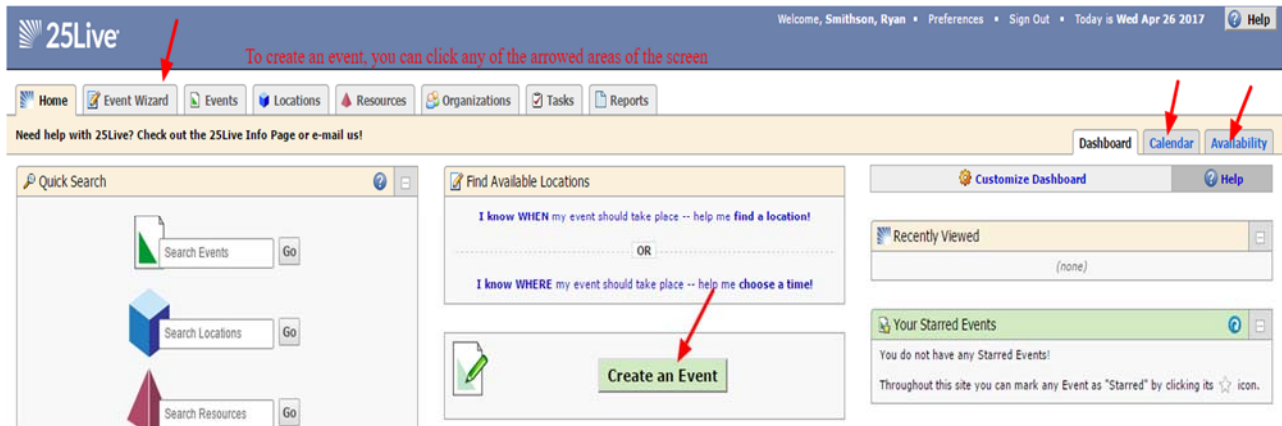
## Landing Screen

The following is the screen you will see when you login



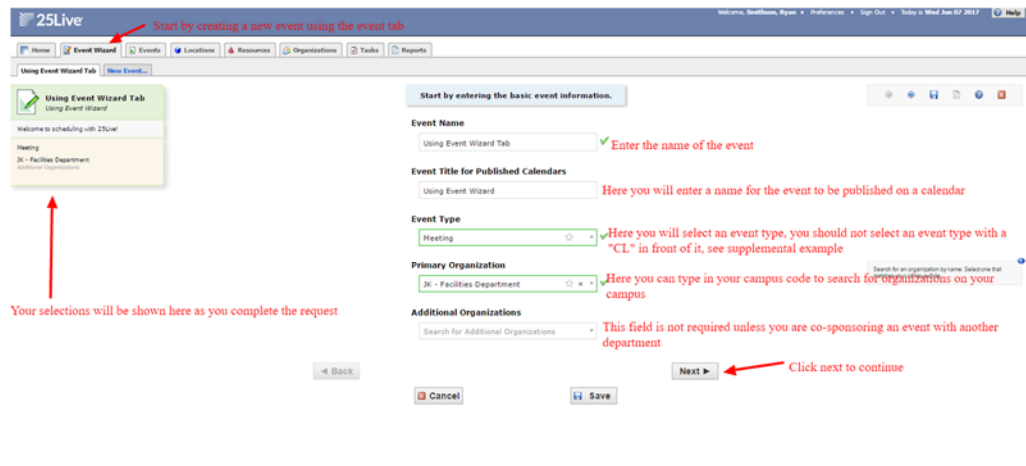
## Opening the Event Wizard

To start creating an event, click the Event Wizard tab to open the wizard.

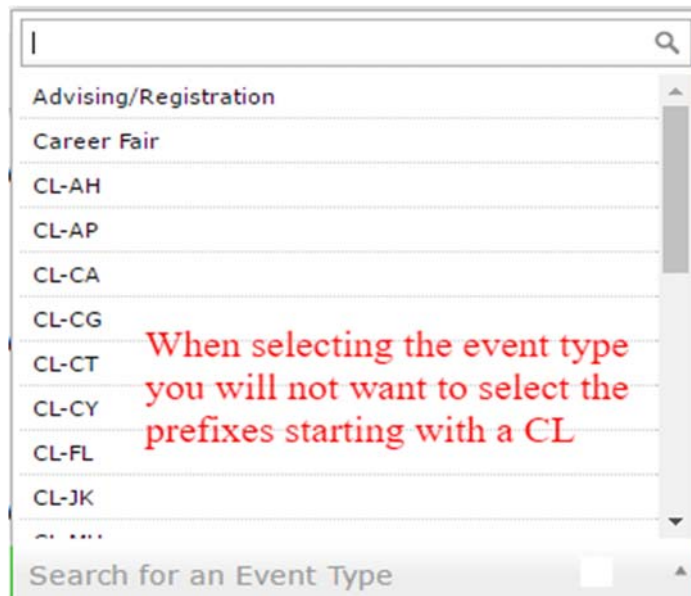


## Entering basic information

Enter an Event Name, and select an Event Type and Primary Organization. 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.



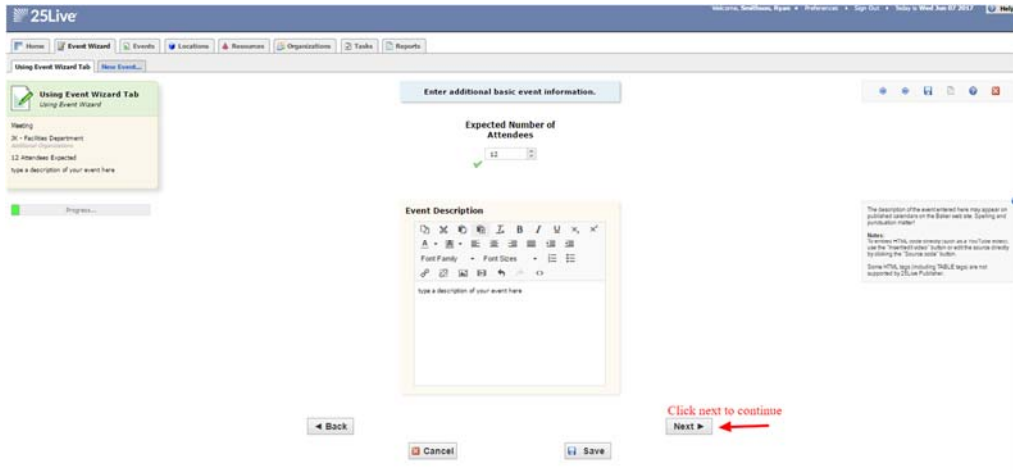
Below are some notes about event type



Click “Next” to enter additional basic information.

## Enter additional basic information

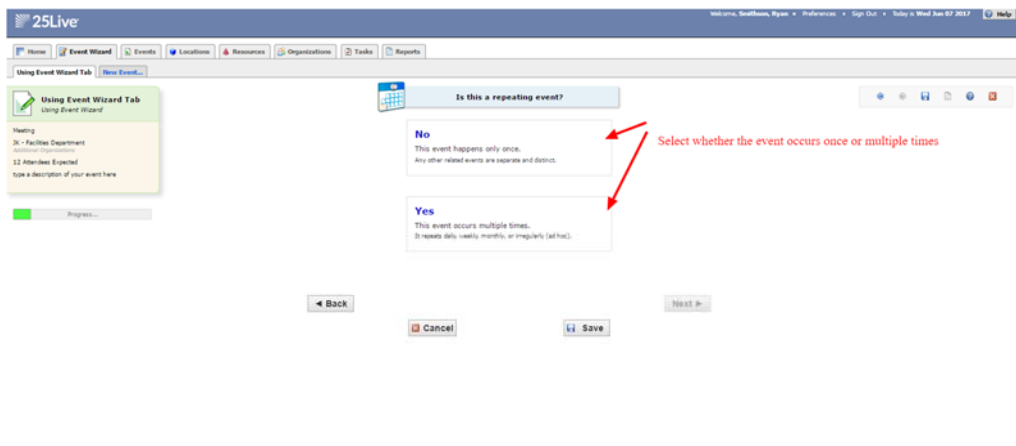
Enter the event’s expected head count, its registered head count if you know it, and event description. The Expected or Registered Head Count will be used by 25Live to find locations that can hold your event. The Event Description can appear on web calendars if you intend to publish your event.



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.”

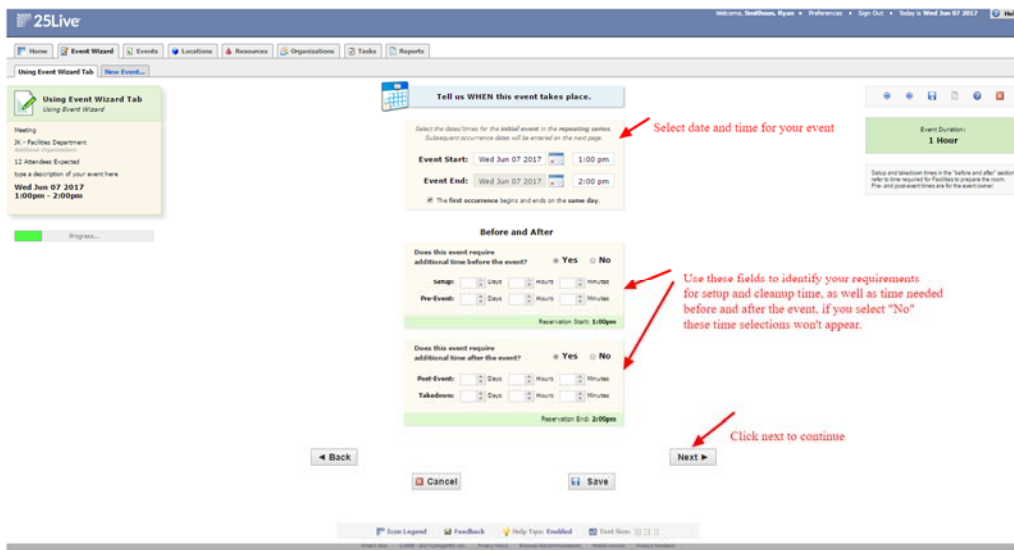


Click “Next” to set the event start/end date and time.

## When is the first occurrence?

Specify the date and times of the first occurrence of the event. 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.**

**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.*

**◀ Back**

**Next ▶**

**✕ Cancel**

**📄 Finish**

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.

Describe how this event REPEATS.

Monthly Repeats ▾

Repeats every  ▾

Repeat by Day

Repeat by Position  
Repeat on the  ▾  
 ▾

---

Repeats through

Ends after    iterations

Occurrence List

Date	Comments	Status
Mon 12/15/2014	<input type="text"/>	Active ▾
Mon 01/19/2015	<input type="text"/>	Active ▾
Mon 02/16/2015	<input type="text"/>	Active ▾
Mon 03/16/2015	<input type="text"/>	Active ▾
Mon 04/20/2015	<input type="text"/>	Active ▾
Mon 05/18/2015	<input type="text"/>	Active ▾
Mon 06/15/2015	<input type="text"/>	Active ▾

◀ Back

Next ▶

Cancel

Finish

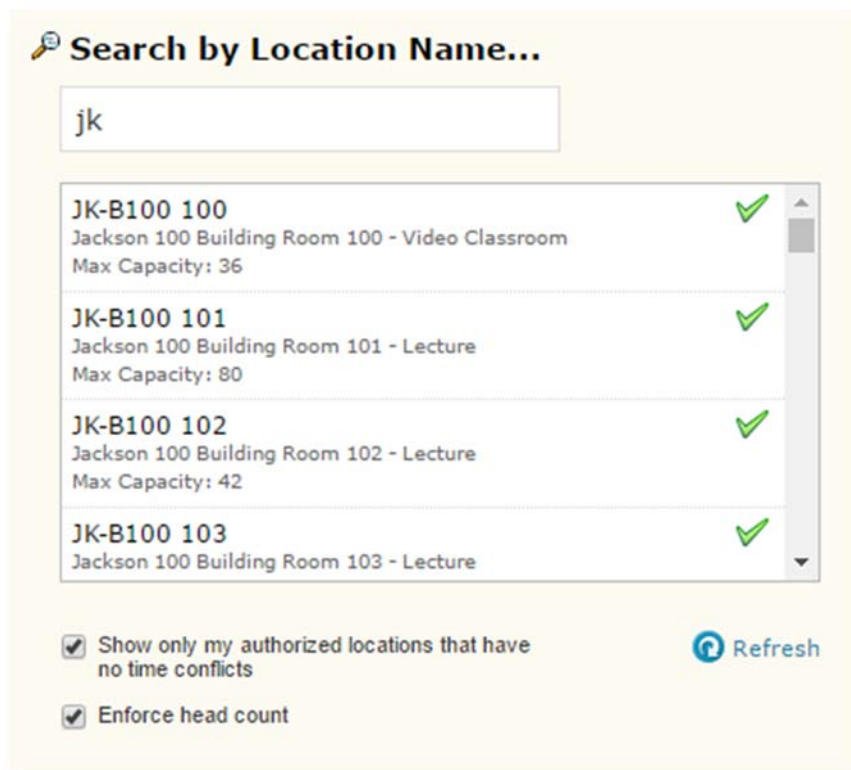
Click “Next” to select the event’s location(s).

## 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).



You can also search by using a public search that has been created to search for a location

Using Event Wizard Tab | New Event...

Using Event Wizard Tab  
Using Event Wizard

Meeting  
JK - Facilities Department  
Additional Organizations  
12 Attendees Expected  
Type a description of your event here  
Wed Apr 26 2017  
10:30am - 11:30am  
Event Repeats  
JK-B100 102

progress...

Find and select LOCATIONS.

Your Starred Locations...

Search by Location Name...

Saved Searches...

Your Starred Searches  
All of Your Searches  
Public Searches

Allen Park rooms  
Auburn Hills rooms  
Cadillac rooms  
Cass City rooms  
Clinton Township rooms  
Flint rooms  
Jackson rooms  
Muskegon rooms

JK-B100 100  
Jackson 100 Building Room 100 - Video Classroom  
Max Capacity: 36

JK-B100 101  
Jackson 100 Building Room 101 - Lecture  
Max Capacity: 80

JK-B100 102  
Jackson 100 Building Room 102 - Lecture  
Max Capacity: 42

JK-B100 103  
Jackson 100 Building Room 103 - Lecture

Show only my authorized locations that have no time conflicts  
Enforce head count

Refresh

Advanced Search...

Selected Locations

JK-B100 102  
Jackson 100 Building Room 102 - Lecture  
Max Capacity: 42  
Features: Floor - Carpet; Eligible for catering; Board - Whiteboard; BYOD Power Outlets; AV - Transparency Projector; AV - Sound System; AV - Screen - Manual; AV - Multimedia Station; ADA Accessible  
Conflicts: None  
Layout: Standard Classroom [28]  
Setup Instructions:  
Attendance: 0  
Share?

Back | Cancel | Save | Next

You will also want to edit any of the details regarding the setup of the room here

**JK-B100 102** ✓ ☆ ✕

Jackson 100 Building Room 102 - Lecture

**Max Capacity:** 42

**Features:** Floor - Carpet; Eligible for catering; Board - Whiteboard; BYOD Power Outlets; AV - Transparency Projector; AV - Sound System; AV - Screen - Manual; AV - Multimedia Station; ADA Accessible

**Conflicts:** None

**Layout:** Standard Classroom [28]

**Setup Instructions:**  
need room setup in groups

**Attendance:** 0

**Share?**

Click “Next” to select the event’s resource(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.

If you need to adjust the quantity of a resource needed for specific occurrences, un-assign a resource for specific occurrences, or add setup instructions, click “View and Modify Occurrences” on the right and perform the required task(s).

The screenshot shows the 'Find and select RESOURCES.' step in the 25Live Event Wizard. The interface includes a navigation menu at the top with options like Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. A sidebar on the left displays event details for a meeting on Wednesday, April 26, 2017, from 10:30am to 11:30am. The main area is titled 'Find and select RESOURCES.' and contains a search bar with 'jk' entered. Below the search bar is a table of resources with columns for resource name and quantity. The table lists several resources, including 'JK - FAC - American Flag', 'JK - FAC - Cambro Coffee', 'JK - FAC - Coffee Airpots', 'JK - FAC - Coffee Urn', 'JK - FAC - Easels', 'JK - FAC - Extension Cords', 'JK - FAC - Iced Salad Bar', and 'JK - FAC - Jarne Cooler'. A 'Refresh' button is located below the table. To the right of the table is a 'Selected Resources' panel showing 'JK - FAC - Coffee Airpots' selected. Below this panel are fields for 'Conflicts: None', 'Setup Instructions: please setup one airpot of coffee', and 'Avail/Total: 3/3' with a 'Quantity' dropdown set to 1. At the bottom of the interface are 'Back', 'Cancel', 'Save', and 'Next' buttons. Red arrows point to the search bar, the resource list, the selected resource panel, and the 'Next' button, with accompanying text explaining their functions.

Find and select RESOURCES.

Your Starred Resources...

Search by Resource Name...

jk

JK - FAC - American Flag	1/1
JK - FAC - Cambro Coffee	2/2
JK - FAC - Coffee Airpots	3/3
JK - FAC - Coffee Urn	2/2
JK - FAC - Easels	12/12
JK - FAC - Extension Cords	10/10
JK - FAC - Iced Salad Bar	1/1
JK - FAC - Jarne Cooler	1/1

Refresh

Saved Searches...

Advanced Search...

Selected Resources

JK - FAC - Coffee Airpots

Conflicts: None

Setup Instructions: please setup one airpot of coffee

Avail/Total: 3/3

Quantity: 1

Back

Cancel

Save

Next

Search for items you will need delivered to the room by typing in the campus code

Select from a list of resources

The resource you select will appear here, you can give any instructions and adjust the quantity based upon the resources that are available at the time of your event

Click next to continue

Click “Next” to select the event’s custom attributes.

## Enter custom attributes

Select and enter values for the custom attributes listed that are pertinent to your event. These custom attributes, are prompted based upon the type of event you have selected.

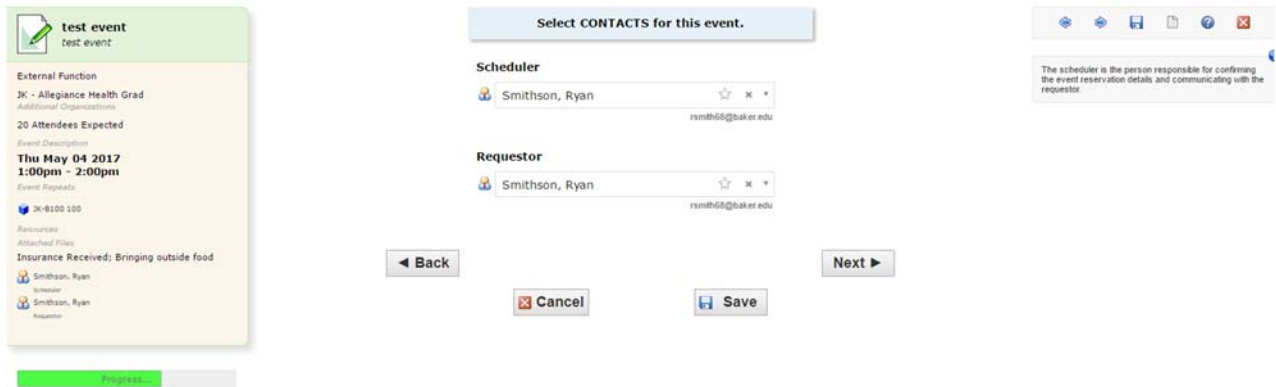


Click "Next" to select the event's contacts.

## Select contacts

Select the contacts associated with the event. If you're not the primary contact for the event, you need to specify who is. To specify a contact, click the drop-down icon and enter a few letters of the contact's name, then select it when the full name displays. You can also add a name by selecting "Create New...", and then entering the contact's "Basic Information" and "Email" address.

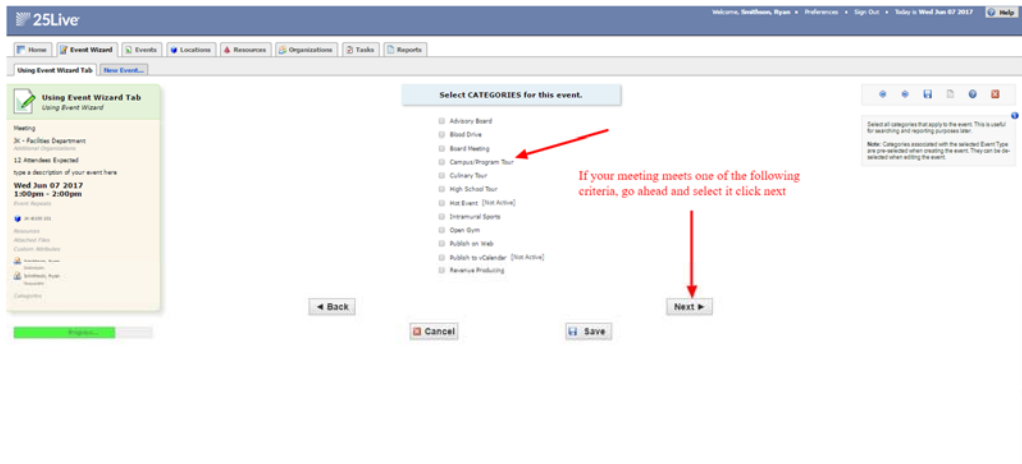
The scheduler may be automatically assigned to your event depending on security; this might be the Location Scheduler for your selected location or the default scheduler for your security group.



Click "Next" to select the event's categories.

## 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 or is student-organized.



Click “Next” to select the event’s requirements.

## Select requirements

For external events executive committee approval may be needed, this screen will only appear if you are hosting an external event.

The screenshot displays the 25Live Event Wizard interface. At the top, the user is logged in as Ryan Smithson. The navigation bar includes Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. The current page is titled 'test event' and shows a 'New Event...' button. On the left sidebar, event details are provided: 'test event' (External Function), 'JK - Allegiance Health Grad' (Additional Organizations), '20 Attendees Expected', and 'Thu May 04 2017 1:00pm - 2:00pm' (Event Description). The main content area is titled 'Select REQUIREMENTS for this event.' and contains a list of ten external approval options, each with a checkbox and a 'Comments' text field:

- Allen Park external approval
- Auburn Hills external approval
- Cadillac external approval
- Clinton Township external approval
- Flint external approval
- Grad Studies external approval
- Jackson external approval
- Muskegon external approval
- Owosso external approval
- Port Huron external approval
- System external approval

At the bottom of the form, there are four buttons: 'Back', 'Next', 'Cancel', and 'Save'. A footer at the very bottom contains copyright information: '© 2008 - 2017 CollegeNET, Inc. Privacy Policy Browser Recommendations Mobile Version Product Feedback'.

Click “Next” to select the web calendars the event should be published to.



## 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.

**Edit additional COMMENTS and NOTES for this event.**

### Comments

This is sure to be the best forensic event this year.

### Confirmation Notes

Club members, please let us know you will attend or not.

### Internal Notes

Make sure there is an Alcohol Monitor.

◀ Back

Next ▶

✖ Cancel

📄 Finish

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

## Agree to terms and conditions

---

Check the “I agree” box. You must agree to Baker College’s terms and conditions before your event can be saved.

**Agree to T's and C's**

I hereby agree to adhere to the university [facilities usage policies](#).

I agree \*

◀ Back      Next ▶

✖ Cancel      📄 Finish

Click “Next” to choose the state of the event.

## Completed Event

Once you have filled in all of the event details this is the info you will see. Events are saved as draft status until your campus scheduler has the opportunity to review its details. Once the scheduler has confirmed the event, you will receive a confirmation via email.

Welcome, Smithson, Ryan • Preferences • Sign Out • Today is Wed Apr 26 2017 Help

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Using Event Wizard Tab New Event...

**Using Event Wizard Tab**  
Using Event Wizard

Meeting  
JK - Facilities Department  
12 Attendees Expected  
type a description of your event here  
**Wed Apr 26 2017**  
**10:30am - 11:30am**  
Bringing outside food  
Smithson, Ryan (Scheduler)  
Smithson, Ryan (Resource)

**Draft** ID: 2017-AAASSL

**This event has been successfully saved.** Close

**Here's Some Information About Your Event**

- Locations Saved as Event Preferences**  
Location 'JK-B100 102' was removed from Apr 26 2017 and converted to a preference.
- Resources Saved as Event Preferences**  
Resource 'JK - FAC - Coffee Airpots' was removed from Apr 26 2017 and converted to a preference.

**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.
- Copy** Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts.
- Email** Email the details of this event to its stakeholders or anyone else.

**Event Preferences**

The following resources were requested for this event:

- JK - FAC - Coffee Airpots

**Event Tasks**

No Active Tasks

**More Event Options**

- Print Confirmation
- Create "To Do"
- Manage Relationships
- Manage Bindings
- Take Ownership of this Event
- Add to Starred?

once complete you can click close

Once you submit your event, you will see the following: All events are drafts until a campus scheduler confirms details rooms and resources will not appear as part of the request until they are verified. It will say it was removed from the request, but it has not been, just needs scheduler approval.

Icon Legend Feedback Help Tips: Enabled Text Size: [ ] [ ]

What's New ©2008 - 2017 CollegeNET, Inc. Privacy Policy Browser Recommendations Mobile Version Product Feedback

## Confirmation

**Event Confirmation**

Using Event Wizard Tab

**Title:** Using Event Wizard

**Event Reference:** 2017-AAASSL  
**Event Last Modified:** Apr 26 2017 11:22 AM  
**Current Event State:** Tentative

**Requestor:** Smithson, Ryan

**Phone:** (517) 780-4568  
**Email:** rsmith68@baker.edu

**Scheduler:** Smithson, Ryan

**Phone:** (517) 780-4568  
**Email:** rsmith68@baker.edu

**Organizations:** JK - Facilities Department

**Event Occurrences**

**Wed, Apr 26 2017**

10:30 AM - 11:30 AM

Head Count: Exp: 12, Reg: 0

Location		Instructions
Jackson 100 Building Room 102 - Lecture		<i>Layout:</i> Standard Classroom need room setup in groups
Qty	Resource	Instructions
1	JK - FAC - Coffee Airpots	please setup one airpot of coffee