



Creating an Event in 25Live Pro

Creating an Event Using the 25Live Event Form

25Live is a web-based scheduling application. It can be accessed from any computer or mobile device with an internet connection and is available for all College of Wooster, Faculty, Staff, Student Organizations and Students who need to reserve space on Campus.

- Create an event occurring on a single, or multiple dates occurring ad hoc or in a pattern
- Start creating an event from a selected date, location, resource, or organization
- Copy an existing event as the basis for a new event
- View activity for selected locations, resources, or organizations
- View detailed information on a selected event, location, resource, or organization
- Edit event details before your event has been confirmed

How to use 25 Live

Mozilla Firefox and Google Chrome are the recommended browsers for accessing 25Live; **Internet Explorer is strongly discouraged.**

You can find a link to 25Live on the [Scheduling & Events](#) Webpage, or copy and paste the following link: <https://25live.collegenet.com/pro/wooster#!/home/dash>

* You will then be prompted to sign in using your Wooster credentials and redirected to 25Live.

You are now ready to begin using 25Live Pro.

Helpful pointers:

- **Read all of the instructions in the “Event Form”**
- Event title for published calendar is not a mandatory field
- “Closed Event” should be used if your meeting is for invitees only and will always be omitted from public calendar
- **EXACT** start and end times of events need to be entered. Use the “additional time” for setups and teardowns/pre & post event
- Repeating events need to be scheduled with the same start and end date; not overnight
- If you are scheduling space to block it, title it appropriately so the powerhouse knows that heating and cooling is not needed
- Setup details are a must, even if it is to say none required, or that they will be provided at a later date
- Resources **must** be selected by location: **Read the instructions**
- Scheduler and requester defaults to person putting in the request
- “Day of Contact” field is referring to the people who will be present on the day of the event and may be different than the requestor
- Building access: **Only check yes if it is after hours and the building will be locked** and be sure to specify which doors to open

Avoid scheduling events in the following spaces on the same reservation:

APEX
Babcock
Ebert
Freedlander
Galpin
Kauke
Kittredge
Lily House
Morgan
Residence Halls (multiple residence halls can go on one request)
Ruth W. Williams
Scheide
Scot Center, Res. Quad and Fields can go on one request
Scovel
Severence
Taylor
The Underground
Westminster
Wishart

Any/all of the following spaces may be requested on one request:

Lowry
McGaw
Quad - Academic

Your 25Live Dashboard

The 25Live dashboard uses element sections to give you quick access to commonly used objects. You can customize the placement of the elements and hide those you do not wish to see. The default dashboard includes all the available elements in their expanded view.

- **Quick Search**
 - Use the search fields to perform a very basic search for events, locations, resources or organizations.
- **Create an Event**
 - A simple, easy to find button used to go straight to the online event request form.
- **Your Event Drafts**
 - Allows quick access to Events for which you are the Requestor or the Scheduler
- **Your Upcoming Events**
 - Allows quick access to any upcoming saved and/or Confirmed events which you are the Requestor
- **Your Starred Events**
 - Displays a list of events you have starred as favorites

You may click on the 25Live Pro link in the gold ribbon at the top of the screen to return to the Dashboard at any time.



* To view all events schedule in 25Live, access the Calendar from the “more” menu located in the gold ribbon on the right side of the screen.

Opening the Event Form or use Express Scheduling to Create an Event

The screenshot shows the Wooster system interface. The top navigation bar includes '25Live', 'Event Form', 'Tasks', '25 Live User 2', and 'More'. The left sidebar contains search filters for Events, Locations, Resources, and Organizations. The main content area features the 'Express Scheduling' form, which is highlighted with a red circle. This form includes fields for 'Date / Time' (Thu Aug 13 2020, 12:00 pm to 1:00 pm, Duration: 1 Hour), 'Express Locations' (Search spaces), and 'Event Name'. Below the form are sections for 'Your Upcoming Events' and 'Tasks'. A blue arrow points from the header text to the Express Scheduling section.

Express Scheduling is an easy, direct way to schedule simple events. Express Scheduling is best used with common spaces that are immediately available for scheduling without the need for additional approval. Use the dropdown to see a list of all available spaces.

Event Name is the title will show up on our internal reports, so make sure it is appropriate to the event you're creating (e.g., "Halloween Dance"). This field is required.

Event Title for Published Calendars may differ and be more descriptive and detailed than the title you select for internal reports (e.g. "W.A.C.'s Monster Mash Halloween Dance"). This field is not required. If you choose not to complete this field, the default name will be your Event Name that you entered above. Grammar, punctuation and clarity matter!

Event Type should be selected based on what the activity is. If your meeting/event is only open to people who are invited, then it is a "Closed" event. Selecting "Closed" as the event type will also prevent your event from showing up on public facing calendars.

Department or Organization is the group that is responsible for organizing the event.

The screenshot shows the 'This Event Wizard' form. It includes a section for 'Event Name - Required' with a text input field. Below this is a section for 'Event Title for Published Calendars' with a text input field. The 'Event Type - Required' section has a dropdown menu with 'Closed' selected. The 'Department or Organization - Required' section has a search input field with a 'Remove' button. The form also includes instructions and a note about the search results.

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.

Date and Time - Required ⓘ

Select the Start Date, Start Time, End Date, and End Time for the event. Please use the **ACTUAL** start and end times for events.

If additional time is needed for setup, takedown, or for mingling before or after the event, click 'Yes' on the additional time Before and After editors (as available) and add the appropriate number of minutes or hours desired.

Fri Nov 22 2019

9:00 am

To:

10:00 am

☒ This event begins and ends on the same day

Event Duration:
1 Hour

Additional time

The date and time field must be the ACTUAL start and end time of your event. This is the event duration that will appear on the calendar. If this is a repeating event, this is the first date in your series.

If you need additional time for any reason, use the "Additional Time" feature.

Using the Setup Time, Pre-Event time, Post Event Time or Takedown Time will extend you reservation. Using these features will not change how your event appears on a calendar.

Additional time

Setup Time

0 Days 2 Hours 0 Minutes

Pre-Event Time

0 Days 0 Hours 30 Minutes

Post-Event Time

0 Days 0 Hours 30 Minutes

Takedown Time

0 Days 2 Hours 0 Minutes

Reservation Start: Fri Nov 22 2019 6:30 am

Reservation End: Fri Nov 22 2019 12:30 pm

Reservation Duration:
6 Hours

Additional Time

- **Setup time:** This time is intended for setting up your event location, and the location is likely closed to event attendees. Services such as catering, facilities, or AV can use this time to prepare and setup equipment and resources.
- **Pre-Event time:** At this time, the location is open for attendees to take their seats and socialize, but the event has not officially begun.
- **Post-Event time:** During this time you might allow event attendees to gather their belongings, chat, and make their way out of the location.

- Takedown time: After attendees have left, this time can be used for clean-up and for services such as catering, facilities, or AV to remove equipment or resources.
- Setup, Pre-Event, Post-Event, and Takedown times occur in the following order, surrounding your event time:



If your event repeats in a non-predictable pattern, you can select dates on the calendar. If your event repeats in a predictable pattern, use “Repeating Pattern” to set that up.

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

Repeating Pattern

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

[View All Occurrences](#)

If your event repeats on the first Thursday of each month, you will add in those criteria to the “Pattern Picker” and then “Select Pattern.”

Pattern Picker

How does this event repeat? Does Not Repeat

[Cancel](#) [Select Pattern](#)

Pattern Picker

How does this event repeat? Monthly

Repeats every month

☐ Repeat by Day

Repeat 0 days from Start of the Month Remove Day

[Add Repeat Day](#)

☒ Repeat by Position

Repeat day pattern

Repeat on the First Thursday Remove Position

[Add Repeat Position](#)

☒ Repeats through

Fri May 08 2020

☒ Ends after 1 iterations

[Cancel](#) [Select Pattern](#)

Location Search allows you to search for a specific location within a building or by name. If you are not sure about what space you would like to use, the “More Options” dropdown allows you to narrow down your search:

Locations Search

Auto-Load Starred: ☐ No ☒ Yes

☐ Hide Locations with Conflicts ☐ Enforce Headcount

Saved Searches (optional) Search Locations

More Options

Categories

Features

Layouts

Capacity between and

Once you have chosen a location you will see “Request It” if the location is available for all of your occurrences, OR “Request Available” on the left with “Conflict Details” on the right if it is unavailable “View Occurrences” underneath.

Locations Search

Auto-Load Starred: ☐ No ☒ Yes

☐ Hide Locations with Conflicts ☐ Enforce Headcount

Saved Searches (optional) alley

Hint! Type : to use SeriesQL

More Options

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Request Available"/>	LWC*ALL	Lowry Center G55 - The Alley	200	5/6	<input type="button" value="Conflict Details"/>

Any recurrence where there was a conflict, will not be included in this reservation.

You CAN request a second location on the same reservation and use it on the date that where the conflict existed.

Here, you can change the layout of the location. If you require a custom location, you can add the details into the instruction field. This communicates to staff what your expectations are when you arrive for your event.

LWC*ALL

Date	Time	Conflicts	Included	Layout	Instructions	Attendance
Set For All			<input type="checkbox"/>			
Fri Nov 22 2019	2:00 pm - 3:00 pm		<input checked="" type="checkbox"/>	Circle (200)		25
Sun Nov 24 2019	2:00 pm - 3:00 pm		<input type="checkbox"/>	As Is (50)		
Mon Nov 25 2019	2:00 pm - 3:00 pm		<input checked="" type="checkbox"/>	Custom (200)	Rectangle of tables with chairs around the	25
Tue Nov 26 2019	2:00 pm - 3:00 pm		<input checked="" type="checkbox"/>	Theater (200)	Rows of chairs facing fabric wall (west wall).	50
Wed Nov 27 2019	2:00 pm - 3:00 pm		<input checked="" type="checkbox"/>	As Is (50)		50
Thu Nov 28 2019	2:00 pm - 3:00 pm		<input checked="" type="checkbox"/>	Rounds of 8 (200)		50

Search for a second location and **ONLY** check the box for the date that the conflict existed.

Resources are any items you need to make your event successful. Be sure to **read the instructions**, because they are location specific. Select ALL items that are needed.

Resources

Resources are defined as equipment or services that can be added to your event. Select the Resource(s) for your event from your list of starred resources, or search by resource name or the following designations: CLC, FAC or IT.

- CLC denotes resources for events taking place in Lowry Center or McGaw Chapel.
- FAC denotes resources that are offered by Facilities for use anywhere on campus.
- IT denotes resources that are offered by Information Technology for any space on campus, other than Lowry Center.

Note: Multiple Resources may be requested.

If you need more than one (1) of each resource, be sure to update the quantity before clicking on "Request."

Quantity	Name	Quantity Available	Conflict Details
1	CLC - Alley Gray Stacking Chairs	200 / 200	None
1	CLC - Alley Lapel Microphone	2 / 2	None
1	CLC - Alley Projector and Screen 1	1 / 1	None
1	CLC - Alley Projector and Screen 2	1 / 1	None
1	CLC - Alley Sound Board with Monitors	1 / 1	None
1	CLC - Alley Stage	1 / 1	None
1	CLC - Alley Stage Ramp	1 / 1	None
1	CLC - Alley Stage Skirting	1 / 1	None
1	CLC - Alley Standing	1 / 1	None

Attached Files is where you will add in any diagrams of your event, images or required forms. You will find links to commonly used forms in the instructions of this section.



Event Details

These mandatory fields allow for proper support of your event. You will need to be detailed about building access and specify doors you would like unlocked. This should only be answered if your event starts or ends outside of normal building hours. *** If your event starts and ends within normal building hours, you will check “No” to “Will you Need Building Access?”**

Contact Roles

Scheduler and Requestor defaults to the individual completing the Event Wizard Form. You can change the requestor information if you are adding this reservation request for someone else.

Categories

This field allows you to select more than one category that pertains to your event.

Day of Contact

This field is to indicate an individual that will be present on the day of the event, if different from the Scheduler or Requestor.

Entering Setup Details and Comments

You must enter your room setup information in this field. Be as detailed and concise as possible. For example, if you have scheduled a lunch meeting and you have selected **Resources** to support your event, you will want to let staff that are setting up your event know how you would like things arranged, or where they should be delivered. You will want to include the following: “buffet style lunch, round tables and chairs for 40 people, Dining Services is catering this event.” The Coordinator of Scheduling and Events will then know that the 2-8’ tables you requested are for the buffet. Being explicit with your details will also help to properly schedule custodial staff.

** If you are scheduling a space for an extended period, you will need to include the times that the room should be heated or cooled each day in your reservation title. This way, we are not unnecessarily heating and cooling spaces.*



Example: Staging: 7:30 am to 5:00 pm M-F

Finish Your Request

Once you are done entering your event information, save your event and note your event ID number. This will appear on the bottom left side of the summary page. Your event ID number, or event location with the name and date, must be included in any emails you send to Scheduling and Events for modifications, cancellations, setup, etc.

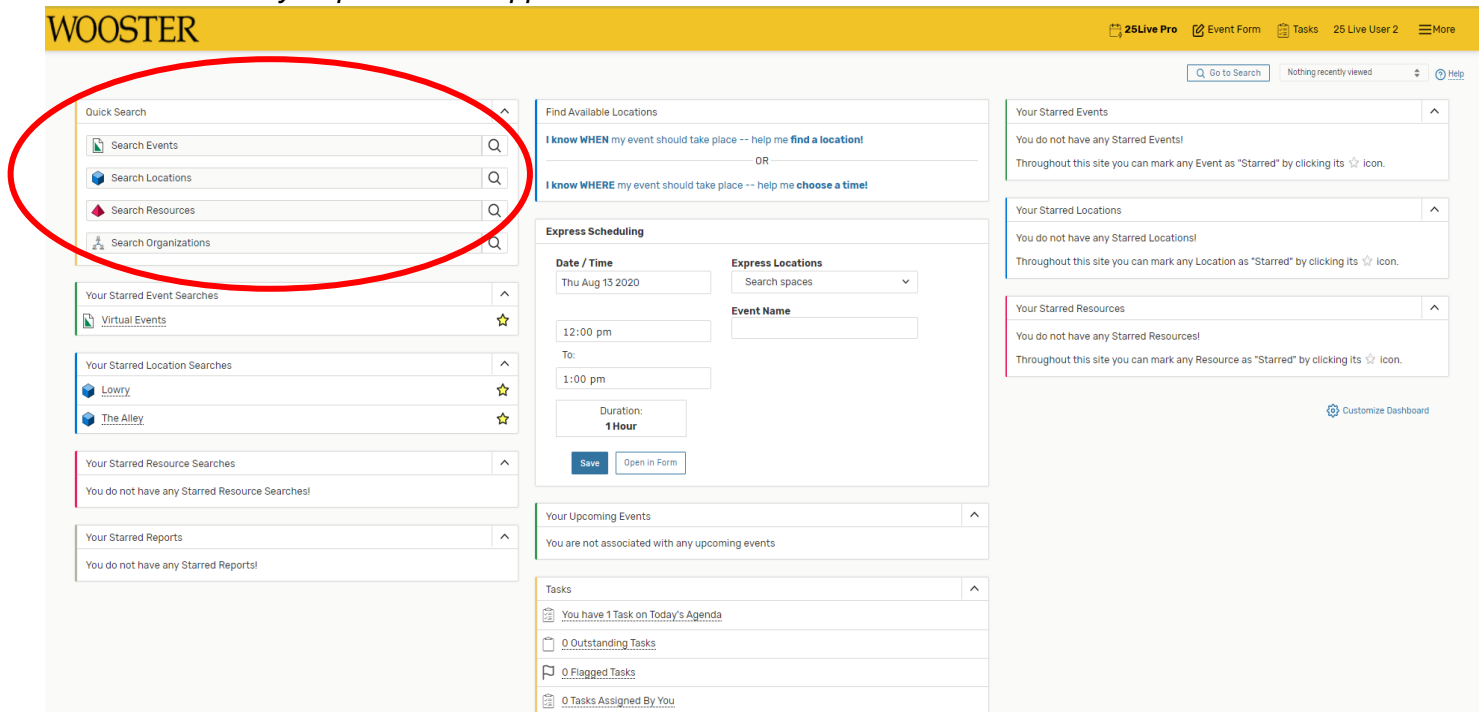
Helpful Tips

Starring Events, Locations and Organizations is a great way to bookmark them for quick reference. All starred events and locations will show up at the top of your drop-down list when searching for an event, location or organization.

The start will remain gray stars  until you star an event, location or organization. Any time you see this icon, you can click it and it will become gold . This is how you star an event or location. If you wish to un-star an event or location, simply click on the gold star and it will become gray again.

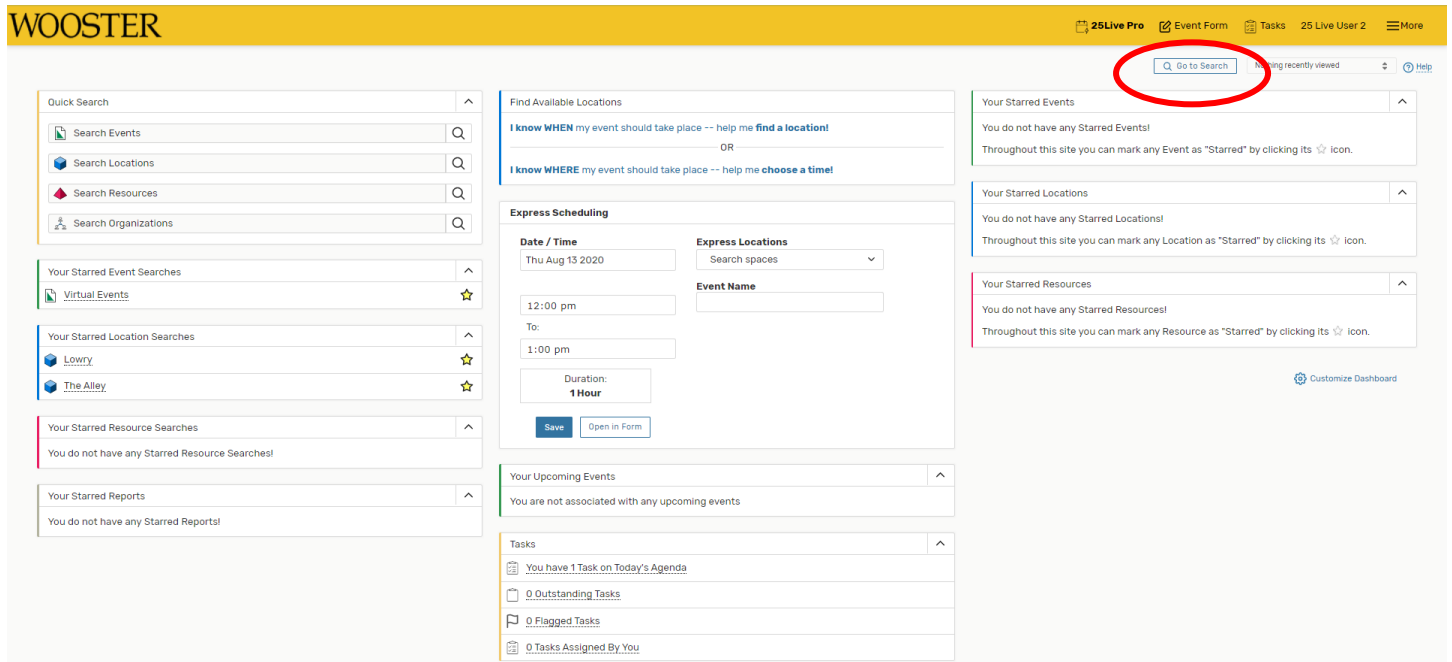
Reviewing Events

- On your home screen, Use the **Quick Search** box. You can **Search for Events** by title, if you know it.
- You can **Search for Locations** by name to see a calendar view of that space.
- You can **Search for Resources** to know if they are attached to your upcoming event.
- You can also **Search for Organizations** which will bring up all upcoming events that an organization has requested.
- When you locate the reservation that you are looking for, click on the event title to see a summary of that event.
- Searches are not case sensitive
- Results will be displayed in list view but can be viewed in a calendar view. Availability view is also available for location and resource searches.
- If this is an event you scheduled that has not yet been confirmed, you will be able to access the Edit button in the upper right-hand side of your screen to add setup details no later than 10 days before your event. This will open the “Event Wizard” and allow you to make modifications. Save your changes. **Please note that any edits made may require further approvals.*

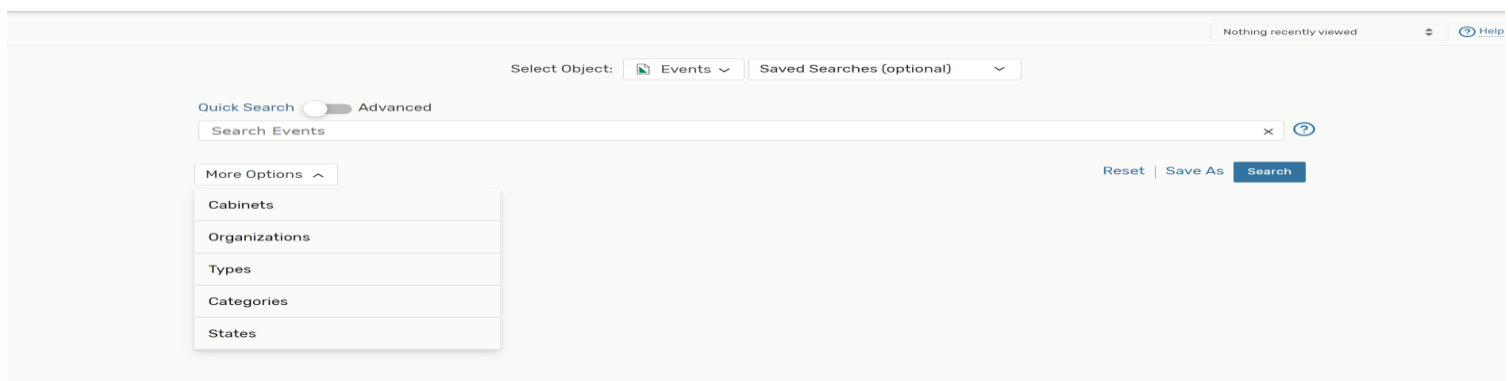


The screenshot displays the WOOSTER dashboard. At the top is a yellow header with the WOOSTER logo and navigation links: 25Live Pro, Event Form, Tasks, 25 Live User 2, and More. Below the header, the dashboard is divided into several sections. On the left, a 'Quick Search' box is highlighted with a red circle; it contains four search options: 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'. Below this are four 'Your Starred' sections: 'Your Starred Event Searches' (with a 'Virtual Events' link and a star icon), 'Your Starred Location Searches' (with 'Lowry' and 'The Alley' links and star icons), 'Your Starred Resource Searches' (with a message 'You do not have any Starred Resource Searches!'), and 'Your Starred Reports' (with a message 'You do not have any Starred Reports!'). The main content area features 'Find Available Locations' with instructions on when and where to search, 'Express Scheduling' with fields for date, time, and duration, and 'Your Upcoming Events' (with a message 'You are not associated with any upcoming events'). The right sidebar contains 'Your Starred Events', 'Your Starred Locations', 'Your Starred Resources', and 'Tasks' (with a message 'You have 1 Task on Today's Agenda' and sub-tasks: '0 Outstanding Tasks', '0 Flagged Tasks', and '0 Tasks Assigned By You').

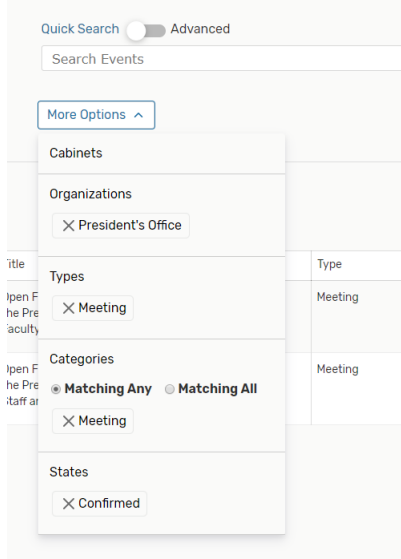
When you need to create specific searches, you will want to click on the “Go to Search” box.



There, you will then be able to add some filters by using “More Options” under your search bar.



You can add in different criteria to locate what you are looking for.



If these results are not specific enough, you will want to toggle over to “Advanced” searches and add more specific criteria.

The screenshot shows the WOOSTER search interface. At the top, there's a yellow header with the WOOSTER logo and navigation links: 25Live Pro, Event Form, Tasks, 25 Live User 2, and More. Below the header, there's a search bar with a dropdown menu showing 'Events' and 'Saved Searches (optional)'. A red circle highlights the 'Quick Search' toggle, which is currently set to 'Advanced'. Below the toggle, there's a list of criteria to add: 'Add Criteria', 'Add Group', 'Your Starred Events', 'General', 'Keyword', 'Events', 'Cabinets', 'Event Types', 'Event States', 'Organizations', 'Contacts', and 'Categories'. To the right of the list, there's a message: 'Search has not been saved' with links for 'Reset', 'Save As', and 'Search'.

When you add criteria, you will then need to click the EDIT button to add specifics.

The screenshot shows the WOOSTER search interface with the 'Event States' criteria added. The 'EDIT' button is circled in red. Below the criteria list, there's an 'Add Criteria' button.

Click the “EDIT” button and select “Tentative” as the state that you are searching for and click “Done.”

Add more criteria to filter your results. Be sure to pay close attention to the “AND” or “OR” box between criterion fields.

The screenshot shows the 'Event States' dialog box. It has a title bar 'Event States' and a close button 'X'. Inside, there's a section 'States' with a 'Select All' button and a 'Select None' button. Below that, there's a list of states: 'Draft', 'Tentative', 'Confirmed', 'Sealed', 'Denied', and 'Cancelled'. The 'Tentative' state is selected, indicated by a red circle and a blue arrow. At the bottom right, there's a 'Done' button.

Quick Search ☒ Advanced

Event States ×

EDIT

× Tentative

AND ⌵

Event Types ×

Include Any ⌵

EDIT

× Meeting

Add Criteria

Search has not been saved
[Reset](#) | [Save As](#) [Search](#)

Click “Search” to view your results. If the results are what you are looking for, click “Save As” and title your search so that it is easy to identify on your home screen.

PRO Tip:

Selecting too many filters may yield too few results to find what you’re looking for. It’s best to initially select fewer filters, then add more as needed.

Some areas provide a drop-down menu and/or an Only Favorites button to narrow filter choices.

Other areas (such as Capacity when searching for Locations) require you to enter values.