



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 main content area is divided into several sections. On the left, there is a 'Quick Search' sidebar with options for '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'. The central 'Express Scheduling' form is highlighted with a red circle. It includes fields for 'Date / Time' (Thu Aug 13 2020), 'Express Locations' (Search spaces), 'Event Name', 'Time' (12:00 pm to 1:00 pm), and 'Duration' (1 Hour). There are 'Save' and 'Open in Form' buttons. To the right, there are sections for 'Your Starred Events', 'Your Starred Locations', and 'Your Starred Resources'. A blue arrow points from the 'Event Form' link in the top navigation bar to the 'Express Scheduling' form.

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.

This Event Wizard

The Event Wizard walks you through the framework to create your reservation request. Inclusion of instructions, diagrams and setup details will help ensure that you have a successful event.

* All requests are subject to approval *

Event Name - Required ⓘ

Instructions

Event Name will be used on all published calendars on The College of Wooster's website. 40 Character limit. Grammar, punctuation, and clarity matter!

Event Title for Published Calendars ⓘ

The Event Title for Published Calendars will replace the Event Name (above) on all published calendars on College of Wooster websites. 120 Character limit.

Grammar, punctuation, and clarity matter!

Event Type - Required ⓘ

If your event is a closed event, select "Closed" as the event type.

Select an item ▼

Department or Organization - Required ⓘ

Select the Organization / Department responsible for the event by searching for the organization name.

Note: If the search does not return the expected result, try limiting the search term to a key word in the organization name.

Search organizations ▼ Remove

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.

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

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:** 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:

Total Reservation Duration



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?

Pattern Picker ✕

How does this event repeat?

Repeats every

Repeat by Day

Repeat from Remove Day

Repeat by Position

Repeat day pattern

Repeat on the

Remove Position

Repeats through

Ends after iterations

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

Reset Search

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 SeriesDL

Reset Search

Add	Name	Title	Capacity	Availability	Conflict Details
Request Available	LWC*ALL	Lowry Center G55 - The Alley	200	5/6	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

Close

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

Date	Time	Conflicts	Included	Layout	Instructions	Attendance
Set For All			<input type="checkbox"/>			
Fri Nov 22 2019	2:00 pm - 3:00 pm		<input type="checkbox"/>	As Is (60)		
Sun Nov 24 2019	2:00 pm - 3:00 pm		<input checked="" type="checkbox"/>	As Is (60)		
Mon Nov 25 2019	2:00 pm - 3:00 pm		<input type="checkbox"/>	As Is (60)		
Tue Nov 26 2019	2:00 pm - 3:00 pm		<input type="checkbox"/>	As Is (60)		
Wed Nov 27 2019	2:00 pm - 3:00 pm		<input type="checkbox"/>	As Is (60)		
Thu Nov 28 2019	2:00 pm - 3:00 pm		<input type="checkbox"/>	As Is (60)		

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.

Attached Files ⓘ

Attach any needed forms (eg. Public Viewing Rights or Outdoor Request forms) or setup diagrams.

- Click [here](#) for the Campus Events with Alcohol form for student events with alcohol.
- Click [here](#) for the Public Viewing Rights form.
- Click [here](#) for the Outdoor Request form.
- Click [here](#) for the Request for Permission to Have Alcohol at College-sponsored Event form.

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.

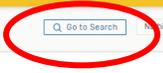
Reviewing Events

- 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 software interface. At the top, there is a yellow header with the 'WOOSTER' logo on the left and user information ('25Live Pro', 'Event Form', 'Tasks', '25 Live User 2', 'More') on the right. Below the header, a navigation bar contains a 'Go to Search' button, 'Nothing recently viewed', and a 'Help' icon. The main content area is divided into several sections:

- Quick Search:** A sidebar on the left with a red circle around it, containing four search options: 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations', each with a search icon.
- Find Available Locations:** A central section with two prompts: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. Below these are 'Express Scheduling' and 'Express Locations' forms with fields for date, time, and event name.
- Your Starred Events, Locations, Resources, and Reports:** Four panels on the right side, each showing 'You do not have any Starred [Category]!' and a brief explanation of how to star items.
- Your Upcoming Events:** A panel at the bottom center showing 'You are not associated with any upcoming events'.
- Tasks:** A panel at the bottom right showing 'You have 1 Task on Today's Agenda' and counts for 'Outstanding Tasks', 'Flagged Tasks', and 'Tasks Assigned By You'.

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



The dashboard is divided into several sections:

- Quick Search:** Includes search bars for Events, Locations, Resources, and Organizations.
- Your Starred Event Searches:** Shows a search for 'Virtual Events'.
- Your Starred Location Searches:** Shows searches for 'Lowry' and 'The Alley'.
- Your Starred Resource Searches:** Shows a message: 'You do not have any Starred Resource Searches!'.
- Your Starred Reports:** Shows a message: 'You do not have any Starred Reports!'.
- Find Available Locations:** Prompts the user to know when and where an event should take place.
- Express Scheduling:** A form to schedule events with fields for Date/Time (Thu Aug 13 2020), Express Locations (Search spaces), Event Name, Time (12:00 pm to 1:00 pm), and Duration (1 Hour). Buttons for 'Save' and 'Open in Form' are present.
- Your Upcoming Events:** Shows a message: 'You are not associated with any upcoming events'.
- Tasks:** Shows 'You have 1 Task on Today's Agenda' and lists 0 Outstanding Tasks, 0 Flagged Tasks, and 0 Tasks Assigned By You.
- Your Starred Events, Locations, and Resources:** Each section shows a message: 'You do not have any Starred [Category]!' and explains that items can be marked as 'Starred' by clicking a star icon.
- Customize Dashboard:** A gear icon for personalizing the view.

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

The search interface includes:

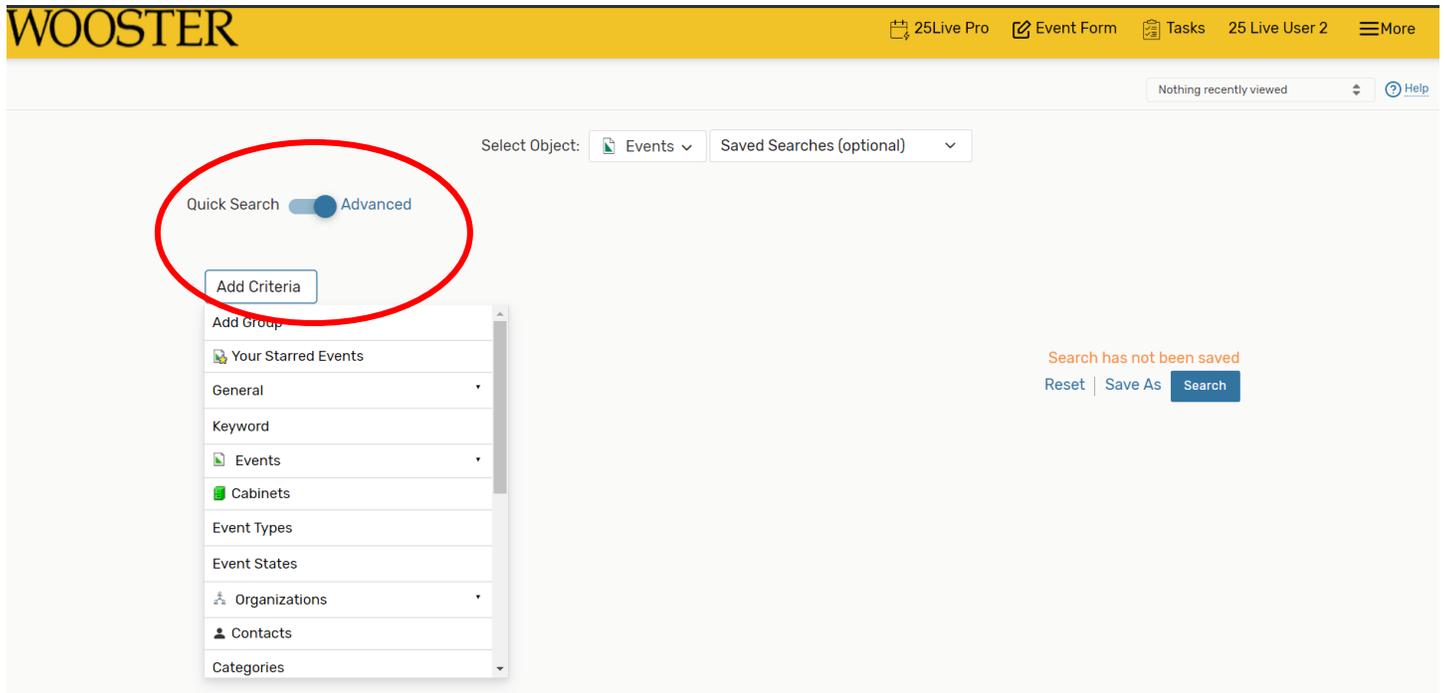
- Select Object:** A dropdown menu currently set to 'Events'.
- Search Bar:** A text input field containing 'Search Events'.
- More Options:** A dropdown menu with the following items: Cabinets, Organizations, Types, Categories, and States.
- Buttons:** 'Reset', 'Save As', and 'Search' buttons are located to the right of the search bar.

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

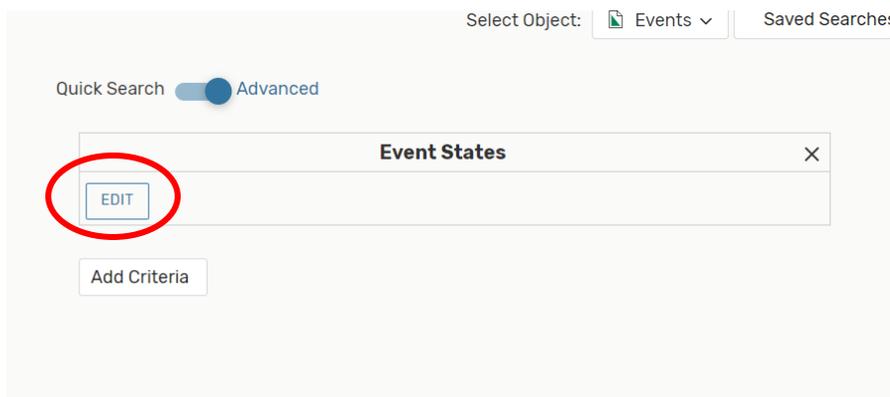
The 'More Options' dropdown menu is expanded, showing the following filter criteria:

- Organizations:** Includes a filter for 'President's Office'.
- Types:** Includes a filter for 'Meeting'.
- Categories:** Includes a filter for 'Meeting'. The search mode is set to 'Matching Any' (selected) and 'Matching All'.
- States:** Includes a filter for 'Confirmed'.

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

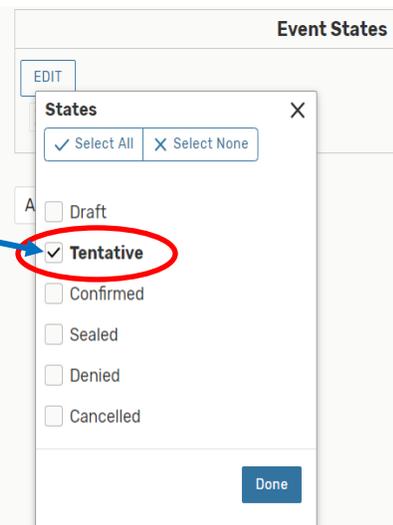


When you add criteria, you will then need to click the EDIT button to add specifics.



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.



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.