HUMBOLDT STATE UNIVERSITY

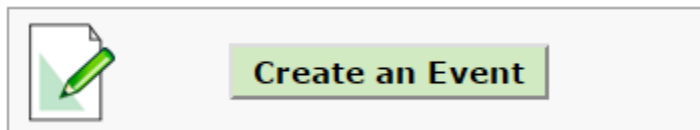## Creating an Event 25Live Guide

First, open Firefox or Chrome web browser and navigate to 25Live at:
https://25live.collegenet.com/humboldt. Log in using your HSU credentials.

Creating an Event

INSTRUCTIONS	SCREENSHOT
To create a new event begin by selecting the **Create an Event** button.	Create an Event

A new **Untitled** event tab will open.
Fields required to complete the reservation are labeled by a red asterisk (*).

Untitled #1 **New Event...**

Event Name
Event Title

To make or edit a reservation, fill out all of the required fields (*) and the desired optional fields below, then select the Next button to proceed with your reservation.

Event Type
Primary Organization for this Event
Additional Organization

Start by entering the basic event information.

Enter a brief but informative event name.

Event Name

[   ] *
This field is required.

Event Title

[   ]

Event Type

[Search for an Event Type   ▼] *

Primary Organization for this Event

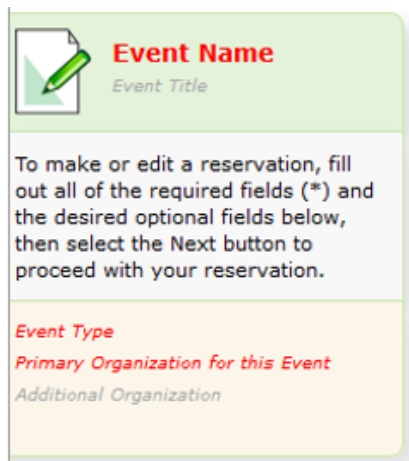[Search for an Organization   ▼] *

Additional Organization

[Search for Additional Organizations ▼]

◄ Back   Next ►

✖ Cancel   💾 Save

Notice that as you enter event information, the left hand side column displays the summary of the information entered. It also serves as a navigation shortcut – you can get to any field by clicking directly on it in this column.

Event Name
Event Title

To make or edit a reservation, fill out all of the required fields (*) and the desired optional fields below, then select the Next button to proceed with your reservation.

Event Type
Primary Organization for this Event
Additional Organization

To the right of every field you fill out, you will notice helpful tips and information on what to enter in the field.

Primary Organization for this Event

Search for an Organization ▾ *

Primary Organization is required.

Start typing the name of the primary organization requesting this event, then select the correct organization from the list below. CHOOSE AN ORGANIZATION WITHOUT NUMBERS. Email r25class@humboldt.edu if the requesting organization is not available.

Begin entering the following information about the reservation:

1. Enter the **Event Name**. This field is limited to 40 characters. Make sure that the even name you enter is informative and easy to find later.

Event Name

Bella's Test Event ✔

AVOID:
- Typos
- Names like: "Department Meeting" or "Club Meeting"

TIP: If this event is sent to the campus Events Calendar, **this field will be shown as the main event name.**

2. Enter the **Event Title**. This field allows up to 120 characters. Use it to enter additional information about the event, e.g. name of the event series this event is a part of, title of the movie a club is watching, title of the talk, or name of the interviewed candidate.

Event Title

Testing 25Live for Training Purposes

AVOID:
- Typos
- Entering requestor's name or phone number

TIP: If this event is sent to the campus Events Calendar, **this field will be visible to all viewers.**

3. Select the most appropriate **Event Type**. This field value **cannot** be changed after the reservation is saved, so make sure to select the most appropriate event type.

Event Type

Test

TIP: If this event is sent to the campus Events Calendar, **this field will be visible to all viewers.**

TIP: If this is an event type you schedule frequently, you can make it your "favorite" by clicking on the star next to it.

4. Select the office or club organizing this event. If you cannot find the desired organization, email bella@humboldt.edu to ask to have the organization added.

Primary Organization for this Event

CONTRACTS & PROCUREMENT

AVOID:
- Selecting the generic "On Campus Organization"
- Selecting organizations with numbers in their name, such as 254-ENGL (these are used ONLY for classes imported to 25Live from Student Center).

TIP: If this event is sent to the campus Events Calendar, **this field will be visible to all viewers.**

TIP: You can make this organization your "favorite" by clicking on the star next to it.

5. If appropriate, in the **Additional Organization** section, select an additional office or club involved in putting on this event.

Additional Organization(s)

ACCOUNTS PAYABLE

Search for Additional Organizations

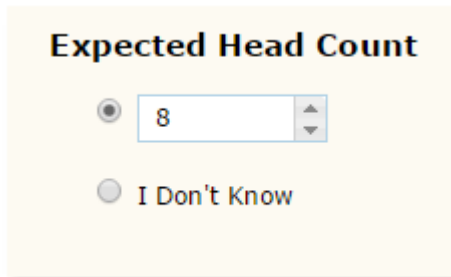6. Select the **Next** button at the bottom of the page to advance to the next screen.

◄ Back   Next ►

⊗ Cancel   💾 Save

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7. In the **Expected Head Count** field, enter a realistic expected number of event attendees.
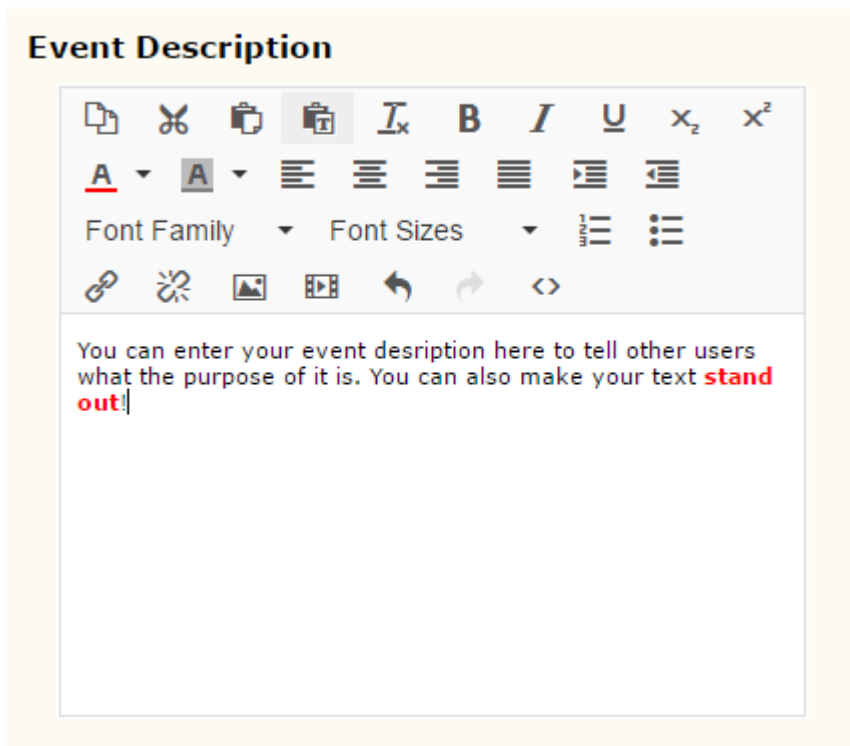
Expected Head Count

◉ 8

○ I Don't Know

TIP: The value entered in this field drives the size of the rooms you will see on the following pages. It is also included in room utilization reports so it is beneficial to enter an accurate number of attendees.

8. In the **Event Description** field, enter the details of event such as a list of presenters, description of festivities, conference schedules, play synopsis. This field is HTML enabled so you can format it to make it look more interesting.

9. Next, select the **Next** button at the bottom of the page to advance to the next screen.

Event Description

You can enter your event desription here to tell other users what the purpose of it is. You can also make your text **stand out!**

AVOID:
- Typos
- Entering organizer's name or contact information

TIP: If this event is sent to the campus Events Calendar, **this field will be visible to all viewers.**

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10. **In this a repeating event?** Select the appropriate answer.

Is this a repeating event?

No

This event happens only once.

Any other related events are separate and distinct.

Yes

This event occurs multiple times.

It repeats daily, weekly, monthly, or irregularly (ad hoc).

TIP: 25Live allows you to schedule multiple days of recurring events all in one reservation as long as all occurrences take place at the same time.

11. Using the calendar icon select the first (or only) day of the event. Select the **Event Start** and **Event End** times from the corresponding drop-down menus.

Tell us WHEN this event takes place.

Select the dates and times of the *actual event.*

Event Start: Fri Apr 28 2017   9:30 am

Event End: Fri Apr 28 2017   10:15 am

☑ The event begins and ends on the **same day.**

AVOID:

- Unchecking the checkbox next to the "The event begins and ends on the same day" text.

TIP: You can also highlight and delete the start/end time and enter custom time, e.g. 10:15 or 20:15. To speed up the data entry process, you may use the 4-digit military time format, e.g. 0845 (8:45 AM) or 1530 (3:30 PM).

TIP: If this event is sent to the campus Events Calendar, **this is the time that will be visible to all viewers.**

12. **OPTIONAL:** If the event requires **Setup Time**, select the **Yes** radio button and enter the amount of time you need to reserve **before** the event.

TIP: Note that the new **Reservation Start** time will appear on the green bar below the setup time.

TIP: If this event is sent to the campus Events Calendar, **the setup time will NOT be visible to viewers**; however, the room will be blocked from other reservations during the setup.

13. **OPTIONAL:** If the event requires **Takedown Time**, select the **Yes** radio button and enter the amount of time you need to reserve **after** the event.

TIP: Note that the new **Reservation End** time will appear on the green bar below the takedown time.

TIP: If this event is sent to the campus Events Calendar, **the takedown time will NOT be visible to viewers**; however, the room will be blocked from other reservations during the takedown.
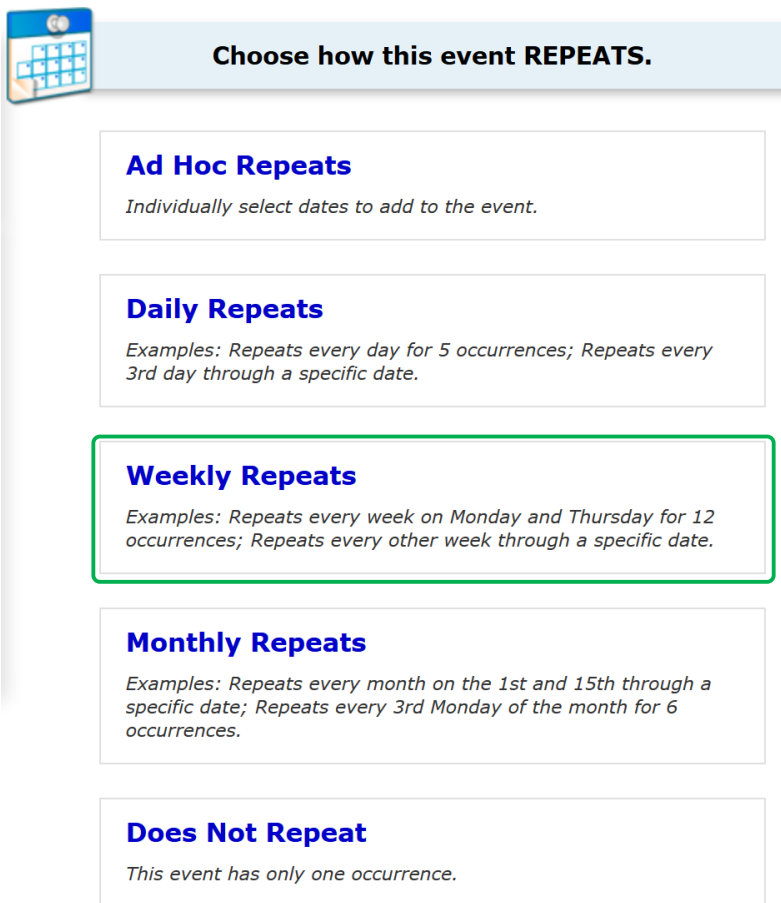
14. Notice that the **Event Duration** and the total **Reservation Duration** (setup time+event time+ takedown time) are calculated for your convenience in the right hand column.

15. Next, select the **Next** button.

16. **OPTIONAL:** If you selected a recurring event, select one of the recurrence options:

Choose how this event REPEATS.

Ad Hoc Repeats

Individually select dates to add to the event.

Daily Repeats

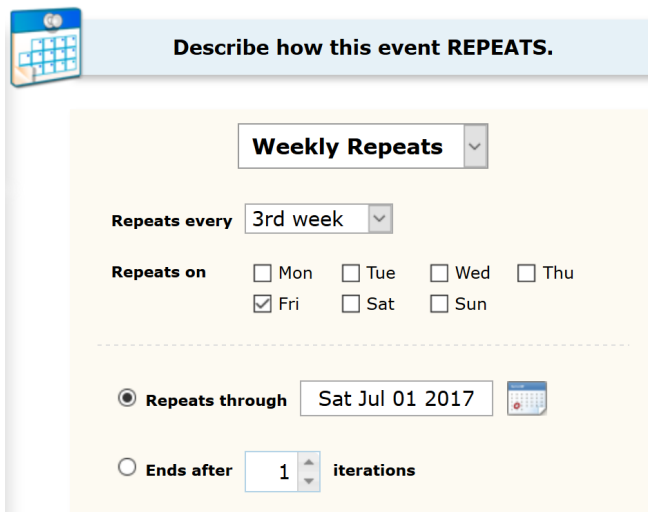*Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.*

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.

TIP: If you accidentally chose a recurring event, you can also change back to a one-time event by clicking on the **Does Not Repeat** option at the bottom of the page.

17. **OPTIONAL:** You can now select the frequency, number of repeats or the end date for the series of events.

Describe how this event REPEATS.

Weekly Repeats

Repeats every 3rd week

Repeats on
☐ Mon ☐ Tue ☐ Wed ☐ Thu
☑ Fri ☐ Sat ☐ Sun

◉ **Repeats through** Sat Jul 01 2017

○ **Ends after** 1 **iterations**

TIP: Notice that as you change the repeat parameters, the individual dates of event occurrences appear below (next page).

18. Make sure that you see all of the expected event dates.
19. Next, select the **Next** button at the bottom of the page to advance to the next screen.

Occurrence List		
Date	Comments	Status
Fri Apr 28 2017		Active
Fri May 19 2017		Active
Fri Jun 09 2017		Active
Fri Jun 30 2017		Active

TIP: If you need to exclude or cancel an occurrence, use the **Status** drop-down menu and select the **Cancelled** status.

Now you will assign room(s) to your reservation.

20. If you have **Starred Locations**, 25Live will check the availability of these rooms first.
21. To add the room to the reservation click on it in the search results.

⭐ **Your Starred Locations...**

BSS_408
Behavioral & Social Sciences 408
Max Capacity: 27

FH_163
Founders Hall 163
Max Capacity: 50

FH_235
Founders Hall 235
Max Capacity: 44

HGH_225
Harry Griffith Hall 225

☑ Show only my authorized locations that have no time conflicts

☑ Enforce head count

🔄 Refresh

TIP: Keep the checkboxes below the locations checked to avoid seeing spaces with conflict or spaces that are too small.

TIP: Click on the **Refresh** link to update the list of available rooms.

TIP: Select ONLY the locations with a green checkmark ✓ to the right of their name.

TIP: Do NOT select locations with a link icon to the right of their name as this will overbook the room.

TIP: You can add multiple rooms to the reservation if necessary.

22. **OPTIONAL:** You can also search for a specific location by selecting the **Search by Location Name** option and entering the building (Nelson or NHE), room number (102), or room name (Goodwin).

TIP: Keep the checkboxes below the locations checked to avoid seeing spaces with conflict or spaces that are too small.

TIP: Click on the **Refresh** link to update the list of available rooms.

TIP: Select ONLY the locations with a green checkmark ✓ to the right of their name.

TIP: Do NOT select locations with a link icon ⬇ to the right of their name as this will overbook the room.

23. **OPTIONAL:** You can also search for computer labs by selecting **Saved Searches** option, then **Public Searches**, then **Interdisciplinary Computer Labs**.

TIP: Keep the checkboxes below the locations checked to avoid seeing spaces with conflict or spaces that are too small.

TIP: Click on the **Refresh** link to update the list of available rooms.

TIP: Select ONLY the locations with a green checkmark ✓ to the right of their name.

TIP: Do NOT select locations with a link icon ⬇ to the right of their name as this will overbook the room.

24. Make sure that you see the desired room in the right hand side column of the page, under the **Selected Locations** heading.

25. After you have added the desired location(s) to the reservation, select the **Next** button at the bottom of the page to advance to the next screen.

Selected Locations

📦 **SBS_405**   ✓ ⭐ ❌

Student Business Services 405

Max Capacity: 20

Features: Phone jack (active); Ethernet Network Connection; Tables and Chairs; Whiteboard

Conflicts: None

Layout:

Conference [20]   ▼

Setup Instructions:

Attendance: ⬍

TIP: If a room can be setup in various ways, you can select the requested setup from the **Layout** drop-down menu.

TIP: You can also add special **Setup Instructions** for the room if desired.

TIP: If you would like to remove the room from the reservation, use the red X icon ❌ to the right of the room name.

TIP: You can make this location your "favorite" by clicking on the star next to it – this will speed up your request process in the future.

26. **OPTIONAL:** If you are scheduling an event that will be posted on the campus Events Calendar, you may consider filling out details such as contact person's information, ticket prices or link to an image. If you are scheduling an internal department meeting, you may skip this page.

Select CUSTOM ATTRIBUTES for this event.

☑ **Contact email**

bella@humboldt.edu

☑ **Contact person**

Bella Gray

☐ **Contact phone #**

☐ **Event Image**

☐ **Tickets - Child/Senior $**

☐ **Tickets - General $**

☐ **Tickets - Student $**

☐ **To purchase tickets**

27. If you are reserving a room owned by another department, the name of that department' scheduler may appear in the **Scheduler** field.

28. In the **Requestor** field, select the name of the person requesting the reservation. If the person cannot be found, you will enter their name in the **Comments** field later.

29. Select the **Next** button.

Select CONTACTS for this event.

Scheduler

Gentry, Denise

denise.gentry@humboldt.edu

Requestor

Gray, Izabella

izabella.gray@humboldt.edu

TIP: Do not select user names with a middle initial X – these are designated for deletion and should not be associated with any reservations.

30. This page allows to send this event to the campus Events Calendar. If the event is to be displayed on the campus Events Calendar, select the best fitting calendar.

Select which CALENDARS should publish this event.

☐ **Admissions & Tours**

Comments: [   ]

☐ **Diversity & Inclusion**

Comments: [   ]

☐ **Faculty & Staff Events**

Comments: [   ]

☐ **Health & Recreation**

Comments: [   ]

☐ **Lectures & Talks**

Comments: [   ]

☐ **Student Life**

Comments: [   ]

☐ **Trainings & Workshops**

Comments: [   ]

AVOID:

- Selecting multiple calendars unless absolutely necessary. Use the "less is more" principle.

Adding Comments for any of the calendars – they don't appear anywhere.

31. Information entered into the **Comments** field is visible to all 25Live schedulers and users. Here, you can enter information that may be useful to other schedulers, such as the name of the Requestor (if the Requestor could not be found on the Contacts page), Class contract number, initials of the person who made the reservation, etc.

Add additional COMMENTS and NOTES for this event.

Comments

These notes ARE visible to everyone.

If you couldn't find the name of the user in the Requestor field - you may enter it here.

- **TIP:** If this event is sent to the campus Events Calendar, **the information entered in this filed will NOT be visible to viewers**.

32. Select the **Event State** for your reservation. If an additional approval is required, select the **Tentative** state, otherwise select **Confirmed** state.

Verify or change the EVENT STATE.

Draft

Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state.

Tentative

The event is scheduled, but is awaiting Confirmation from its Scheduler.

Confirmed

The event is scheduled and confirmed.

TIP: The Draft event state is not used at this time.

33. You have completed all the steps to reserve a room. Click on the **Save** button.

◄ Back

✖ Cancel   💾 Save

34. After you save the event, make sure that you see a message confirming successful event creation.

35. More importantly, note the message that lets you know that the room reservation is pending approval.

This event has been successfully created. You will receive a confirmation from Room Reservations once your room request is approved.

Here's Some Information About Your Event

📦 **Location Requests Pending Approval**
Location 'SBS_405' requested for Apr 28 2017.

For questions regarding 25Live contact

Bella at ext. 5788 or at bella@humboldt.edu.