

Your Guide to Events in 25Live

Revised By:

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**Conference and Event Services Office (CESO)
Customer Service (508) 929-8237**



WORCESTER
STATE
UNIVERSITY

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Revised 03/22/16

Introduction to 25Live

What is 25Live?

25Live is Worcester State University's web-based scheduling and event planning interface. The software provides an online availability calendar, scheduling system, and data repository for events held at Worcester State University, yet allows individual requestors to maintain their own departmental schedules. 25Live enables authorized members of the Worcester State community to view space availability and to request the use of University space 24 hours a day, seven days a week from any computer with internet access.

How to Become an authorized user of 25Live:

Anyone that has attended a training session and is either Faculty/Staff can log in to 25Live to check availability of space and request a reservation. If you have not attended a training and would like access to 25Live, contact CESO Customer Service at (508) 929-8237 and we will make arrangements.

Who supports 25Live?

The Conference & Event Services Office, frequently referred to as **CESO**, supports the 25Live scheduling system and is here to help you with any questions, concerns, or problems that you, as requestors, may have. Please call CESO Customer Service at (508) 929-8237 Monday – Thursday from 8AM-8PM or Friday from 8AM-5PM. If it is after these hours, you may contact the Student Manager in the Student Center at (508) 929-8073.

CESO Event Contacts

Lynda Shusta

Academic Affairs
Biology
Community Media Relations
Center for Effective Instruction
Chemistry
Communication
Criminal Justice
Disability Services Office
Earth, Environment, Physics
Intensive Language
International Programs
Latino Education Institute
Occupational Therapy
School of Education, Health/Sci.
Humanities & Social Science
Student Affairs
University Police

Melissa Fleming

Athletics
Board of Trustees
Center for Business & Industry
Center for Human Rights
Center for Service Learning/Civic Eng.
Center for Teaching & Learning
Graduate and Continuing Education
Office of the President
University Advancement
Visual and Performing Arts

Michael Priest

Admissions
Campus Ministry
Multicultural Affairs
Nursing
Office of Student Involvement and Ldr
ALL Student Organizations

Nick Burns

Accounting
Administration and Finance
Academic Success Center
AFSCME Union
APA Union
Bookstore
Bursars Office/Student Accts./ One
Business & Economics
Career Services
Central Receiving
Communication Sci & Disorders
Computer Science
Counseling Services
Dining Services
Diversity Inclusions & Equal Opport.
Education
English and World Languages

Enrollment Management
Facilities
Faculty Governance
Faculty Union
Financial Aid
Global Studies
Health Sciences
Health Services
Health & Wellness
History & Political Science
Honors Program
Human Resources/ Benefits
Institutional Research
LASC & First Year Experience
Library
Marketing
Math Department

Office of Sustainability
Institutional Assessment and Plan
Payroll
Philosophy Department
Psychology
Printing and Publications
Registrar
Residence Life & Housing
Student Conduct
Sociology
Themerster
Information Technology
Urban Studies
Veterans Services
Womens Studies
Worcester Craft Center
Writing Center

Feel free to contact them, as well, with any questions or concerns you may have by calling
CESO Customer Service at (508) 929-8237

How To Get To 25Live

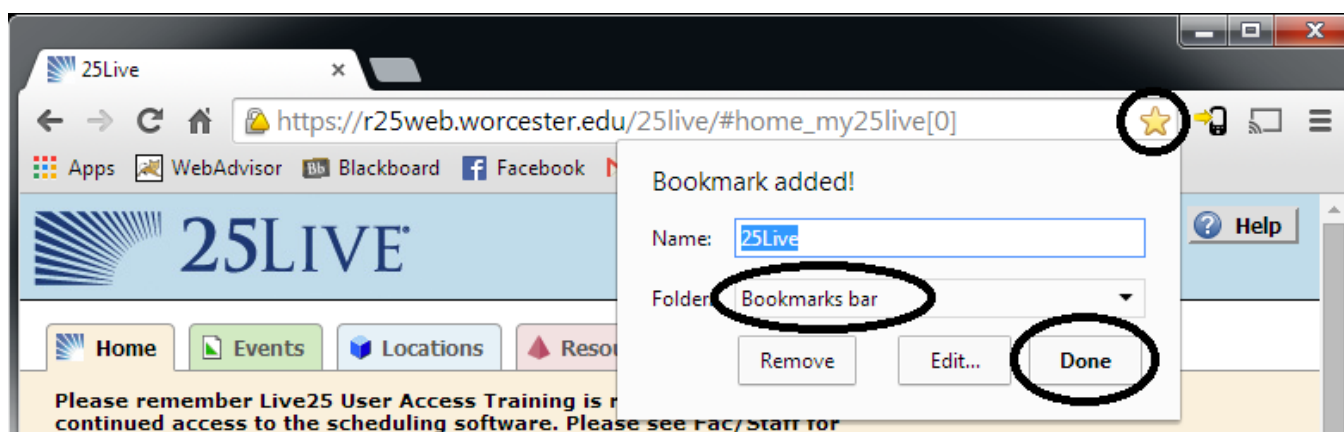
25Live should only be used in Google Chrome.

Google Chrome will be located in your Start Menu under All Programs.

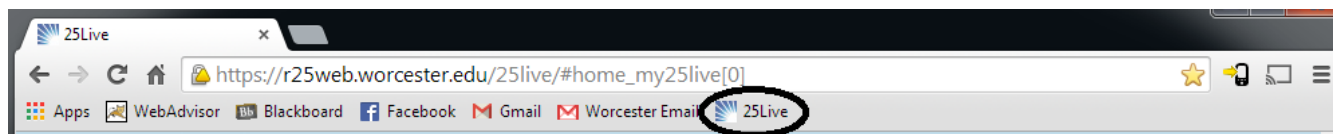
Open Google Chrome, and type in: <http://r25web.worcester.edu/25live/#home>

Or you can find the link to 25Live on the Conference and Events Services Office homepage: <http://worcester.edu/Conference-And-Event-Services> under Online Reservation Requests.

To save 25Live in your Bookmark Bar for easy access, click the yellow star. Choose the Folder that says Bookmarks Bar from the drop-down menu, then click Done.



Now, when you open Google Chrome 25Live will be located in the Bookmarks Bar located at the top of your browser.



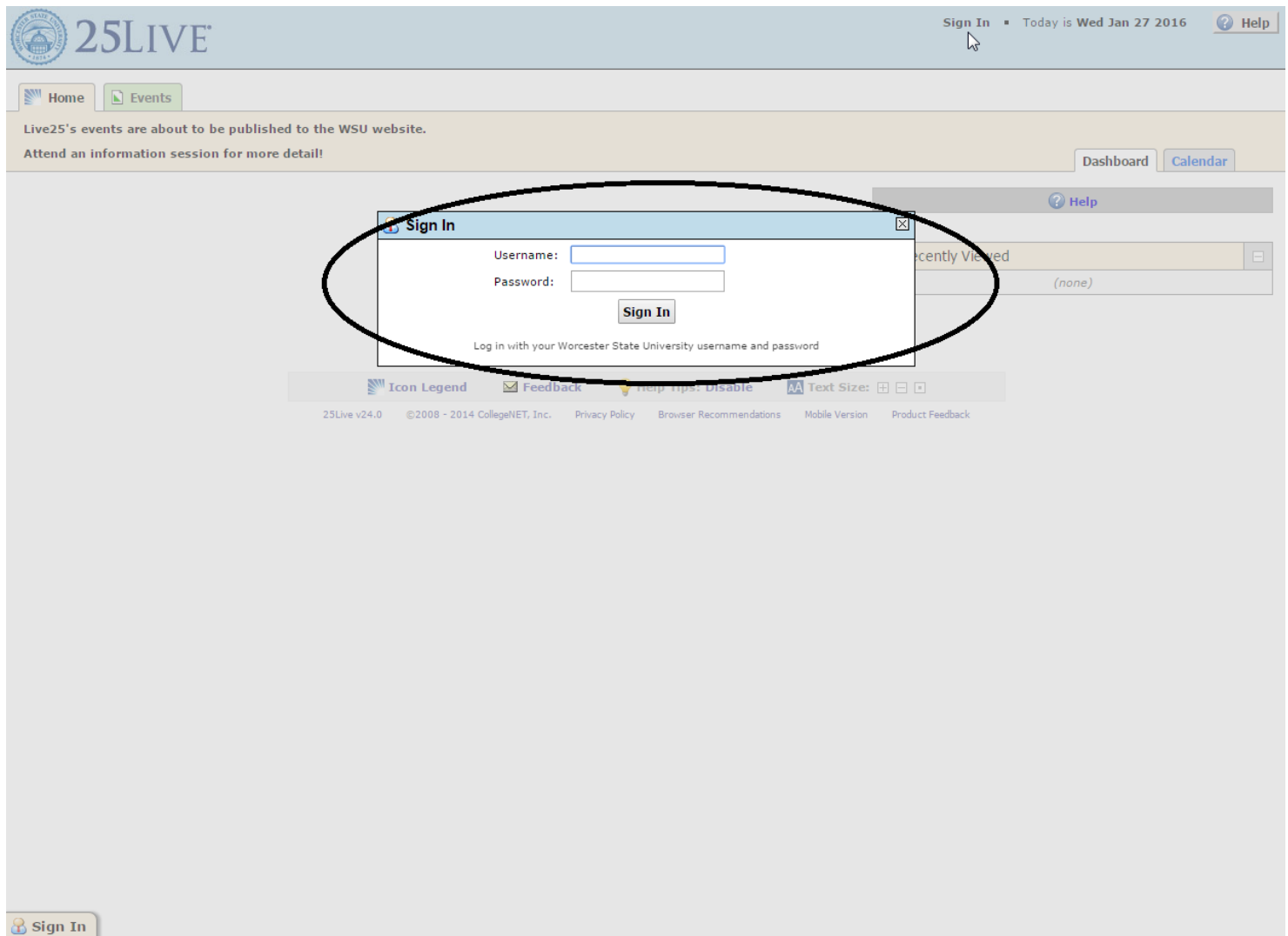
Clearing your Browser History:

Your browser history should be cleared regularly in order to insure you receive the latest updates to 25Live.

In Google Chrome you do this by:

1. Click in the top right hand corner (3 black lines)
2. Scroll down to history
3. Click on "History"
4. Click on "clear all browsing data" (Top Left hand side)
5. Click the drop down menu that says Obliterate the following items from:
6. Click on "the beginning of time"
7. Log out and then log back in to 25Live

Signing Into 25Live

The screenshot shows the 25Live website interface. At the top, there is a header with the 25LIVE logo on the left and a navigation bar on the right containing 'Sign In', 'Today is Wed Jan 27 2016', and a 'Help' link. Below the header, there are tabs for 'Home' and 'Events'. A message states: 'Live25's events are about to be published to the WSU website. Attend an information session for more detail!'. To the right of this message are 'Dashboard' and 'Calendar' buttons. A 'Sign In' dialog box is centered on the screen, featuring a title bar with a close button. Inside the dialog, there are fields for 'Username:' and 'Password:', followed by a 'Sign In' button. Below the button, it says 'Log in with your Worcester State University username and password'. The background of the website is slightly dimmed. At the bottom of the page, there is a footer with links for 'Icon Legend', 'Feedback', 'Help Tips: Disable', 'Text Size' (with plus/minus icons), and version information '25Live v24.0 ©2008 - 2014 CollegeNET, Inc. Privacy Policy Browser Recommendations Mobile Version Product Feedback'. A 'Sign In' button is also visible in the bottom left corner of the page.

Once you have become an authorized user of 25Live and 25Live has been opened in Google Chrome, **SIGN IN** with your WSU username/password.

If this is your first time you are using 25Live, it would be best if you made the 8 resources that are available to you “Your Favorites” for easy access. The next two pages will instruct you how to accomplish this.

Once you have made these resources your favorites you can skip over the next two pages of instruction and proceed to page 10.




Making Resources ‘Your Favorites’ for Easy Access

**When making a reservation in 25Live
there are only 8 resources you may select for your event.**

They are as follows:

- CS – Additional Event Accessories
(none of the other choices are applicable)
- CS – Additional Tables
(you need more than what is standard in the room)
- CS – Do Not Publish
(the event should NOT be published to the web calendar)
- CS – Laptop/Projector
(these items are required for your event)
- CS – No Resources Required
(nothing needed beyond the tables & chairs that are standard in the room)
- CS – Podium
(depending on the location, a microphone may be included)
- CS – Publish to Web
(the event should be published to the web calendar)

**To make these resources “Your Starred Resources” please proceed to the
next page for a visual reference and follow these instructions:**

1. Log into 25Live, click on the Resources tab, and in the Search by Keyword box type in the 2 letters “CS”. (Make sure that you have the List tab selected.)
2. Click on the  next to each of the 8 resources (you will need to go to the NEXT page, lower right hand corner of your screen, in order to see all of the listings) and the  will turn yellow, making it a favorite.
3. Once you have yellow stars  on all 8 resource selections, these 8 resources will always appear in “Your Starred Resources” on the resources page of your reservation, making 25Live easier for you to use.

The next page is a visual guide to show you how to make “Your Starred Resources” / “Your Favorites” and once selected, what “Your Starred Resources” should look like when you are logged into 25Live + making a reservation request.

Making resources 'Your Favorites' for Easy Access Contd.

Welcome, Burns, Nicholas • Preferences • Sign Out • Today is Thu Jan 07 2016 [Help](#)

Home Event Wizard Events Locations **Resources** Organizations Tasks Reports Publisher

Search For Resources Pre-Defined Resource Searches Advanced Resource Search

Search for Resources

Search by Keyword: CS [More Search Options](#)

List Availability Calendar

Click the star to the left of the resource

Choose Visible Columns ☐ Save Search Refresh

| Name | Categories | Stock Total |
|-----------------------------------|----------------------------|-------------|
| AV-S.AUD WIRED MICS | AUDIO VISUAL SERVICES (AV) | 4 |
| CS - ADDITIONAL EVENT ACCESSORIES | CONFERENCE SERVICES (CS) | |
| CS - ADDITIONAL TABLE/S | CONFERENCE SERVICES (CS) | |
| CS - BARTENDER SERVICE | CONFERENCE SERVICES (CS) | 3 |
| CS - BLACK PICTURE EASEL/S | CONFERENCE SERVICES (CS) | 6 |
| CS - COMPLIMENTARY PACK | CONFERENCE SERVICES (CS) | 1000 |
| CS - CROWD CONTROL STANTION/S | CONFERENCE SERVICES (CS) | 5 |
| CS - DECORATIVE FLOWER/S | CONFERENCE SERVICES (CS) | 10 |
| CS - DO NOT PUBLISH | CONFERENCE SERVICES (CS) | |
| CS - GAFFING TAPE | CONFERENCE SERVICES (CS) | 16 |

Information is current as of Jan 07 2016 12:22pm

35 Matching Resources Page 1 of 4

First Previous **Next** Last

To go to more resources

Now your Event Resource screen will look like this:

Home Event Wizard Events Locations **Resources** Organizations Tasks Reports

Test Event New Event...

Test Event

EVENT
THE BINIENDA CENTER FOR CIVIC ENGAGEMENT
12 Attendees Registered
Public Event Description
Sun Jan 10 2016 1:00 pm - Sun Jan 10 2016 2:00 pm
Event Repeats
C*204
Event Resources

Progress...

Find and select EVENT RESOURCES.

* You must select at least one resource.

Your Starred Resources...

- CS - ADDITIONAL EVENT ACCESSORIES
- CS - ADDITIONAL TABLE/S
- CS - DO NOT PUBLISH
- CS - LAPTOP / PROJECTOR
- CS - NO RESOURCE REQUIRED FOR THIS EVENT
- CS - PODIUM
- CS - PUBLISH TO WEB CALENDAR

Refresh

Search by Resource Name...

Saved Searches...

Advanced Search...

Selected Resources
none selected

Once you "star" those 8 resources they will now appear in the "Your Starred Resources" section when making your reservation requests.

Back Next

Cancel Save

Your Dashboard in 25Live

The screenshot shows the 25Live dashboard for user ANDERSON, JILLIAN M. The top navigation bar includes links for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. The 'Event Wizard', 'Events', and 'Locations' tabs are circled. Below the navigation bar, a message states: 'Live25's events are about to be published to the WSU website. Attend an information session for more detail!'. The main dashboard area is divided into several sections:

- Quick Search:** Contains three search boxes for Events, Locations, and Resources, each with a 'Go' button.
- Find Available Locations:** A 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 choose a time!'. Below these is a 'Create an Event' button, which is circled.
- Your Starred Event Searches:** A section indicating 'You do not have any Starred Event Searches!'. Below it are similar sections for 'Your Starred Location Searches' and 'Your Starred Resource Searches', all showing no results.
- Your Starred Reports:** A section indicating 'You do not have any Starred Reports!'. Below it is a 'Your Starred Locations' section, which is circled.
- Your Starred Resources:** A section indicating 'You do not have any Starred Resources!', which is also circled.
- Tasks:** A section showing 'You have No Tasks on Today's Agenda', '0 Outstanding Tasks', '0 Flagged Tasks', and '4 Tasks Assigned By You'.
- Recently Viewed:** A list of various events and resources, including 'ADVISORY BOARD', 'CAREER AND INTERNSHIP FAIR', 'CAREER AND LIFE PLANNING', 'CAREER MENTORING EVENT-MOCK INTERVIEWS', 'CAREER MENTORING/MOCK INTERVIEWS', 'CAREER PATHWAYS BREAKFAST', 'CONTINENTAL POOLS', 'CSO- CAREER SERVICES', 'DINING ETIQUETTE', 'INTERGRAL RESOURCES', 'INTERGRAL RESOURCES', 'INTERGRAL RESOURCES', 'MOCK INTERVIEWS', 'PSYCH DAY', 'PSYCH DAY', 'RFK INFO TABLE', and 'STUDENT AFFAIRS RESOURCE FAIR'. Each item has a star icon next to it.

While there are multiple ways to use all of the functions that 25live has to offer, these circled option tabs will be discussed during your 25Live training.

Please refer to Fac/Staff for announcements regarding dates and times for trainings, or call CESO Customer Service at (508) 929-8237 to find out when and where the next training will take place.

Creating an Event: Name

25LIVE

Welcome, ANDERSON, JILLIAN M. ■ Preferences ■ Sign Out ■ Today is Wed Jan 27 2016 ? Help

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Untitled #1 New Event...

Event Name

Please provide the event name as listed on printed material and publicity

Event Type
Primary Organization for this Event

Start by entering the basic event information.

Event Name *

Event Type *

Primary Organization for this Event *

Search for an Event Type

Search for an Organization

Back Next

Cancel Save

Please provide the event name as listed on printed material and publicity

Click on Event Wizard to create a new event. Name the event with as much detail as possible. Please do not use acronyms or abbreviations. Put in the Event Name that would be publicly recognizable.

Once your event has been confirmed you will NOT be able to edit the event. Please contact your CESO contact to edit the event.

Click “Next” when finished.

Creating an Event: Event Type

Select an event type. Be as accurate as possible, as this cannot be changed once the event is created. If you have any questions, please contact CESO Customer Service at 508) 929-8237 for clarification.

Event Types - There are now only 5 event types that you have access to.

Class and **Test** should be used exclusively by those who work in or with Academic Affairs. These two event types are for academic classes that have been re-scheduled or additional classroom / testing needs for Worcester State University classes.

Event - The "Event" event type will now encompass **everything** that is not a meeting. Information tables, panel discussions, banquet, conference etc. will all now have the event type "Event".

Lecture/Speaker- The "Lecture" event type will be for any event that involves a lecture or speaker.

Meeting - The "Meeting" event type will be solely for groups whose primary purpose is to meet. Please note that trainings / workshops and events of that nature would be considered an Event, not a Meeting.

Click "Next" when finished.

Creating an Event: Your Organization

The screenshot shows the 25LIVE web application interface. At the top, there is a header with the 25LIVE logo, a welcome message for ANDERSON, JILLIAN M., and navigation links for Preferences, Sign Out, and a date indicator (Wed Jan 27 2016). Below the header is a main navigation bar with buttons for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. A sub-navigation bar shows 'Test Event' and 'New Event...'. On the left, a sidebar contains a 'Test Event' section with instructions and a 'Primary Organization for this Event' label. The main content area is titled 'Start by entering the basic event information.' and contains three fields: 'Event Name' (filled with 'Test Event'), 'Event Type' (set to 'EVENT'), and 'Primary Organization for this Event'. The organization selection dropdown is open, showing a search bar and a list of results, with 'CAREER SERVICES OFFICE' selected. A star icon next to the selected item indicates it can be favorited. Navigation buttons 'Back', 'Next', 'Cancel', and 'Save' are visible at the bottom of the form.

Test Event

Please provide the event name as listed on printed material and publicity

EVENT

Primary Organization for this Event

Start by entering the basic event information.

Event Name

Test Event ✓

Event Type

EVENT ☆ ✓

Primary Organization for this Event

Search for an Organization *

CAREER SERVICES OFFICE ☆

Back Next

Cancel Save

Choose your organization. You may choose by searching the name of the department/organization you are scheduling for by starting to type the name of the department/organization. After the department/organization is selected, you may click the star to “favorite” it. The star will turn yellow, and you may search under Your Starred Organizations in the future.

Click “Next” when finished.

Creating an Event: Registered Head Count

The screenshot shows the 25LIVE web application interface. At the top, the header includes the 25LIVE logo, a welcome message for ANDERSON, JILLIAN M., and navigation links for Preferences, Sign Out, and the current date (Wed Jan 27 2016). Below the header is a navigation bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. The main content area is titled 'Enter additional basic event information.' and contains three sections: 'Test Event' (with a green progress bar), 'Registered Head Count' (with a text input field and a red asterisk), and 'Public Event Description' (with a rich text editor). A warning message in the top right corner states: 'Headcounts should be updated 72 hours prior to event start date'. At the bottom, there are 'Back', 'Next', 'Cancel', and 'Save' buttons.

Indicate registered head count here.

As your event date gets closer, if you have a food order with Catertrax, please double check and make sure that the headcount in Catertrax and 25Live is the same.

**If your headcount changes drastically, please contact CESO Customer Service at (508) 929-8237 for a possible setup change or room change.*

Public Event Description: If you would like your event published on the WSU calendar please describe, in detail, the nature of your event, in a format that would be acceptable to appear on various calendars for the University. The Marketing department will determine which calendar your event may appear on. You may leave the space empty if you choose not to have your event published.

Click “Next” when finished.

Creating an Event: One Occurrence/ More Than One Occurrence

The screenshot shows the 25LIVE web application interface. At the top, the header includes the 25LIVE logo, a welcome message for ANDERSON, JILLIAN M., and navigation links for Preferences, Sign Out, and the current date (Wed Jan 27 2016). Below the header is a menu bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. The 'Event Wizard' tab is active, showing a 'Test Event' sidebar with details like 'CAREER SERVICES OFFICE' and '15 Attendees Registered'. The main content area displays a decision screen titled 'Does this event have more than one occurrence?'. Two options are presented: 'No' (highlighted with a black oval) and 'Yes'. The 'No' option states: 'This event has only one occurrence. Any other related events are separate and distinct.' Below this is a 'Repeats Decision' button. The 'Yes' option states: 'This event has more than one occurrence. It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.' At the bottom of the screen are four buttons: 'Back', 'Next', 'Cancel', and 'Save'.

Select 'No' if this is a **ONE** time event (only 1 date)

If your event has more than one occurrence (more than one date **AND** the exact same time) please contact your CESO Event Contact for guidance regarding this option.

If your event has more than one occurrence **BUT** takes place at a different time of day then it needs to be done on a separate reservation.

Click "Next" when finished.

Creating an Event : Date/Time

25LIVE Welcome, ANDERSON, JILLIAN M. ▪ Preferences ▪ Sign Out ▪ Today is Wed Jan 27 2016 ? Help

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Test Event New Event...

Test Event

EVENT
CAREER SERVICES OFFICE
15 Attendees Registered
Public Event Description
Sat Jan 30 2016 11:00 am -
Sat Jan 30 2016 12:00 pm

Progress...

Tell us WHEN this event takes place.

Select the dates and times of the actual event.
Setup, takedown, pre- or post-event times can be specified below.

Event Start: Sat Jan 30 2016 11:00 am

Event End: Sat Jan 30 2016 12:00 pm

Does this event require Setup or Pre-Event time? ☐ Yes ☒ No

Does this event require Post-Event or Takedown time? ☐ Yes ☒ No

Date Restrictions
Events occurrences that you create are restricted to:
• No later than 2016-08-31
• At least 3 days from today

Event Duration:
1 Hour

Please provide accurate start and end times. CESO will add set-up times

◀ Back Next ▶

Cancel Save

*You will be unable to make a reservation request if the date of the event is within the next 2 days. If you need to schedule a new event in this 2 day time frame, please contact CESO Customer Service at (508) 929-8237 and one of our Event Contacts will assist you.

Choose a date for your event by clicking on the Calendar Icon. Your start and end date should be the same. Click on the **Start** and **End** Times to input your event **ACTUAL Start** and **End** times—pay attention to AM/PM.

CESO will build Setup time which will usually be at least 15 minutes, so that if you want to get into the room ahead of time to get yourself setup and settled you will be able to do so. Pre-event time is the time **YOU** need to access to the room in order to decorate or to spend a good amount of time preparing the space. Most events **DO NOT** require Pre-Event time. If you have any questions on this please contact your CESO Event Contact. Requestors **DO NOT** need to enter Post-Event or Takedown time.

Click “Next” when finished.

Creating an Event : Locations

25LIVE Welcome, ANDERSON, JILLIAN M. ▪ Preferences ▪ Sign Out ▪ Today is Wed Jan 27 2016 Help

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Test Event New Event...

Test Event

EVENT
CAREER SERVICES OFFICE
15 Attendees Registered
Public Event Description
Mon Feb 01 2016 11:00 am - Mon Feb 01 2016 12:00 pm
Event Repeats
Event Locations

Progress...

Find and select EVENT LOCATIONS.

* You must select at least one location.

★ Your Starred Locations...

| Location ID | Location Name | Status |
|-------------|---|-----------------------------|
| C*101 | Student Center, Blue Lounge, First Floor Max Capacity: 200 | Available (Green Checkmark) |
| C*102 | Student Center, Left Side of the Ramp, First Floor Max Capacity: 2 | Conflict (Red Triangle) |
| C*116 | Student Center, Blue Wall Corridor, First Floor Max Capacity: 500 | Available (Green Checkmark) |
| C*120 | Student Center, Exhibit Area, 1st floor | Available (Green Checkmark) |

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

Search by Location Name...

Saved Searches...

Advanced Search...

Back Next

Cancel Save

Selected Locations

none selected

Choose locations for your event to take place. You may search by location name or room number/name. You may refer to your Room Numbers/Layout [Maximum] Capacities hand out sheet. A room with a green check mark next to it indicates that room is available for your event date/time. A room with a red triangle indicates the room has a conflict for your date/time. Once you have decided on your location, double click on the room and the location will appear in the column on the right under Selected Locations. If you decide that you do not want the Selected Location, simply click the red "X" and the room will be removed from the Selected Locations column.

Creating an Event: Locations and Room Layout

25LIVE Welcome, ANDERSON, JILLIAN M. ▪ Preferences ▪ Sign Out ▪ Today is Wed Jan 27 2016 ? Help

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Test Event New Event...

Test Event

EVENT
CAREER SERVICES OFFICE
15 Attendees Registered
Public Event Description
Mon Feb 01 2016 11:00 am - Mon Feb 01 2016 12:00 pm
Event Repeats
C*318

Progress...

Find and select EVENT LOCATIONS.

★ Your Starred Locations...

| | | | |
|--------------|--|------------------|---|
| C*224 | Student Center, Information Alley, First Floor | Max Capacity: 2 | |
| C*204 | Student Center, Room 204, Second Floor | Max Capacity: 25 | ✓ |
| C*318 | Student Center, Foster Room, Third Floor | Max Capacity: 50 | ✓ |
| C*320 | Student Center, Fallon Room, Third Floor | Max Capacity: 40 | ⚠ |

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

Refresh

Search by Location Name...

Saved Searches...

Advanced Search...

Selected Locations

C*318 ✓ ★ ✕

Student Center, Foster Room, Third Floor
Max Capacity: 50
Features: Carpet Floor; Closets; Connects To 2nd Room; Double Doors; Phone Line; Pull Down Screen; Standard Plug Available; Windows; Wireless Internet
Selected Occurrences: All Occurrences
Conflicts: None

[View and Modify Occurrences](#)

◀ Back Next ▶

Cancel Save

Once you have chosen the location for your event you must choose a layout for your room/rooms by clicking on “ View and Modify Occurrences” on the right hand side of your screen under your Selected Location.

Creating an Event: Locations and Room Layout contd.

Welcome, ANDERSON, JILLIAN M. ▪ Preferences ▪ Sign Out ▪ Today is Wed Jan 27 2016 ? Help

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Test Event New Event...

Test Event

EVENT
CAREER SERVICES OFFICE
15 Attendees Registered
Public Event Description
Mon Feb 01 2016 11:00 am -
Mon Feb 01 2016 12:00 pm
Event Repeats
C*318

Find and select EVENT LOCATIONS.

★ Your Starred Locations...

- Student Center, Information Alley, First Floor
Max Capacity: 2
- C*204
Student Center, Room 204, Second Floor
Max Capacity: 20
- C*318
Student Center, Foster Room, Third Floor
Max Capacity: 50
- C*320
Student Center, Fallon Room, Third Floor
Max Capacity: 40

Selected Locations

C*318
Student Center, Foster Room, Third Floor
Max Capacity: 50
Features: Carpet Floor; Closets; Connects To 2nd Room; Double Doors; Phone Line; Pull Down Screen; Standard Plug Available; Windows; Wireless Internet
Selected Occurrences: All Occurrences
Conflicts: None

View and Modify Occurrences

C*318: Modify Selected Occurrences

| Assign? | Date | Conflicts? | Layout | Setup Instructions | Attendance |
|-------------------------------------|-----------------|------------|--------------------|--------------------|------------|
| <input checked="" type="checkbox"/> | Mon Feb 01 2016 | (none) | Hollow Square [42] | | |

Hover over conflicts for more information.

Save Changes Cancel

The layout should be chosen according to your needs and the number of attendees you have. Your layouts may vary or remain the same for each room you have selected. Please note the **maximum capacity number listed in parentheses** for any given layout. Please make sure that your number of attendees does not exceed the maximum capacity number of any layout selected.

You may also click on the pencil to add **Setup Instructions** for any room if applicable. If you would like to leave us additional information regarding the way you would like the room setup.

Click "Save Changes".

Click "Next" when finished.

Creating an Event : Resources

25LIVE

Welcome, ANDERSON, JILLIAN M. ▪ Preferences ▪ Sign Out ▪ Today is Wed Jan 27 2016 Help

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Test Event New Event...

Test Event

EVENT
CAREER SERVICES OFFICE
15 Attendees Registered
Public Event Description
Mon Feb 01 2016 11:00 am -
Mon Feb 01 2016 12:00 pm
Event Repeats
C*318
Event Resources

Progress...

Find and select EVENT RESOURCES.

* You must select at least one resource.

★ Your Starred Resources...

| | |
|--|---|
| CS - ADDITIONAL EVENT ACCESSORIES | ∞ |
| CS - ADDITIONAL TABLE/S | ∞ |
| CS - DO NOT PUBLISH | ∞ |
| CS - LAPTOP / PROJECTOR | ∞ |
| CS - NO RESOURCE REQUIRED FOR THIS EVENT | ∞ |
| CS - PODIUM | ∞ |
| CS - PUBLISH TO WEB CALENDAR | ∞ |

Refresh

Search by Resource Name...

Saved Searches...

Advanced Search...

Selected Resources

none selected

Back Next Cancel Save

There are only 8 resources for you to choose from, please see page 8 for an explanation and instructions on how to make these “Your Starred Resources”. Double click on any of the 8 resources you may need and they will appear in the **Selected Resources** column on the right. Be sure to check your Room Numbers/Layout (Maximum) capacities sheet to see what resources come standard in your room location before selecting your resources. If you decide you do not want the resource, you click the red “X” to remove it from your **Selected Resources**. Your Event Contact will then assign the specific resource(s) you have requested when confirming your event and may contact you for specific details.

Click next.

Creating an Event: Resource Setup Instructions

25LIVE

Welcome, ANDERSON, JILLIAN M. | Preferences | Sign Out | Today is Wed Jan 27 2016 | Help

Home | Event Wizard | Events | Locations | Resources | Organizations | Tasks | Reports

Test Event | New Event...

Test Event

EVENT

CAREER SERVICES OFFICE

15 Attendees Registered

Public Event Description

Mon Feb 01 2016 11:00 am -
Mon Feb 01 2016 12:00 pm

Event Repeats

C*318

CS - LAPTOP / PROJECTOR

CS - ADDITIONAL TABLE/S

Find and select EVENT RESOURCES.

★ Your Starred Resources...

| | |
|--|---|
| CS - ADDITIONAL EVENT ACCESSORIES | ∞ |
| CS - ADDITIONAL TABLE/S | ∞ |
| CS - DO NOT PUBLISH | ∞ |
| CS - LAPTOP / PROJECTOR | ∞ |
| CS - NO RESOURCE REQUIRED FOR THIS EVENT | ∞ |
| CS - PODIUM | ∞ |
| CS - PUBLISH TO WEB CALENDAR | ∞ |

Refresh

Selected Resources

CS - LAPTOP / PROJECTOR

Selected Occurrences: All Occurrences

Conflicts: None

View and Modify Occurrences

CS - ADDITIONAL TABLE/S

Selected Occurrences: All Occurrences

Conflicts: None

View and Modify Occurrences

CS - ADDITIONAL TABLE/S: Modify Selected Occurrences

| Assign? | Date | Quantity | Avail/Total | Setup Instructions |
|-------------------------------------|-----------------|----------|-------------|--------------------|
| <input checked="" type="checkbox"/> | Mon Feb 01 2016 | 1 | ∞ | (none) |

Save Changes | Cancel

You may also click on the pencil to add Setup Instructions for the selected resources if applicable.

Click "Save Changes".

Click "Next" when finished.

Creating an Event: Contact Roles

25LIVE Welcome, ANDERSON, JILLIAN M. ▪ Preferences ▪ Sign Out ▪ Today is Wed Jan 27 2016 ? Help

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Test Event New Event...

Test Event

EVENT
CAREER SERVICES OFFICE
15 Attendees Registered
Public Event Description
Mon Feb 01 2016 11:00 am -
Mon Feb 01 2016 12:00 pm
Event Repeats
C*318
CS - LAPTOP / PROJECTOR
CS - ADDITIONAL TABLE/S
ANDERSON, JILLIAN M.
Scheduler
ANDERSON, JILLIAN M.
Requestor

Select CONTACTS for this event.

Scheduler
ANDERSON, JILLIAN M. STAFF ASSOCIATE

Requestor
ANDERSON, JILLIAN M. STAFF ASSOCIATE

ORGANIZER
Search for a Contact

UNIVERSITY CO SPONSOR
Search for a Contact

Progress...

◀ Back Next ▶

Cancel Save

Since you are the one entering the reservation request you are the Requestor and will automatically be selected as such. You may select a Scheduler to receive automated responses to your request and edits.


You may click on the star next to the names of schedulers that you would like to keep as Your Starred Contacts.

Click, Next

Creating an Event: Additional Requirements

Test Event

New Event...

Test Event

EVENT

CAREER SERVICES OFFICE

15 Attendees Registered

Public Event Description

Mon Feb 01 2016 11:00 am -
Mon Feb 01 2016 12:00 pm

Event Repeats

C*318

CS - LAPTOP / PROJECTOR

CS - ADDITIONAL TABLE/S

ANDERSON, JILLIAN M.
Scheduler

ANDERSON, JILLIAN M.
Requestor

Requirements

Progress...

Select REQUIREMENTS for this event.

* You must select at least one of the Requirements.

☐ DOES THIS EVENT INVOLVE MINORS ON CAMPUS?

Comments:

Quantity:

☐ DOES THIS EVENT REQUIRE BARTENDING SERVICES?

Comments:

Quantity:

☐ DOES THIS EVENT REQUIRE CATERING SERVICES?

Comments:

Quantity:

☐ DOES THIS EVENT REQUIRE PARKING PASSES?

Comments:

Quantity:

☐ IS AN EXTERNAL ORGANIZATION INVOLVED WITH THIS EVENT?

Comments:

Quantity:

☐ IS THIS EVENT FREE AND OPEN TO THE PUBLIC?

Comments:

Quantity:

Please choose any requirements associated with this event and add detail whenever possible

If any of these requirements apply to your event please check the box.

By Selecting any of these requirements you are providing CESO with information ONLY. Please include Comments such as specific names and organizations as well as Quantities.

CESO will **NOT** be placing catering orders or obtaining parking passes with this information.

If you have any questions, please contact your Event Contact within CESO.

Click "Next" when finished.

Creating an Event: Internal Event Comments

The screenshot shows the 25LIVE web interface. At the top, the header includes the 25LIVE logo, a welcome message for ANDERSON, JILLIAN M., and navigation links for Preferences, Sign Out, and the current date (Wed Jan 27 2016). Below the header is a navigation bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. The 'Event Wizard' tab is active, showing a 'Test Event' sidebar on the left. The sidebar contains event details: 'CAREER SERVICES OFFICE', '15 Attendees Registered', 'Public Event Description', dates 'Mon Feb 01 2016 11:00 am - Mon Feb 01 2016 12:00 pm', 'Event Repeats', 'C*318', resources 'CS - LAPTOP / PROJECTOR' and 'CS - ADDITIONAL TABLE/S', and schedulers 'ANDERSON, JILLIAN M.' and 'ANDERSON, JILLIAN M.'. The main content area is titled 'Add additional COMMENTS and NOTES for this event.' and features a section labeled 'Internal Event Comments' with a large text input box. To the right of this box is a tooltip that reads: 'Please add notes to CESO in this section. Do not list items that should be included in your event request'. At the bottom of the main area are buttons for 'Back', 'Cancel', 'Save' (circled), and 'Next'. A green progress bar at the very bottom indicates the current step in the event creation process.

Internal Event Comments: This is a good place to put any additional information you want to share with the CESO Office that you have not already left in the Setup Instructions for the Event Location or Event Resource within the “View and Modify Occurrences” window.

You have now completed your reservation, click **“Save”** to save the event and it will alert your Event Contact.

Creating an Event: View Details

The screenshot shows the 25LIVE web interface. At the top, the header includes the 25LIVE logo, the user name 'ANDERSON, JILLIAN M.', and navigation links for Preferences, Sign Out, and Help. Below the header is a navigation bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. The 'TEST EVENT' tab is active, and a 'New Event...' button is visible.

On the left, the 'TEST EVENT' sidebar displays event details: 'CAREER SERVICES OFFICE', '15 Attendees Registered', dates 'Mon Feb 01 2016 11:00 am - Mon Feb 01 2016 12:00 pm', location 'C*318', and equipment 'CS - LAPTOP / PROJECTOR' and 'CS - ADDITIONAL TABLE/S'. It also lists 'ANDERSON, JILLIAN M.' as the Scheduler and Requestor. A note states 'THIS EVENT HAS NO REQUIREMENTS' and 'Please have speakers as we will be showing a movie'. The event ID is '2016-AADQFU'. A green 'Done!' button is at the bottom of the sidebar.

The main content area shows a confirmation message: 'Your request has been submitted, please wait on confirmation from CESO to move forward with publicity.' Below this, the 'What's Next?' section contains three buttons: 'View Details' (circled), 'Edit', and 'Email'. The 'More Event Options' section includes links for 'Print Confirmation', 'Copy', 'Create "To Do"', 'Manage Relationships', 'Manage Bindings', 'Take Ownership of this Event', and 'Add to Starred?' (circled). The 'Event Tasks' section shows '1 Active Notification Task'.

Click **Add to Starred.** This event will then appear in the “Your Starred Events” Section on your dashboard for easy access.

Click **View Details** to confirm room assignment and event details/resources.

Creating an Event: Confirming Event

The screenshot displays the 25LIVE web application interface. At the top, a navigation bar includes the 25LIVE logo, a welcome message for ANDERSON, JILLIAN M., and links for Preferences, Sign Out, and the current date (Wed Jan 27 2016). Below this is a secondary navigation bar with icons for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. A search bar is also present.

The main content area is titled "TEST EVENT" and features a "Details" tab. The "Event Details" section on the left lists various attributes: Event Name (TEST EVENT), Event Type (EVENT), Reference (2016-AADQFU), Alien UID, State (Tentative), Organization (CAREER SERVICES OFFICE), Cabinet (COLLEGE SPONSORED FY2016), Scheduler (ANDERSON, JILLIAN M.), Requestor (ANDERSON, JILLIAN M.), Event Categories (COLLEGE SPONSORED), Head Count (15 registered), Tasks Completed (0/1), Approvals (0/0), Assignments (0/0), and To Do's (0/0). It also notes that the event has no requirements and was created on Wed Jan 27 2016.

The "Event Occurrences" table on the right shows a single occurrence for Mon Feb 01 2016 from 11:00am to 12:00pm. The location is C*318, and the layout is Lecture - Center Aisle. Resources listed include CS - LAPTOP / PROJECTOR and CS - ADDITIONAL TABLE/S, both with a quantity of 1. The event state is marked as "Tentative".

At the bottom, there is a footer with links for Icon Legend, Feedback, Help Tips: Disable, Text Size, and version information (25Live v24.0, ©2008 - 2014 CollegeNET, Inc.).

Information is current as of Jan 27 2016 11:13am

Click the '+' sign to expand the event details for each date. Check to make sure everything is correct, and that you have a room(s), indicated by a blue box, assigned to all your dates and that your resources, indicated by a red triangle, are correct.

Your Event State will be Tentative, however, your space will be held. Once your Event Contact reviews your request, and if necessary, contacts you regarding any questions or resources, your Event State will be changed to Confirmed and you will receive an email.

Check that the Requestor, Scheduler, Comments, and Description are all correct.

If you are satisfied that everything is complete, click the red 'x' in the upper right corner to close the saved event.

If you need to make changes, click Edit this Event and go to the appropriate section to make changes. Once your event has been successfully saved, click View Details again to confirm.

YOU ARE DONE!

If you have any questions or need to change anything within your reservation after it has been confirmed please contact the CESO customer service line at 508-929-8237 / x8237 or you may also contact your Event Contact.