Your Guide to Events in 25Live

Revised By:

Lynda Shusta & Nick Burns

March 2016

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

Table of Contents

Revised 03/22/16

WORCESTER
STATE
UNIVERSITY

Revised By: L. Shusta & N. Burns

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, Envirnoment, Physics
Intensice Language
Internaltional 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 Buisness & 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

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

Nick Burns

Accounting	Enrollment Management	Office of Sustainability
Administration and Finance	Facilities	Institutional Assessment and Plan
Academic Success Center	Faculty Governance	Payroll
AFSCME Union	Faculty Union	Philosophy Department
APA Union	Financial Aid	Psychology
Bookstore	Global Studies	Printing and Publications
Bursars Office/Student Accts./ One	Health Sciences	Registrar
Business & Economics	Health Services	Residence Life & Housing
Career Services	Health & Wellness	Student Conduct
Central Receiving	History & Political Science	Sociology
Communication Sci & Disorders	Honors Program	Themester
Computer Science	Human Resources/ Benefits	Information Technology
Counseling Services	Institutional Research	Urban Studies
Dining Services	LASC & First Year Experience	Veterans Services
Diversity Inclusions & Equal Opport.	Library	Womens Studies
Education	Marketing	Worcester Craft Center
English and World Languages	Math Department	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 <u>Google Chrome</u>.

Google Chrome will be located in your <u>Start Menu</u> under <u>All Programs</u>.

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

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

To save 25Live in your <u>Bookmark Bar</u> for easy access, click the yellow star. Choose the <u>Folder</u> that says <u>Bookmarks Bar</u> from the drop-down menu, then click Done.
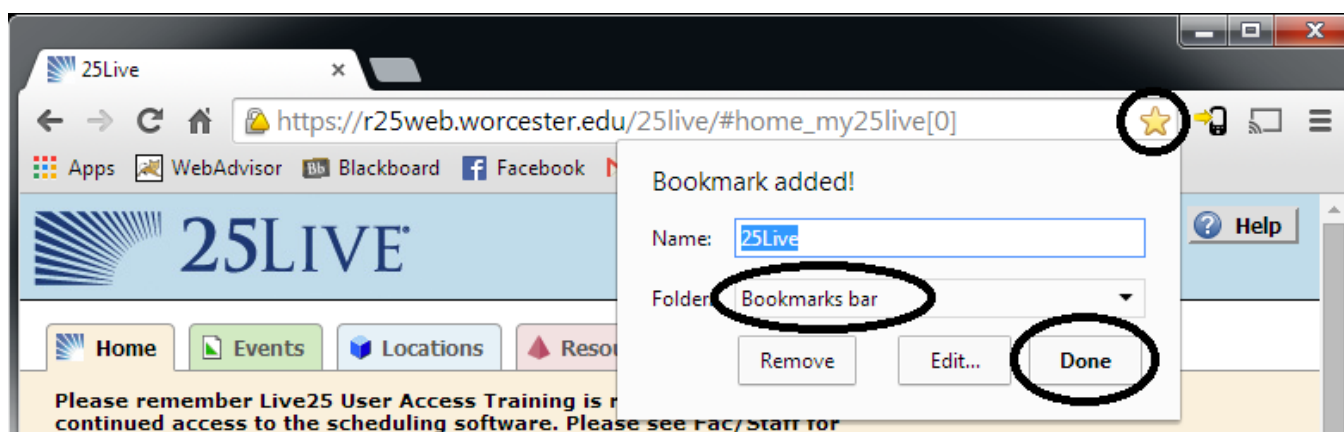
Now, when you open <u>Google Chrome</u> <u>25Live</u> will be located in the <u>Bookmarks Bar</u> located at the top of your browser.
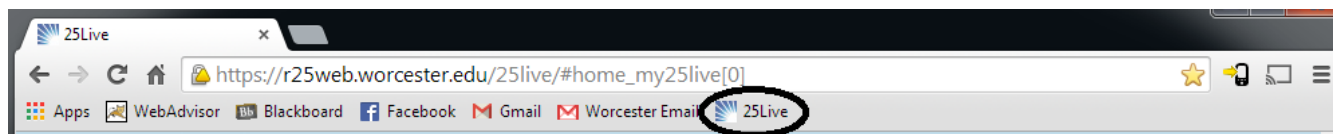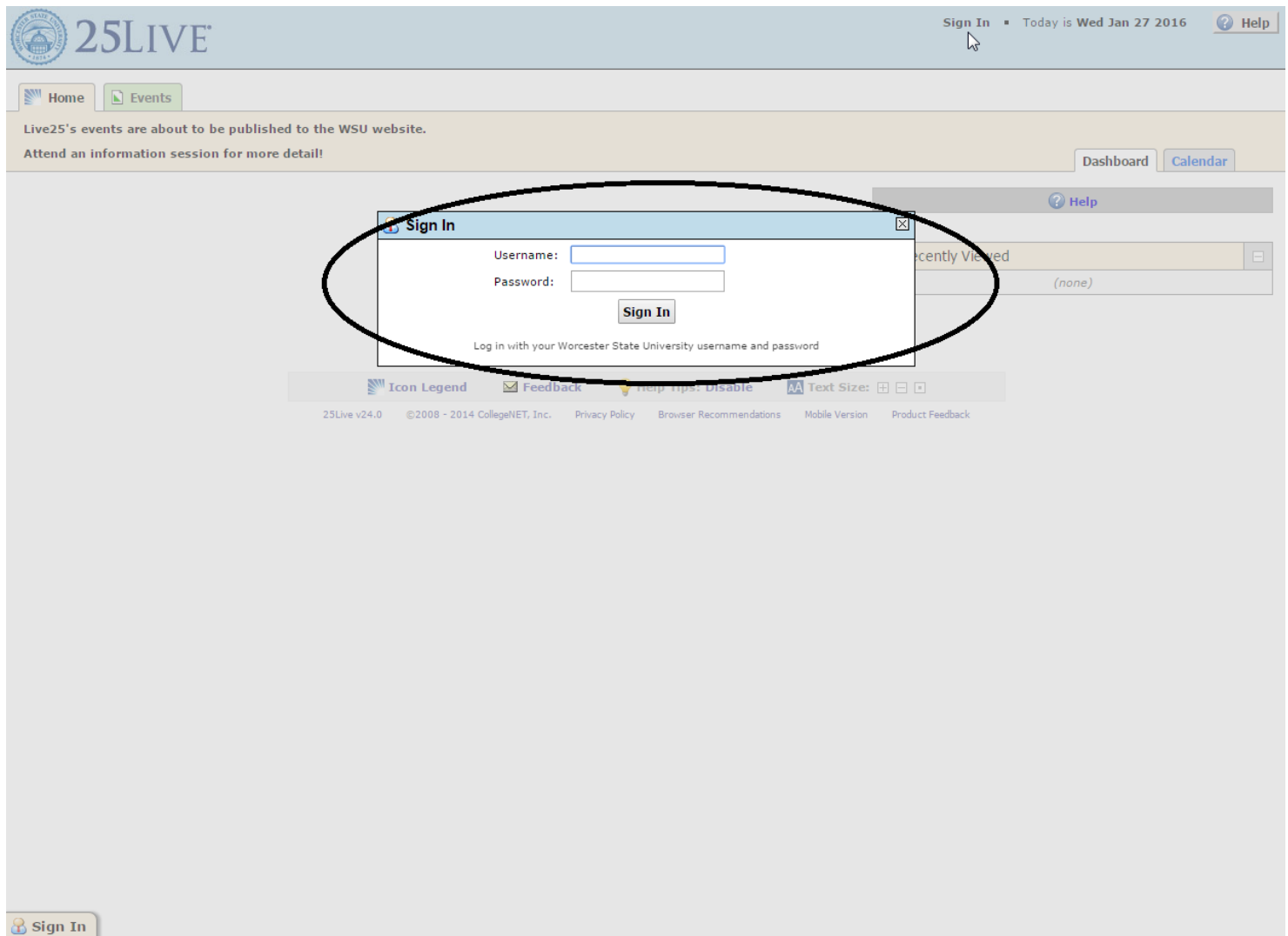
Clearing your Browser History:

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

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 <u>two</u> pages of instruction and proceed to page <u>10</u>.

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.

WORCESTER STATE UNIVERSITY

Making resources 'Your Favorites" for Easy Access Contd.

Now your Event Resource screen will look like this:

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

WORCESTER STATE UNIVERSITY

Your Dashboard in 25Live

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

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.

WORCESTER STATE UNIVERSITY

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.

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 <u>Your Starred Organizations</u> in the future.

Click "Next" when finished.

Creating an Event: Registered Head Count

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

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

*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.

WORCESTER STATE UNIVERSITY

Creating an Event : Locations

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

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

WORCESTER
STATE
UNIVERSITY

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

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.

WORCESTER
STATE
UNIVERSITY

Creating an Event: Resource Setup Instructions

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

Click "Save Changes".

Click "Next" when finished.

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

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.

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

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

Click <u>View Details</u> to confirm room assignment and event details/resources.

Creating an Event: Confirming Event

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.

<u>YOU ARE DONE!</u>

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.