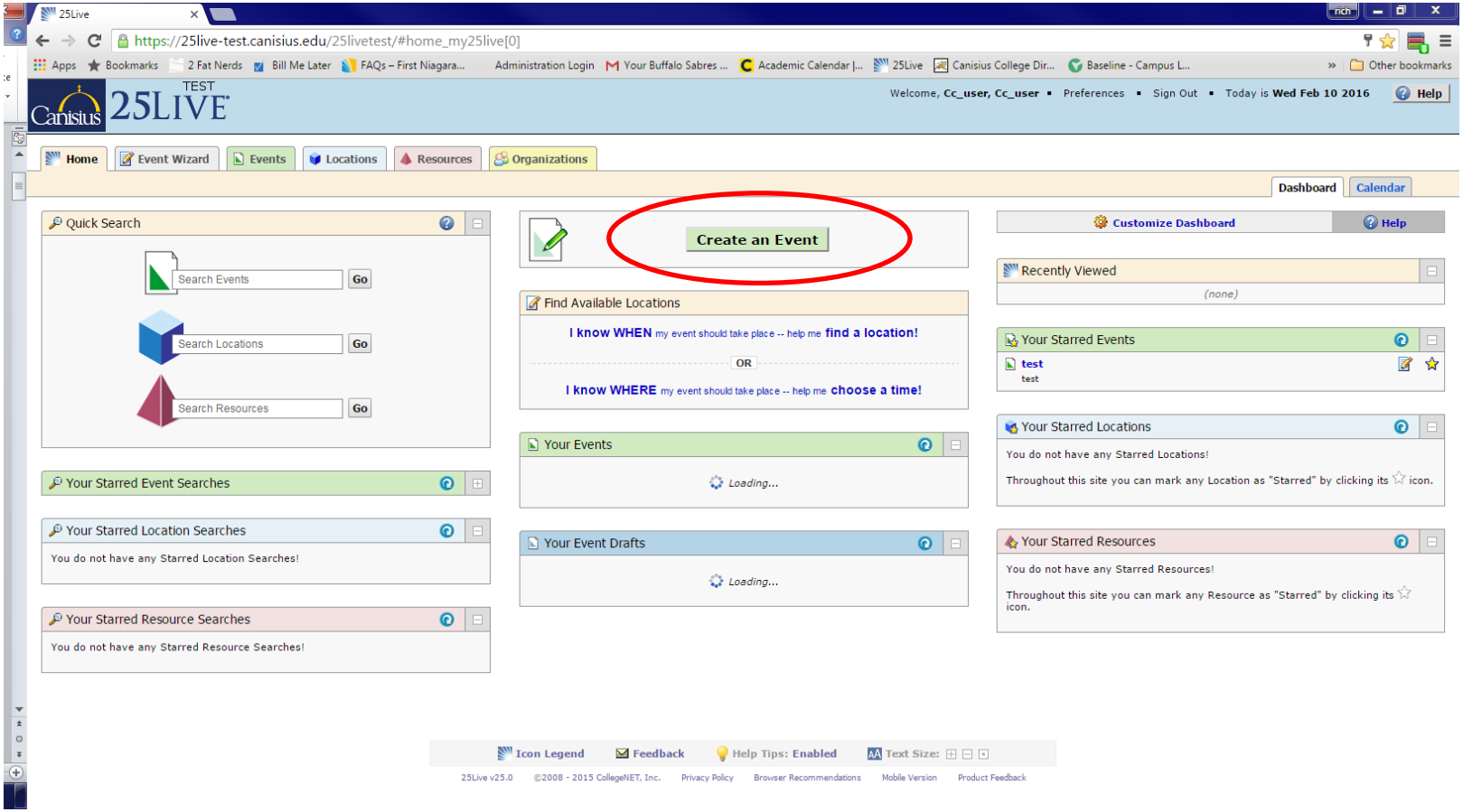
25Live Event Request Submission Tutorial

From the portal, under my applications, click 25 live



Once loaded, click on “Create an Event” in the center of the home screen.

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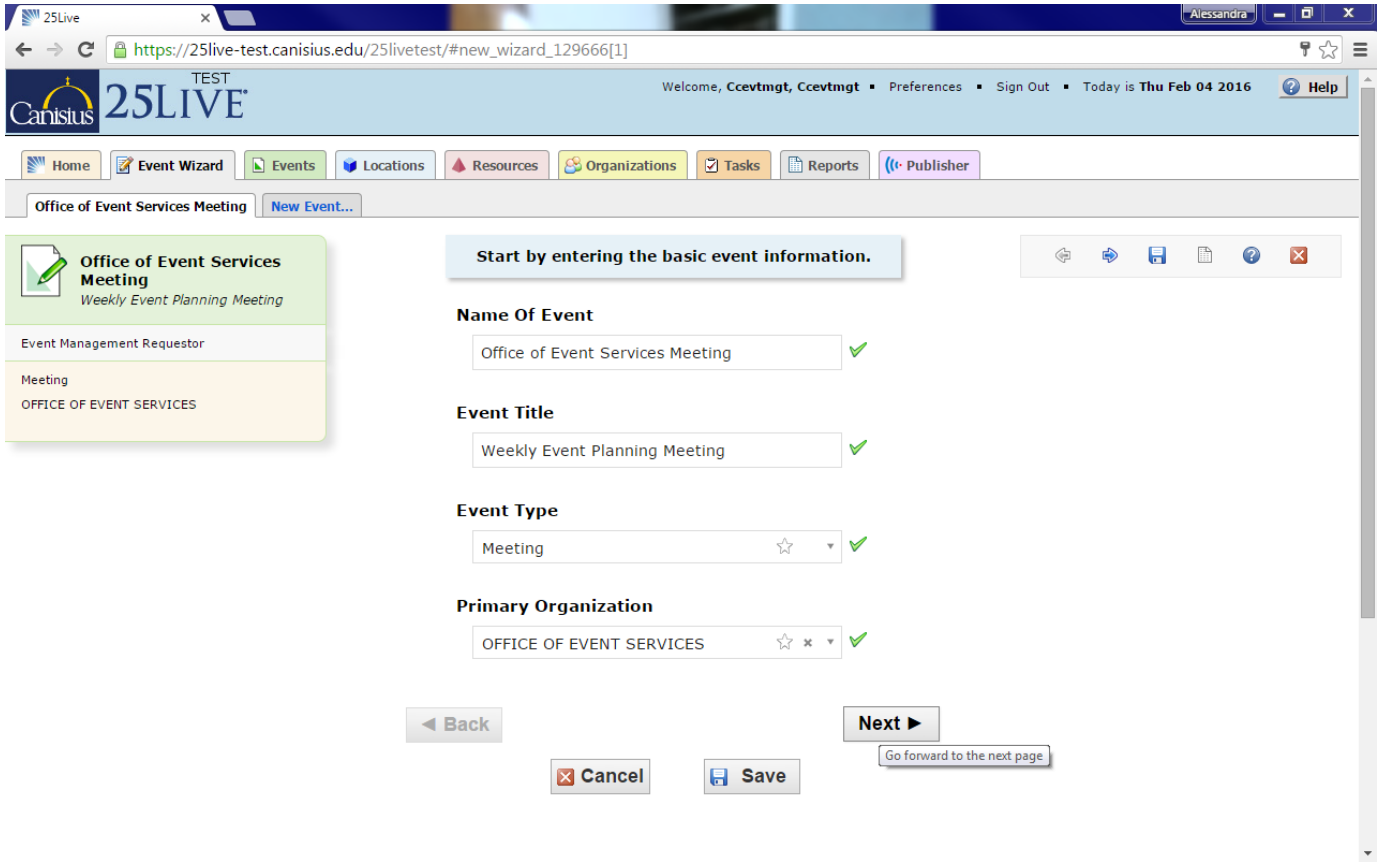

- Proceed to enter the proper information into each field, following the prompts at the right side of the screen.
- The “Event Title” will show up on any calendar the event appears on.
- Select the event type from the drop down menu.
- Search for your primary organization by typing in the field and selecting from the drop down menu
- Once each required field is filled out, proceed to the next page.

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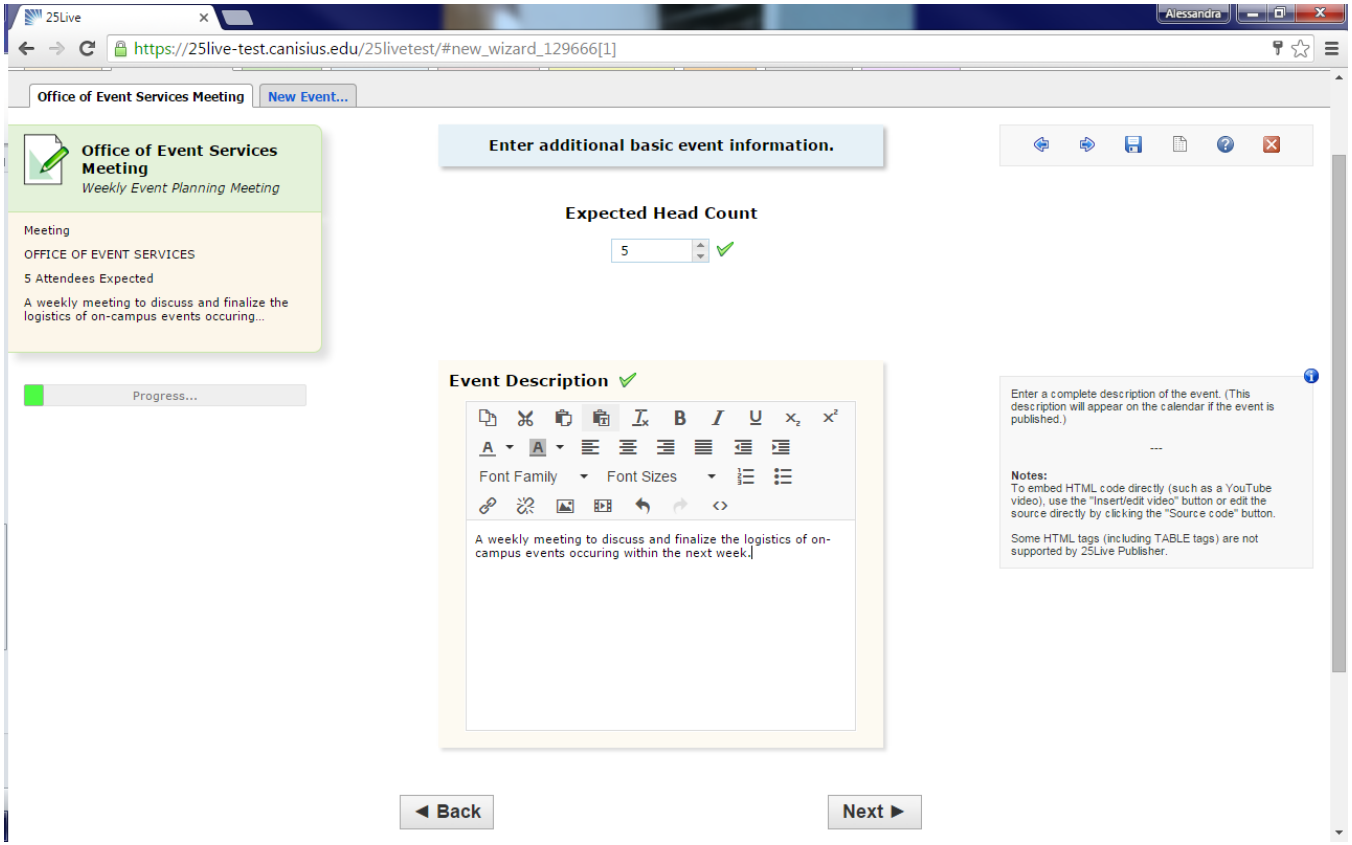
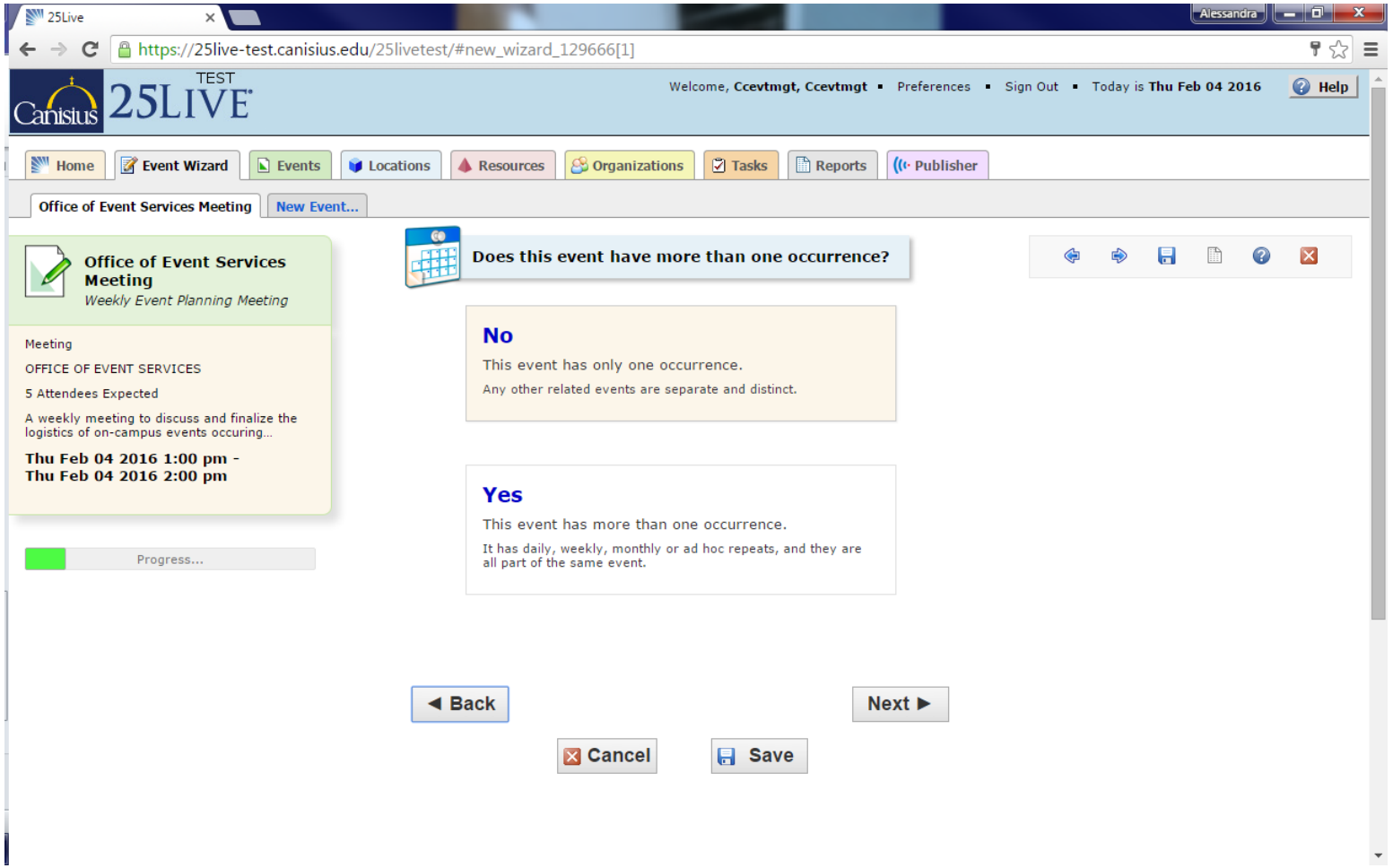


- Enter an expected head count and event description in the corresponding fields, following the prompts on the right side of the page. Your description should be a detailed account of what will be taking place during your event. The description should not include notes describing needs for Event Services.

- Your description will be displayed on the public calendar and will serve as a marketing tool for your event. Please include thourough information regarding your event.

Proceed to the next page.



- If the event has only one occurrence, select the first option on the screen.
- If the event has more than one occurrence, i.e. it will occur weekly or once a month, select the yes option.

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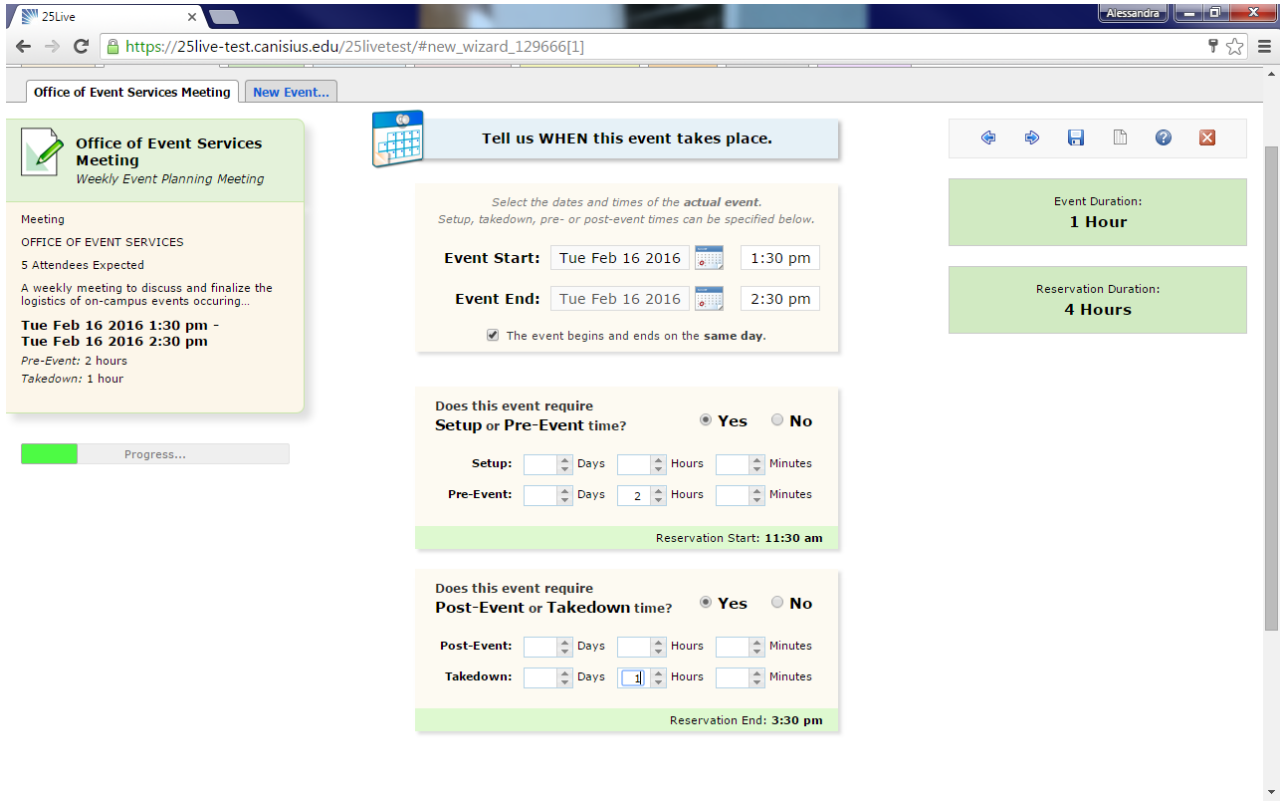
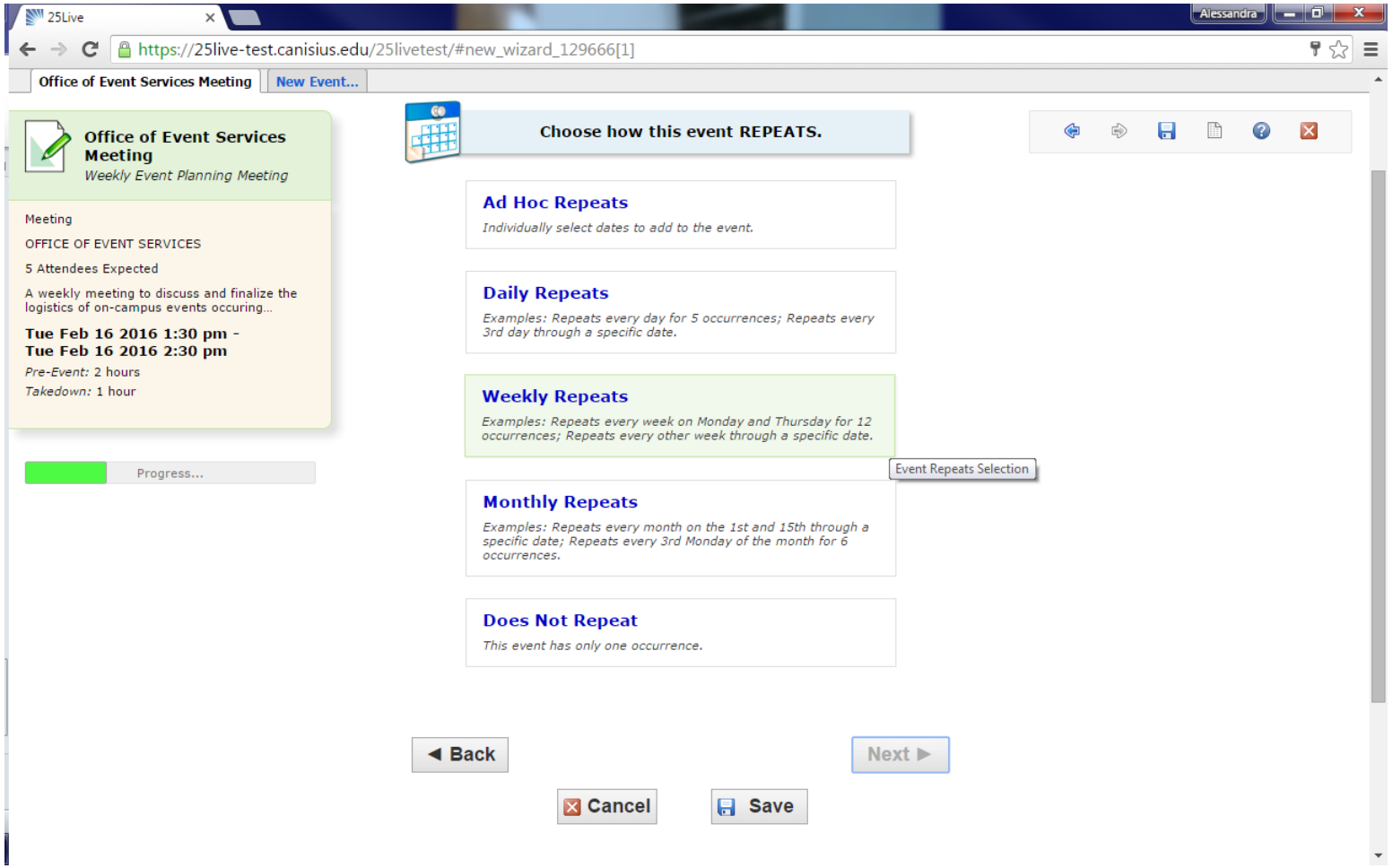


- Using the Drop down calendar, select the date of the event.
- Then, select the event's start and end time. This should be an accurate reflection of the event taking place, not used to reserve additional time before or after an event.
- If the event requires PRE-EVENT time, select yes, and then select the number of hours your organization will need to prepare for your event.
- **DO NOT** select "set-up" time. This is for Event Services' use to prepare the room prior to your arrival.

Proceed to the next page.



- Select the type of occurrence for your event. Any repitions must have the same start and end time.

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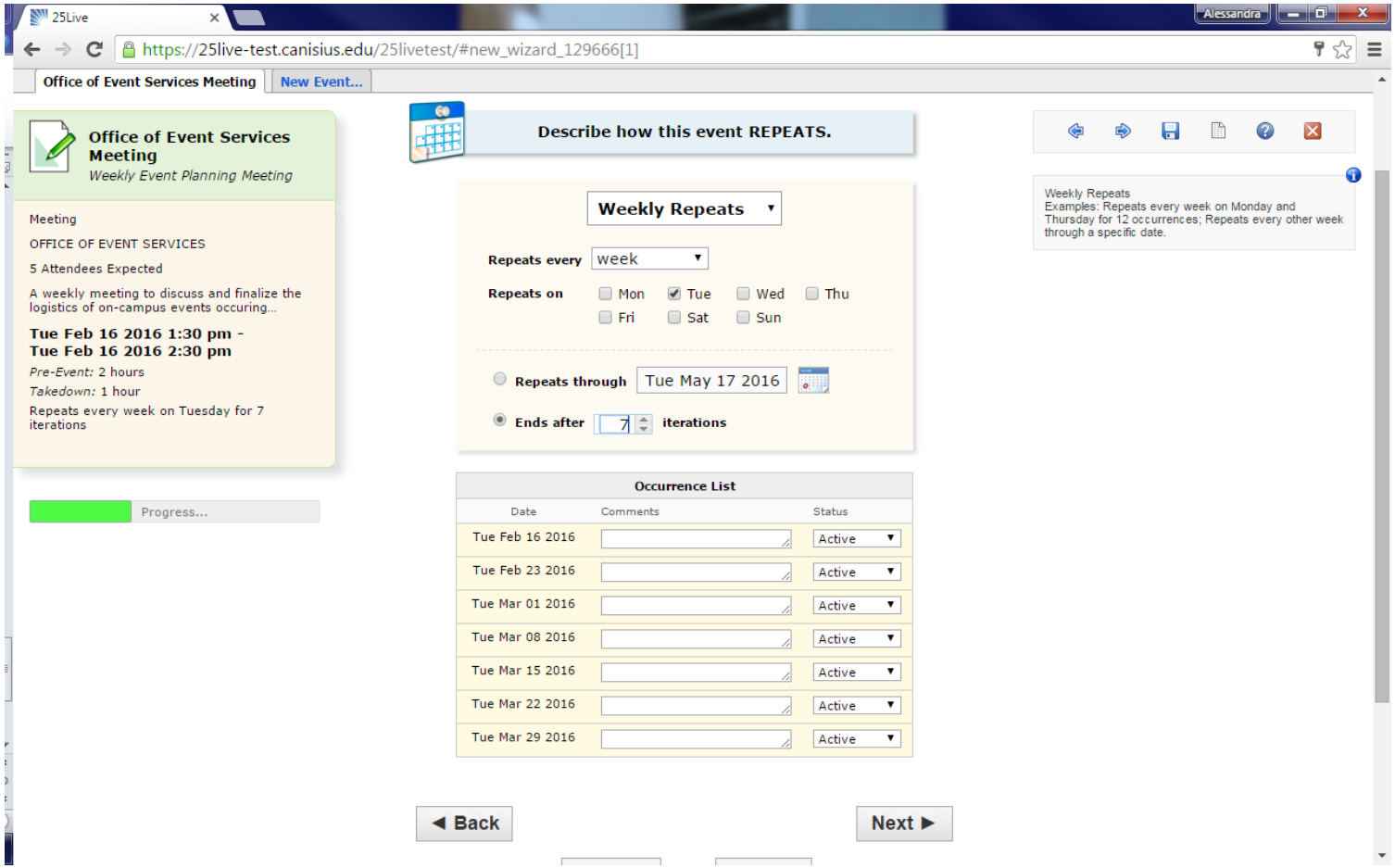

- Select on what day the event repeats. You then have the option to select the date of the last occurrence.
- Alternatively, you may select the number of occurrences of the event.
- If you need to cancel a specific date from the list, change the status from active to cancelled. If you have any comments about reservation dates, please include them here.

Then proceed to the next page.

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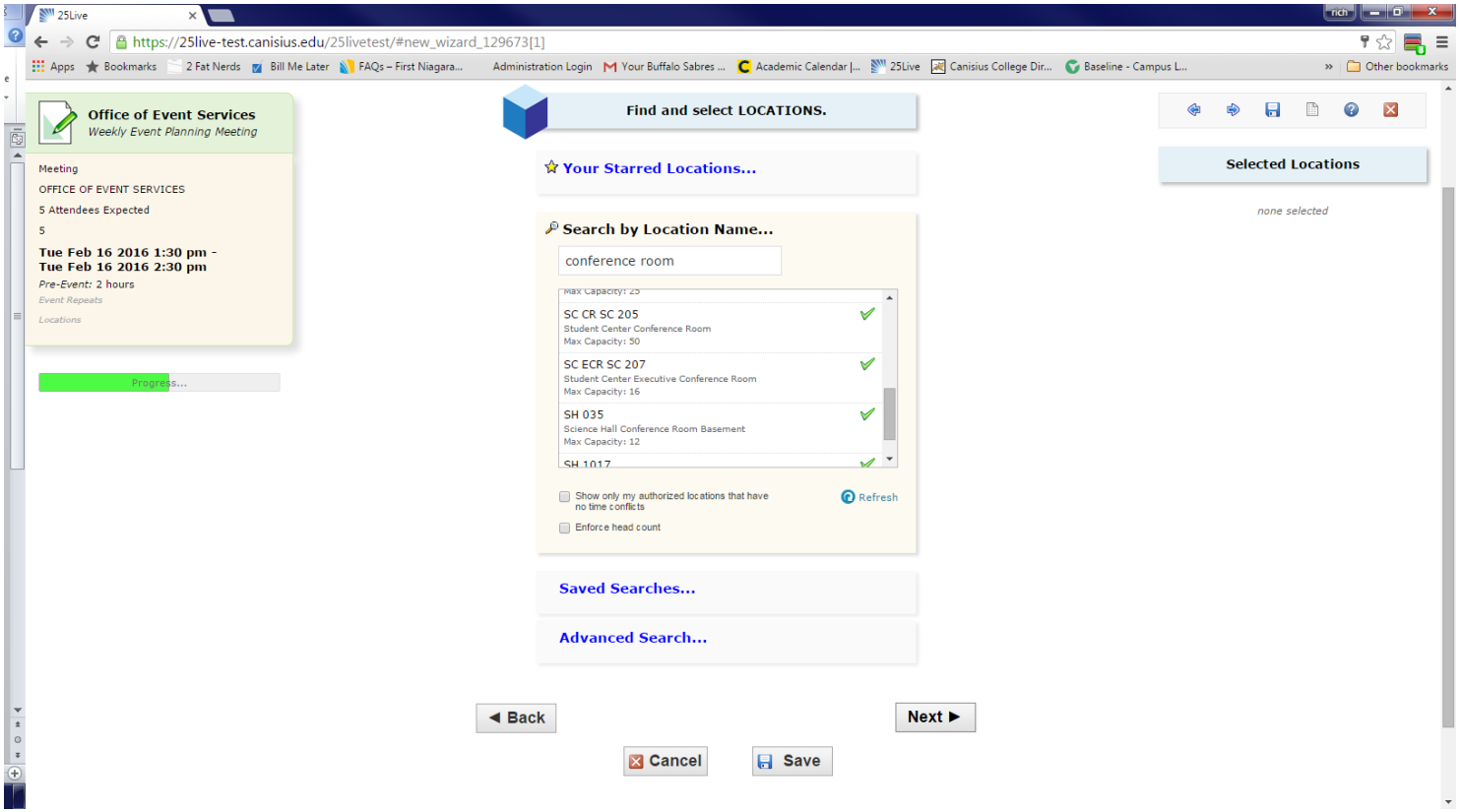

- On this page, type in the desired location for your event. Alternatively, you can look under SAVED SEARCHES for the room you are looking for.
- When the location appears in the menu, you can hover over it with your mouse to see the features, layout, and maximum capacity of the space. Click on the space the select it. A green checkmark implies the room is available, a red x implies the room is unavailable.
- *Please note: just because the room is available does not mean you are confirmed for the space.
- Once you have clicked on the space, it will appear on the right side of the screen under “Selected Locations.” Proceed to the next page.

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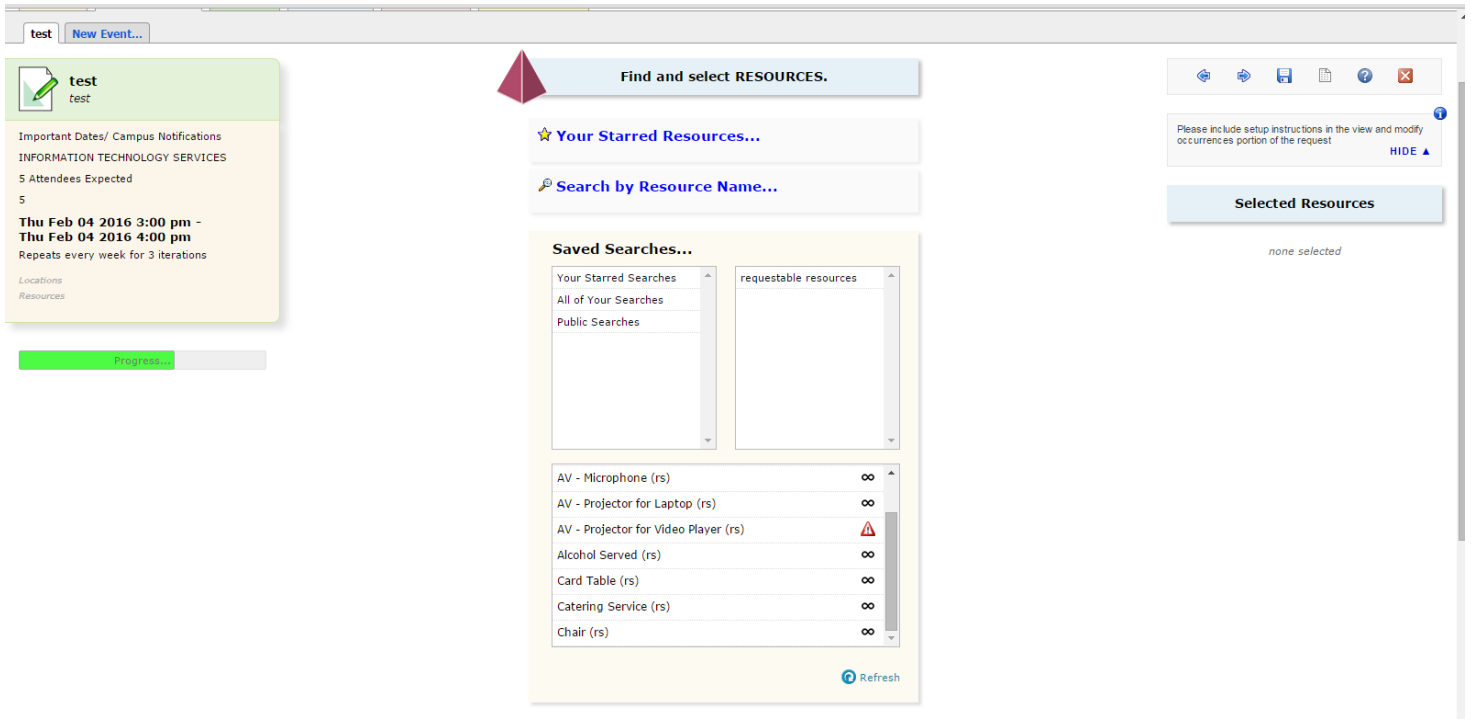

- To request resources, click on "Saved Searches" → Public Searches → Requestable Resources
- A generic list of available resources will pop up. If a resource is needed that is not included in this list, please include this information at the end of the wizard in the comment section.
- Once you have selected the resources you need, it will show up on the right side of the screen under "Selected Resources." You can then click on "view and modify occurrences" to select the amount of each resources that you need.
- Type the quantity of the resource you need in the box next to each corresponding date. Type any specific instructions for setting up the resource in the right column, i.e. how the chairs should be arranged around the room. Click save changes.

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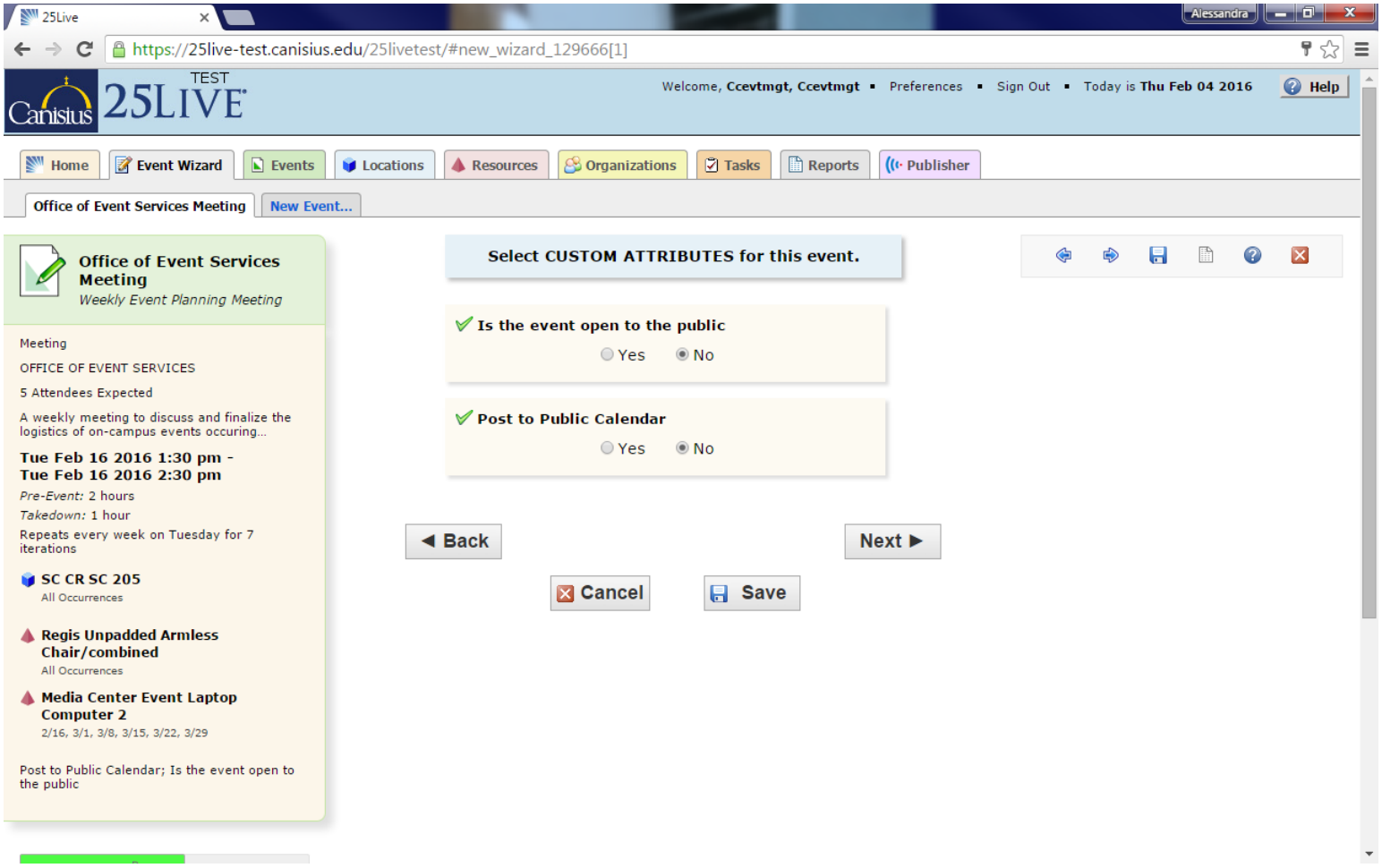

- On this page, select whether or not the event is open to the public, and if it should be posted on the public calendar. Proceed to the next page.

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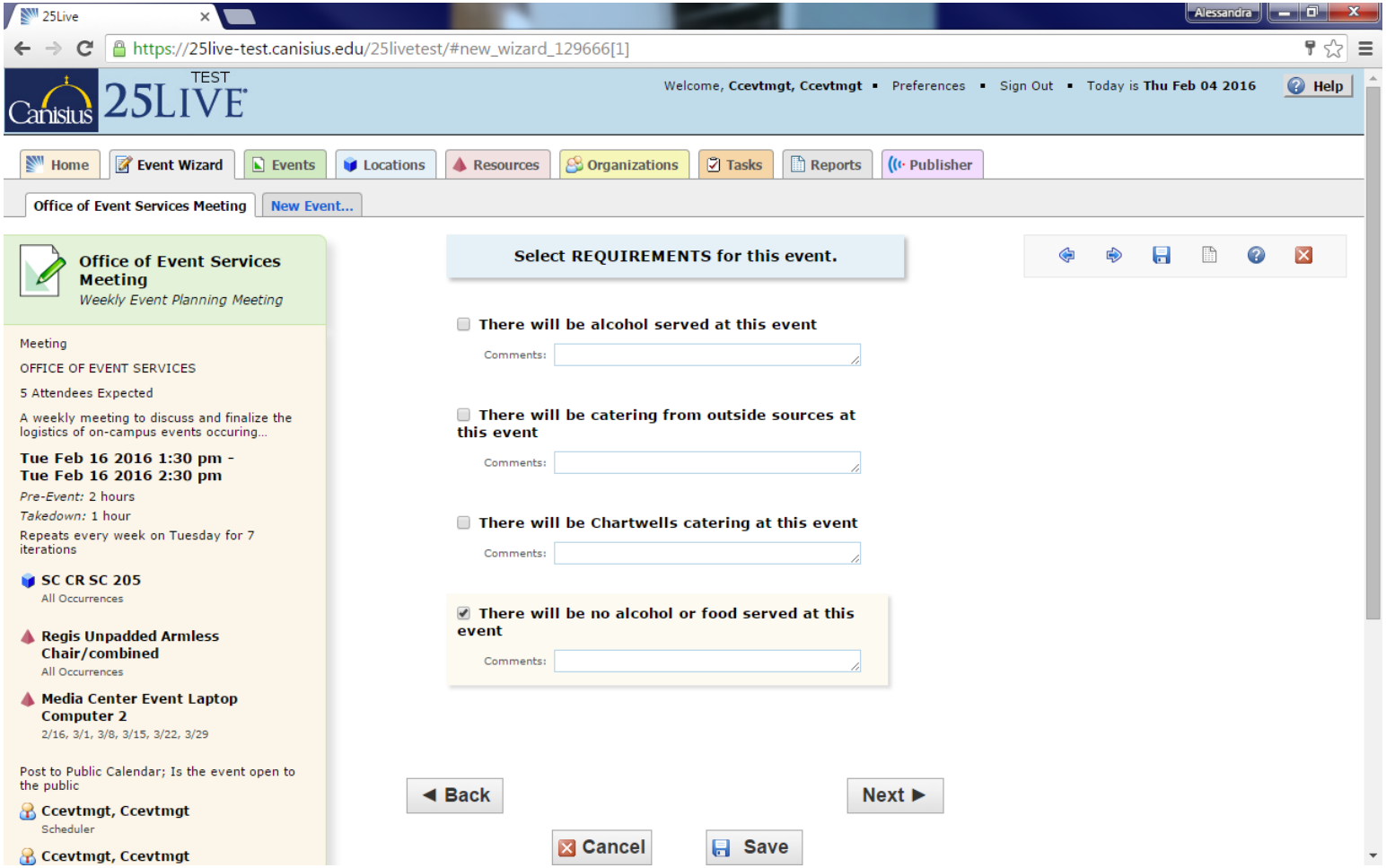

- Select AT LEAST ONE of the above options to indicate if there will be alcohol or food at your event. Proceed to the next page.

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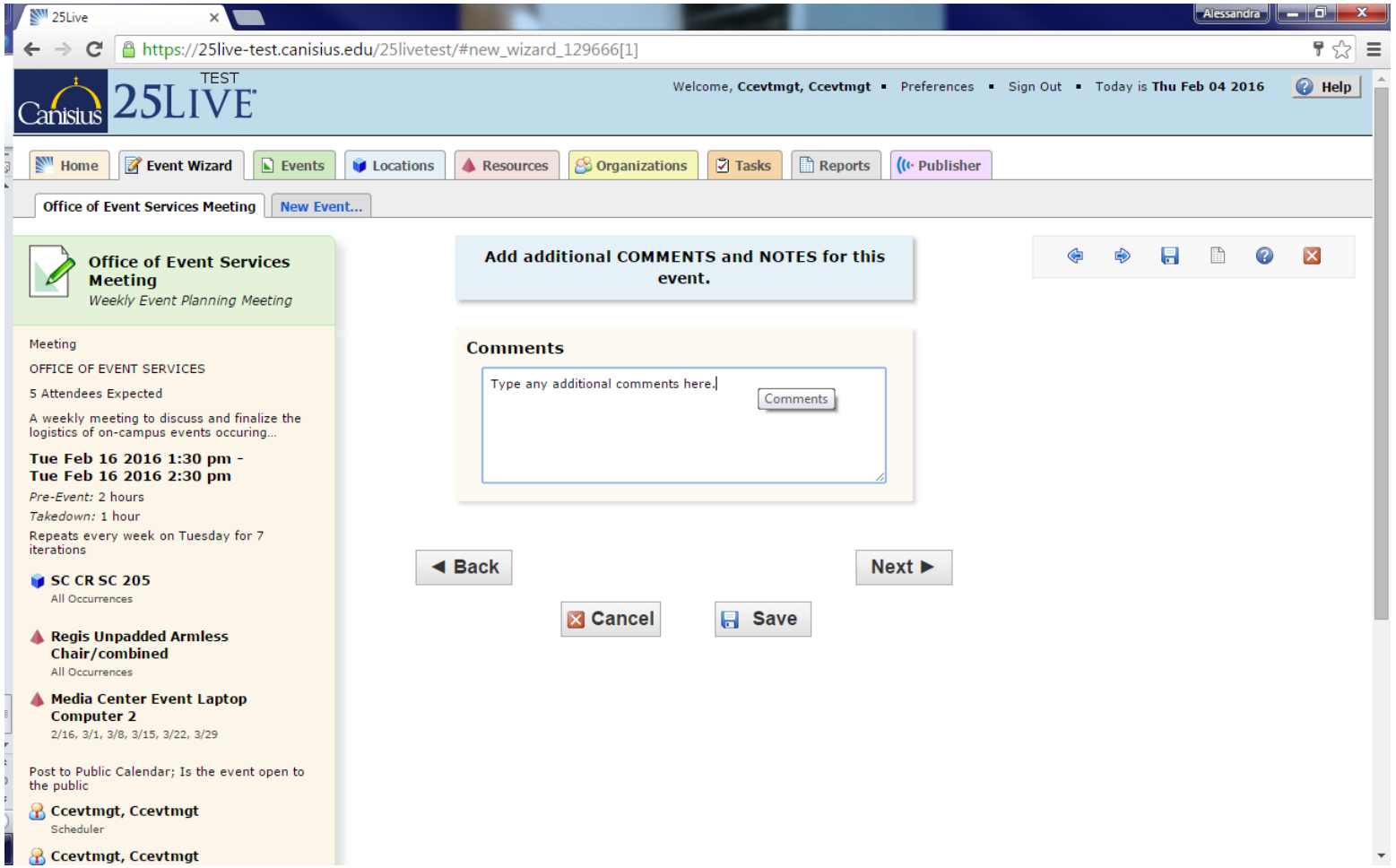

- Type any additional comments or concerns about your event in the comments field. Click save to complete the Event Request Process!