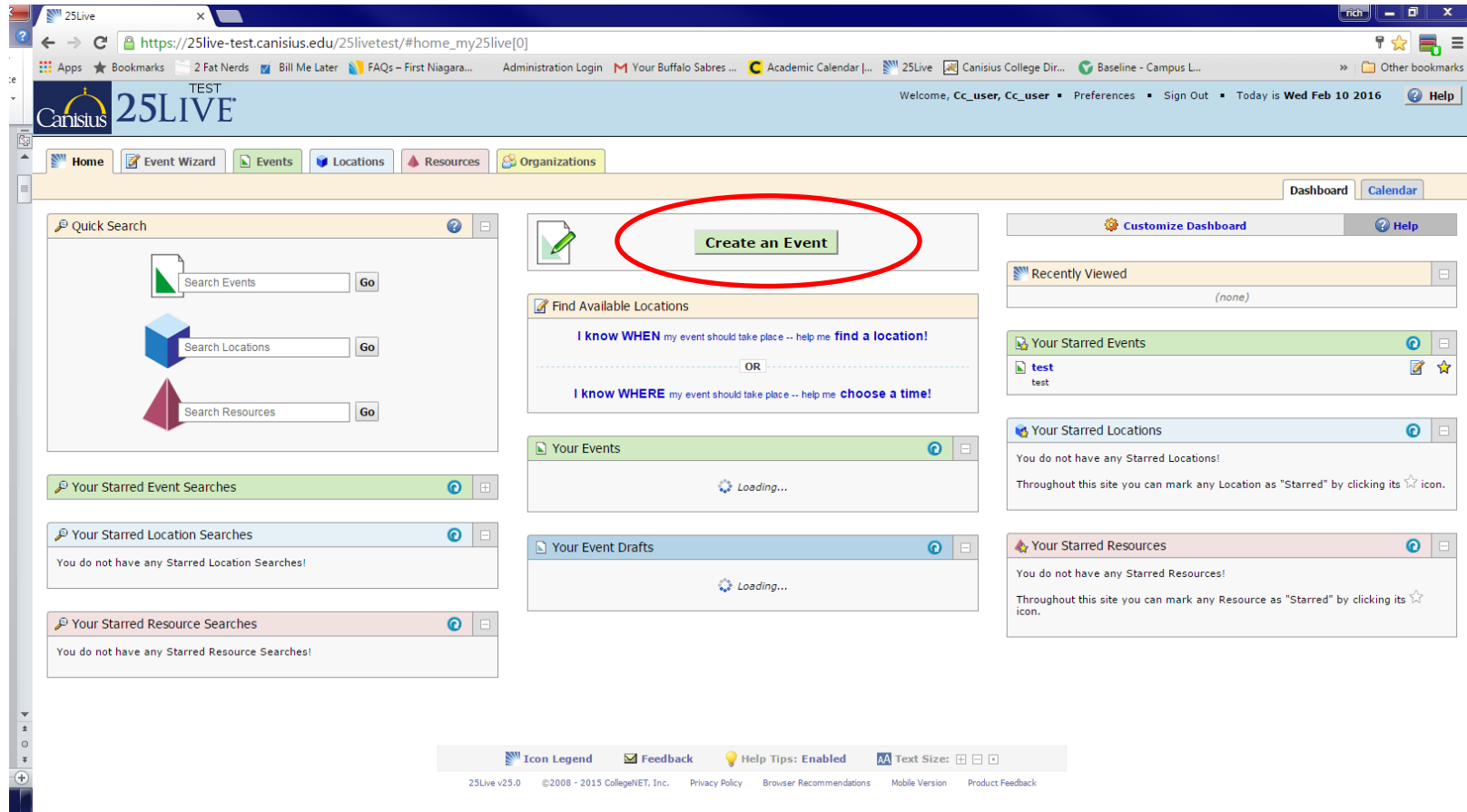


25Live Event Request Submission Tutorial

From the portal, under my applications, click 25 live



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

25Live Event Request Submission Tutorial

- 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.

25Live Event Request Submission Tutorial

Office of Event Services Meeting [New Event...](#)

Office of Event Services Meeting
Weekly Event Planning Meeting

Meeting
OFFICE OF EVENT SERVICES
5 Attendees Expected
A weekly meeting to discuss and finalize the logistics of on-campus events occurring...

Progress...

Enter additional basic event information.

Expected Head Count
5 ✓

Event Description ✓

Font Family Font Sizes

A weekly meeting to discuss and finalize the logistics of on-campus events occurring within the next week.

Enter a complete description of the event. (This description will appear on the calendar if the event is published.)

Notes:
To embed HTML code directly (such as a YouTube video), use the "insert/edit video" button or edit the source directly by clicking the "Source code" button.
Some HTML tags (including TABLE tags) are not supported by 25Live Publisher.

[Back](#) [Next](#)

- 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 thorough information regarding your event.

Proceed to the next page.

25Live Event Request Submission Tutorial

25Live

TEST

Canisius 25LIVE

Welcome, Ccevtmgt, Ccevtmgt | Preferences | Sign Out | Today is Thu Feb 04 2016 | Help

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

Office of Event Services Meeting | New Event...

Office of Event Services Meeting
Weekly Event Planning Meeting

Meeting
OFFICE OF EVENT SERVICES
5 Attendees Expected
A weekly meeting to discuss and finalize the logistics of on-campus events occurring...
Thu Feb 04 2016 1:00 pm - Thu Feb 04 2016 2:00 pm

Progress...

Does this event have more than one occurrence?

No
This event has only one occurrence.
Any other related events are separate and distinct.

Yes
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.

◀ Back | Next ▶

Cancel | Save

- 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.

25Live Event Request Submission Tutorial

Office of Event Services Meeting [New Event...](#)

Office of Event Services Meeting
Weekly Event Planning Meeting

Meeting
OFFICE OF EVENT SERVICES
5 Attendees Expected
A weekly meeting to discuss and finalize the logistics of on-campus events occurring...
Tue Feb 16 2016 1:30 pm - Tue Feb 16 2016 2:30 pm
Pre-Event: 2 hours
Takedown: 1 hour

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: Tue Feb 16 2016 1:30 pm
Event End: Tue Feb 16 2016 2:30 pm

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

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

Setup: 0 Days 0 Hours 0 Minutes
Pre-Event: 2 Days 0 Hours 0 Minutes

Reservation Start: **11:30 am**

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

Post-Event: 0 Days 0 Hours 0 Minutes
Takedown: 0 Days 0 Hours 0 Minutes

Reservation End: **3:30 pm**

Event Duration: **1 Hour**

Reservation Duration: **4 Hours**

- 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.

25Live Event Request Submission Tutorial

The screenshot shows a web browser window with the URL [https://25live-test.canisius.edu/25livetest/#new_wizard_129666\[1\]](https://25live-test.canisius.edu/25livetest/#new_wizard_129666[1]). The page title is "Office of Event Services Meeting" and there is a "New Event..." button. On the left, a sidebar displays event details: "Office of Event Services Meeting", "Weekly Event Planning Meeting", "Meeting", "OFFICE OF EVENT SERVICES", "5 Attendees Expected", "A weekly meeting to discuss and finalize the logistics of on-campus events occurring...", "Tue Feb 16 2016 1:30 pm - Tue Feb 16 2016 2:30 pm", "Pre-Event: 2 hours", and "Takedown: 1 hour". Below the sidebar is a "Progress..." bar. The main content area is titled "Choose how this event REPEATS." and contains five options: "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.), and "Does Not Repeat" (This event has only one occurrence.). A tooltip "Event Repeats Selection" is visible over the "Weekly Repeats" option. At the bottom, there are "Back", "Next", "Cancel", and "Save" buttons.

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

25Live Event Request Submission Tutorial

Office of Event Services Meeting

Office of Event Services Meeting
Weekly Event Planning Meeting

Meeting
OFFICE OF EVENT SERVICES
5 Attendees Expected
A weekly meeting to discuss and finalize the logistics of on-campus events occurring...
Tue Feb 16 2016 1:30 pm - Tue Feb 16 2016 2:30 pm
Pre-Event: 2 hours
Takedown: 1 hour
Repeats every week on Tuesday for 7 iterations

Progress...

Describe how this event REPEATS.

Weekly Repeats

Repeats every

Repeats on Mon Tue Wed Thu
 Fri Sat Sun

Repeats through

Ends after iterations

Weekly Repeats
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

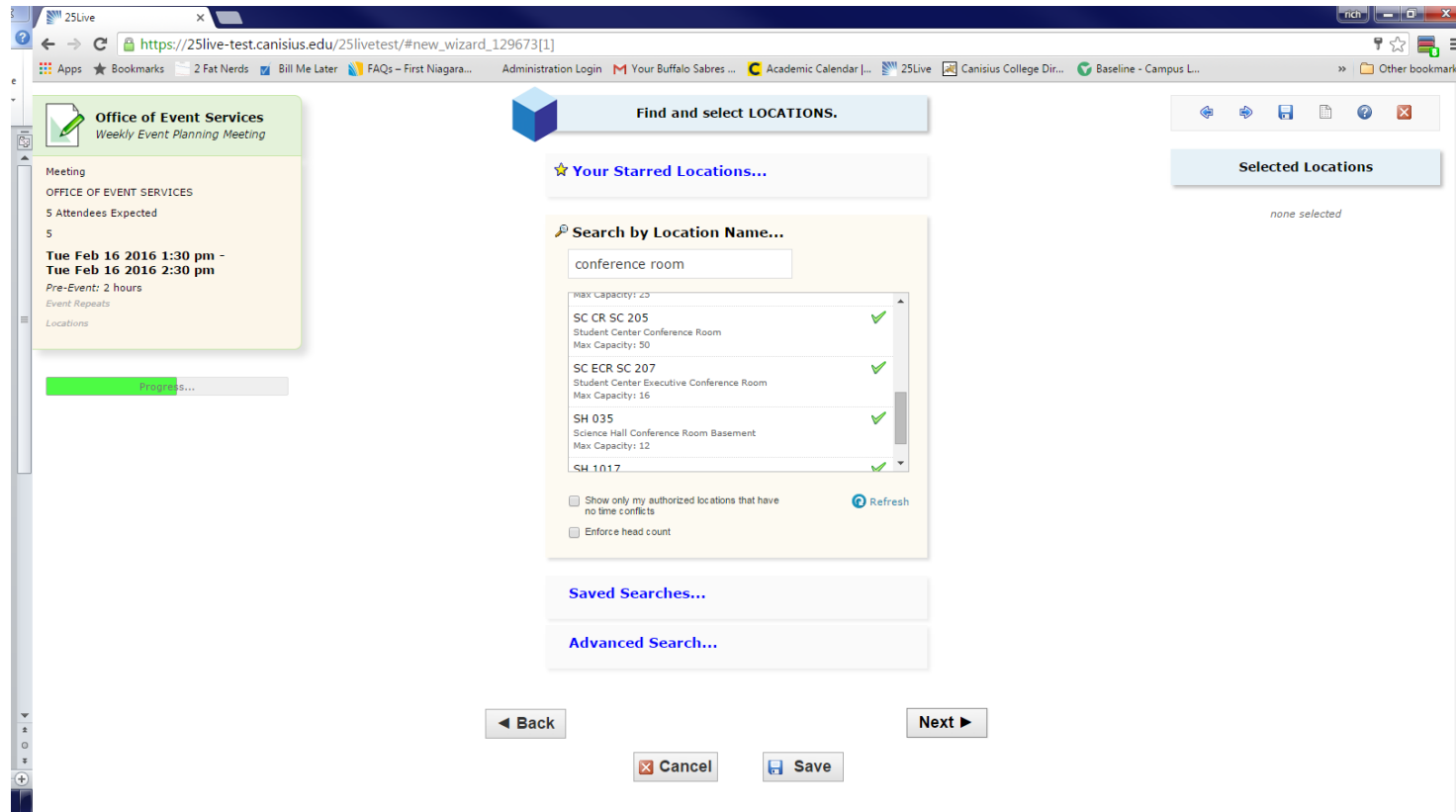
Occurrence List

Date	Comments	Status
Tue Feb 16 2016	<input type="text"/>	Active
Tue Feb 23 2016	<input type="text"/>	Active
Tue Mar 01 2016	<input type="text"/>	Active
Tue Mar 08 2016	<input type="text"/>	Active
Tue Mar 15 2016	<input type="text"/>	Active
Tue Mar 22 2016	<input type="text"/>	Active
Tue Mar 29 2016	<input type="text"/>	Active

- 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.

25Live Event Request Submission Tutorial



- 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 to 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.

25Live Event Request Submission Tutorial

- 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.

25Live Event Request Submission Tutorial

The screenshot displays the 25Live web application interface. The browser address bar shows the URL: [https://25live-test.canisius.edu/25livetest/#new_wizard_129666\[1\]](https://25live-test.canisius.edu/25livetest/#new_wizard_129666[1]). The page header includes the 25LIVE logo and navigation links: Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. The current page is titled "Office of Event Services Meeting" and "New Event...".

Office of Event Services Meeting
Weekly Event Planning Meeting

Meeting
OFFICE OF EVENT SERVICES
5 Attendees Expected
A weekly meeting to discuss and finalize the logistics of on-campus events occurring...
Tue Feb 16 2016 1:30 pm - Tue Feb 16 2016 2:30 pm
Pre-Event: 2 hours
Takedown: 1 hour
Repeats every week on Tuesday for 7 iterations

SC CR SC 205
All Occurrences

Regis Unpadded Armless Chair/combined
All Occurrences

Media Center Event Laptop Computer 2
2/16, 3/1, 3/8, 3/15, 3/22, 3/29

Post to Public Calendar; Is the event open to the public

Select CUSTOM ATTRIBUTES for this event.

✓ **Is the event open to the public**
 Yes No

✓ **Post to Public Calendar**
 Yes No

Navigation buttons: **Back**, **Next**, **Cancel**, **Save**

- 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.

25Live Event Request Submission Tutorial

25Live

https://25live-test.canisius.edu/25livetest/#new_wizard_129666[1]

TEST
Canisius 25LIVE

Welcome, Ccevtmgt, Ccevtmgt | Preferences | Sign Out | Today is Thu Feb 04 2016 | Help

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

Office of Event Services Meeting | New Event...

Office of Event Services Meeting
Weekly Event Planning Meeting

Meeting
OFFICE OF EVENT SERVICES
5 Attendees Expected
A weekly meeting to discuss and finalize the logistics of on-campus events occurring...
Tue Feb 16 2016 1:30 pm - Tue Feb 16 2016 2:30 pm
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Takedown: 1 hour
Repeats every week on Tuesday for 7 iterations
SC CR SC 205
All Occurrences
Regis Unpadded Armless Chair/combined
All Occurrences
Media Center Event Laptop Computer 2
2/16, 3/1, 3/8, 3/15, 3/22, 3/29
Post to Public Calendar; Is the event open to the public
Ccevtmgt, Ccevtmgt
Scheduler
Ccevtmgt, Ccevtmgt

Select REQUIREMENTS for this event.

There will be alcohol served at this event
Comments:

There will be catering from outside sources at this event
Comments:

There will be Chartwells catering at this event
Comments:

There will be no alcohol or food served at this event
Comments:

◀ Back | Next ▶ | Cancel | Save

- 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.

25Live Event Request Submission Tutorial

The screenshot shows a web browser window with the URL [https://25live-test.canisius.edu/25livetest/#new_wizard_129666\[1\]](https://25live-test.canisius.edu/25livetest/#new_wizard_129666[1]). The page header includes the Canisius 25LIVE logo and a navigation menu with items like Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. The main content area is titled "Office of Event Services Meeting" and "New Event...". It features a sidebar with event details and a main form area. The sidebar includes a meeting icon, the title "Office of Event Services Meeting", and a description: "Weekly Event Planning Meeting". Below this, it lists "Meeting" details: "OFFICE OF EVENT SERVICES", "5 Attendees Expected", and a description: "A weekly meeting to discuss and finalize the logistics of on-campus events occurring...". It also shows dates: "Tue Feb 16 2016 1:30 pm - Tue Feb 16 2016 2:30 pm", "Pre-Event: 2 hours", "Takedown: 1 hour", and "Repeats every week on Tuesday for 7 iterations". There are three location tags: "SC CR SC 205", "Regis Unpadded Armless Chair/combined", and "Media Center Event Laptop Computer 2". At the bottom of the sidebar, it says "Post to Public Calendar; Is the event open to the public" and lists two users: "Ccevtmgt, Ccevtmgt" (Scheduler) and "Ccevtmgt, Ccevtmgt". The main form area has a heading "Add additional COMMENTS and NOTES for this event." and a "Comments" section with a text input field containing "Type any additional comments here." and a "Comments" button. At the bottom of the form, there are buttons for "Back", "Next", "Cancel", and "Save".

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