Using 25Live®

Creating Events
Creating an Event in 25Live

- Creating an event in 25Live is dependent on
  - How security was set by your System Administrator
  - How the Event Wizard was configured by your System Administrator
- Your ability to see some fields or do some of the processes discussed in this presentation may be dependent on how your Event Wizard was configured and your security
How to start an Event

• There are three ways to begin creating an event:
  • Click **Create an Event** in the Event Creation area
  • Click **Find Available Locations** found on Dashboard
  • Click the icon that can be found in various views throughout 25Live
Navigating Event Wizard

• To navigate from tab to tab in the 25Live Event Wizard you can use the arrows that are found at the bottom of the screen.

• Fields that are marked with * are required fields and must be filled out before submitting event.

• Top left-hand corner of the Event Wizard provides you an event completion of required fields and scheduling conflicts that all fields are completed and there are no conflicts.

• NOTE: Event Status will be discussed further in this presentation.

• Roll over ? at the far right of every data header bar to learn about completing the corresponding field or fields.

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Date / Time Field

• You can specify the times to apply to a single occurrence or multiple occurrence dates
  • **NOTE:** If you are selecting multiple occurrence dates they must all repeat at the same time.

• Multiple dates can be specified as a meeting pattern or ad hoc dates
  • Daily
  • Weekly
  • Monthly
  • Ad hoc
Date / Time Field

- When entering a time in the field you can use military time and it will convert it to standard 12-hour time (i.e. 2300 = 11:00 pm) or you can simply type 11 p and it will convert to 11:00 pm.
Selecting Location / Resource

- As you select locations and/or resources they will be checked for your specified date/time automatically
- Check the Event Status box at any time to see if you have any conflicts with your selected dates

**EVENT STATUS**

- 3 Required Fields Remaining
- **BAQ 180** has conflicts on the following date(s):
  - Mon Oct 17 2011
Selecting Location / Resource

• Location or Resource will also show available ✔
  unavailable ⚠ icons on the right side under Selected
  Locations or Selected Resources box

  • NOTE: Check the “Hide Unavailable Location …” beneath the
    search results if you want to see only the available locations or
    resources

• Hover over the unavailable ⚠ icon to see the event(s) that is
  conflicting with the Dates / Time of your event that is trying to be
  scheduled
Selecting Location / Resource

- You can right-click a selected location/resource name to open the location/resource availability grid to learn more about the schedule details and options.
- If your event has multiple occurrences, you can customize location or resource assignments by specifying use.

![Location Availability Grid]

- ![Icon Note]
  - Icon is displayed as a “caution” when you haven’t selected a date/time or 25Live needs to determine if location/resource is available.
  - NOTE: click “Check for Scheduling Conflicts?” in “Event Status” to verify availability of location or resource.
Selecting Location / Resource

- After selecting a location you can:
  - Specify the location layout
  - Share Location
  - Edit Setup Instructions for Location or Resources
Saving Event

• Click Finish to save the new event and open a summary of Event Options that lets you do the following:
  • Print a confirmation report (PDF)
  • Email a Confirmation
  • Copy event and start creating a new similar event
  • Edit current event
  • Establish content relationship with other events
  • Create an event To Do for yourself or others
  • Make the event a “Starred” so that you can refer back to easily
Saving Event – Event Wizard

- If you only have the ability to submit events in the Draft state, any location or resource assignments are saved as an event preferences only.
- If you have the ability to submit events in the Tentative or Confirmed state with a location or resource you don’t have permission to assign, a message in the summary of Event Options lets you know that the assignment has been saved as a preference and an assignment task request has been issued for the item.
- You can tell what state your event is saved in on the summary of Event Options in the Event Details box.
Editing Events

• To be able to edit an event in 25Live you must have:
  • Valid username/password
  • The security rights to read/write for the event

• You cannot change the event type
  • NOTE: Other event details may also be locked against editing depending on how your System Administrator set up your system

• If you are unable to edit an event you think you should be able to, contact your system administrator
1. To edit an event, you search for the event via:
   - Event name or title
   - Event Reference Number
   - If you created the event and/or have a role in the event, you can search using one of the Pre-Defined Groups found in the Events tab, Your Event Searches subtab.
Editing Events

2. From the List view of the search results, click the "Edit this event" icon to the left of the event entry.

3. In the event editor, click a tab on the left to access the field with the event detail you want to change.
   - NOTE: If you change the event dates/times, 25Live checks automatically for continued availability of any assigned location(s) and/or resource(s) when you leave the tab that includes the date and time fields.
   - After changing dates/times on an event you can check for scheduling conflicts by selecting "Check for Scheduling Conflicts?" found in the event Status box in the upper left of the Event Wizard.
4. When you have finished making changes, click Save to save the event and open the summary of Event Options for continuing.

5. Click ‘close’ to close the event and allow others to work on the event.