

Scheduling Events in 25Live

The purpose of this document is to provide users with detailed information about the 25Live Event Wizard and the individual fields contained within the wizard.

Step 1:

- Access 25Live at: http://cf.lehigh.edu/act/25live_welcome.html
- Click on the Link to 25Live: [Click here to launch 25Live](#)
 - You may need to turn off pop-up blockers from your browser and/or clear cache and cookies. The Frequently Asked Questions and links for assistance are directly below the Link to 25Live.
- In the upper right section of the brown header click on Sign In and enter your Lehigh user name and password

Step 2:

- Once you are in the site you will be on the Calendar page with a preset filter. To change the view click on Dashboard your landing page with customizable options.
- At any time, you can utilize the Help tool at the upper right corner of the page.



Step 3:

- **You can check location availability and access the Event Wizard form several ways from the main page:**
 - **Through the Locations tab:** search by keyword or click on the Advanced Location Search and create a new search by Locations – Add Criteria, click search and utilize one of the three tabs below. Each location has a star to the left of the location name, you can click on it to highlight the star to make the location a favorite for future searches:
 - Click on the space name you would like to check availability for and then select Availability (Daily), (Weekly), or view Calendar
 - **Event Wizard tab:** click on the Event Wizard Tab, which opens up the request form.



Event Name

What is in a name? More than most users may think! When naming events users should remember that 25Live is a web-based scheduling and calendar system and is viewable by anyone who may be visiting the Lehigh University Website. In addition, LTS is pulling event information from 25Live to populate other University calendars on the web. For this reason, we ask that users name events in a way that will be understandable to others and avoid acronyms when possible.

Event Title

The Event Title editor affords users some extra space to add more detail to the Event Name or to add a subtitle to their event. Users should not duplicate the Event Name in the Event Title editor. If no additional name or title information is needed, users should leave the Event Title editor blank.

Event Type

Users should select the event type that best describes their event from their list of favorite event types or from the complete list of event types by using the dropdown.

Primary Organization

Users should select the organization or office responsible for the event from their list of favorite organizations, or search by organization name.

Note: If the search does not return the expected result, try limiting the search to a key word in the organization name.

Note

Customize by making Favorites

- You can customize and make a favorite different options, ie. Primary Organization, throughout the process by clicking on the star so that it is highlighted in yellow.



When highlighted the star ★ turns yellow and will be added as a favorite and placed in a drop down for ease of accessing in the future. Favorites will also appear on your Home page.

Additional Organization(s)

Users can also select any additional organizations involved with the event. Multiple Organizations can be selected using this editor.

Head Count

Users should enter the estimated number of attendees for their event in the Expected field.

Event Description

Information entered into this editor will appear in the 25Live Event Detail view. For example, if there is a website for the event, this would be an ideal location to display the URL.

Event Date/Time

If you are requesting one day/time, select NO and proceed to Event Locations.

- Users select the start and end dates and times for each event in this editor. Be sure to enter the EXACT start and end times for the event.
- Users can add pre and post event times for additional setup time, registration, etc.
- For one-day events with multiple occurrences (i.e. weekly meetings at the same time), users will enter the start date of the first occurrence then select Repeats Ad Hoc from the drop.
- If you are requesting multiple days (i.e. weekly, monthly, etc.), select YES. The following card will prompt you to select how the event will repeat: Ad-hoc, Daily, Weekly, or Monthly. There is also a “Does Not Repeat” option. Use the calendar tool to select all additional dates.

Locations

Users must select the Location(s) for each event from their list of favorite locations or search within the categories list in Public Searches. You will not be able to complete the rest of the request without selecting a location.

Note

If the search does not return the expected result, try limiting the search to a key word such as the building name. Please note spelling out the building name will help narrow your search (For example, University Center instead of UC).

- More than one location can be selected for an event. However, if users need locations in more than one scheduling office the requests must be submitted separately. (For example, an event that needs the University Center and a classroom in Packard Lab should be put into two separate requests. While an event in the UC 308 and UC 306 can be put in one request).

Resources

Resources are defined as equipment or services that are not associated with a specific location. Users should select the Resource(s) for each event from their list of favorite resources or search by selecting the collection associated with the event location. Resources preceded with a two letter building code should only be requested for locations in that building, Resources are not moved between buildings.

Note

If the search does not return the expected result, try limiting the search to a key word in the resource name. More than one resource can be selected for an event.

Custom Attributes

Phone number custom attribute is required for all requests. The **Lehigh Account number is required for all requests EXCEPT classroom requests.**

Contact Roles

The Requestor Contact Role should be used to identify the organizer of the event or representative from the Organization responsible for the event.

The Scheduler Contact Role should be used to identify the person entering the event information into 25Live.

- For Example, if a user is entering a request for another individual (i.e. a department admin is entering an event for a faculty member), the faculty member would be considered the Requestor and the Admin doing the entry would be considered the Scheduler. In some cases, the Requestor and Scheduler may be the same person.

Comments

This field is designed to give users an opportunity to send additional instructions or comments to scheduling offices about an event. This information is only viewable by the scheduler, requestor and any service providers or approvers of locations and/or resources assigned to this event.

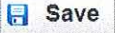
Event State

Requests will be entered with a Tentative Event State. During the approval process, the Event State will be changed by the scheduling office to Confirmed, Denied or Cancelled.

Review Event Details

All requests will be entered with a Tentative Event State, which allows you to make any changes or updates. During the approval process, the Event State will be changed by the scheduling office, but once Confirmed, Denied, or Cancelled you will no longer be able to make any updates or changes to the request.

Review Request

During the request process, as you enter details all of your information collects on the left hand side. Review the information and click  to finalize your request. This is an important step, without clicking Save it will not be moved into the Approver's Tasks and will not be viewable.

Note

Requests will be processed in the order received. A space may appear open; however, an Approver may have received a request prior to your submission, which has not yet been processed.

Step 4:

After saving the event, the following message should be displayed at the top of the Event Reservation Wizard: *Your event request has been submitted for approval.*

- It is very important to close out of the event  by clicking on the red located on the upper right hand corner.

Step 5:

Check request status on your HOME page Dashboard.

- Confirmed and Cancelled events will appear in Your Upcoming Events box.



Step 6

- For further assistance with 25Live, please utilize the Help button which provides a great deal of resources and guides. In the event you are not able to find an answer, please email: in25Live@lehigh.edu and leave a detailed message for our team to review.