

# Scheduling Events in 25Live

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

## Step 1:

- Access 25Live at: <http://go.lehigh.edu/25live>
- Click the **Sign In** link on the upper right-hand area of the page
- Log in using your Lehigh user name and password

## Step 2:

- On the 25Live Home Tab click



- If you are not signed into 25Live, you will be prompted to do so. You may need to remove any popup blocker from your browser.

## Step 3:

- Complete the fields that are relevant to your event.

### 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.

#### Primary Organization

#### Additional Organizations

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 should select the Location(s) for each event from their list of favorite locations or search within the categories list in Public Searches.

## 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 2 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.

## 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

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

## Contact Roles

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

The Scheduler Contact Role is 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.

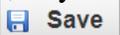
## Event State

All requests will be entered with a DRAFT Event State. During the approval process, the Event State will be changed by the scheduling office.

## Review Event Details

All requests will be entered with a DRAFT Event State. During the approval process, the Event State will be changed by the scheduling office.

## 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. By clicking Save, your request will move to the appropriate Scheduler for review, if the space is available it will be confirmed or if unavailable denied.

### Note

Requests will be processed in the order received. A space may appear open; however, a Scheduler may have received a request, which has not yet been processed.

### Step 4:

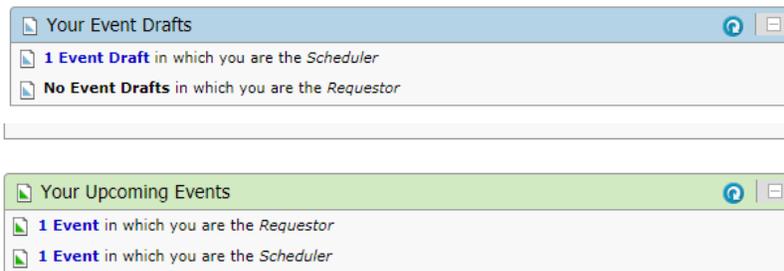
After saving the event, the following message should be displayed at the top of the Event Reservation Wizard: *Your event request has been submitted for approval.*

- 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.

- Check drafts in Your Event Drafts box on your HOME Dashboard.
- Confirmed and Cancelled events will appear in Your Upcoming Events box.



### Step 6

- For assistance with 25Live, please email: [in25Live@lehigh.edu](mailto:in25Live@lehigh.edu)