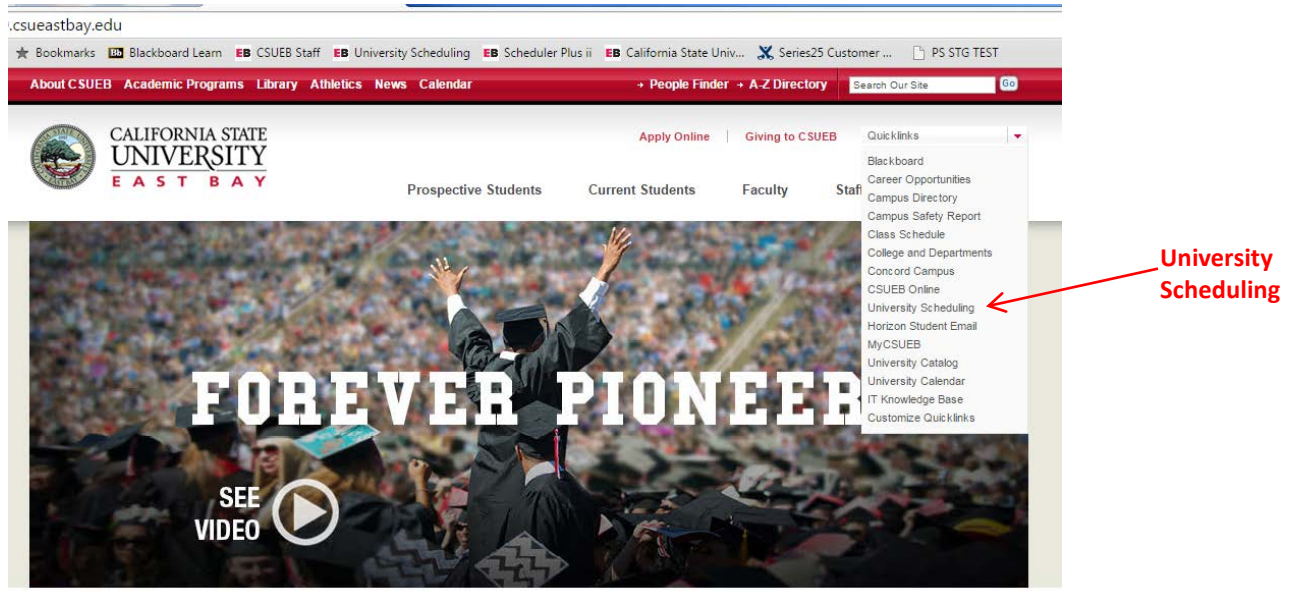

Creating an Event

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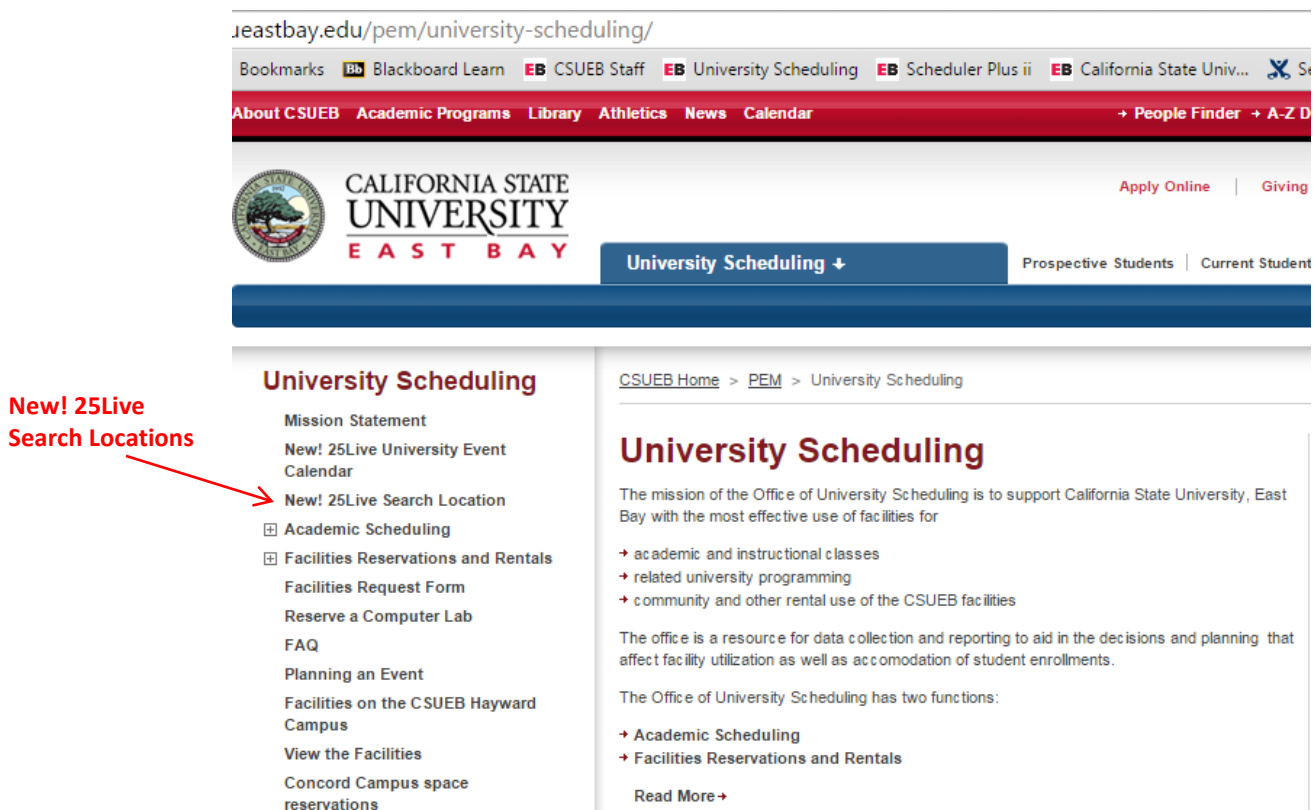
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Navigating to 25Live

From the main CSUEB webpage, click on Quicklinks on the right-hand side of the page and select University Scheduling





From the University Scheduling webpage, select New! 25Live Search Location on the left-hand side of the page

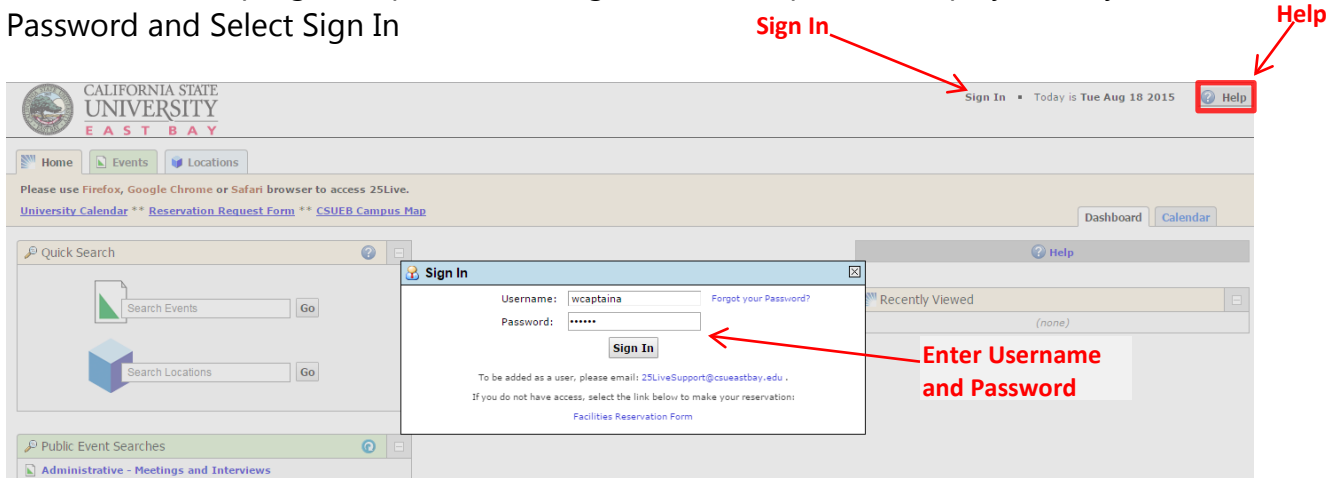


Sign In to 25Live and Start the Event Wizard

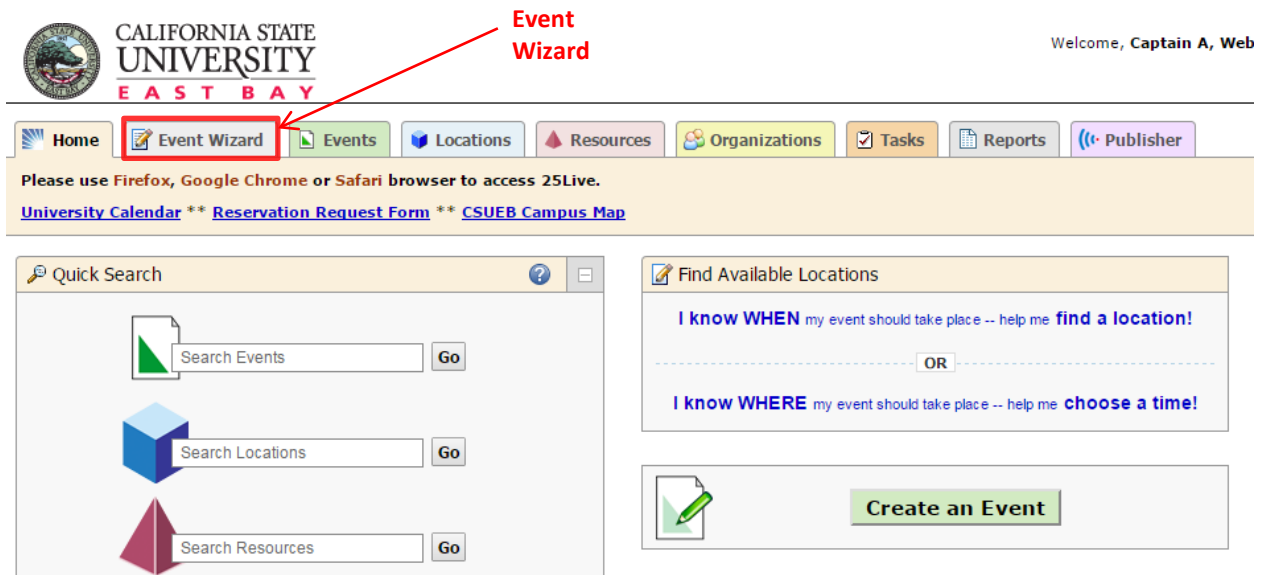
Using the online help

Keep in mind that you can always consult the online help if you have questions about what to do. Click the  **Help** general "Help" button in the upper right of the page to access all Help topics, or click the  Help icon in the navigation bar to access context-specific help for the current view or functional area.

Once the 25Live program opens, select Sign In at the top of the display. Enter your Username and Password and Select Sign In



Once signed in, your home page displays. Choose the Event Wizard tab



Entering Basic Event Information

Enter meaningful names for Event Name and Event Title. The Event Name is displayed on the University Calendar. Select the Event Type from the List. Select the Primary Organization from the List.

Start by entering the basic event information.

Event Name
August Test Event ✓

Event Title
Testing in August

Event Type
Special Event ✓

Primary Organization
UNITED STATES SOCCER FEDERATIO. ✓

◀ Back Next ▶

Cancel Save

Click on the Blue Arrow
OR
Click Next

When completing each page of the Event Wizard, Click Next or Click the blue arrow pointed toward the right near the top of the display.

Edit additional basic event information.

Expected Head Count

38

I Don't Know

Enter the Expected Head Count or Select "I Don't Know" if the Head Count is unknown.


Event Description

Font Family Font Sizes

Enter other descriptive information about the event. The text entered in this area can be formatted and other items can be attached here, such as: Images, videos, and website links. This information will be displayed on the University Calendar.

Does the event repeat?

If the event has only one occurrence, select "No;" if it has more than one occurrence, select "Yes."



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

Click "Next" to set the event start/end date and time.

When is the first occurrence?

Specify the date and times of the first occurrence of the event. If your event occurs on multiple days, you'll describe how it repeats later. If your event has multiple occurrences that happen at different times, you'll need to create separate events for each time. You can then connect those events to each other later using Manage Related Events functionality.

If the event requires Setup/Pre-Event and/or Post-Event/Takedown time, select the option you need, then set the number of days, hours, or minutes needed.



Edit the initial DATE and TIME.
Repeat occurrences can be edited on the next page.

Select the dates and times of the *actual* event.
Setup, takedown, pre- or post-event times can be specified below.

Event Start: Wed Aug 26 2015 11:00 am
Event End: Wed Aug 26 2015 1:30 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 15 Minutes

Pre-Event: Days Hours Minutes

Reservation Start: 10:45 am

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

Post-Event: 0 Days 0 Hours 15 Minutes

Takedown: Days Hours Minutes

Reservation End: 1:45 pm

◀ Back

Next ▶


✕ Cancel

Save

Click "Next" to set up multiple event occurrences, or if the event has only one occurrence click "Next" to select the event's Location.

How does the event repeat?

If your event has more than one occurrence, select how the event repeats

**Choose how this event REPEATS.**

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.

Does Not Repeat
This event has only one occurrence.

Click "Next" to set the event's occurrence dates.

Define the exact dates of the event

Use the repeat date controls to define the event's repeating pattern or ad hoc dates. Once defined, you see the dates in the Occurrence List at the bottom of the page.

Describe how this event REPEATS.

Monthly Repeats ▾

Repeats every ▾

Repeat by Day
[+ Add Repeat Day...](#)

Repeat by Position
Repeat on the ▾ ▾
[+ Add Repeat Position...](#)

Repeats through

Ends after iterations

Occurrence List		
Date	Comments	Status
Wed Aug 26 2015	<input type="text"/>	Active ▾
Thu Aug 27 2015	<input type="text"/>	Active ▾
Thu Sep 24 2015	<input type="text"/>	Active ▾
Thu Oct 22 2015	<input type="text"/>	Active ▾
Thu Nov 26 2015	<input type="text"/>	Active ▾
Thu Dec 24 2015	<input type="text"/>	Active ▾

Click "Next" to set the event location(s).

Select location(s)

Select one or more favorite “starred” locations, or search for suitable locations by location name, saved search, or advanced search. Locations that best fit your head count will appear higher in the list. If you’ve searched, choose one or more available locations for your event.

A red triangle means the location is not available. A green check mark means the location is available. A green box with lines inside means the location is in use, but the event that is using it is willing to share the location.

Find and select LOCATIONS.

★ Your Starred Locations...

🔍 Search by Location Name...

ae

- AE-0137 Arts and Education Lecture Max Capacity: 37
- AE-0142 Arts and Education Lecture Max Capacity: 48
- AE-0142A Arts and Education Lecture Max Capacity: 38
- AE-0183 Arts and Education Lecture

Show only my authorized locations that have no time conflicts [Refresh](#)

Enforce head count

Selected Locations

📍 AE-0137 ✓ ★ ✕

AE-0137 Arts and Education Lecture

Max Capacity: 37

Features: Keypad; Tables and Chairs; Voice Jack; Whiteboard; Windows That Open

Conflicts: None

Layout: Seminar Style (tables & chairs) ▾

Setup Instructions:

Attendance: ▾

◀ Back Next ▶

✕ Cancel 💾 Save

If there is only one event occurrence, it is possible to change the layout of the room, add setup instructions or change the number in attendance by selecting the information on the right side of the display.

Changing Occurrence Details for location(s)

If there are multiple occurrences for this event and if you need to un-assign a location for specific occurrences, choose a different layout, or add setup instructions, click “View and Modify Occurrences” on the right and perform the required task(s).

Find and select LOCATIONS.

★ **Your Starred Locations...**

🔍 **Search by Location Name...**

Max Capacity: 200

AE WALKWAY ✔

Arts and Education Walkway

Max Capacity: 200

AE-0183 ✔

AE-0183 Arts and Education Lecture

Max Capacity: 61

AE-0239 ✔

AE-0239 Arts and Education Lecture

Max Capacity: 73

Show only my authorized locations that have no time conflicts 🔄 Refresh
 Enforce head count

Selected Locations

AE-0183 ✔ ☆ ✖

AE-0183 Arts and Education Lecture

Max Capacity: 61

Features: Lecture Capture; Chalkboards; Tab Arms; Voice Jack; Windows That Open

Selected Occurrences: All Occurrences

Conflicts: None

View and Modify Occurrences

◀ Back
Next ▶

✖ Cancel
💾 Save

AE-0183: Modify Selected Occurrences

✔ Assign?	Date	Conflicts?	Layout	Setup Instructions	Attendance
✔	Sat Dec 19 2015	(none)	Classroom Style	(none) 🖌️ ⚙️	<input type="text"/>
✔	Sat Jan 09 2016	(none)	Classroom Style	(none) 🖌️	<input type="text"/>
✔	Sat Jan 16 2016	(none)	Classroom Style	(none) 🖌️	<input type="text"/>

Hover over conflicts for more information.

Save Changes
Cancel

Make changes and then Click “Save Changes”.

Click “Next” to select the event’s resource(s).

Select resources(s)

Select one or more favorite “starred” resources, or search for resources by resource name, saved search, or advanced search. If you’ve searched, choose one or more available resources for your event.

A red triangle means the resource is not available. A green check mark means the resource is available.

The screenshot displays a web interface for selecting resources. At the top, a blue header reads "Find and select RESOURCES." Below this, there are two main sections. The left section, titled "Your Starred Resources...", contains a search box with the text "tables" and a list of search results. The right section, titled "Selected Resources", shows a single resource selected: "H-GYM-TABLES".

Search by Resource Name...

Resource Name	Quantity
CRUU BLUE RECTANGLE TABLES	107/107
CRUU COCKTAIL TABLES	10/10
CRUU NEW UU ROUND TABLES	41/41
CRUU OLD UU BROWN ROUND TABLES W/WHEELS	23/23
H-GYM-TABLES	30/30
H-TABLES	110/110

Selected Resources

H-GYM-TABLES ✓ ☆ ✕

Conflicts: None

Setup Instructions:

Avail/Total: 30/30

Quantity: 1

Navigation buttons: Back, Next, Cancel, Save.

If there is only one event occurrence, it is possible to add setup instructions or change the quantity by selecting the information on the right side of the display.

Changing Occurrence Details for resource(s)

If there are multiple occurrences for this event and if you need to adjust the quantity of a resource needed for specific occurrences, un-assign a resource for specific occurrences, or add setup instructions, click "View and Modify Occurrences" on the right and perform the required task(s).

Add, remove or edit RESOURCES.

★ Your Starred Resources...

🔍 Search by Resource Name...

- CC 4' FOLDING TABLE ∞
- CC 6' FOLDING TABLE ∞
- CC ROUND TABLE ∞
- H-GYM-TABLES ✓
- H-TABLES ✓
- OC 5X2 TABLES ✓
- OC CATERING TABLE(S) ⚠

Refresh

Saved Searches...

Advanced Search...

Examples of Resources: staff, equipment, food, tables, and chairs HIDE ▲

Selected Resources

▲ H-GYM-TABLES ✓ ☆ ✕

Selected Occurrences: All Occurrences

Conflicts: None

View and Modify Occurrences

◀ Back Next ▶

✕ Cancel 💾 Save

H-GYM-TABLES: Modify Selected Occurrences ✕

<input type="checkbox"/> Assign?	Date	Quantity	Avail/Total	Setup Instructions
<input checked="" type="checkbox"/>	Sat Dec 19 2015	1 <input type="text"/>	30/30	(none) ✎
<input checked="" type="checkbox"/>	Sat Jan 09 2016	1 <input type="text"/>	30/30	(none) ✎
<input checked="" type="checkbox"/>	Sat Jan 16 2016	1 <input type="text"/>	30/30	(none) ✎

Save Changes Cancel

Make changes and then Click "Save Changes".

Click "Next" to select the event's resource(s).

Enter Custom Attributes

Select and enter values for the custom attributes listed that are pertinent to your event. These custom attributes are very important when creating events.

Select CUSTOM ATTRIBUTES for this event.

*** 1 - Will there be advertising?**

Yes No

*** 2 - Will you be serving alcohol?**

Yes No

*** Food Served? Select Aramark resource.**

Yes No

*** Will minors (under 18) be attending?**

Yes No

1a - Advertising - Image

No Image Selected

[EDIT](#)

2a - Alcohol approval form - Image

No Image Selected

[EDIT](#)

Fire Marshall-Event Diagram

No Image Selected

[EDIT](#)

Fire Marshall-Special Event Permit

No Image Selected

[EDIT](#)

◀ Back

Next ▶

✖ Cancel

💾 Save

It is possible to upload images of event related documents – advertisements, alcohol approval form, and fire marshal documents.

Click “Next” to select the event’s Contacts.





Select Contacts

Select the contacts associated with the event. If you're not the primary contact for the event, you need to specify who is. To specify a contact, click the drop-down icon and enter a few letters of the contact's name, then select it when the full name displays. You can also add a name by selecting "Create New..." and then entering the contact's "Basic Information" and "Email" address.

The scheduler may be automatically assigned to your event depending on security; this might be the Location Scheduler for your selected location or the default scheduler for your security group.





Select CONTACTS for this event.

Scheduler





 Bekka Barrett   

bekbar@collegenet.com


Requestor


 Maya Greene   


Student Organizer


 Becky Becker   

Admin. Asst.

 **Back**

 **Next**

 **Cancel**

 **Finish**

Click "Next" to select the event's categories.

Select Categories

Select the categories the event belongs to. Categories help other users find events when searching and can determine things, such as whether your event is promoted on web calendars or is student-organized.

Select CATEGORIES for this event.

- Academic
- Administrative
- Athletic
- Community Event
- Corporate
- Don't Publish to Web
- Maintenance
- Non Profit
- President's Event
- Special Events**
- Student Life and Leadership
- U E Certificate
- U E Degree

◀ Back

Next ▶

✖ Cancel

💾 Save

Click "Next" to add Comments and Notes.

Add Comments and Notes

Enter appropriate comments and/or notes for the event.

- Event Comments can be seen by most users.
- Internal Notes can be seen only by people who are event contacts, like Requestor and Scheduler.

Edit additional COMMENTS and NOTES for this event.

Comments

This is sure to be the best forensic event this year.

Internal Notes

Make sure there is an Alcohol Monitor.

◀ BackNext ▶

✖ Cancel☑ Finish

Click "Next" for Event Affirmation.

Affirmation

After reading the agreement clause, Select, "I Agree" and then Click "Save".

Affirmation

Your space reservation is not approved until you receive an email confirmation from the scheduler. By checking this box you are agreeing to the university policy for [Time, Place and Manner](#).

I agree ✓

◀ Back

Next ▶

✖ Cancel

💾 Save

Click "Save" to Save the Event.

Event Saved Display

At this point, the Event Details can be displayed, the Event can be Edited, Details of the Event can be E-mailed to its stakeholders, and many other event-related Options can be initiated from this display.

Note that the Location and Resources are only saved as a Preference until the authorized Steward assigns the objects to the event.

The screenshot shows the 'Event Saved Display' interface. At the top, the California State University East Bay logo is on the left, and the user 'Captain A, Web' is logged in. A navigation bar includes 'Home', 'Event Wizard', 'Events', 'Locations', 'Resources', 'Organizations', 'Tasks', 'Reports', and 'Publisher'. The main content area features a sidebar for the 'August Test Event' (ID: 2015-AAHSWB) with details like 'Special Event', 'UNITED STATES SOCCER FEDERATION, INC.', and dates 'Wed Aug 26 2015 11:00 am - Wed Aug 26 2015 1:30 pm'. The main panel displays a green success message: 'This event has been successfully saved.' Below this, a blue box titled 'Here's Some Information About Your Event' lists 'Locations Saved as Event Preferences' (PE LOBBY) and 'Resources Saved as Event Preferences' (H-GYM-CHAIRS). A 'What's Next?' section offers 'View Details', 'Edit', and 'Email' actions. A 'More Event Options' section includes 'Print Confirmation', 'Copy', 'Create To Do', 'Manage Relationships', 'Manage Bindings', 'Take Ownership of this Event', and 'Add to Starred?'. An 'Event Preferences' section lists the saved locations and resources. A 'Done!' button is at the bottom left.