

Creating an Event

1. Open an internet browser and navigate to <https://25live.collegenet.com/pro/uark>.
2. Log in to 25Live Pro.
3. Click on the **Event Form** button from your Home page.



The Event Form

Use either the scroll bar to navigate up and down or click on the left-hand menu to navigate to the next heading.

 A screenshot of the 'Add New' event form page. The page has a light gray background. At the top right, there is a search bar with 'Go to Search', a status indicator 'Nothing recently viewed', and a 'Help' icon. Below this is a header with 'Add New' and 'Untitled' with a close icon. On the left, a vertical menu is highlighted with a red box, listing options like 'Event Name', 'Event Title', 'Event Type', etc. The main form area contains several fields: 'Event Name - Required' (text input), 'Event Title' (text input), 'Event Type - Required' (dropdown menu), 'Primary Organization for this Event - Required' (dropdown menu with a 'Remove' button), 'Expected Head Count - Required' (text input), and 'Registered Head Count' (text input). A vertical red double-headed arrow on the right side of the form indicates the scroll bar.

Required fields are noted in the title. If any required fields are left blank, the message “**Events cannot be submitted unless all required fields are completed.**” displays.

4. Type the name of the event you are creating in the **Event Name** field. Use a name that is relevant.
5. **Event Title** is optional.
6. Select **Other** from the **Event Type** drop-down menu. *Use **Other** unless you have been instructed by your supervisor or Central Scheduling Office to use a different event type.*

7. Select **Central Scheduling Office** from the **Primary Organization for this Event** drop-down menu unless directed by your supervisor to use a different organization.
8. Enter **Expected Head Count** information. Enter the maximum number of participants. Example: if you plan for 25, but expect only 15 will attend, enter 25.
9. Enter an **Event Description**.
10. Enter **Event Date and Time**. If this is recurring, uncheck the box *This event begins and ends on the same day*.

Event Date and Time - Required

Tue Aug 27 2019

1:00 pm

To:

Sat Dec 14 2019

2:00 pm

This event begins and ends on the same day

Warning: every single occurrence will now have the same duration you select from these initial date pickers.

11. Enter **Additional time** as needed. The Reservation Start and End dates/time adjust based on information posted.

Additional time ^

Setup Time

0 Days 0 Hours 0 Minutes

Pre-Event Time

0 Days 0 Hours 0 Minutes

Post-Event Time

0 Days 0 Hours 0 Minutes

Takedown Time

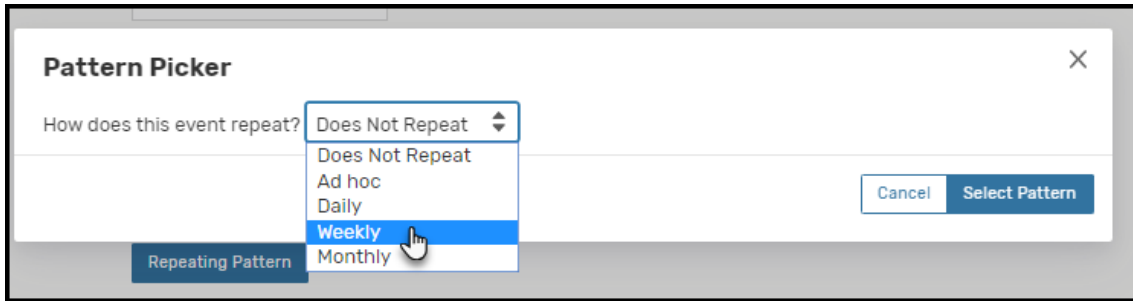
0 Days 0 Hours 0 Minutes

Reservation Start: **Tue Aug 27 2019 1:00 pm**

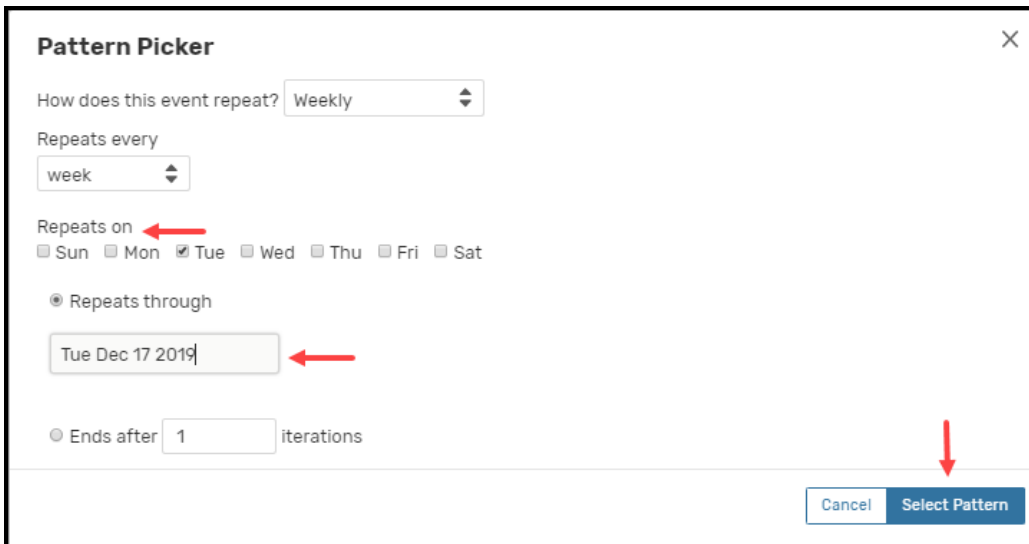
Reservation End: **Sat Dec 14 2019 2:00 pm**

Reservation Duration:
109 Days, 2 Hours

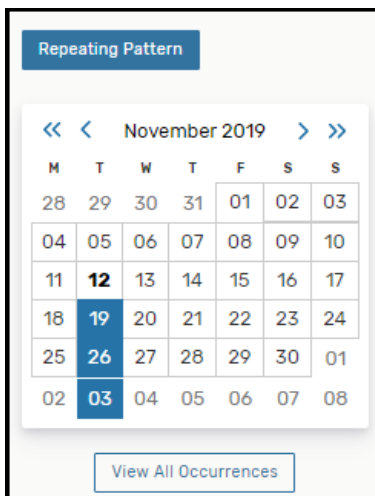
12. Click the **Repeating Pattern** button. The Pattern Picker dialog box will open. Select from the list in the drop-down menu. In this example, Weekly is selected.



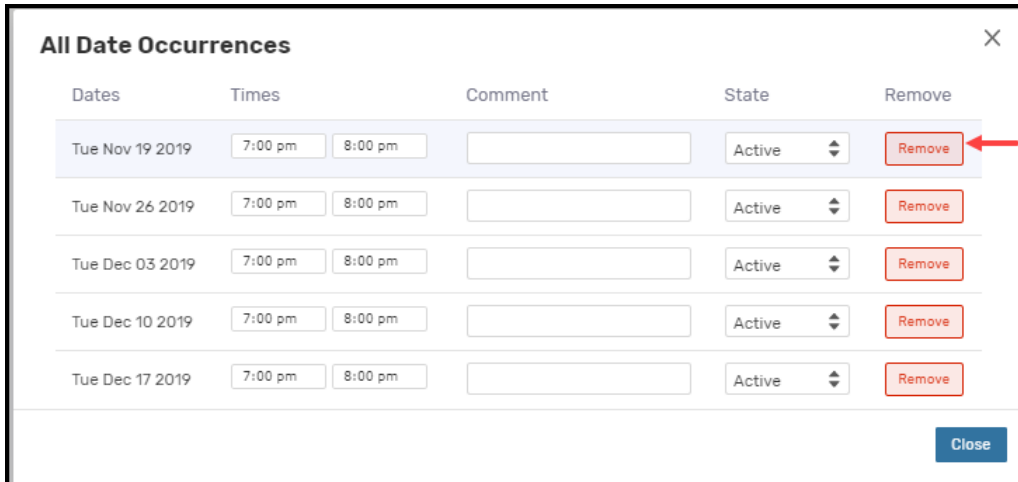
The Pattern Picker box expands – select the days the meetings will occur and the end date for the event, then click Select Pattern.



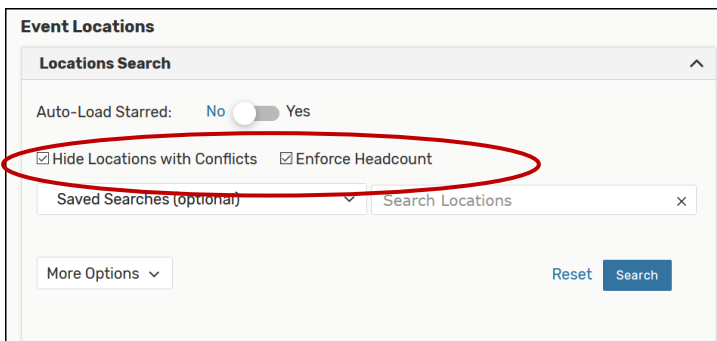
13. A new Repeating Pattern calendar appear with the dates selected highlighted.



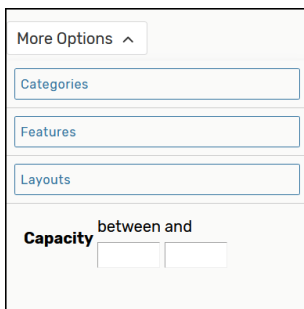
- Click the **View All Occurrences** button. Verify that the dates/times are correct. Click **Close** to close the window and return to the event.



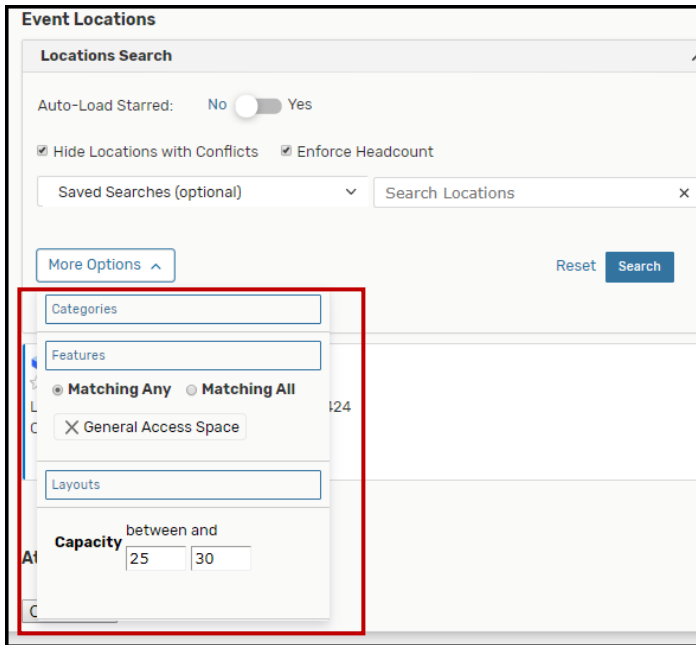
- If a new occurrence needs to be added, go back to the Repeating Pattern calendar and click on the calendar to add dates. Verify the dates times until all the necessary dates are shown.
- Select the Hide Locations with Conflicts and Enforce Headcount checkboxes in the **Event Location**. *Selecting Enforce Head Count ensures the room will hold the number of attendees entered in the Expected Head Count box at the beginning of the process.*



- Click on the **More Options** button.

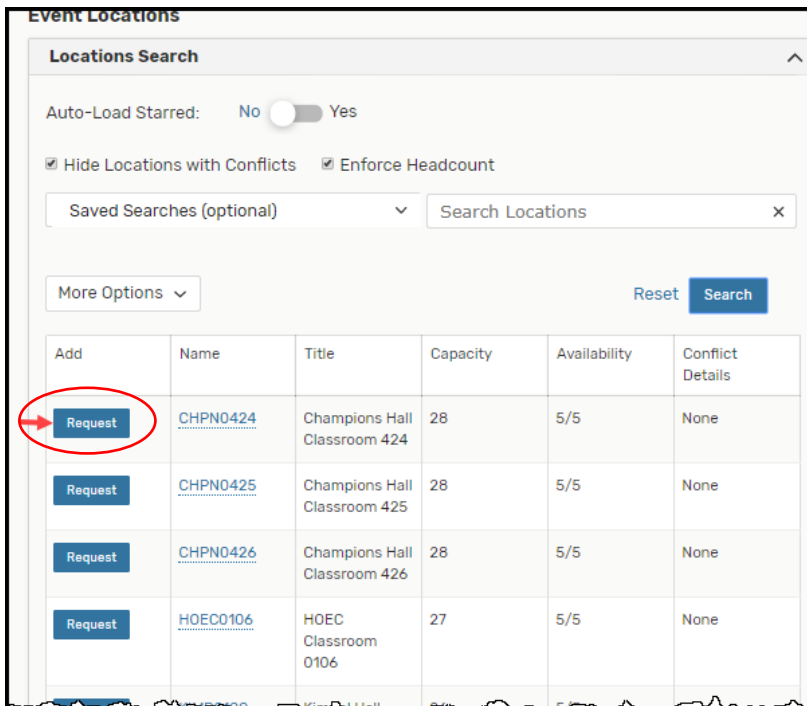


18. Select the **Features**, **Layouts** and **Capacity** needed for the class or event. Click **Done** when selections have been made.



19. Click **Search**.

20. Click the Request button to select a specific room. *The message, Added below will show.*



Locations Search ^

Auto-Load Starred: No Yes

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) Search Locations

More Options Reset

Add	Name	Title	Capacity	Availability	Conflict Details
Added below	CHPN0424	Champions Hall Classroom 424	28	5/5	None

21. **Contact Roles for this Event** is populated with the user’s name. The ability to change or update this information is assigned by security group.
22. Select **Other** as the **Event Categories**, unless directed by your supervisor. This will default to the selection earlier in the process.

Event Categories

23. Add **Event Comments** and **Notes**.

Event Comments

Arrive a few minutes early to get seats near the front of the classroom.

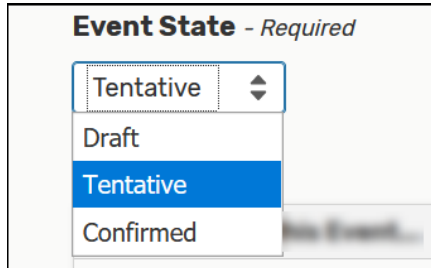
Internal Notes

A projector and a laser pointer is needed for this class.

Note: *Event Comments* can be seen by anyone that opens the event in 25Live. *Internal Notes* can only be seen by individuals in the approval chain and/or the event creator.

24. **Verify** or **Change** the Event State. The system will default to Tentative. Use **Draft** or **Tentative** unless directed by your supervisor.

IMPORTANT: Select **Draft** if you have entered most of the information needed but need to stop and finish later. You may finish entering your information at a later time. **Draft** events are not in the workflow for approval and specific room requests may not be saved. When the **Draft** is reopened, verify that the room initially requested is still available. Enter additional changes and select **Tentative**.



25. Select where you want 25Live to move when the event is saved. Click the radial button to select. The system default is to navigate back to the Event Details screen.



26. Click **Save**. *This may take several seconds for the event to save.*