Scheduling Events with 25Live

Welcome to 25Live Event Scheduling

25Live is the online scheduling component of CollegeNET. This system is used to schedule space throughout the University.

NOTE: Only your campus information will be visible. If you do not see your campus, email events@psu.edu.

Online Help

Click the general Help button \[ \text{Help} \] in the upper right of the page to access all Help topics. Click the Help icon \[ \text{Help} \] in the navigation bar to access context-specific help for the current view or functional area.

Logging into 25 Live

2. Enter your 2 Factor Authentication.

![Figure 1: 25Live Dashboard](image)

NOTE: Select the Feedback icon \[ \text{Feedback} \] located on the bottom of each page for Penn State support.

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Event Wizard

The Event Wizard will lead you through the sequence of steps required to setup an event or meeting. Required fields are denoted by a red asterisk.

1. Click the Event Wizard tab at the top of the screen; guidance will appear on the right side of the screen as you progress through the Wizard.
2. Enter the Event Name – The Event Name is how the event will appear within 25Live.
3. Enter the Event Title – The Event Title is how the event will appear on Web Calendars if applicable.
4. Enter the Event Type – This selection will determine additional required information and you may be asked to resubmit if your selection does not closely match your intended use.
5. Select the Primary Organization – You must be a member or an approved scheduler of the organization. Individuals will be held responsible for reservations made for an unassociated organization. If you are not associated with an organization, you need to select Individual Student for all others.

![Event title and sponsors fields](image)

Figure 2: Event title and sponsors fields

6. Click Next.

NOTE: You can only schedule events no more than 365 days in advance from the current date.
Expected Attendance and Promotional Information

The Expected Attendance will be used by 25Live to find locations for your event. The Event Description will appear on Web Calendars if you intend to publish your event.

7. Enter the **Expected Attendance**.
8. Enter the **Promotional Information** for events that will be placed on Web Calendars.

**NOTE:** This may be edited prior to posting on Public Calendars.

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![Figure 3: Expected attendance field](image)

9. Click **Next**.
Single Occurrences or Repeating Events

Some events or meetings may only be a single occurrence, or they could be repeating or ongoing meeting such as a staff meeting.

10. Select **No** if the event has only one occurrence or **Yes** if it has multiple occurrences.

![Figure 4: Reoccurring events options](image)

11. Click **Next**.
Event Start and End Times

Specify the date and times of the first event occurrence. If the event occurs on multiple days, how it repeats will be described later. If the event has multiple occurrences that happen at different times, it will be necessary to create separate events for each time. Those events can be connected to each other later using the Manage Related Events function.

12. Enter the **Event Start** and **Event End** Time. Do not uncheck “The event begins and ends on the same day box” even for repeating events.

13. Select **Yes** if the event has Setup or Pre-Event time.

**NOTE:** Setup refers to the time it takes to setup and prepare for the event; Pre Event refers to when guests are allowed to enter the event location prior to the start of the actual event.

![Event Start and End Event time fields](image)

14. Click **Next**.
If the event is a repeating event, select how it repeats. The options include Ad Hoc, Daily, Weekly, Monthly, or Does Not Repeat. If the event in a single occurrence, skip to page 8 to select a location.

15. Select a **repeating option.**

![Figure 6: Event repeating options](image)

16. Click **Next.**

17. Select the **dates for the repeating event**, including the number of iterations. Individual meetings in a reoccuring sequence can be cancelled by selecting cancelled from the status drop-down menu.

![Figure 7: Weekly repeat fields](image)

18. Click **Next.**
Locations

There are several ways to search for a location for the event. Enter the name of the building in the Search field. As a best practice do not use a building alias, enter the full name of the building. Advanced search options include Features and Categories (Campus, Building, or Type) are available. Remember, only the buildings or locations at your campus will be visible. Search results will return only locations that are available and can accommodate the number of attendees previously indicated.

A red triangle means the location is not available. A green check mark means the location is available. To save time, you can star a frequently used location and you can also save location searches.

NOTE: An updated list of campus codes can be found: http://projectlionpath.psu.edu/about/project-decisions/campus-codes/

19. Enter the name of the Location.
20. Hit Enter.
21. From the displayed results, select the Location. The selected location will populate to the right with details which are important to note.

NOTE: Multiple selections can be made per reservation and you may also remove locations from the list on the right by clicking the red X to the right of the location name.

![Find and select LOCATIONS.]

22. Click Next.
Resources
Prior to requesting additional resources, check to see if the required resource is not already provided. Reference the details list on your location which include features built into the location. To find the list, you can click on the Location number/name within the left side of the current screen.

23. Enter the name of the Resource. The word in (parentheses) should correspond with the Location of the event.
24. Hit Enter.
25. From the displayed results, select the Resource.

![Figure 9: Search for resources fields](image)

26. Click Next.
Additional Event Information

Additional event details may be required. A list of requirements, customized by the type of event, is displayed. A red asterisk indicates where a response is required.

27. Complete the **necessary fields** by either selecting the radio buttons or typing the required information into the text boxes.

![Figure 10: Additional event information fields](image)

28. Click **Next**.
Categories

You MUST select your campus from the list displayed in order for your event to Save.

NOTE: If you do not want your event published to a calendar, select Do Not Display to Published Calendars.

29. Select your campus.

![Campus Categories selection](image)

Figure 11: Campus Categories selection

30. Click Next.
Comments and Notes

Comments and notes can be added. The Event Comments can be seen by the location/resource Approvers and will be used for you to communicate with them. The Confirmation Notes are entered by the Location Approver and will be used by them to communicate with you. Please read confirmation notes whenever you receive updates on your request.

31. Include appropriate comments and confirmation notes.

32. Click Next.

Affirmation

Prior to the event being saved, the requester must agree to the policy statement.

33. Select the I agree checkbox.

34. Click Save.

The event details are displayed. The event has been saved in a Tentative status, but not confirmed. The event location and resources requested must be reviewed and approved. A confirmation email will be sent to the requestor’s PSU email address when the event has been created and confirmed.
More Event Options – Create a new event from a copy

In the More Event Options box on the Event Information page is the Copy function. The Copy function allows users to create a new event based on a previously created event.

35. Click Copy. The Event Wizard opens and a copy of the previously created meeting is displayed.

Figure 14: Event Wizard to create an event from a copy

36. Edit the necessary information and complete the Event Wizard setup steps to create a new event.

Figure 15 Event Wizard to create event from a copy