How to Schedule an Event

STEP 1: ACCESS 25LIVE

Access 25Live at: schedule.etown.edu

STEP 2: SIGN IN

Click on the “Sign In” link in the upper right corner of the blue header.

**Note: Your previous R25 login will work.**
- Log in assistance, email: Jill Petronio, petronjm@etown.edu
- Log-in assistance in the subject line.
- All other questions contact Karen Hodges hodgesk@etown.edu.
- For promotional issues please contact Elizabeth Harvey harveye@etown.edu

STEP 3: ONE OF THREE OPTIONS TO START YOUR REQUEST

**Option 1: Click on the “Event Wizard” Tab**
- This starts the process from the beginning.

**Option 2: If you KNOW WHEN but NOT WHERE**
- On the Home/Dashboard Tab click the blue text:
  - I know WHEN my event should take place -- help me find a location!

**Option 2: If you KNOW WHERE but NOT WHEN**
- On the Home/Dashboard Tab click the blue text:
  - I know WHERE my event should take place -- help me choose a time!
Terms and Conditions
Read the Scheduling Protocols and Click “I Agree” stating that you read them.

Event Name (required)
This is an internal field used for reference purposes. DO NOT COPY AND PASTE CONTENT. It is important for Event Names to be understandable to others, and avoid acronyms when possible.

Event Title (required)
The EVENT TITLE is used for promotional purposes and will be used in a number of places and in a number of ways. It is the first thing people will see when scanning the calendar. Here are a few examples of how the event title will be displayed:

Primary Organization for this Event (required)
Select the organization, office or department that is responsible for this event. NOTE: This option will also enable your event to be shown on that organization’s calendar, if applicable.

Additional Organizations for this Event
Select any cosponsoring organizations or offices for the event. NOTE: This option will also enable your event to be shown on that organization’s calendar, if applicable.

Event Date and Time (required)
Select the starting and ending dates and times for the event (DO NOT INCLUDE SET-UP AND TAKEDOWN TIMES). Use the drop down menu to set-up a repeating schedule if needed.

Event Head Count (required)
Input the expected number of attendees. An accurate number will help when resources such as catering, chairs, tables, etc. are selected.

STEP 5: CLICK THE NEXT BUTTON AT THE BOTTOM
STEP 6: SCREEN 2 OF 3 - COMPLETE THE FOLLOWING FIELDS

Event Location(s) (required)
Select the location(s) where the event will be held. More than one location can be selected. Take note of the following special locations:

- Off-campus — used for events that you would like to promote and have scheduled but do not take place on campus (example: bus trips)
- Campus Wide — used for events that do not require a physical location.

Event Resources (required)
Resources are equipment and services that are not associated with a specific location. You may select No Resources Needed or multiple if needed.

NOTE: A minimum of 5 days advanced notice is required when requesting support services (event setups, media services, technical operations).

NOTE: A minimum of 14 days advanced notice is required when requesting catering.

STEP 7: CLICK THE NEXT BUTTON AT THE BOTTOM

STEP 8: SCREEN 3 OF 3 - COMPLETE THE FOLLOWING FIELDS

Event Type (required)
Please choose “Initial Request” for all events.
The first time you schedule an event, you will need to:

- Click: “All Event Types”
- Choose: “Initial Request” (make sure your “star” to make future event requests faster)

NOTE: Once you select “Initial Request” the next form field will populate.
STEP 8: SCREEN 3 OF 3 - CONTINUED...

Event Custom Attributes
Event Custom Attributes allows you to finely manage your event for various reasons:

Show on Public Calendars
- If you want your event to appear on any of the College’s website for promotional purposes the click YES.
  Examples of Public Calendars:
  - Campus Events: http://www.etown.edu/newsandevents/campus-calendar/index.aspx
  - Bowers Writers House: http://www.etown.edu/centers/writershouse/events.aspx
  - Fine and Performing Arts: http://www.etown.edu/depts/music/musiccalendar.aspx
  - more about Public Calendars: http://www.etown.edu/offices/scheduling/promotional-calendars.aspx

Account Number
- If you requested CATERING then add the account number for billing purposes. If you do not complete this field
  your catering request may be delayed.

Detailed Image and Event Image
- If you would like your event to have an image associated with it then paste in the exact URL of the image and it
  will automatically be added to your event on public calendars. Examples:

Web Site
- If your event has more information, registration, or another supporting webpage then enter it and the URL will
  automatically be added to the event details on public calendars: Example:
STEP 8: SCREEN 3 OF 3 - CONTINUED...

Event Description
The event description should let the viewer know what the event is all about. You should include information relevant to the event, such as a short biography of the speaker, any requirements (such as tickets/costs), parking information, etc. The Event Description is your chance to “sell” your event to prospective attendees. Example of how it is use:

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book: An Oilman with Room</td>
<td>7:30 p.m. -- presentation</td>
</tr>
<tr>
<td>Founder: Juncheng Liu</td>
<td>8:30 p.m. -- book signing</td>
</tr>
</tbody>
</table>

- Be inspired by John Wood, author of the 2013 Elizabethtown College first-year Open Book selection...

Event Comments
Include comments such as instructions for SETUPS, CATERING, and MEDIA SERVICES. This comment section is to share information with the Scheduling Office and will not be view on the 25Live website.

Internal Notes
These notes will only be view by the scheduling office.

STEP 9: CLICK FINISHED, AND WAIT FOR THE NEXT SCREEN TO SAY “THIS EVENT DRAFT HAS BEEN SUCCESSFULLY SAVED.”

NOTE: All event request are in draft form UNTIL you receive a confirmation email from the Scheduling Office.