



Elizabethtown College

How to Schedule an Event in 25Live Pro

STEP 1: ACCESS 25LIVE

Visit <https://schedule.etown.edu> or refer to the scheduling office's website to access the link (<https://www.etown.edu/offices/scheduling/>).

STEP 2: SIGN IN

Choose "Sign In" located in the upper right hand corner of your screen.



For login issues: contact Jill Petronio at petronjm@etown.edu

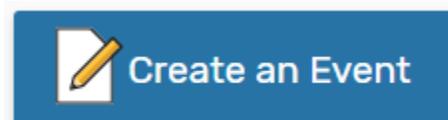
All other questions: contact Samantha Crossley at crossleys@etown.edu

**If you do not remember your password, simply click "Forgot Your Password" on the login page and the system will email you your password. Only contact ITS if this still does not remedy the issue*

STEP 3: CREATE YOUR REQUEST (3 Options)

Option 1:

Select the "Create an Event" button in the center of your home dashboard to take you to the event form



Option 2:

Select the "Event Form" button at the top right hand corner of your screen



Option 3: If you know WHEN but not WHERE, or you know WHERE but not WHEN

On the Home/Dashboard Tab click the blue text

 **Find Available Locations**

I know WHEN my event should take place -- help me **find a location!**

_____ OR _____

I know WHERE my event should take place -- help me **choose a time!**

STEP 4: COMPLETE THE FOLLOWING FIELDS

“Event Name” is the name of the event you wish to schedule. This is a required field, but only allows for 40 characters.

“Event Title” is not required, but will be used for promotional purposes and show on public calendars. For example, the event name might be “John Doe Reading” and the event title might be “John Doe Reading: Author of The Book on Books” to give more detail about the event name.

“Event Type” will *always* be an initial request. Submitting a new request does not guarantee the space and time, it is only a *request*. Please see the protocols page on the scheduling website for more information.

“Primary Sponsor for this Event” is your office, department, or organizations name. This is a required field. Starring your organization will always show your organization automatically.

“Additional Sponsors(s)” are any organizations that might be co-sponsoring the event. This is not a required field.

“Expected Head Count” should be filled in with how many guests you are expecting at any given time. This is used to determine spaces that can accommodate the amount of guests expected.

“Event Description” should be used to include any more relevant information such as a short bio of the speaker, ticket/cost, parking information, contact info, etc.

The screenshot shows a form with the following fields and options:

- Event Name - Required** (with an information icon): A text input field containing "Scheduling Meeting".
- Event Title** (with an information icon): An empty text input field.
- Event Type - Required** (with an information icon): A dropdown menu currently set to "Initial Request".
- Primary Sponsor for this Event - Required** (with an information icon): A dropdown menu set to "SCHEDULING OFFICE" with a "Remove" button next to it.
- Additional Sponsors(s) for this Event**: A section with an "EDIT" button.

PRO Tip: If you are planning on promoting your event to a public calendar, the Event Title is what name will be used. If you do not enter anything in the Title bar, but choose to publish to a calendar later, the Event Name will be pulled to the calendar for promotional purposes.

The screenshot shows a field labeled "Expected Head Count" with a red asterisk (*) to its left, indicating it is a required field. The field is an empty text input with a small arrow on the right side.

The screenshot shows a rich text editor for the "Event Description (optional)" field (with an information icon). The toolbar includes:

- File, Insert, View, Format, Tools (all with dropdown arrows)
- Undo, Redo, Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (A), Font Family, Font Sizes, and a link icon.

STEP 5: CHOOSING YOUR DATE AND TIME

Choose the correct start date and time of the **FIRST** occurrence of the event. This is the date and time that will publish to any public calendars. If you need earlier access for your own personal setup, you can leave a comment at a later portion of the wizard asking for additional setup/teardown time.

If your event **does not** repeat, simply scroll past this next section onto **Event Locations**.

Repeating Events:

You can simply start selecting dates on the calendar itself (Ad Hoc), or choose “Repeating Pattern” for daily, weekly, and monthly repeat options. Working with the calendar allows you to select individual dates, without a set pattern for your event. For example, you can choose a Monday in January, a Wednesday in March, and Thursday in November, all for the same time and same location.

Event Date and Time - *Required*

Mon Dec 02 2019|

11:00 am

To:

12:00 pm

This event begins and ends on the same day

Event Duration:
1 Hour

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

Repeating Pattern

<< < December 2019 > >>

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 01 | 02 | 03 | 04 | 05 | 06 | 07 |
| 08 | 09 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 01 | 02 | 03 | 04 |
| 05 | 06 | 07 | 08 | 09 | 10 | 11 |

This was the **Ad Hoc** option in the old wizard

View All Occurrences

*Please note that if you choose daily, weekly, or monthly repeats, those dates do not take into account holidays, breaks, no classes, etc. and the scheduling office will remove them manually

Daily Repeats:

Pattern Picker

How does this event repeat?

Repeats every

- day
- other day
- 3rd day
- 4th day
- 5th day
- 6th day
- 7th day
- 8th day
- 9th day
- 10th day
- 11th day
- 12th day

Repeats through

Ends after iterations

You can choose how you want the event to repeat, by choosing how you want it to repeat after the first occurrence and choose either an exact end date, or how many iterations after the start date. Once you have selected the appropriate end date, choose "Select Pattern". This will highlight the selected pattern dates on the calendar.

Weekly Repeats:

Pattern Picker

How does this event repeat?

Repeats every

Repeats on

Sun Mon Tue Wed Thu Fri Sat

Repeats through

Ends after iterations

You can choose how you want the event to repeat, by choosing the frequency, what days of the week after the first occurrence and choose either an exact end date, or how many iterations after the start date. Once you have selected the appropriate end date, choose "Select Pattern". This will then highlight the appropriate dates on the calendar.

Monthly Repeats:

Pattern Picker

How does this event repeat? Monthly

Repeats every month

Repeat by Day [Add Repeat Day](#)

Repeat by Position

Repeat day pattern

Repeat on the Second Monday

[Remove Position](#)

[Add Repeat Position](#)

Repeats through Mon May 11 2020

Ends after 1 iterations

[Cancel](#) [Select Pattern](#)

You can choose how you want the event to repeat, by choosing the position of the repeat (first, third, etc.) after the first occurrence and choose either an exact end date, or how many iterations after the start date. Once you have selected the appropriate end date, choose "Select Pattern". This will then highlight the appropriate dates on the calendar to the right.

Add New Untitled

- Event Name
- Event Title
- Event Type
- Primary Sponsor for this Event
- Additional Sponsors(s) for this Event
- Expected Head Count
- Event Description (HTML-Enabled)
- Event Date and Time
- Event Locations
- Event Resources
- Event Comments
- Internal Notes
- Affirmation of Understanding of Additional Policies
- Create Another and Relate

PRO Tip: On the left hand side, the navigation bar is available for you to jump back and forth to various sections without scrolling. Edit/update/select anywhere within the form with ease!

The next two features in 25Live Pro are new features – PLEASE MAKE SURE TO READ CAREFULLY

BEFORE CHOOSING YOUR LOCATION(S):

Please make sure you click “View All Occurrences”.

The new event wizard in 25Live Pro allows you to request different times for different dates *all in one reservation!* This will help severely cut down on the amount of reservations needing to be made, which can be cumbersome and over whelming for those who frequently request events in 25Live.

Once you click on “View All Occurrences”, a new screen will appear that will allow you to adjust the time *on each date* you have requested. Once you have adjusted all the times to your needs, click close.

| Dates | Times | Comment | State | Remove |
|-----------------|-------------------|---------|--------|--------|
| Mon Dec 02 2019 | 11:00 am 12:00 pm | | Active | Remove |
| Thu Dec 05 2019 | 1:30 pm 3:00 pm | | Active | Remove |
| Wed Dec 11 2019 | 3:30 pm 5:30 pm | | Active | Remove |

If you chose a date in error, simply click “Remove”

Close

STEP 6: CHOOSING YOUR LOCATION(S)

This new feature will allow you to look at locations for all of your requested dates, and take into account any adjusted times as well.

You will need to click “Refresh” when searching for locations. This ensures that you are getting the most up to date information now that you have selected your dates and updated any associated times for each date.

Event Locations - Required ⓘ

Locations Search ^

Availability for this search is out of date. Click Refresh to update the results.

Refresh

You can choose to “Auto-Load Starred” locations, which going forward will always populate first.

Event Locations - Required ⓘ

Locations Search

Auto-Load Starred: No Yes

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) [v] Search Locations [x]

More Options [v] Reset Search

PRO TIP: If there is a location that you use often, the Scheduling Office recommends starring that location as I will populate in “Your Starred Locations...” search

If you do not choose to Auto-Load Starred locations you can also choose the “Saved Searches” drop down and click “Your Starred Locations” at any point

Saved Searches (optional) [v] Search Locations [x]

Q Saved Searches (optional)

Pre-Defined Groups

Your Starred Locations

Reset Search

Locations Search

Auto-Load Starred: No Yes

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) [v] hoover [x]

Hint! Type :: to use SeriesQL

More Options [v] Reset Search

| Add | Name | Title | Capacity | Availability | Conflict Details |
|-----------------------------------|-----------------------|------------------------------------|----------|--------------|----------------------------------|
| Request | H 107 | Hoover 107 - Video Conference Room | 20 | 3/3 | None |
| Request Available | H 108 | Hoover 108 - Computer Classroom | 24 | 2/3 | Conflict Details |

To search for a non-starred location, click in the search box, and start typing a keyword into the Enter Location Search box and hit enter.

**After typing in a space name you must hit enter or “Search” for it to populate results.*

Request

Request Available

Unavailable

“Request” means that ALL requested dates and times are available for that specific room

“Request Available” means that you can request the dates and times you submitted that are available based off of previously confirmed reservations.

“Unavailable” means that there are no corresponding dates and times where this location is available, or the room itself is not able to be reserved.

Under the “Availability” column, you will see things like (2/5), (3/4), (0/8), etc.

| Add | Name | Title | Capacity | Availability | Conflict Details |
|-------------------|-----------------------|------------------------------------|----------|--------------|----------------------------------|
| Request Available | H 107 | Hoover 107 - Video Conference Room | 20 | 3/5 | Conflict Details |

PRO TIP: By clicking on “Conflict Details” a new screen will pop up showing you what has already been scheduled on any of the dates/times that conflict with your request. If your meeting/event times are flexible, you can go back and edit your dates that have conflicts based off of this information.

The first number is how many days the space is available out of the dates you requested,



The second number is how many dates in total you have selected. In this instance, there are two dates with conflicts.

Conflicts [X]

Conflicts on:

Thu Dec 05 2019

- H 108
PSY A PSY280PCA
starting at 12:30 pm and ending at 1:45 pm
- H 108
PSY B BG PSY280PCB
starting at 2:00 pm and ending at 3:15 pm
- H 108
BA A MMP BG BA311BUA
starting at 2:00 pm and ending at 3:40 pm

After you choose to request a room, the location will be added. The locations will be added below the Locations Search. There you can see all the dates that are requested, and you can modify if needed.

 **H 112**
 Add to favorites
 Location Title: Hoover 112 - Conference Room
 Capacity: 16
 Included dates:
Mon Dec 02 2019, Wed Dec 11 2019
Remove View Occurrences

 **H 109**
 Add to favorites
 Location Title: Hoover 109 - Executive Conference Room
 Capacity: 14
Remove View Occurrences

IF ONE ROOM IS NOT AVAILABLE FOR ALL DATES, you will need to deselect the dates in which you do not need the second space. You can see which date(s) and time(s) are included. If no specific dates are listed, then all dates and times selected are chosen.

Click on “View Occurrences” on the location that is not your first choice, and un-check the “Included” box on the date where your first choice location is available. Once you have deselected the dates that are not needed, click Close.

You will then see the selected dates for each location.

 **H 112**
 Add to favorites
 Location Title: Hoover 112 - Conference Room
 Capacity: 16
 Included dates:
Mon Dec 02 2019, Wed Dec 11 2019
Remove View Occurrences

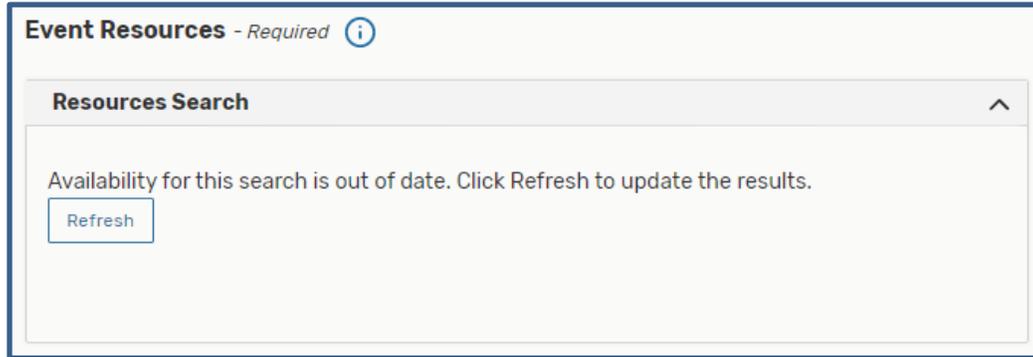
 **H 109**
 Add to favorites
 Location Title: Hoover 109 - Executive Conference Room
 Capacity: 14
 Included dates:
Thu Dec 05 2019
Remove View Occurrences

| Date | Time | Conflicts | Included |
|------------------------|---------------------|-----------|-------------------------------------|
| Set For All | | | <input type="checkbox"/> |
| Mon Dec 02 2019 | 11:00 am - 12:00 pm | | <input type="checkbox"/> |
| Thu Dec 05 2019 | 1:30 pm - 3:00 pm | | <input checked="" type="checkbox"/> |
| Wed Dec 11 2019 | 3:30 pm - 5:30 pm | | <input type="checkbox"/> |

STEP 7: CHOOSING YOUR RESOURCE(S)

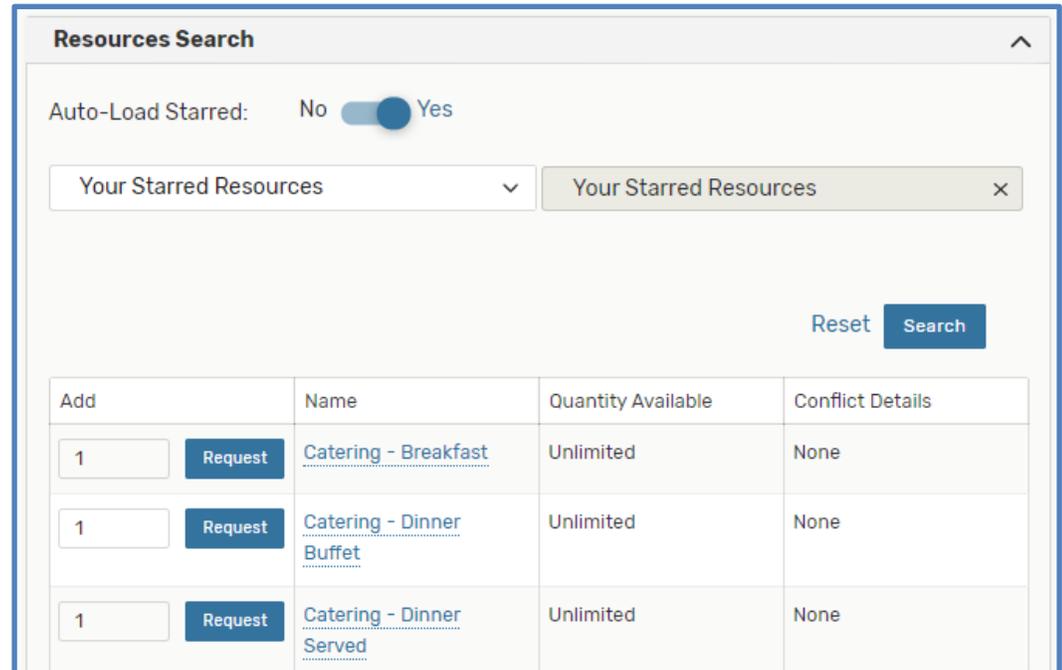
“Event Resources” are any additional equipment, food, or personnel that you need to help with your event.

You will need to click “Refresh” when searching for resources. This ensures that you are getting the most up to date information now that you have selected your dates and updated any associated times for each date.



Recommended favorited resources include:

- Catering – Breakfast
- Catering – Dinner Buffet
- Catering – Dinner Served
- Catering – Lunch
- Catering – Reception
- Catering – Snack
- Event Setups
- Media Services (for any space on campus that is not the KAV or Musser Auditorium)
- No Resources Needed (if you just need the room as-is, this resource MUST be chosen)
- Technical Staff (for either the KAV or Musser Auditorium)



NOTE: A minimum of 5 days advanced notice is required when requesting support services (event setups, media services, technical operations). A minimum of 14 days advanced notice is required when requesting catering services.

Similarly to the Event Locations, you can choose to Auto-Load Starred resources, so that going forward your starred resources will automatically populate after hitting “refresh”

To search for a non-starred resource, click the “x” in the right hand box, and start typing a keyword into the Search Resources box and hit enter.

Resources Search

Auto-Load Starred: No Yes

Saved Searches (optional)

Hint! Type :: to use SeriesQL.

After you select “Request”, the resource(s) will be listed below.

Event Setups
★ Remove from favorites
[Remove](#)

Catering - Lunch
★ Remove from favorites
[Remove](#)

If you only need certain resources on certain days, click on “View Occurrences” and deselect the dates that the resources are not needed.

| Date | Time | Conflicts | Included | Instructions | Quantity | Available |
|------------------------|---------------------|-----------|-------------------------------------|---|--------------------------------|-----------|
| Set For All | | | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | |
| Mon Dec 02 2019 | 11:00 am - 12:00 pm | | <input checked="" type="checkbox"/> | Please notify Catering of all requests at least | <input type="text" value="1"/> | Unlimited |
| Thu Dec 05 2019 | 1:30 pm - 3:00 pm | | <input checked="" type="checkbox"/> | Please notify Catering of all requests at least | <input type="text" value="1"/> | Unlimited |
| Wed Dec 11 2019 | 3:30 pm - 5:30 pm | | <input type="checkbox"/> | Please notify Catering of all requests at least | <input type="text" value="1"/> | Unlimited |

STEP 8: CUSTOM ATTRIBUTUES

Select the “Add a Custom Attribute” button to choose to enter in account numbers, event images, and public calendar options.

IF YOU WISH FOR YOUR EVENT TO SHOW ON PUBLIC CALENDARS YOU MUST CHOOSE THIS OPTION

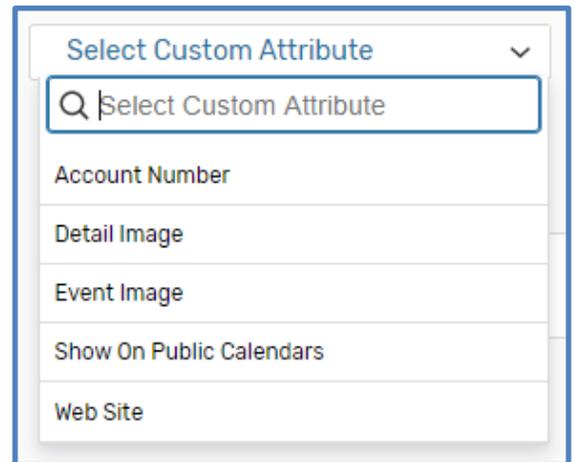
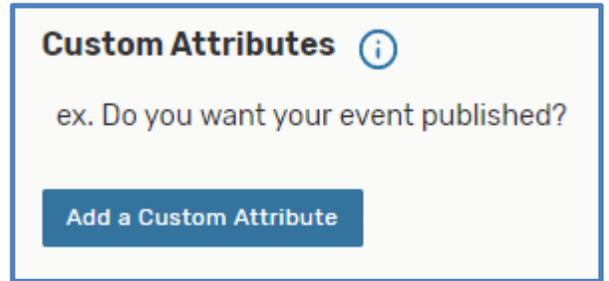
“Account Number” is used for billing your department if you have requested catering.

“Detail Image” paste a URL of a photo that will appear with your event and its description on the calendar page when a guest clicks on the event to learn more.

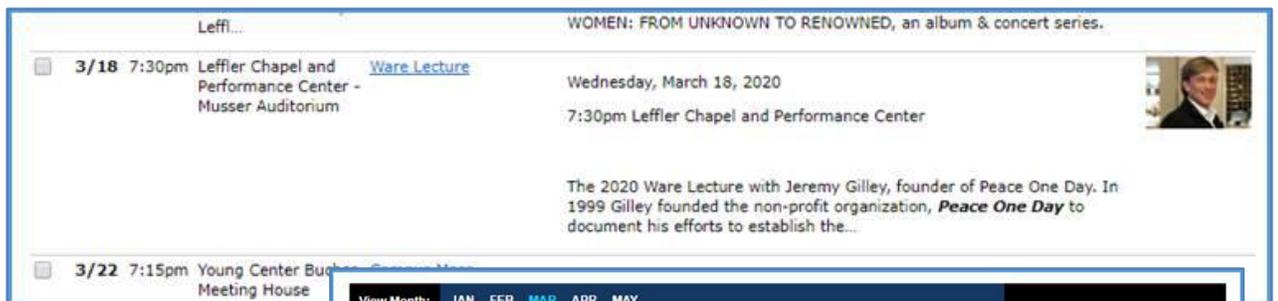
“Event Image” paste a URL of a photo that will appear with your event and its description on the calendar page that lists all of the events.

“Show On Public Calendars” can be left blank or select “no” if this is a private event for a select number of guests. Click “yes” if the event is open to the campus/public, or you would like it to be seen on Etown’s [Calendar of Campus Events](#).

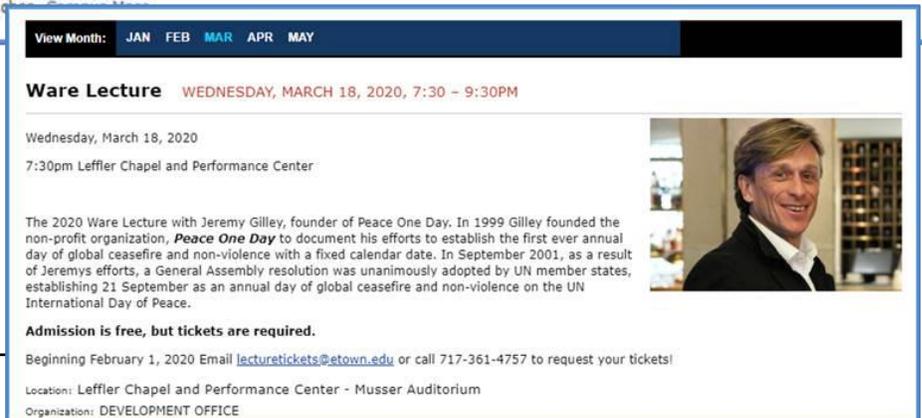
“Web Site” if your event has more information, registration, or any other support reference to your event then enter a URL and it will automatically be added to the event details on public calendars.



Example of “Detail Image”



Example of “Event Image”



STEP 9: ADD ANY ADDITIONAL INFORMATION

Event Comments is a required field – please be as specific as possible especially when requesting resources! This helps our operational staff know what is being requested of them, and if they are able to accommodate. If this is left blank, we may reach out asking these questions anyway.

The screenshot shows a form with three main sections:

- Event Comments** - Required (with an information icon). The text box contains: "Podium in the room. Coffee break and wraps for dates with lunch requested".
- Internal Notes** (with an information icon). The text box is empty.
- Affirmation of Understanding of Additional Policies** - Required. Below the heading is the text: "Please read the Elizabethtown College **Scheduling Protocols** and then click "I Agree"." Below this text is a checkbox labeled "I agree" which is checked.

A yellow callout box on the right side of the form contains the following text:

PRO TIP: "Event Comments and Internal Notes" will not be published on public calendars. This is a space where you can make specific details known to the scheduling office. For example: you need access to the space 30 minutes before the event starts, you are requesting a certain number of chairs or tables, a certain setup, microphones, etc.

You now have the option to choose what happens after you select "Save":

The screenshot shows a dropdown menu titled "After Saving This Event..." with an upward-pointing arrow in the top right corner. The menu contains three radio button options:

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event

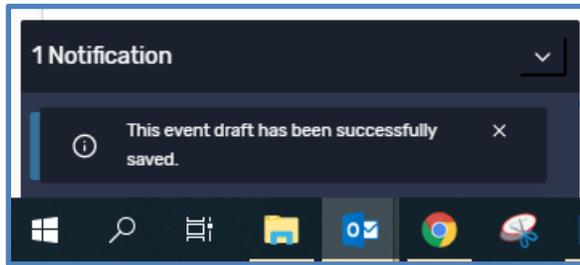
Go To Event Details will take you to a new screen showing an overview of the event you requested
Create Another Related Event will prompt the form again from scratch, but relate the events together so you can easily find any related event when viewing another
Create A Related Copy Of This Event will copy all of the information you have just requested in a new event form, to which you can create a related event, but updated any information you wish

STEP 10: SUBMITTING YOUR EVENT

Click “Save” in the bottom right hand corner to submit your request in a “draft” state. The “Preview” option will populate a new window giving you an overview of what you are about to submit.



If your event was successfully submitted, a little pop up will appear in the bottom left of your screen letting you know your event draft was successfully submitted. You will also receive an automated email from the Scheduling Office.



DO NOT use this as confirmation of your event. Once the Scheduling Office receives the request, it will go through the proper approval channels. You will receive a separate confirmation PDF from the scheduling office once an event is approved containing all the information on your event.

Please note that once you have submitted your event request, you will no longer be able to edit your event. If you need to make any changes to your event or need to cancel the event, please email or call the scheduling office and refer to the reference number of the request that is found after successful completion of a request (ex: 2019-AAXZHM).

Preview

Event Name (Required): Scheduling Meeting

Event Title:

Event Type (Required): Initial Request

Primary Sponsor for this Event (Required): SCHEDULING OFFICE

Additional Sponsors(s) for this Event:

Expected Head Count (Required): 5

Event Description (optional):

Event Date and Time (Required):
Mon Dec 02 2019
11:00 am - 12:00 pm
Locations: H 112
Resources: Event Setups, Catering - Lunch

Thu Dec 05 2019
1:30 pm - 3:00 pm
Locations: H 109
Resources: Event Setups, Catering - Lunch

Wed Dec 11 2019
3:30 pm - 5:30 pm
Locations: H 112
Resources: Event Setups

Custom Attributes:
Account Number: 1234567890
Show On Public Calendars: Yes

Event Comments (Required): Podium in the room. Coffee break and wraps for dates with lunch requested

Internal Notes:

Affirmation of Understanding of Additional Policies (Required): Yes

Create Another and Relate: goToEventDetails