How to Schedule an Event

Mozilla Firefox and Google Chrome are the recommended browsers for working with eVents. Users may also use Internet Explorer version 8.0 or higher.

**STEP 1: GET TO EVENTS**
Access eVents at: http://ec25liveweb.etown.edu/25live/ or by clicking on “eVents - Room and Event Scheduler” button on one of the audience gateway pages (http://www.etown.edu/faculty-staff/index.aspx)

**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 with “eVents Log-in assistance” in the subject line.
- All other questions contact Karen Hodges hodgesk@etown.edu.

**STEP 3: CLICK ON THE EVENT CREATION AND EDITING TAB**

**STEP 4: SCREEN 1 - COMPLETE THE FOLLOWING FIELDS**

**Event Name (required)**
When naming events, please try to be descriptive and avoid acronyms.

**Event Type (required)**
Select the type of event that best fits, an accurate event type will help with the promotion and publishing of your event.

**Primary Organization for this Event (required)**
Select the organization, office or department that is responsible for this event.

**Additional Organizations for this Event**
Select any cosponsoring organizations or offices for the event.

**Event Date and Time (required)**
Select the starting and ending dates and times for the event (DO NOT INCLUDE SETUP AND TAKEDOWN TIMES). Use the drop down menu to setup a repeating schedule in needed.

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

**Tip:** you can star any of the options in the fields so that they are quickly accessible for future use.

**STEP 5: CLICK THE NEXT BUTTON**
STEP 6: SCREEN 2 - COMPLETE THE FOLLOWING FIELDS

Event Locations (required)
Select the location(s) where the event will be held. More than one location can be selected and 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 4 days advanced notice is required when requesting resources.

STEP 7: CLICK THE NEXT BUTTON

STEP 8: SCREEN 3 - COMPLETE THE FOLLOWING FIELDS

The information you put in on this screen will be used for promotional purposes and optional.

Event Title
The event title will get used in a number of different places and in a number of different 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:

MONTH VIEW

```
28
☐ "Little Man"
28
```

LIST VIEW

```
Week of Sunday, November 2

☐ "Little Big Man" (1970)
Monday, 11/28, 7 – 9pm
Location: Hoover 107 - Video
```

3 COLUMN VIEW

```
November 28, 7 p

"Little Big Man" (1970)
Cultural Events
```

Event Description
The event description should let the viewer know what the event is all about. You should reiterate the basic information (Date, Time and Location) and also include any information relevant to the event, such as a short biography of the speaker, any requirements (such as tickets/costs), parking information, etc.

Event Category
The event category governs to which of the promotional calendars your event may be published. If your event does not need promotion, such as student club/department/staff meetings, rehearsals, or anything where public or audience attendance is not of concern. Please note, selection of a calendar does not automatically publish to that calendar, some calendars are subjected to review.

STEP 10: CLICK FINISHED AND WAIT FOR THE NEXT SCREEN TO SAY “YOUR EVENT HAS BEEN SUCCESSFULLY SAVED!”

FINAL STEP: CLICK THE CLOSE BUTTON AT THE BOTTOM
You must click the Close button at the bottom or your event will not proceed to processing.