Creating an Event in 25Live Scheduling

1. Visit https://25live.collegenet.com/etsu/scheduling

2. Sign into 25Live using your ETSU username/password combination.

Sign In to 25Live

Username

Password

Submit

To be added as a user, please contact your administrator.

3. Once you are logged in, a welcome message will appear. Make sure to read the message and then click the "Close" button. Once you have closed the message, the dashboard will appear.

Welcome to ETSU's Reservation System. To request space for an event, click on the "Create an Event" button to get started.

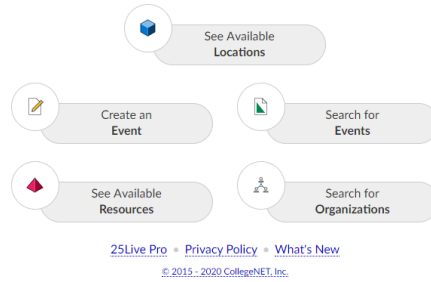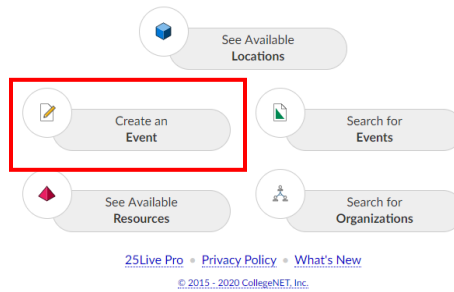25Live displays best in Google Chrome and Firefox.

☑ Show on Login

Close   **Save**

Create an Event

Search for Events

See Available Resources

Search for Organizations

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See Available
Locations

Create an
Event

Search for
Events

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Resources

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4. To start an event reservation, click the "Create an Event" option in the middle of the dashboard or at the top of the page.

EAST TENNESSEE STATE
UNIVERSITY

✎ Create an Event   ⑦ Help   ≡

See Available
Locations

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Event

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Entering Basic Information for Event

5. Enter the Event Name (refrain from using acronyms) and the Event Type.
   *Fields that have the red asterisk are required fields.

This reservation wizard is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information. * All requests are subject to approval *

Event Name   ⌃ Hide
Event name is limited to a 40 character length. Name should be more descriptive than "Department Meeting", "Thesis", etc. Also, please refrain from using acronyms in the event name.

[   ]   *

Event Title

[   ]

Event Type   ⌃ Hide
Choose type based on what will be occurring during the event.

[Selected Type   ⌄]   *

6. To learn more about how each field needs to be completed, please read the green descriptions.

> This reservation wizard is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information. * All requests are subject to approval *

Event Name   ∧ Hide

Event name is limited to a 40 character length. Name should be more descriptive than "Department Meeting", "Thesis", etc. Also, please refrain from using acronyms in the event name.

[   ] *

Event Title

[   ]

Event Type   ∧ Hide

Choose type based on what will be occurring during the event.

[Selected Type   ∨] *

7. It is only necessary to fill out the primary organization. If more than one organization is sponsoring the event, you can add that in the Additional Organizations field.

Primary Organization

Please list the organization that is hosting/responsible for this event.

[Search for an Organizations   ∨] *

Additional Organizations

[Search Additional Organizations   ∨]

8. Enter a brief description of the event.

   ***Please note that the description should be what the event is about, not just the title of the event.

   Event Description ✳
   Place a brief description of your event in this box. This should include more than the title of the event. Description should give a viewer an overview of what the event is about.

   Show/Hide Formatting Options

   This field is required.

Event Occurrences

9. Next, you will choose the occurrence of the event. The first step is to enter the first day/time of the event. ***It is important to note that you leave the box checked that says "The event begins and ends on the same day." Otherwise, this event will span midnight and will not be saved correctly. You will be able to check the repeating pattern later on.**

   Date and Time

   Select the dates and times of the **actual event**.

   Event Start:

   📅 Fri Aug-28-2020   8:00 am ⌄

   Event End:

   📅 Fri Aug-28-2020   9:30 am ⌄

   ☑ The event begins and ends on the **same day**.

   Event Duration: **1 Hour, 30 Minutes**

   Additional Time

   Does this event require additional time before the event?
   ◯ Yes
   ⦿ No

   Does this event require additional time after the event?
   ◯ Yes
   ⦿ No

10. If your event has multiple dates, you can select the repeating pattern by click the drop-down menu here:

Event Repeats

Does Not Repeat ∨

Occurrence List

Date	Comments	Status
Fri Aug-28-2020		Active ∨

a. If the times of the event have more than one occurrence, you will be prompted to select how they re-occur.

Does Not Repeat ▾
Does Not Repeat
Ad Hoc Repeats
Daily Repeats
Weekly Repeats
Monthly Repeats

Entering Capacity

11. Enter the number of people you expect to attend your event. Keep in mind that rooms results are returned based on the criteria you enter here.

Expected Head Count
Place the maximum number of people your event will have here.

35 ✓

Selecting a Location

12. Next, you will need to choose a location.
    a. Click on the Add Location button to search for a location.

Locations
To view a list of building codes, please visit this link building codes

Add Location   This field is required.

Selected Locations   Collapse

No spaces selected

b. When searching for a location, you can either type in a keyword (the building code or building name) or by saved searches. You can also click the "hide conflicts" and "enforce headcount" options to narrow down the locations that will best suit your needs.

Choose a Location

When requesting or assigning Locations, select only those Locations that can accomodate the event's expected head count.

You must select at least one location.

Searches   Collapse

Keyword Search

Search by Name

Saved Searches

Starred Locations

Search Results   Collapse

Filter Results   ☑ Hide Conflicts   ☑ Enforce Headcount   Displaying 4 of 4 matching Locations

Select Location Filters...

c. The locations displayed will tell you if the location is available for all dates or if there are any conflicts.
    i.   Reserve Available Dates: means that the location is available for part of the days/times
    ii. Reserve It: means the room is available for all days/times
    iii. Unavailable: means the location is not available for any days/times
    iv. Restricted: means you do not have permissions to request this location

Choose a Location

☆ A003 261	Brown Hall 261*	140	2	Reserve Available Dates
☆ A003 265	Brown Hall 265*	75	3	Reserve Available Dates
☆ A003 304	Brown Hall 304*	90	0	Reserve It
☆ A003 364	Brown Hall 364*	128	2	Reserve Available Dates
☆ A003 370	Brown Hall 370*	123	2	Reserve Available Dates
☆ A003 476	Brown Hall 476*	32	1	Unavailable
☆ A003 477	Brown Hall 477*	28	0	Reserve It
★ A006 127	Ball Hall 127 Auditorium*	206	1	Unavailable

d. Once you choose your location(s), you will be able to be more specific about your event.

For a list of building codes, please visit this link: https://www.etsu.edu/reg/documents/building_codes_2_5_20.pdf

Choosing Resources

13. Next, you will need to select if Resources are applicable for your event. Resources are considered items that are not already a part of the selected location.

a. Like with locations, you will go through the same steps to choose a Resource.

***Note: **ONLY** the Culp Center and Mary B. Martin Center for the Arts utilizes Resources. There are **NO** Resources to choose for Registrar Scheduled Rooms. If you are using a Registrar Scheduled Room, simply skip this section.

Event Contacts

14. These fields will automatically populate based on the location you choose (scheduler of the space), as well as the user that is signed in making the event (requestor). If you are the requestor, your name should appear in the "Requestor" field.

> **Event Contacts**
> The scheduler field should be the person that is assigned to approve the location assignment. The requestor field should list the person requesting the event.
>
> **Scheduler**
>
> 👤 Winkle Barrett, Jessica   ✕ ⌄
>
> Assistant Registrar, Scheduling Coord
> winklej@etsu.edu
>
> **Requestor**
>
> 👤 User, Test   ✕ ⌄
>
> winklej@etsu.edu

Custom Attributes

15. The Custom Attributes field designates special requirements for an event. For example, the requirement for this event is a contact number listed for the person responsible for the event.

> **Custom Attributes**
> ✱ ☑ Cell Phone Number
>
> [   ]

Choosing a Category

16. Choose the category your event falls under:

> **Categories**
> Please select the category your event falls under.
>
> ☐ Administration Event
> ☐ Class Event
> ☐ Faculty Event
> ☐ Staff Event
> ☐ Student Event

Requirements/Notes

17. For requirements, list the name of the person requesting the event.

18. In the additional comments and notes for the event, please list the Faculty or Staff advisor that is responsible for the group or event in the "Responsible Party" or "Faculty or Staff Advisor" box. In the "Confirmation Notes" box, add any additional notes that you want the scheduler to know about this event/reservation. These notes will show up in the confirmation email that is sent out.

Requirements
Please fill out all applicable fields for your event.

☐ Requestor Name
Comments:

Responsible Party ✱
List the individual or group that is responsible for this event, as well as their phone number and email address.

Confirmation Notes
Any additional notes that the scheduler should know about this event/reservation should be placed here.

19. Clicking "I agree" means that the user will adhere to the room usage policies and procedures for whichever location you choose.

Affirmation

By clicking "agree" I acknowledge that I have reviewed the linked policies/procedures for the location that I am requesting, and I accept responsibility for compliance with these policies/procedures.Registrar, Culp Center

☑ I agree ✓

20. Once you save the event, you will get a confirmation that it is saved and is **pending approval**.

This reservation wizard is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information. * All requests are subject to approval *

Event Summary

This event has been successfully created. You will be notified once this has been approved.

Here's Some Information About Your Event
Location Requests Pending Approval
Location A003 112 requested for Fri Aug-28-2020.

What's Next?

[View Details]

View the Event Details page for this event. The full range of actions are available to you from there.

Event Preferences
The following locations were requested for this event:
A003 112