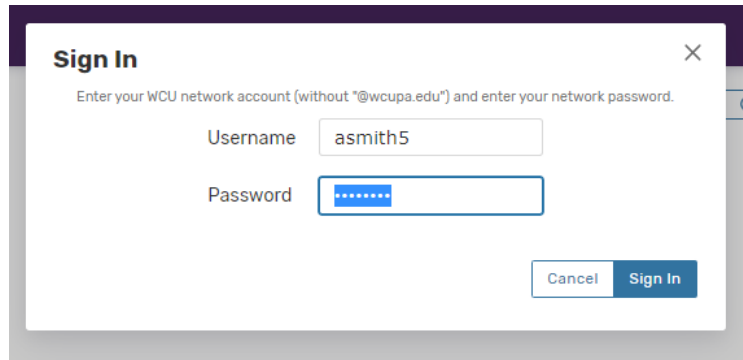




# Using 25Live Pro

## Sign In

- Click on “Sign In” on the top, right corner of the home page, and a pop-up will open to allow you to sign in.
- Use your WCU credentials, without “@wcupa.edu” (see example)



The image shows a 'Sign In' pop-up window. At the top, it says 'Sign In' with a close button (X). Below that, it instructs the user to 'Enter your WCU network account (without "@wcupa.edu") and enter your network password.' There are two input fields: 'Username' with the text 'asmith5' and 'Password' with a masked password of eight dots. At the bottom right, there are two buttons: 'Cancel' and 'Sign In'.

- If you are a faculty/staff member, please email [space@wcupa.edu](mailto:space@wcupa.edu) after you log into 25Live Pro the first time so your security can be adjusted.

## Dashboard/Home Page:

- You may click on 25Live Pro in the top of the page at any time to go to your dashboard.

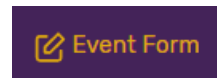


## Creating Events

- You must be signed in with a valid username and password.
- Use your WCU credentials, without “@wcupa.edu” (see example above)

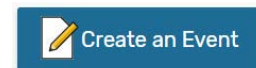
You can start creating an event by taking one of the following actions:

1. Use the **Event Form** link in the top navigation bar.



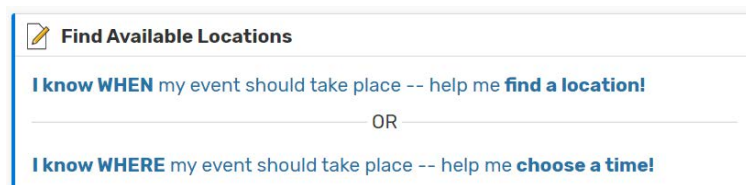
OR

2. Use the **Create an Event** button on your 25Live home dashboard.



OR

3. Select an option in the **Find Available Locations** area of the 25Live home dashboard to start from a required time or location.



The image shows a 'Find Available Locations' form. It has a title 'Find Available Locations' with a pencil icon. Below the title, there are two options: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. There is an 'OR' separator between the two options.

## Walk Through of the Online Event Form

**Note: Your Event Form may look different.** Depending on how 25Live Pro has been set up for your security group, your event form may not include all the fields mentioned below.

When entering information in on the event form, you may click on the information bubble for more details or help.

The screenshot shows a portion of the event form with three fields. Each field has a red box around its information bubble icon, and a red arrow points from the bubble to the field's description. The fields are:   
1. **Event Name - Required** (with an information bubble icon) with a description: "Please enter a name that clearly describes the event."   
2. **Event Title** (with an information bubble icon) with a description: "The **Event Title** will replace the **Event name** (above) on all published calendars on the website. Grammar, punctuation, and clarity matter!"   
3. **Event Type - Required** (with an information bubble icon) with a description: "Select the **Event Type** that best describes the event."

### Enter Basic Information

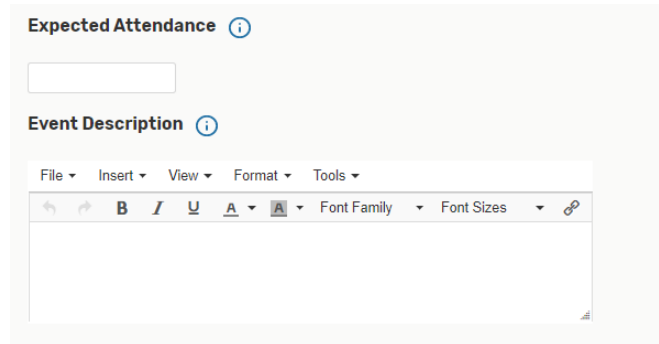
- Enter an Event Name, and select an Event Type and Primary Organization. The Event Name is how the event will appear on web calendars and in searches.

*Tip: You may use the list/links to the left side of the wizard to navigate quickly to any section of the form.*

The screenshot shows the full event form. On the left is a navigation sidebar with the following links: [Event Name](#), [Event Title](#), [Event Type](#), [Primary Organization for this Event](#), [Additional Organization\(s\) for this Event](#), [Expected Attendance](#), [Event Description](#), [Event Date and Time](#), [Locations](#), [Additional Event Needs](#), [Comments](#), [Confirmation Notes](#), [Internal Notes](#), [Event State](#), [Create Another and Relate](#). The main form area contains:   
- A heading: "This reservation wizard is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information."   
- A note: "\* All requests are subject to approval"   
- **Event Name - Required** (with an information bubble icon) and an input field.   
- **Event Title for Published Calendars** (with an information bubble icon) and an input field.   
- **Event Type - Required** (with an information bubble icon) and a dropdown menu with "Select an item".   
- **Primary Organization for this Event** (with an information bubble icon) and a search field with "Search organizations" and a "Remove" button.   
- **Additional Organization(s) for this Event** (with an information bubble icon) and an "EDIT" button.   
- A link: "Create Organization"

## Enter Attendance Information and Event Description

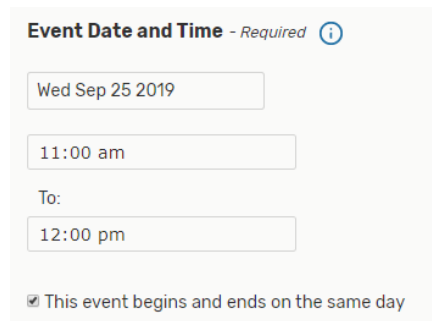
- Enter the event's **Expected Head Count** and Event Description (*if available in your configuration*); this will be used by 25Live Pro to find locations that can hold your event.
- The Event Description appears on web calendars, if you intend to publish your event.
  - It also helps the person reviewing your request to determine if the space you are requesting is best suited to your event, or if an alternative location is needed.



The screenshot shows two form sections. The first is 'Expected Attendance' with a text input field. The second is 'Event Description' with a rich text editor. The rich text editor has a menu bar with 'File', 'Insert', 'View', 'Format', and 'Tools'. Below the menu bar are icons for undo, redo, bold, italic, underline, text color, background color, font family, and font size. The text area below is empty.

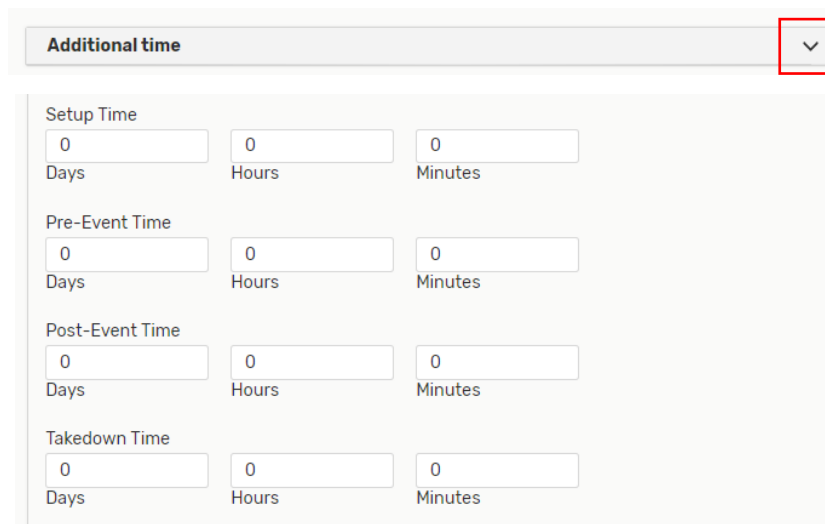
## Enter Event Date and Time

- Enter the first date of your event, with the start and end time for that first date. Make sure you check the box for “this event begins and ends on the same day” even if there are multiple occurrences.
- If your event occurs on multiple dates, you will select additional dates later.
  - If your event has multiple occurrences at different **times**, you will have the opportunity to edit the times for individual dates in a later step.



The screenshot shows the 'Event Date and Time' form. It has a title 'Event Date and Time - Required' with an information icon. There are three input fields: the first contains 'Wed Sep 25 2019', the second contains '11:00 am', and the third contains '12:00 pm'. Below these is a 'To:' label and a 'This event begins and ends on the same day' checkbox which is checked.

- If the event requires additional time to set up and/or take down, click on “additional time” to expand the page. Enter the additional time needed.



The screenshot shows the 'Additional time' form. It has a title 'Additional time' and a dropdown arrow icon. Below the title are four sections: 'Setup Time', 'Pre-Event Time', 'Post-Event Time', and 'Takedown Time'. Each section has three input fields for 'Days', 'Hours', and 'Minutes', all containing the value '0'.

## Does your Event have More than One Occurrence? Does it Repeat?

- The first occurrence of your event will display on the calendar.
- If you have multiple occurrences, click “repeating pattern” in order to choose how you want to select additional dates (ad hoc, where you may select random dates, or a repeating pattern: daily, weekly, or monthly)

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**

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	<b>25</b>	26	27	28
29	30	01	02	03	04	05
06	07	08	09	10	11	12

[View All Occurrences](#)

- Once you have selected your dates/pattern, all of your selected dates will display on the calendar.

**Repeating Pattern**

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	<b>25</b>	26	27	28
29	30	01	<b>02</b>	03	04	05
06	07	08	<b>09</b>	10	11	12

[View All Occurrences](#)

- If you want to view all occurrences click on the “View All Occurrences” button below the calendar, and a small page will open with each date and time displayed.

- This is also where you can adjust the time for individual dates, change the state of a date from active to cancelled, or remove a date altogether.

The screenshot shows a dialog box titled "All Date Occurrences" with a close button (X) in the top right corner. The dialog contains a table with the following columns: "Dates", "Times", "Comment", "State", and "Remove".

Dates	Times	Comment	State	Remove
Thu Sep 26 2019	11:00 am 12:00 pm		Active	Remove
Thu Oct 03 2019	9:00 am 2:00 pm		Active	Remove
Thu Oct 10 2019	11:00 am 12:00 pm		Cancelled	Remove

Below the table is a "Close" button. In the background, a calendar is visible with the dates 22, 23, 24, 25, 26, 27, 28, 29, 30, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12. The date 26 is highlighted in blue. Below the calendar is a "View All Occurrences" button.

### Select Location(s)

- Select one or more favorite (or starred) locations, or search for suitable locations by location name or saved search.

The screenshot shows the "Locations" search interface. It features a search bar with the text "Search Locations" and a close button (X). Below the search bar are two checkboxes: "Hide Locations with Conflicts" and "Enforce Headcount", both of which are checked. There is also a "Saved Searches (optional)" dropdown menu. At the bottom of the search interface are "More Options" and "Reset" buttons, and a blue "Search" button.

- The screenshot below shows a search for rooms in Anderson Hall (AND), ***without*** checking the boxes to “hide locations with conflicts” and “enforce headcount”.
  - If you do not check the two boxes, then you will get a list of all rooms based on your search, even if they are not available.
  - The **blue box** means that the room is available for all occurrences in your request.
  - The **brown box** means that there are some conflicts, but that you can reserve it for the dates where there is not a conflict.
    - If you choose a room with the brown box, please note that it will not be confirmed for the dates where there is as conflict, and you will still need to select another room.
  - If you click on “**Conflict Details**”, you can see what days and/or times the conflicts occur.

**Locations** ⓘ

**Locations Search** ^

Hide Locations with Conflicts    Enforce Headcount

Saved Searches (optional) v   AND x

Hint! Type :: to use SeriesOL

More Options v   Reset   **Search**

Add	Name	Title	Capacity	Availability	Conflict Details
<b>Reserve</b>	<a href="#">AND101</a>	Anderson Hall RM 101 - Computer Lab	30	2/2	None
<b>Reserve Available</b>	<a href="#">AND102</a>	Anderson Hall RM 102 - Computer Lab	30	1/2	<a href="#">Conflict Details</a>
<b>Reserve Available</b>	<a href="#">AND104</a>	Anderson Hall RM 104 - Computer Lab	30	1/2	<a href="#">Conflict Details</a>
<b>Reserve</b>	<a href="#">AND125 - Staff Training Lab</a>	Anderson Hall RM 125 - Staff Training Lab	12	2/2	None
<b>Reserve</b>	<a href="#">AND129 - Outdoor Classroom</a>	Anderson Hall RM 129 - Outdoor Classroom	36	2/2	None
<b>Reserve Available</b>	<a href="#">AND201</a>	Anderson Hall RM 201	42	1/2	<a href="#">Conflict Details</a>
Unavailable	<a href="#">AND202</a>	Anderson Hall RM 202	42	0/2	<a href="#">Conflict Details</a>
Unavailable	<a href="#">AND203</a>	Anderson Hall RM 203	103	0/2	<a href="#">Conflict Details</a>

- Here is the same search, **with** the boxes checked to limit the results. Note that it only shows rooms that are available for all of my dates and times (indicated by the blue “reserve” buttons).

**Locations** ⓘ

**Locations Search** ^

Hide Locations with Conflicts     Enforce Headcount

Saved Searches (optional) v    and    x

ⓘ Hint! Type :: to use SeriesQL

More Options v    Reset    **Search**

Add	Name	Title	Capacity	Availability	Conflict Details
<b>Reserve</b>	<a href="#">AND125 - Staff Training Lab</a>	Anderson Hall RM 125 - Staff Training Lab	12	2/2	None
<b>Reserve</b>	<a href="#">AND129 - Outdoor Classroom</a>	Anderson Hall RM 129 - Outdoor Classroom	36	2/2	None
<b>Reserve</b>	<a href="#">AND215</a>	Anderson Hall RM 215	20	2/2	None

40 Matching Locations    Page 1 of 2

First
Previous
1
Next
Last

Items per page 25

- Depending on your search results, click on the blue or brown button(s) to select the room(s) for your request. The selected rooms will display below the search results.



- You can click on “View Occurrences” for each of the rooms you selected, and a window will pop up, showing you each of the dates and times in your event.
- You may select or de-select individual dates for that room as desired, by checking or un-checking the box in the “included” column.

The screenshot displays a window titled "AND215" with a table of event occurrences. A red arrow points to the "Included" column header. Below the table, a summary card for "AND215" is shown, with the "View Occurrences" button highlighted by a red box.

Date	Time	Conflicts	Included	Shared	Layout	Instructions	Attendance
<b>Set For All</b>							
		<input type="checkbox"/>	<input type="checkbox"/>				0
<b>Thu Sep 26 2019</b>	11:00 am - 12:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tables - Tables with Chairs (20)	Please be aware that spaces used for non-	
<b>Thu Oct 03 2019</b>	9:00 am - 2:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tables - Tables with Chairs (20)	Please be aware that spaces used for non-	
<b>Thu Oct 10 2019</b>	11:00 am - 12:00 pm		<input type="checkbox"/>	<input type="checkbox"/>	Tables - Tables with Chairs (20)	Please be aware that spaces used for non-	

**AND215**  
 ☆ Add to favorites  
 Location Title: Anderson Hall RM 215  
 Capacity: 20  
 Included dates: Thu Sep 26 2019, Thu Oct 03 2019  
 Remove View Occurrences

**AND129 - Outdoor Classroom**  
 ☆ Add to favorites  
 Location Title: Anderson Hall RM 129 - Outdoor Classroom  
 Capacity: 36  
 Included dates: Thu Sep 26 2019, Thu Oct 03 2019  
 Remove View Occurrences

## Additional Event Needs: Select Desired Resources

- This is where you will request to have your event published to a departmental or public calendar, or request the use of media equipment or other resources.
- You may type in a resource in the “search resources” box (tables, microphone, calendar, etc) and click the blue search button to generate a list to choose from.

The screenshot shows the 'Additional Event Needs' form with the 'Resources Search' section expanded. It includes a 'Saved Searches (optional)' dropdown, a 'Search Resources' input field with a clear button, a hint '(i) Hint! Type :: to use SeriesQL', a 'More Options' dropdown, a 'Reset' button, and a blue 'Search' button.

- **OR** click on “More Options” > “Categories”, and then check the box(es) for the types of resources you are requesting.
- Click “Done”, and then “Search” to generate a list.

This screenshot shows the 'Additional Event Needs' form with the 'More Options' dropdown expanded to show the 'Categories' dialog. The dialog has a title bar 'Categories' with a close button, and two buttons: 'Select All' and 'Select None'. It contains a list of resource categories with checkboxes:

<input type="checkbox"/> Calendar	<input type="checkbox"/> Graduate Center Resources	<input type="checkbox"/> Specific Menus-Catering
<input type="checkbox"/> Calendars for Depts	<input type="checkbox"/> Grounds	<input type="checkbox"/> Sykes Student Union
<input type="checkbox"/> Custodial Services	<input type="checkbox"/> Philips Mem Bldg	<input type="checkbox"/> Technical Support
<input type="checkbox"/> Digital Media Center	<input type="checkbox"/> Public Safety	
<input type="checkbox"/> General Catering	<input type="checkbox"/> Site Supervisors [Not Active]	

A blue 'Done' button is highlighted with a red box in the bottom right corner of the dialog.

- When the list displays, click on the blue “reserve” button to add the desired resource to your request.

**Additional Event Needs** ⓘ

**Resources Search** ^

Saved Searches (optional) ▾ table ×

ⓘ Hint! Type :: to use SeriesQL.

More Options ▾ Reset **Search**

Add	Name	Stock Total	Availability	Conflict Details
<b>Reserve</b>	<a href="#">Sykes- HIGH TOP TABLES</a>	20	2/2	None
<b>Reserve</b>	<a href="#">Sykes- LECTERN (Table Top)</a>	1	2/2	None
<b>Reserve</b>	<a href="#">Sykes- MICROPHONE TABLE STAND</a>	6	2/2	None

- If you need to adjust the quantity of a resource needed for specific occurrences, un-assign a resource for specific occurrences, or add setup instructions, click “View Occurrences” for each resource.
- A small pop up will display where you can make these adjustments.

**Sykes- OUTSIDE TABLES** ×

Date	Time	Conflicts	Included	Instructions	Quantity
<b>Set For All</b>			<input type="checkbox"/>		0
<b>Fri Sep 27 2019</b>	8:00 am - 9:00 am		<input checked="" type="checkbox"/>	Please set up in a square	4
<b>Fri Oct 04 2019</b>	8:00 am - 9:00 am		<input checked="" type="checkbox"/>	Please set up side-by-side	2

**Close**

---

▲ Sykes- OUTSIDE TABLES  
 ☆ Add to favorites  
 Remove **View Occurrences**

## Select Custom Attributes

- Click on “Add a Custom Attribute” and then click “Select Custom Att...” to select the additional information you would like to include.
  - You can include detailed information about your event, which participants or other interested parties will need to know.
  - Information on this page is required if you selected the WCU Featured Events Calendar in the Resources section.

The image shows two instances of the 'Additional Event Information' section. The top-left instance has a blue button labeled 'Add a Custom Attribute' highlighted with a red box. The top-right instance has a dropdown menu labeled 'Select Custom Att...' highlighted with a red box. The bottom instance shows the dropdown menu expanded, displaying a search bar with the text 'Select Custom Attribute' and a list of options: 'Detail Image', 'Event Image', 'Hosted By', 'How To Purchase Tickets', 'Rsvp Details', 'Ticket Cost', and 'Web Site Or Pdf Link'.

## Add Comments

- If your security access includes this section, you may use this field to include additional information that you would like other 25Live users to be able to see.

The image shows the 'Event Comments' section with a large, empty text input field for adding comments.

## Choose your Event State and Agree to the Terms and Conditions

- Choose the appropriate state of your event (*if your security settings give you the option*), then use the **Save** button to finish.
- If your access permits you to choose “Confirmed” as an event state, this does not mean that your location has been approved.
  - **Please do not begin advertising your event until you have received official confirmation of your event and location assignment from the approver.** This will come as a separate notification, and will include confirmation that indicates your approved location.

### Event State

### Affirmation - Required

Thank you for using 25Live Pro. Please review your event details carefully, and notify the appropriate approving office of any changes or cancellations as soon as you are aware. Other than University-wide events, which take precedence, requests are processed on a first-come, first-serve basis. Events are NOT CONFIRMED until the request receives notice from the approving office. Any approving University entity reserves the right to adjust or deny any reservation, confirmed or not, as needed, but will make every attempt to locate an alternative location. All parties must comply with all usage policies, or the right to reserve space will be revoked. By checking the box below, you agree to these terms and conditions.

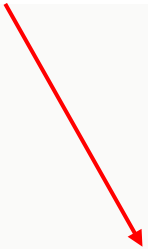
 I agree

## Preview and Save Your Event

- Use the “Preview” button if you would like to see a summary of your request before saving it.

#### After Saving This Event...

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



- If you want/need to edit your request, you may navigate to the desired section by clicking on the blue section title in the preview information.

**Preview** [Close]

**Event Name (Required):** Demo

**Event Type (Required):**

**Primary Organization for this Event (Required):** Office of the Registrar

**Expected Head Count (Required):** 3

**Event Description:**

**Event Date and Time (Required):**  
 Fri Sep 27 2019  
 11:00 am - 12:00 pm  
 Locations: UNA016 - Registrar Conference Room  
 Resources: WCU REGISTRAR'S OFFICE UNIV CALENDAR

**Custom Attributes:**

**Event Comments:**

**Event State:** Tentative

**Affirmation (Required):** Yes

**Create Another and Relate:** No

Please review your event details carefully, and notify the office of any changes or cancellations. Understand if I am requesting/reserving space for events in academic classrooms the space is subject to change, if space is needed for academic course scheduling through the drop/add process that semester. If your event is displaced for this reason, we will put forth our best effort to find...

- Once you are satisfied, click the “Save” button to complete your event request creation. The event reference number is displayed when the event is saved. You can use this later to quickly find the event.

**After Saving This Event...** [Up Arrow]

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

Cancel Preview **Save**

### Additional Tips

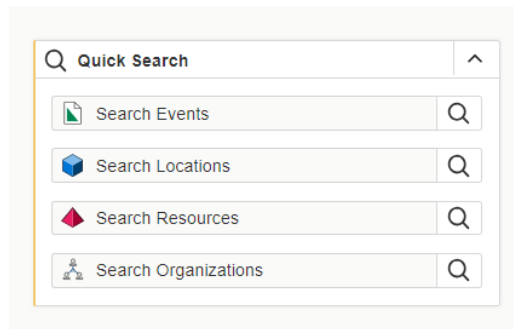
- Once you are in the Event Form, you can use the links in the left-hand column to quickly navigate to any section.
- Text entered in the Description field may be displayed in 25Live Publisher calendars. Text entered as Confirmation Notes appears in the Confirmation report generated for the event.

## Editing an Event

- Once an event has been **Confirmed** by the assigned space approver, it can only be revised or cancelled by sending an email to the individual who sent you the confirmation. Please include the Reference Number in all communications.
- The directions below are for Events in **Tentative** status.

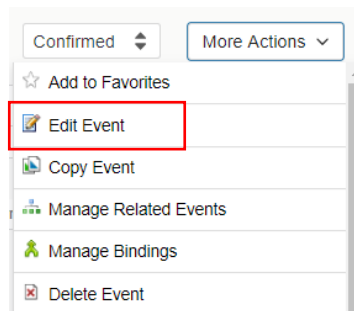
### 1. Search for the Event.

- From your dashboard, use either Quick Search, Keyword searching, or Advanced Search Options to find the event.



### 2. Choose to Edit the Event.

- Choose **Edit Event** from the **More Actions** menu in the event details view to enter editing mode.



- Please note that if you edit an event, the location you requested may automatically be removed.

***You might need to add your desired location back to the request, even if you did not specifically remove or change the location. Please check to see that the desired room is still on the request.***

### 3. Edit Individual Fields

- Once you're in the editing mode, you may change most of the available fields. You cannot change the event type. Other event details may also be locked against editing, depending on how your 25Live instance has been configured.
- *Tip: You can also edit some event details inline from the [Event Details View](#).*

### 4. Save your Edited Event

- When you have finished making changes, click on the **“Save”** button, which will take you to the event details screen. Your changes should be reflected.

For questions, concerns, or if you need further assistance, please feel free to email [space@wcupa.edu](mailto:space@wcupa.edu).