25 Live Instructions

Step 1: Open Firefox or Google Chrome Browser.
Step 2: Enter schedule.uc.edu
Step 3: Review the Event Guide (located under the home tab)
   • Any questions you have about space, policies and procedures are located here.
   • You can refer to this guide at anytime.
Step 4: To schedule an event use your UC Central Login.
   • The “Sign In” link is located in the top right corner.
Step 5: There are two search options to help you find:
   • An available location on a certain date.
   • An available time for a certain location (see Event Guide Facilities section for more information).
If you know WHEN your event should take place and need to find a location select:
   • I know WHEN my event should take place – help me find a location.
If you know WHERE the event should take place and need to find a time select:
   • I know WHERE the event should take place – help me find a time.
Step 6: Start creating your event request by clicking the “Create an Event” button.
   • The left panel shows details of event and will populate as you proceed.
Step 7: Enter the required fields identified by a red asterisk (*).
   • Event Name
     o This will be published to the University of Cincinnati’s website and will be available to the public.
     o Make sure the event name is in understandable terms.
     o Avoid acronyms (if possible).
   • Primary Organization for the event
     o You can search by keyword or browse for your organization in the index.
     o This will show to the right of the screen after it is selected.
   • Expected Head Count
• Event Date and Time
  o Enter event start & end date.
  o Enter time.
  o If you need set up or take down time enter below the event time.
  o If the event repeats.
  o Ad Hoc— Select specific dates

• Repeats regular cycle you can select:
  o Repeats daily.
  o Repeats weekly.
  o Repeats monthly (If you select this option know that existing conflicts for space will affect future dates).
  o Your chosen dates will appear below.

• Event state
  o Conference & Event Services manages the state of your event.
  o Your event will be Tentative until CES Confirms your request.

• Event Description
  o Enter the description as you wish for it to be viewed on the calendar by the public

Step 8: Click save and the next button to advance.
Step 9: Enter the required fields identified by a red asterisk (*).

• Pick Location (If you need space).
  o Search for space by:
    ▪ Keyword;
    ▪ Index;
    ▪ Public search (CES Spaces); and
    ▪ Capacity.
  o A list of spaces will appear with an icon on the right warning you with any existing conflicts (Green Check Mark = available) (Red Triangle = not available).
  o Select your location (only the spaces with a green checkmark are available).
  o The selected location will appear to the right of the screen.
  o Enter the layout needed for the room (i.e. lecture, classroom, conference, etc.).
  o It is possible to select more than one location.
    ▪ Make sure only one location is populated on the right.
  o Select the name of the space to view details of the location.
  o Select red X or event wizard tab to return to the request page.
- Event Type
  - This should match your event and location.
- Event Customs Attributes
  - Select those that apply, if any.
- Event Resources
  - Select public searches and click the resources that are needed for your event.
  - To Publish your event to the University of Cincinnati Calendar,
    - Select “Public searches” → “Publish To” → “Publish to UC Calendar”
    - Popular Resources:
      - If you need Catering → “Catering” Resource;
      - If you will have alcohol at your event → “Alcoholic Beverages” Resource;
      - If you need TUC Dock access → “Dock” Resource;
      - If you need Campus Security → “Campus Security” Resource.

**Step 10:** Agree to terms
- Read if you are not familiar with it.
- Select the check box.

**Step 11:** Click finish to save and submit your event for approval.
- If you are missing any mandatory fields the system will alert you.
- After submission your event status will be tentative until approved by CES.
- You will see an active task for each approval under the “What Next?” box.
- To exit close browser.
- You will receive an email confirming your event is under review.
- When the event has been approved you will receive a confirmation email from CES If your request is denied, you will be notified.