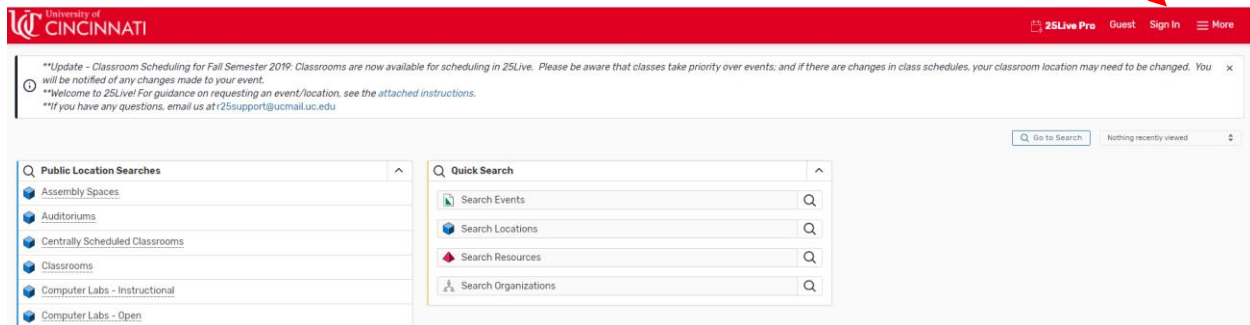


Using the 25Live Pro Event Scheduling System

Instructions for Requesting an Event/Location in 25Live

Accessing 25Live

- Access the university's 25Live Pro:
<https://25live.collegenet.com/uc>
- Recommended browsers are Mozilla Firefox and Google Chrome
- Select the option to Sign In located in the top ribbon
- You will be prompted to login: use your UC username and password



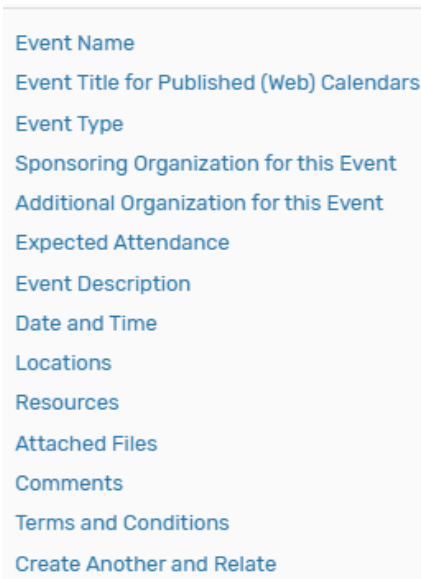
Create an Event

- Click the Event Form in the top ribbon



Stepping through the Event Wizard

- As you step through the Event Wizard, required fields are identified (by red asterisk in this document)
- Information for each field, can be accessed, by clicking on the ⓘ next to the field name
- Events can only be entered through the end of the current academic year. In March of each year, the next academic year becomes available to enter events.
- On the left-hand side are hot links to the Event Wizard fields



Start by entering the basic event information

- ***Event Name** – Enter a name that clearly describes the event
- **Event Title for Published (Web) Calendars** – The Event Title will replace the Event Name (above) on all published calendars on the University of Cincinnati website
- ***Event Type** – Select the Event Type that best describes the event
- ***Sponsoring Organization for this Event** – Use a key word to search for the organization responsible for the event
- **Additional Organization for this Event** – Use a key word to search for any additional organization(s) that may be involved with the event
- ***Expected Attendance** – Enter the expected attendance for the event
- **Event Description** – Enter additional information about the event. This information will be displayed on published calendars. Grammar, punctuation and clarity matter. The event description allows for formatting of your text, but it is recommended that you do not use these features.

This Event Wizard...

...is designed to collect the information needed to **request** meeting/event space on campus. Please be as detailed as possible when submitting this information.

*** All requests are subject to approval.**

Your event is not considered confirmed until you receive a confirmation e-mail from the location approver(s).

Event Name - Required ⓘ

Event Title for Published (Web) Calendars ⓘ

Event Type - Required ⓘ

Select an item ▾

Sponsoring Organization for this Event - Required ⓘ

Search organizations ▾ Remove

Additional Organization for this Event ⓘ

EDIT

Expected Attendance - Required ⓘ

Event Description ⓘ

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

🔍 ↶ **B** *I* U **A** ▾ **A** ▾ Font Family ▾ Font Sizes ▾ 🔗

Enter Date(s) and Time

- ***Date and Time** – Enter the first date of your event and the actual start and end times
- **Additional Time** – Enter additional time if needed for setup or takedown by event organizer or for mingling before or after the event. The approver of the location will add additional set up time if needed for actual setup of the location.

Date and Time - Required ⓘ

Start Date and Time:

Mon Sep 16 2019

10:00 am

To

11:00 am

This event begins and ends on the same day

Additional time ^

Pre-Event Time

0 0 0
Days Hours Minutes

Post-Event Time

0 0 0
Days Hours Minutes

If your event has more than one occurrence

- These occurrences must be at the same time for all days. If your event has multiple occurrences that happen at different times, create separate events for each time.
- If selecting ad hoc dates, select dates on the calendar
- If selecting a pattern, select Repeating Pattern and choose Ad hoc, Daily, Weekly or Monthly and enter additional information on the repeating pattern

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

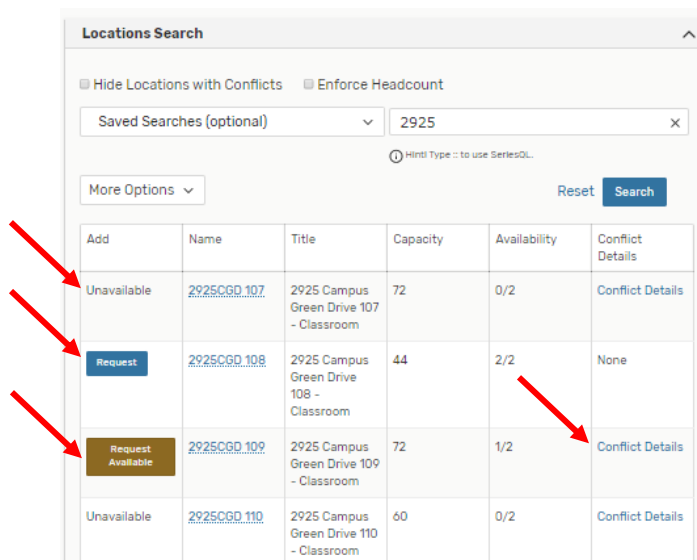
<< < September 2019 > >>

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	01	02	03	04	05
06	07	08	09	10	11	12

[View All Occurrences](#)

Find and select locations

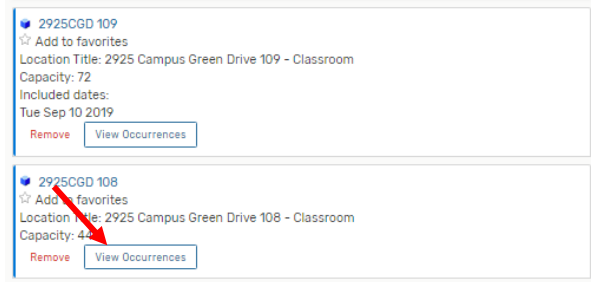
- Search by location name, if you know the location you want for your event
- Search by Saved Searches and select Public Searches to search by a defined set of locations
- If Hide Locations with Conflicts is checked, only available locations will be shown
- If Enforce Headcount is checked, only locations that will accommodate your head count will be shown
- Request = available for all dates
- Request Available = available for some of the dates requested; click into Conflict Details to check date availability
- Unavailable = not available for any dates
- Request will assign for all dates
- Request Available will only assign date available
- If the Request Available location is needed for one date and the Request location is selected for the other date, remove unneeded locations



The screenshot shows the 'Locations Search' interface with the following table of results:

Add	Name	Title	Capacity	Availability	Conflict Details
Unavailable	2925CGD.107	2925 Campus Green Drive 107 - Classroom	72	0/2	Conflict Details
Request	2925CGD.108	2925 Campus Green Drive 108 - Classroom	44	2/2	None
Request Available	2925CGD.109	2925 Campus Green Drive 109 - Classroom	72	1/2	Conflict Details
Unavailable	2925CGD.110	2925 Campus Green Drive 110 - Classroom	60	0/2	Conflict Details

- In the example below, 2925CGD 108 is requested for both dates; click on View Occurrences for 2925CGD 108 to remove the Sep 17 2019 date since 2925CGD 109 is assigned for that date



- Remove the Sep 17 2019 date by unselecting the date since 2925CBD 109 is requested for that date

2925CGD 108 ✕

Date	Time	Conflicts	Included	Instructions	Attendance	Layout
Set For All <input type="checkbox"/>						
Tue Sep 10 2019	1:00 pm - 2:00 pm		<input checked="" type="checkbox"/>		<input type="text" value="0"/>	As-Is
Tue Sep 17 2019	1:00 pm - 2:00 pm		<input checked="" type="checkbox"/>		<input type="text" value=""/>	As-Is

Close

- To be sure all dates are requested correctly, click on Preview in bottom left corner; this view gives you a concise overview of your event

Preview ✕

Event Name (Required): Test

Event Title for Published (Web) Calendars:

Event Type (Required): Meeting

Sponsoring Organization for this Event (Required): A&F
Planning/Design/Construction (PDC)

Additional Organization for this Event:

Expected Attendance (Required):

Event Description:

Date and Time (Required):
Tue Sep 10 2019
1:00 pm - 2:00 pm
Locations: 2925CGD 109

Tue Sep 17 2019
1:00 pm - 2:00 pm
Locations: 2925CGD 108

Attached Files:

Day of Event Contact:
Day of Event Contact Name:
Day of Event Contact Phone Number:

Event Contacts:
Requestor: Test, TwentyFiveLive
Scheduler: Test, TwentyFiveLive

Requirements (Required):

Comments:

Terms and Conditions (Required):

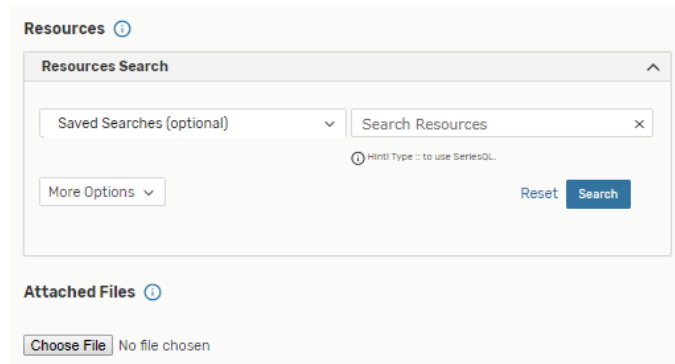
Create Another and Relate: No

Find and select resources

- At this time, the only resources available are related to:
 - TUC locations, which are scheduled by Conference and Event Services (resources with a room number noted are specific to that location)
 - DAAP resources - only available for events in Alms, Aronoff, DAAP and Wolfson
 - LCB resources – only available for events in Lindner Hall
 - Publish to calendar – If you would like your event reviewed for publication to the university website calendar, choose the Calendar – University – Main Calendar

Add or remove attached files

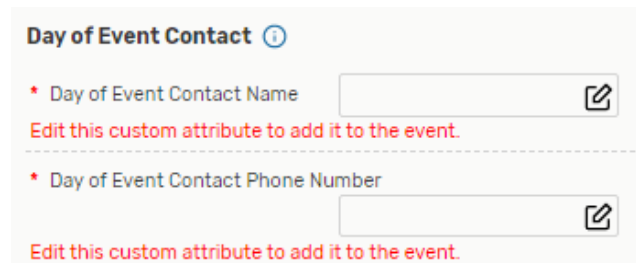
- Upload any attachments pertaining to this event request here. Attachment examples – agenda for event, route for a race event, diagram for event location layout



The screenshot shows a web interface with two main sections. The top section is titled "Resources" and contains a "Resources Search" box. This box includes a dropdown menu for "Saved Searches (optional)", a search input field labeled "Search Resources", a "More Options" dropdown, and "Reset" and "Search" buttons. A hint below the search field reads "Hint: Type : to use SeriesQL". The bottom section is titled "Attached Files" and features a "Choose File" button and the text "No file chosen".

Select day of event contact for this event

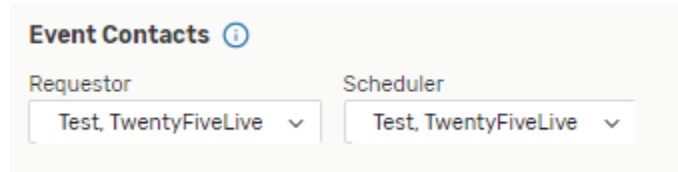
- *Day of Event Contact Name – Enter the name of the faculty, staff or student who will be at the event and responsible for the coordination of the event
- *Day of Event Contact Phone Number – Enter the above contact’s cell phone number (preferred)



The screenshot shows a form titled "Day of Event Contact" with an information icon. It contains two required fields, each with a red asterisk and a text input field followed by an edit icon. The first field is labeled "* Day of Event Contact Name" and the second is "* Day of Event Contact Phone Number". Below each field is a red link that says "Edit this custom attribute to add it to the event."

Select contacts for this event

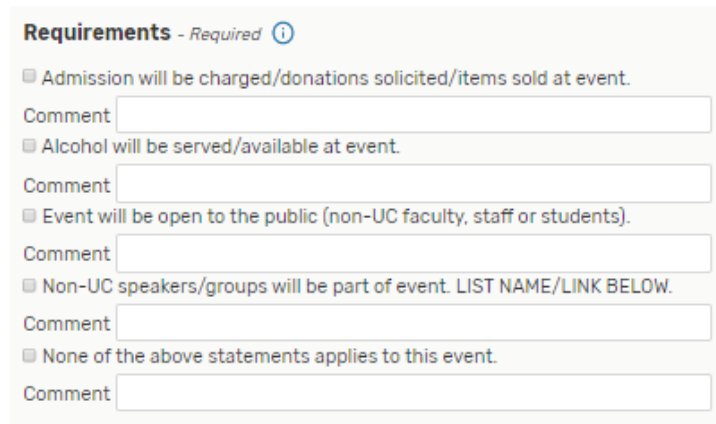
- The Scheduler is the person (you) entering this request into 25Live, who will receive all communication regarding the event
- The Requestor is an additional contact for the event, who will be copied on all communication regarding the event
- The Scheduler and the Requestor may be the same person



The screenshot shows a form titled "Event Contacts" with an information icon. It contains two dropdown menus: "Requestor" and "Scheduler". Both dropdowns are currently set to "Test, TwentyFiveLive".

Select requirements for this event

- ***At least one of these requirements must be selected**
- Select all requirements that apply to this event; add additional information in the comments section
- Public Safety will reach out to the event contact for further information if any of the first four requirements are checked. Failure to select requirements that are applicable to your event may lead to the suspension of your group's right to schedule events.



The screenshot shows a form titled "Requirements - Required" with an information icon. It contains five checkboxes, each followed by a "Comment" text box:

- Admission will be charged/donations solicited/items sold at event. Comment: [text box]
- Alcohol will be served/available at event. Comment: [text box]
- Event will be open to the public (non-UC faculty, staff or students). Comment: [text box]
- Non-UC speakers/groups will be part of event. LIST NAME/LINK BELOW. Comment: [text box]
- None of the above statements applies to this event. Comment: [text box]

Add additional comments and notes for this event

- Use this field to provide additional instructions or event information

Comments ⓘ

Terms and Conditions

- *Read associated document and click I agree.

Terms and Conditions - *Required*

By selecting this, you agree to the University of Cincinnati's policies in regards to using university spaces and resources.
[UC's Use of Facilities Policy.](#)
[CES Agreement](#)

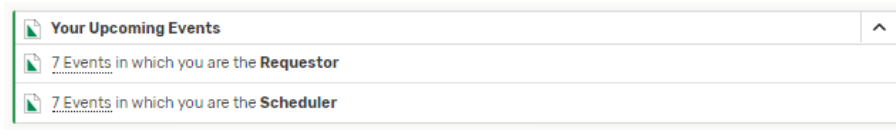
I agree

Congratulations! You have now successfully requested an event using the 25Live scheduling system!

You will not receive an automatic email after you save your request. All events are saved in a tentative state, until you will receive an email when your event and location(s) have been confirmed from the approver of the location(s) requested. The event will then be in confirmed state.

To view your upcoming events

- Your upcoming events will be listed on the home page (after you sign in to 25Live) under the Your Upcoming Events



- You can also search for your event by name or location on the home page Under Quick Search



Changes to events scheduled in 25Live

- Once your event and location(s) have been confirmed by the approver of the location(s) for your event, you will receive an email from the approver
- If any changes are needed to your event, contact the approver directly via email to request changes. Include the reference number (2018-XXXXXX) and the name of your event
- If you do not know who the approver of your event is, email r25support@ucmail.uc.edu and your email will be forwarded to the approver of your event. Include the reference number (2018-XXXXXX) and the name of your event.

Questions

- Email r25support@ucmail.uc.edu