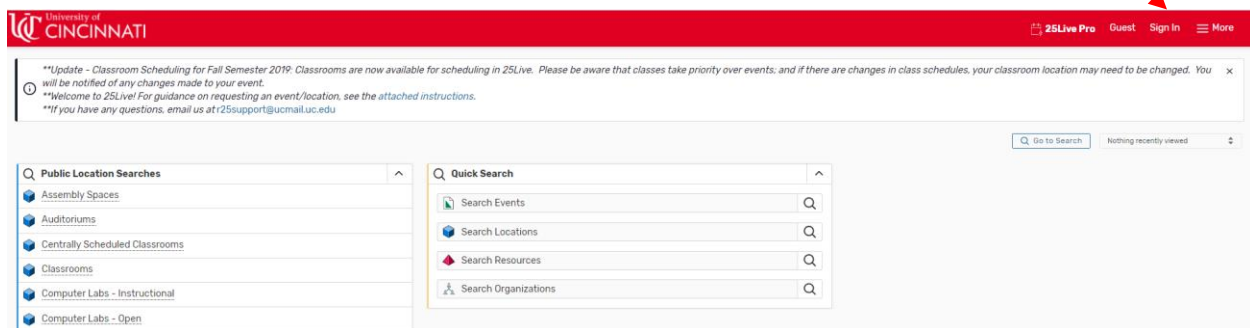


# Using the 25Live Pro Event Scheduling System

## Instructions for Requesting an Event/Location in 25Live

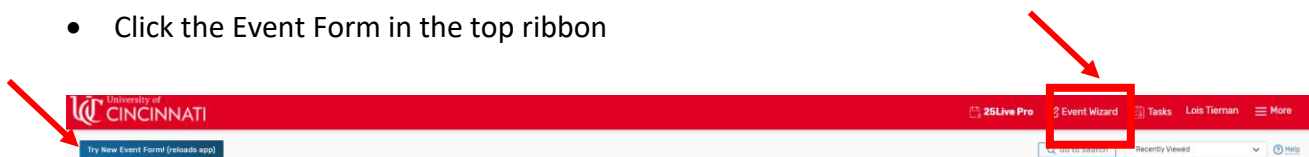
### Accessing 25Live

- Access the university's 25Live Pro until cutover date:  
<https://25live.collegenet.com/pro/uc>  
After cutover: <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



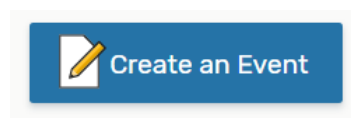
### Create an Event

- Click the blue box on the left – Try New Event Format to change to the new Event Wizard (until cutover)
- Click the Event Form in the top ribbon




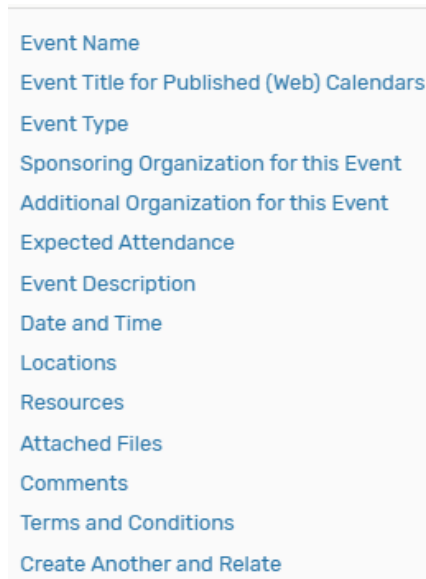
Or

- Click the Create an Event on the 25Live Pro tab



## Stepping through the Event Wizard

- As you step through the Event Wizard, required fields are identified (identified with a red asterisk)
- 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

- **\*Start 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

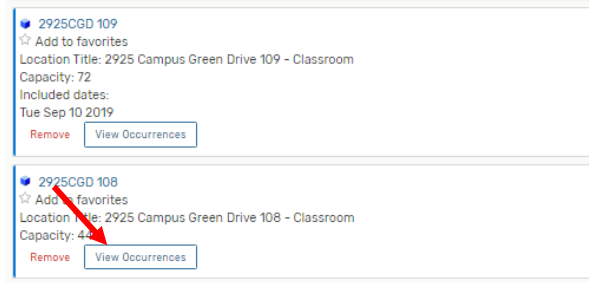
- Search by location name, if you know the location you want for your event
- Search by Saved Searches and select Public Searches to search by a defined set of locations
- If Hide Locations with Conflicts is checked, only available locations will be shown
- If Enforce Headcount is checked, only locations 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. At the top, there are checkboxes for 'Hide Locations with Conflicts' and 'Enforce Headcount'. Below these is a search bar with '2925' entered. A 'More Options' dropdown and 'Reset' and 'Search' buttons are also visible. The main part of the interface is a table with the following data:

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

Red arrows in the image point to the 'Add' column for the first, second, and third rows, and to the 'Conflict Details' column for the third row.

- 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 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						
Tue Sep 10 2019	1:00 pm - 2:00 pm		<input checked="" type="checkbox"/>			As-Is
Tue Sep 17 2019	1:00 pm - 2:00 pm		<input checked="" type="checkbox"/>			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):**

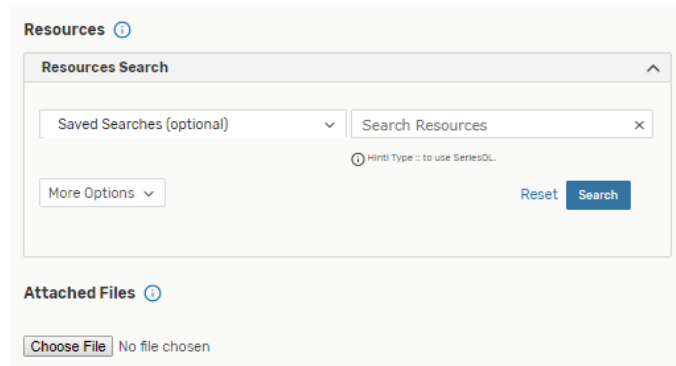
**Create Another and Relate:** No

## 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
- 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

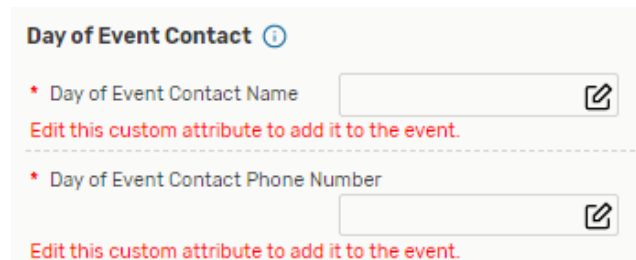
- Upload any attachments pertaining to this event request here. Attachment examples – agenda for event, route for a race event, diagram for event location layout



The screenshot shows a web interface for managing resources. At the top, there is a 'Resources' section with an information icon. Below it is a 'Resources Search' box containing a dropdown for 'Saved Searches (optional)', a search input field labeled 'Search Resources', and a 'More Options' dropdown. A 'Reset' button and a blue 'Search' button are also present. A hint below the search field reads 'Hint: Type :: to use SeriesQL'. Below the search box is an 'Attached Files' section with an information icon and a 'Choose File' button, followed by the text 'No file chosen'.

## Select day of event contact for this event

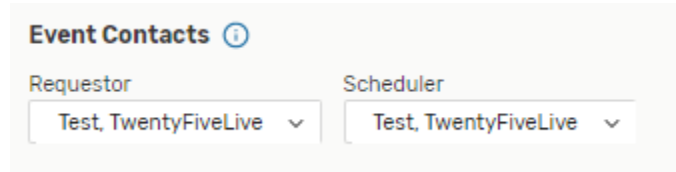
- \*Day of Event Contact Name – Enter the name of the faculty, staff or student who will be at the event and responsible for the coordination of the event
- \*Day of Event Contact Phone Number – Enter the above contact's cell phone number (preferred)



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 with an edit icon. The first field is 'Day of Event Contact Name' with the instruction 'Edit this custom attribute to add it to the event.' below it. The second field is 'Day of Event Contact Phone Number' with the same instruction below it. A dashed horizontal line separates the two fields.

### Select contacts for this event

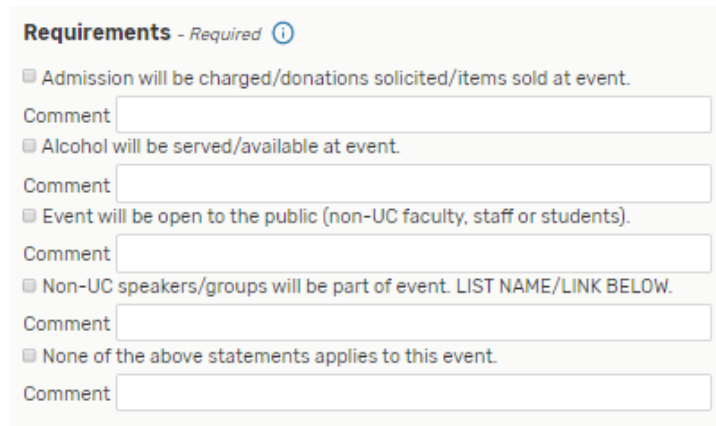
- The Scheduler is the person (you) entering this request into 25Live, who will receive all communication regarding the event
- The Requestor is an additional contact for the event, who will be copied on all communication regarding the event
- The Scheduler and the Requestor may be the same person



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 box:

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



## 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](#)

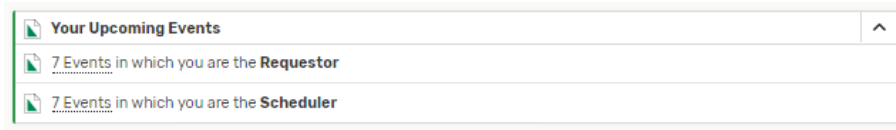
I agree

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

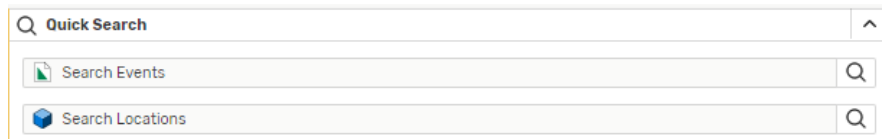
**You will not receive an automatic email after you save your request. All events are saved in a tentative state, until you will receive an email when your event and location(s) have been confirmed from the approver of the location(s) requested. The event will then be in confirmed state.**

### **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](mailto: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](mailto:r25support@ucmail.uc.edu)