

STEP 1

Address: <https://25live.collegenet.com/pro/rowan>

- Click **Sign In** in the upper right-hand area of the page.
- 25Live Pro is accessed using a Rowan username and password.

STEP 2

- Locate **Create an Event** in the center of the page or in the upper right-hand area of the page.



- If you are not signed in to 25LIVE PRO, you will be prompted to do so.

CARD 1: BASIC EVENT INFORMATION

Complete the following fields:

- Event Name (*required)**
What's in a name? More than most users may think! When naming events users should remember that 25Live Pro is a web-based scheduling and calendar system and is viewable by anyone who may be visiting the Rowan University website. In addition, University Web Services is pulling event information from 25Live Pro to populate other University calendars on the web. For this reason, we ask that users name events in a way that will be understandable to others and avoid acronyms when possible.
- Event Title**
The Event Title editor affords users some extra space to add more detail to the Event Name or to add a subtitle to their event. Users should not duplicate the Event Name in the Event Title editor. If no additional name or title information is needed, users should leave the Event Title editor blank.
- Event Type (*required)**
Users should select the event type that best describes their event from their list of favorite event types or from the complete list of event types by clicking on the All Event Types link
- Primary Organization (*required)**
Users should select the organization or office responsible for the event from their list of favorite organizations, or search by organization name. Note: If the search does not return the expected result, try limiting the search to a key word in the organization name.
- Additional Organization(s)**
Users can also select any additional organizations involved with the event. Multiple Organizations can be selected using this editor.

Click **NEXT**.

CARD 2: HEAD COUNT/EVENT DESCRIPTION

- Head Count (*required)**
Users should enter the estimated number of attendees for their event in the Expected field.
- Event Description**
Information entered into this editor will appear in the 25LIVE PRO Event Detail view. For example, if there is a website for the event, this would be an ideal location to display the URL.
TIP: Spelling and grammar count! The information input here can be viewed by anyone with 25Live Pro access.

Click **NEXT**.

CARD 3: EVENT DATES & TIMES

Click the box in the center of the page that best describes the timing of your event.

Is this a repeating event?

No

This event happens only once.
Any other related events are separate and distinct.

Yes

This event occurs multiple times.
It repeats daily, weekly, monthly, or irregularly (ad hoc).

Click **NO** if the request is for a one-time event with only one occurrence.

Click **YES** if the request is for multiple days (i.e. weekly, monthly, etc.). The following card will prompt you to select how the event will repeat: **Ad-hoc, Daily, Weekly, or Monthly**. A calendar tool that will allow you to select additional dates will then appear. There is also a "Does Not Repeat" option.

Tell us when this event takes place.

Select the dates/times for the **initial event** in the **repeating series**.
Subsequent occurrence dates will be entered on the next page.

Event Start:

Mon Feb 04 2019

3:00 pm

Event End:

Mon Feb 04 2019

4:00 pm

☒ The **first occurrence** begins and ends on the **same day**.

Additional Time

Does this event require additional time before the event?

☐ Yes ☒ No

Does this event require additional time after the event?

☐ Yes ☒ No

Be sure to enter the EXACT start and end times for the event. Users can add **Pre-Event** and **Post-Event** times for additional setup time, registration, takedown, etc. as needed.

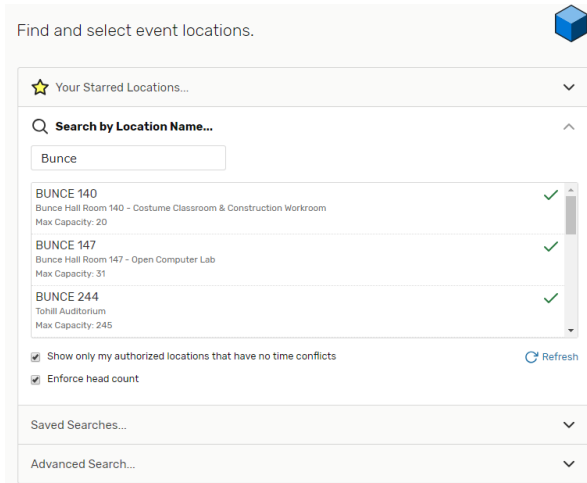
TIP: 25Live Pro will not permit users to submit requests less than five (5) days from their desired event date. Please provide yourself with enough time to plan out your event.

Click **NEXT**.

CARD 4: LOCATIONS

Locations (*required)

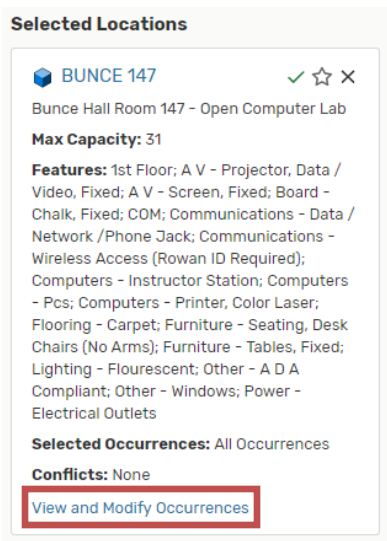
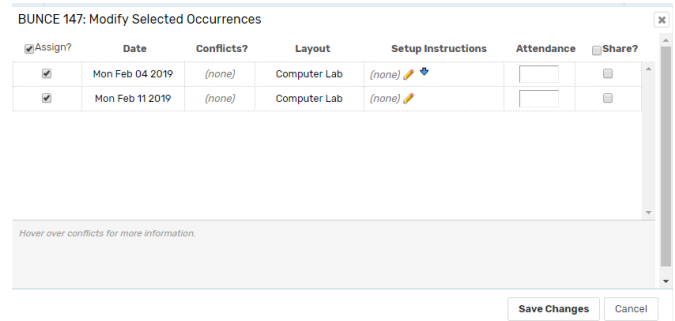
Users should select the Location(s) for each event from their list of favorite locations or search by location name. If the search does not return the expected result, try limiting the search to a key word such as the building name. More than one location can be selected for an event request.



TIP: A green check mark next to the location name indicates that it is available for the desired date/time. A red triangle indicates the presence of a conflict.

TIP: If your location search fails to render any available locations, there are two additional checkbox options to consider: (1) locations with no time conflicts and (2) enforce the headcount against the location's capacity.

After selecting the Location, users can pick a desired layout, add detailed set-up requests, and adjust attendance if there are multiple occurrences by clicking the "View and Modify Occurrences" link under the location. Be sure to save any changes.

Click **NEXT**.

CARD 5: RESOURCES

Resources are defined as equipment or services that are not associated with a specific location. Users should select the Resource(s) for each event from their list of favorite resources or search by selecting the collection associated with the event location. If the search does not return the expected result, try limiting the search to a key word in the resource name (i.e. Dance Floor or Projector). More than one resource can be selected for an event.

TIP: A green check mark next to the resource name indicates that it is available for the desired date/time. A red triangle indicates the presence of a conflict.

Click **NEXT**.

CARD 6: CONTACTS

There are two main Contact Roles that users will come across in 25Live Pro.

- The **Requestor** Contact Role is used to identify the organizer of the event or representative from the Organization responsible for the event.
- The **Scheduler** Contact Role is used to identify the person entering the event information into 25Live Pro.

TIP: In some cases, users may be both the Requestor and the Scheduler. In this case, only the Requestor Contact Role information needs to be entered.

Click **NEXT**.

CARD 7: COMMENTS

This field is designed to give users an opportunity to send additional instructions or comments to schedulers about an event. This information is only viewable by the scheduler, requestor and any service providers or approvers of locations and/or resources assigned to this event.

Click **NEXT**.

CARD 8: EVENT STATE

All requests should be entered with a **TENTATIVE** Event State. During the approval process, the Scheduler will change the Event State from **Tentative** to **Confirmed**.

Click **SAVE**.

CARD 9: EVENT HEADING

You will be asked to define the heading of your event before it is completely saved.

Day Events: One day event that does not occur over a series of consecutive days.

Overnight Events: Consists of multiple events that occur over a series of consecutive days (i.e. a multi-day conference).

Under which heading would you like to save this event?

☐ **I Don't Know**

If you do not choose a heading, this event will be saved as a Draft, and any Locations or Resources you selected will only be assigned as a preference.

☐ **Day Events**

☐ **Overnight Events**

Save

Select the appropriate heading and click **SAVE**.

STARRED ITEMS SPOTLIGHT

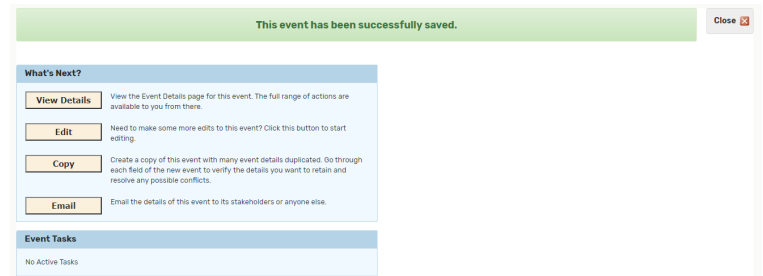
Users can designate any Event Type, Organization, Location, Resource, or Contact as a **Starred Item** by clicking on the hollow star icon to the left of the name column in a List view.

When clicked, the icon will turn yellow and be saved as a starred item in the user's 25Live Pro account.

Selecting **Starred Items** will allow users to speed up the scheduling process if they routinely request the same items often for events.

STEP 3

You should see the following message at the top of the *Event Reservation Wizard* to signify the completion of your request



This event has been successfully saved.

What's Next?

- View Details** View the Event Details page for this event. The full range of actions are available to you from there.
- Edit** Need to make some more edits to this event? Click this button to start editing.
- Copy** Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts.
- Email** Email the details of this event to its stakeholders or anyone else.

Event Tasks

No Active Tasks

TIP: Your event is not confirmed until you receive an email confirmation via 25Live Pro from a University Scheduler.

STEP 4

Within **two (2) business days**, users should receive information from the scheduler responsible for the requested location. Once a confirmation is received, requestors should proceed with the scheduling of service providers, etc. for the event. For more information on the entire scheduling process, please refer to the **Rowan University Facilities Usage Policy**.

DID YOU KNOW?

- 25Live Pro will prevent users from submitting requests less than five (5) days prior to their desired event start date.
- Users can expect to receive a response from a Scheduler two (2) business days after submitting their 25Live Pro requests.
- Student Organizations will be denied from booking Special Events if requests are submitted within 20 business days of their event date. For more Info, visit: www.rowan.edu/studentcenter and click on the "Plan an Event" button.