25Live Event Management

CREATE AN EVENT
1. Sign into 25Live. You will be either on the **Dashboard** or the **Calendar** view. Choose the **Dashboard** view.

![Dashboard view](image1.png)

2. Click on the **Create an Event** button.

![Create an Event button](image2.png)

The **Event Creation** page will open:
3. Fill out the fields to schedule an event.

**NOTE:** All fields with a red asterisk must be completed!

a. Enter an **Event Name**.

b. Choose an **Event Type** from the list.

**NOTE:** Event Type is the only part of the event creation that cannot be changed later.

c. Search for your **Organization**. This could be your college, department, group association, or office.
d. Choose Event State.

![Event State Image]

**NOTE:** If you are the room coordinator of that particular location, choose any state you wish. Otherwise, choose Draft.

e. Set the Event Date and Time.
   - For a *single event*: simply choose the start and end date and time.

   ![Single Event Date and Time]

   - For a *recurring event*: enter the start and end date and time for the first event in the sequence. The end date should NOT reflect the information of your last event.

   ![Recurring Event Date and Time]
Then click the **Event Repeats** drop down arrow and select as applicable. Fill out the **Weekly Repeat Criteria** block. Select appropriate radio button to either schedule an event until a certain date or end it after certain iterations.

The **Occurrence List** will populate. You can cancel individual events by clicking on the status field’s drop down arrow.

<table>
<thead>
<tr>
<th>Date</th>
<th>Comments</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed Jun 26 2013</td>
<td>(none)</td>
<td>Active</td>
</tr>
<tr>
<td>Fri Jun 28 2013</td>
<td>(none)</td>
<td>Active</td>
</tr>
<tr>
<td>Mon Jul 1 2013</td>
<td>(none)</td>
<td>Canceled</td>
</tr>
<tr>
<td>Wed Jul 3 2013</td>
<td>(none)</td>
<td>Active</td>
</tr>
<tr>
<td>Fri Jul 5 2013</td>
<td>(none)</td>
<td>Canceled</td>
</tr>
<tr>
<td>Mon Jul 8 2013</td>
<td>(none)</td>
<td>Active</td>
</tr>
</tbody>
</table>

f. Click **Next** on the bottom of the page.
g. Filling out **Event Head Count** information is not required.

![Event Head Count](image1)

h. In the **Event Locations** block enter at least two characters of the room name and hit Search or select one of your starred locations. Green checkmarks indicate that the room is available for your event. The red triangles show conflict with another event or class. You can add a single or multiple locations to one event. Hovering over a location shows its features you may need to know when assigning a location to your event.

![Event Locations](image2)

i. Click **Next** on the bottom of the page.

![Next](image3)

j. It is optional to fill out the **Event Description** and **Internal Notes** fields. It is recommended, however, to enter your name and contact information in the **Internal Notes** field.

k. Click on the **Finish** button.
The Event will save and a confirmation page will open. You can star the event to easier and quicker access to it in the future.

Congratulations, you successfully created an event!