

Mozilla Firefox and Google Chrome are the recommended browsers for accessing 25LIVE. Users are strongly discouraged from using Internet Explorer.

Scheduling Events in 25Live

The purpose of this document is to provide users with detailed information about the 25Live Event Reservation Wizard and the individual cards and editor fields contained within the wizard.

Additional information about 25Live can be found at: www.rowan.edu/ces/25live

Scheduling an Event

Step 1:

Access 25LIVE at:

<http://25live.collegenet.com/rowan>

Click **Sign In** in the upper right-hand area of the page.

Step 2:

On the 25Live Home tab, click **Event Creation and Editing**

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

Step 3:

Complete the following fields:

Policy Compliance Statement

In order to proceed with your event request, you must check the "I Agree" box which indicates knowledge and acceptance of the Rowan University Scheduling & Facility Usage Policy.

Event Name

What's in a name? More than most users may think! When naming events users should remember that 25LIVE 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 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.

Click **Next**

Event Description

Information entered into this editor will appear in the 25LIVE *Event Detail* view. For example, if there is a website for the event, this would be an ideal location to display the URL.

Event State

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

Click **Next**

Event Type

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.

Click **Next**

Head Count

Users should enter the estimated number of attendees for their event in the *Expected* field. Event attendees can also register or R.S.V.P. for events using the E-Commerce functionality built into 25LIVE. More information on this feature can be obtained by contacting the Office of Conference & Event Services.

Click **Next**

Primary Organization

Customizing 25Live - Starred Items

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 account.

Selecting Starred Items will allow users to speed up the scheduling process for users who request the same items often for events.

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.

Click **Next**

Event Date/Time

Users select the start and end dates and times for each event in this editor. Be sure to enter the EXACT start and end times for the event. Users can add pre and post event times for additional setup time, registration, etc.

For one-day events with multiple occurrences (i.e. weekly meetings at the same time), users will enter the start date of the first occurrence then select *Repeats Ad Hoc* from the drop down box and add additional dates using the calendar tool.

Click **Next**

Locations

Users should select the *Location(s)* for each event from their list of favorite locations or search by location name.

Notes:

- 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.

Click **Next**

For assistance with 25Live, please contact:

Mr. McKenzie Suber-Robinson, Scheduling Coordinator, Office of Conference & Event Services
856-256-5485 * suber-robinson@rowan.edu

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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.

Notes:

- If the search does not return the expected result, try limiting the search to a key word in the resource name.
- More than one resource can be selected for an event.

Click 

Categories

Event Categories are just one of the many ways event data can be sorted in 25LIVE. Users should select all categories that apply to a specific event.

Click 

Contact Roles

There are two main *Contact Roles* that users will come across in 25LIVE.

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.

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

Click 

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 

Step 4:

The following message should be displayed at the top of the *Event Reservation Wizard*:

Your event has been successfully saved!

Clarification on Event Contact Roles

If a user is entering a request for another individual (i.e. a department secretary entering an event for a faculty member), the faculty member would be considered the Requestor and the secretary doing the entry would be considered the Scheduler.

Step 5:

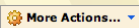
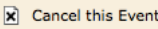
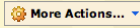
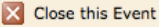
Print or E-mail the *Event Details* using the links in the *Event Options* section of the screen that is displayed after saving the event.

Step 6:


Within two 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.

Canceling an Event

The best way to cancel an event is to locate the original e-mail confirmation from 25LIVE. Within this e-mail is a link to the event. Click on this link and follow the following steps:

- Click on the  drop-down button in the upper-right area of the screen.
- Select . The Event State will change to CANCELLED and any space or resource assignments will be removed.
- To exit the event click  again and select .

If you cannot find your original confirmation, please follow the following steps to cancel an event:

- While logged in, click .
- Select the *Your Event Searches* tab.
- Under *Search Groupings*, select *Pre-Defined Groups*.
- Choose either *Events You Have Requested* or *Events You Are Scheduling* from the list on the right.
- Click on the grey *List* tab.
- Click the desired Event Name.
- Follow the steps above for canceling an event using the link from the confirmation e-mail.

Note: Cancelling an event in 25LIVE does not automatically cancel any requests made for additional services for an event. Requestors should also follow up with any service providers to cancel requested services for an event.

rowan.edu/ces

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