

Scheduling Events in the Chamberlain Student Center Using 25Live

The purpose of this document is to provide users with detailed information about the 25Live Event Reservation Wizard and the scheduling process for event in the Chamberlain Student Center.

Additional information can be found at rowan.edu/studentcenter and rowan.edu/ces/25live.

Mozilla Firefox and Google Chrome are the recommended browsers for accessing 25LIVE.

Users are strongly urged to NOT use Microsoft Internet Explorer to access 25Live. There are known performance issues related to using IE.

Scheduling an Event

Step 1:

Access 25LIVE at:

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

Step 2:

On the *25LIVE Home* tab, click 

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

Step 3:

Complete the following fields:

Card One

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 may be 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 

Card Two

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 

Card Three

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 Type* link.

Click 

Card Four

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 

Card Five

Primary Organization

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 

Card Six

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 

Card Seven

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.

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.

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After adding locations to the reservation, select the required setup for each location from the drop-down box below each location. Users can select from the standard setups (contained in this document), or create a custom setup by working with the Student Center Staff. Visit Room 117A in the Chamberlain Student Center or call extension 4602 for more information.

Notes:

- After 5:00 PM, Monday thru Thursday, Rooms 128, 129, 221 and 144 are set up theatre style. Any users that change the setup to accommodate their meeting or program MUST return the room to the standard theatre style setup before vacating the room.
- The use of some locations requires the submission of a setup diagram and additional information to the Student Center Staff. See the complete scheduling policy and procedures document for additional information.

Click 

Card Eight 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 location name. More than one resource can be selected for an event.

Notes:

- If the search does not return the expected result, try limiting the search to a key word in the resource name.
- Resources tagged with “S.C. - Ballroom” are only available for use in the Eynon Ballroom.
- Resources

Click 

Card Nine 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 

Card Ten Contact Roles

There are two main *Contact Roles* that most 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.

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.

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

Click 

Card Eleven 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!

An Event Reference number (2010-AXXXXX) will also be displayed on this screen. This unique reference number can be used to locate the event in 25LIVE.

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 Student Center Staff regarding the approval or denial of the requested locations and/or resources.

Once a confirmation is received, contact the Chamberlain Student Center Administrative office (Room 117A or extension 4602) to:

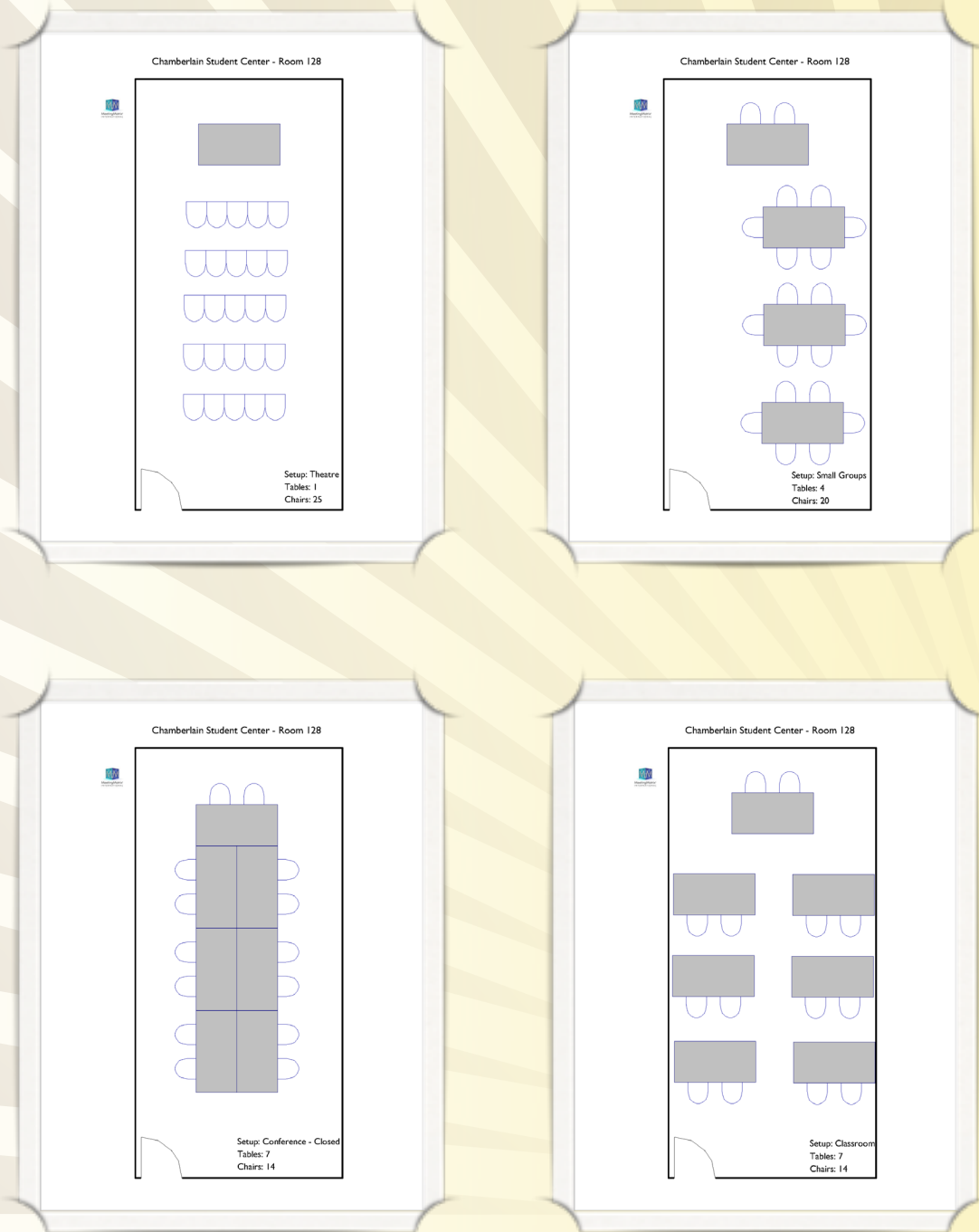
- Submit the layout diagram for your event.
- Discuss Audio/Visual needs for your event.
- Provide additional information about the event or complete any additional paperwork.

Note: Charges and/or fees for labor and the use of space and/or equipment may apply. For more information on the entire scheduling process, please refer to the 2010-2011 Chamberlain Student Center Policies, Procedures and Services manual and the Rowan University Facilities Usage Policy.

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The Rooms of the Student Center

Room 128



Chamberlain Student Center



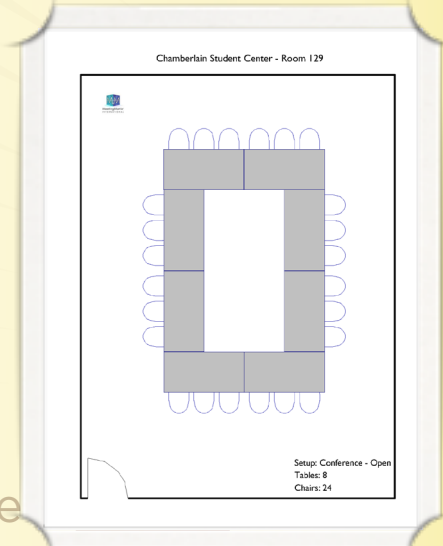
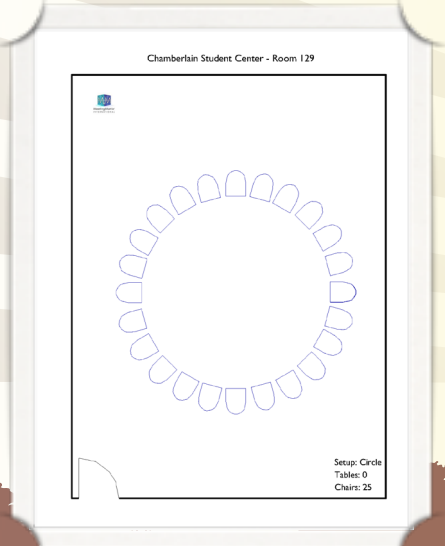
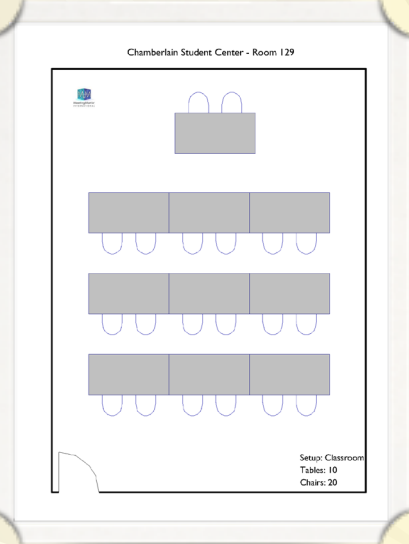
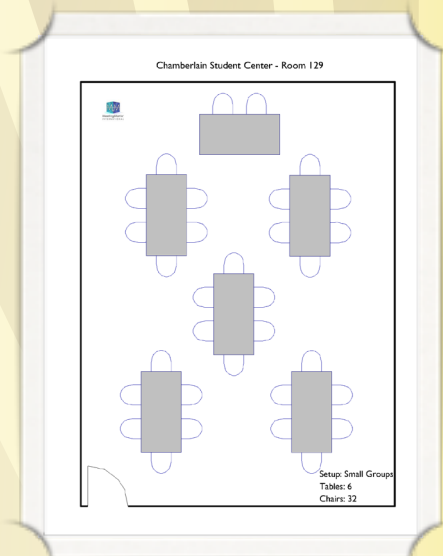
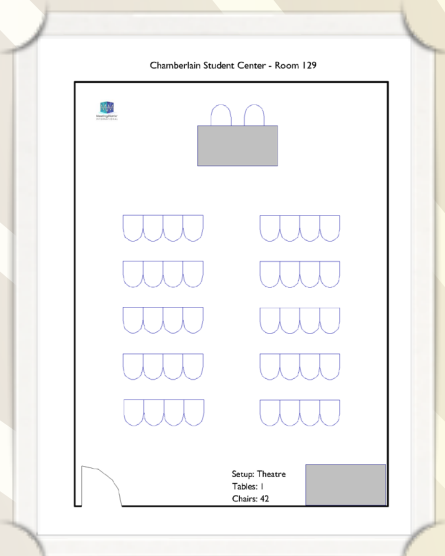
rowan.edu/studentcenter
25Live.collegenet.com/rowan

For assistance with 25LIVE:
Visit SC Room 204 or Call 856-256-5485

For assistance in the Chamberlain Student Center:
Visit SC Room 117A or Call 856-256-4602

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Room 129



Chamberlain Student Center



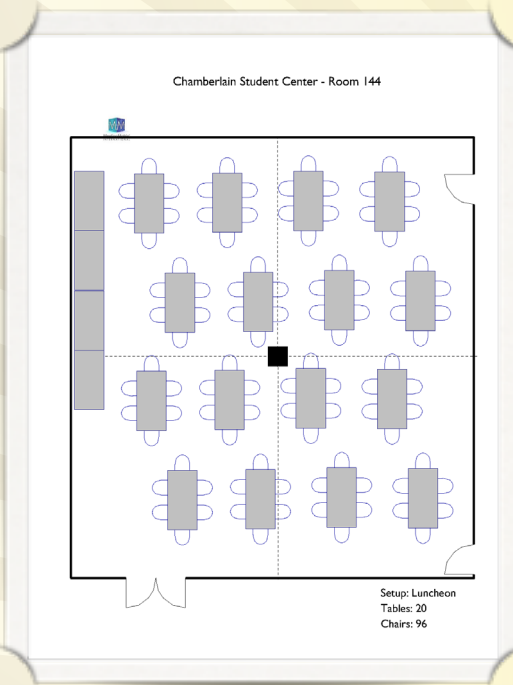
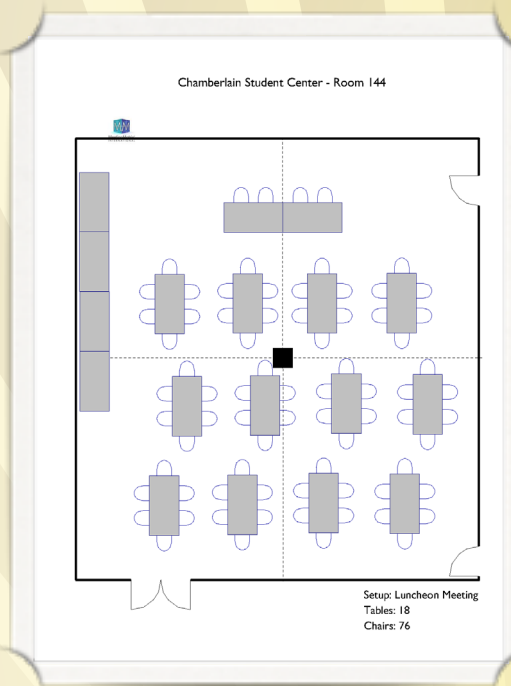
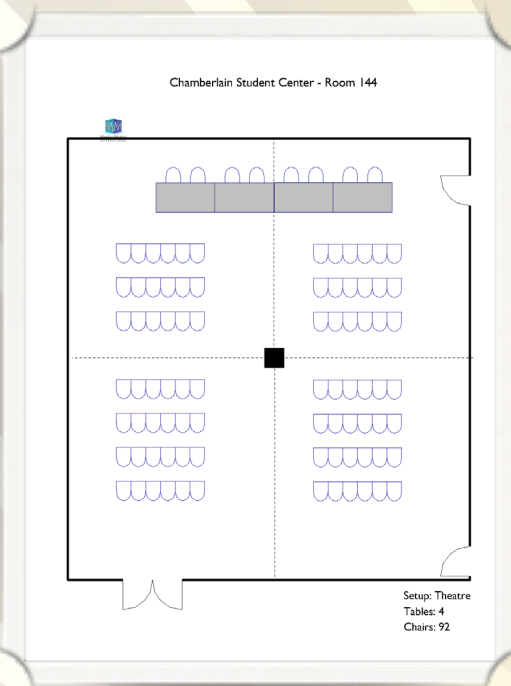
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Room 144



Chamberlain Student Center



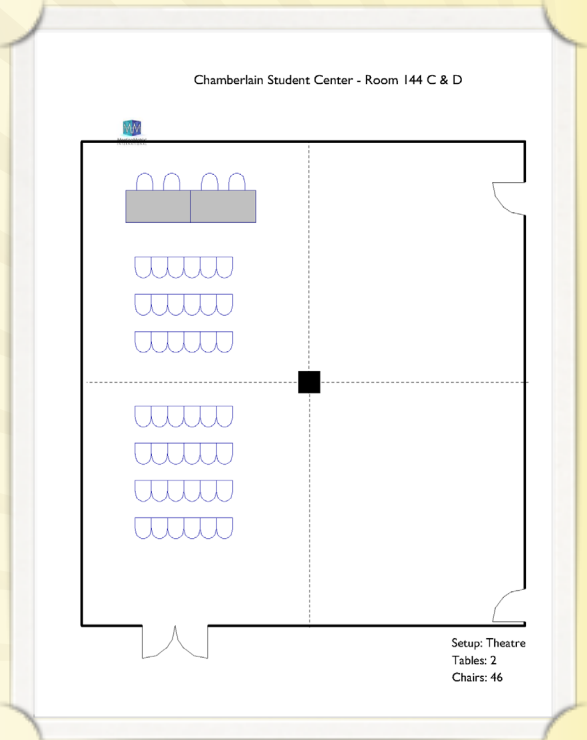
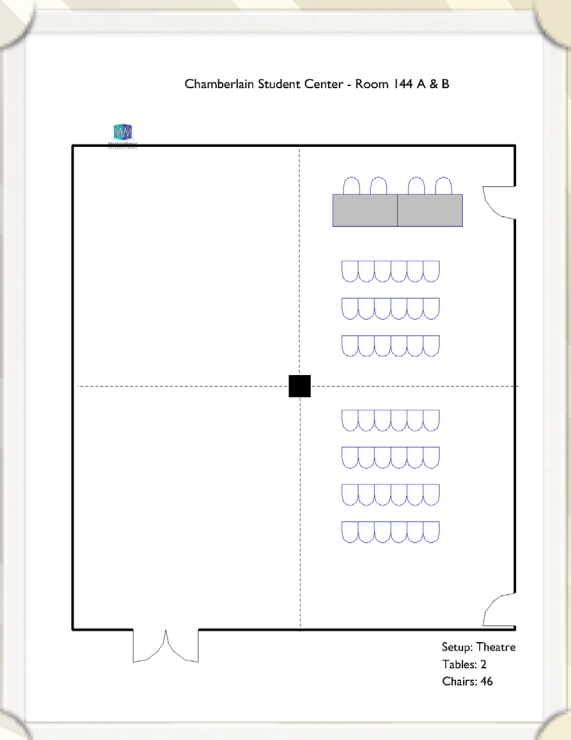
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Room 144 Subdivisions



Chamberlain Student Center



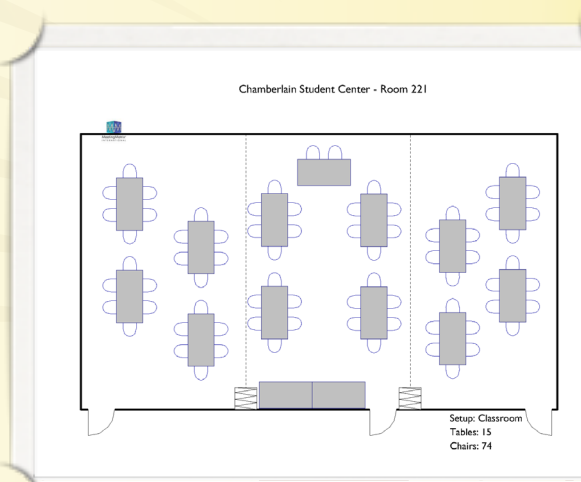
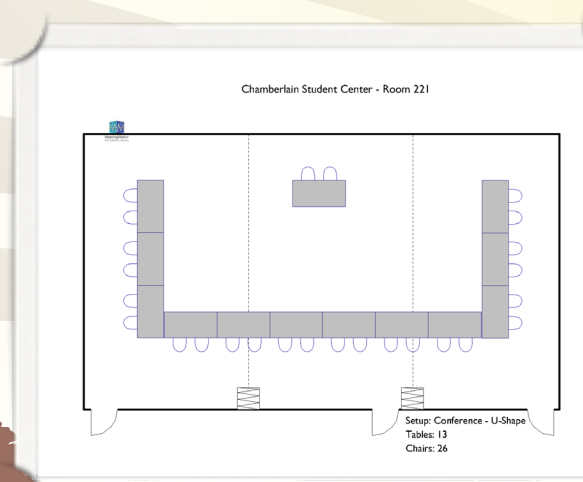
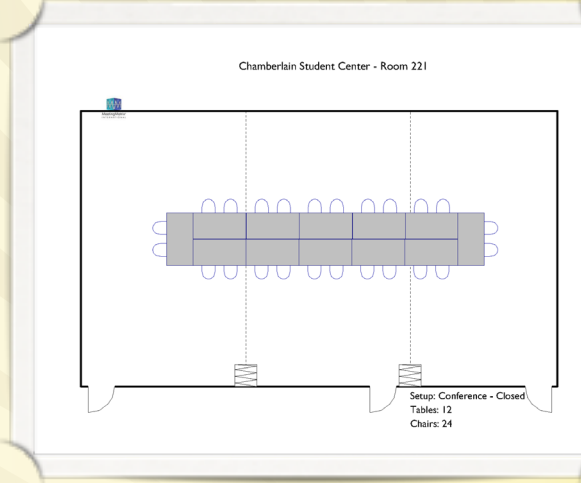
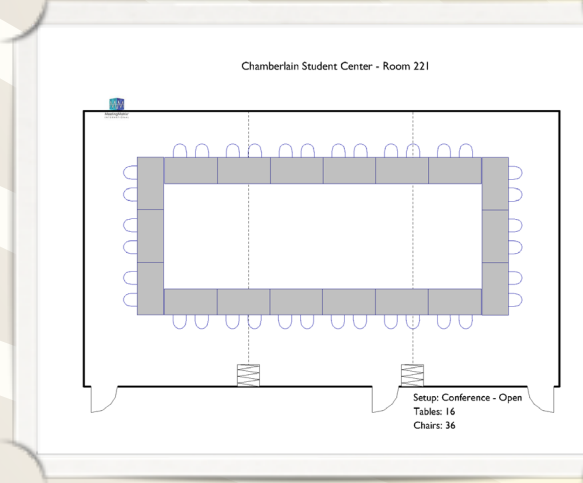
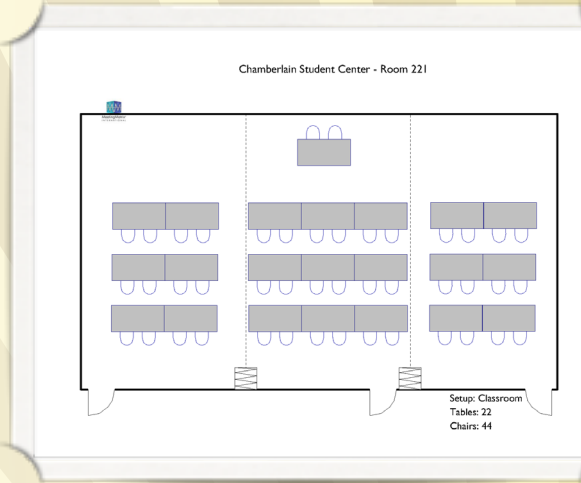
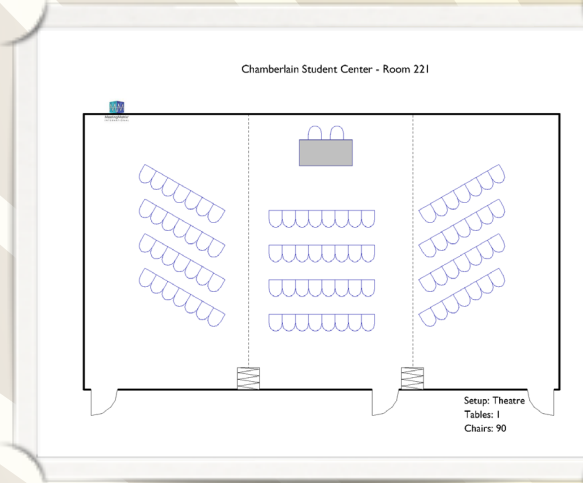
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rowan.edu/studentcenter
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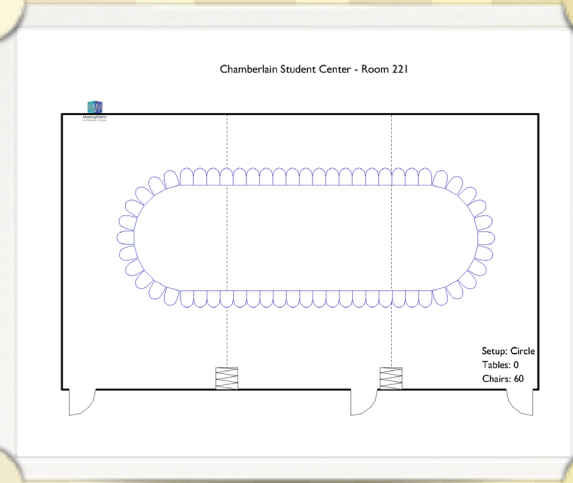
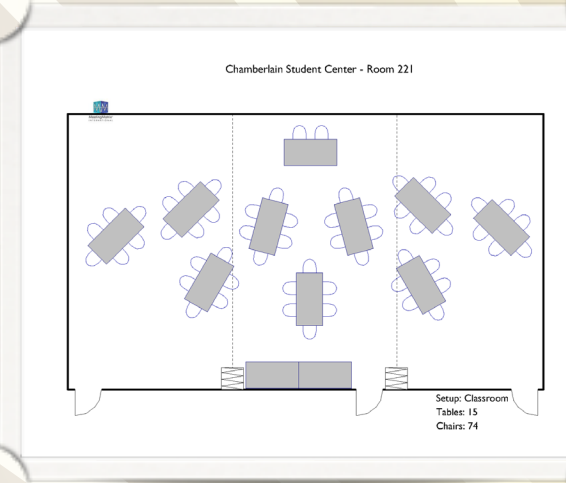
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Room 221

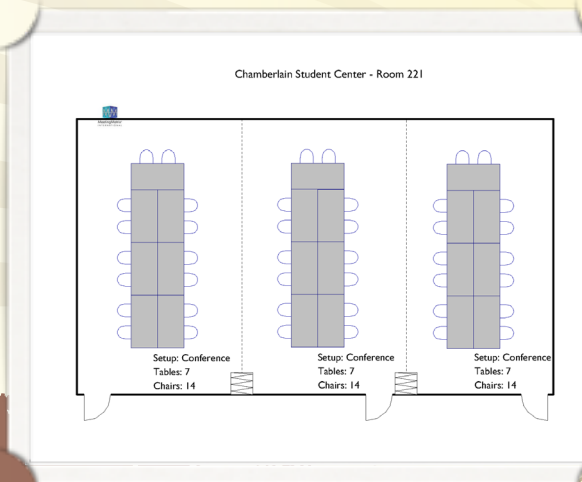
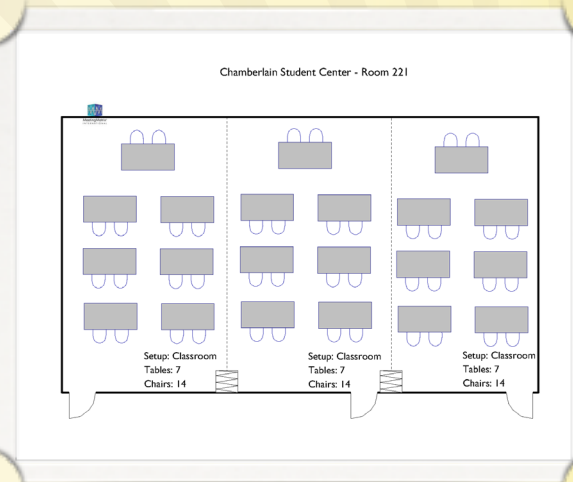
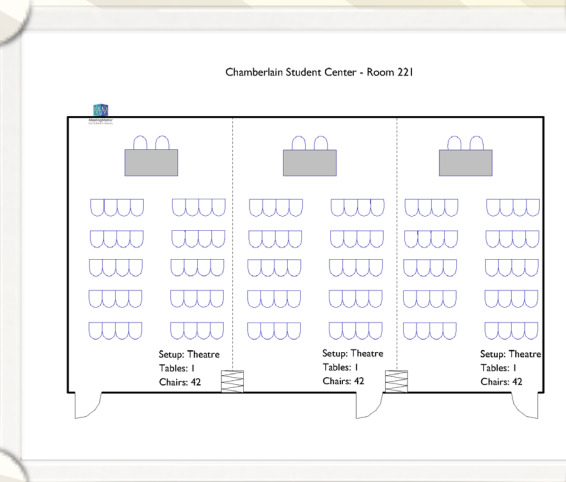


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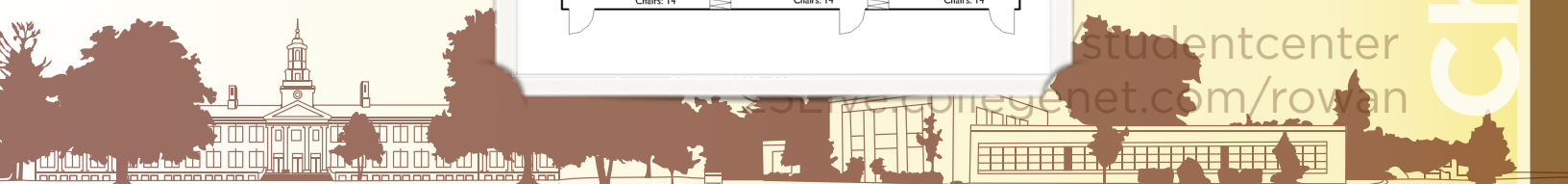
Room 221



Room 221 Subdivisions



Chamberlain Student Center



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Scheduling Events in the Chamberlain Student Center Using 25Live

Eynon Ballroom

NOTE: The examples below are for illustrative purposes only. All Ballroom events require consultation with a member of the Student Center Staff to discuss setup and audio visual requirements.

