



25LIVE®

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Strategic Plan Goal 5E

Improvement of University administrative and business processes through effective use of technology and shared services.

- 25Live is a hosted solution with College-net with supported upgrades. Prior R25 version was local and version releases were not maintained.
- 25Live will currently only work via Google Chrome.
- All employees can access 25Live via WPCConnect/General Info & Services – 25Live Event Scheduling. Use WPCConnect login and password for access.



- Students - SGA sponsored club representatives are given access after completion of the Pioneer Life Leadership Academy and approval by Campus Activities. For other specific students to receive access, a HelpDesk ticket must be entered. (ex: Honor Society reps, or departmental student workers).
- Registrar schedules all academic spaces. Academic spaces cannot be scheduled for non-academic events until after Add/Drop is completed each semester.
- Events and Conference Services schedules the bulk of non-academic spaces.
- All non-academic spaces such as meeting/conference rooms, lobby areas are to be requested and scheduled through 25Live.



- Designated spaces such as VP or Dean's conference rooms, specialty areas such as the Art Galleries, Athletic fields, Rec Center will utilize 25Live and have a designated scheduler within that area to approve event requests.
- Outside vendor/rental requests must be made directly to ECS.
- 25Live notifies service provider departments such as PPO/Hospitality for setups, Catering for food, IT/Hospitality for audio visual and technology needs and Campus Police for security.
- Normal hours of operations per building are adjusted based on the events scheduled in 25Live. (ex: Open House on a Sunday – building schedules adjusted for doors to open).



➤ Two views for 25Live – Calendar and Dashboard. Calendar is searchable by building and date/range of dates. Dashboard is searchable by event and location. Detailed searches are available through the specific tab for Events or Locations

Dashboard

Calendar

Dashboard

Calendar

Will.Power



- All event requests are submitted as **Drafts** and are queued. Events are not confirmed until ECS or a departmental scheduler **Confirms** the event request.
- Locations can be put on “hold” with a Tentative status if not all requirements are known at the time of request.
- Instructions for creating an event are found on the home page of 25Live.

The screenshot shows the top navigation bar of the 25Live Event Scheduling system. It includes buttons for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. Below the navigation bar is a welcome message: "Welcome to 25Live Event Scheduling at William Paterson University." A prominent "Please Note" section follows, stating: "Please Note: Use Google Chrome to access 25Live. The system is currently restricted to Employees only. [Event Request Instructions](#). 1 room request Events and Conference Services will confirm availability. If you are unable to log in to submit a request, please contact Events and Conference Se



- The following items should be known to the submitter prior to entering the event request.
 1. Event Name
 2. Event Type – drop down box for selection (ex: meeting, conference, workshop)
 3. Primary Organization sponsoring event.
 4. Expected Head Count
 5. Date(s) and Time(s) – multiple dates can be selected if the same time. Separate requests if the times are different.
 6. Location requested
 7. Attributes required (ex: Catering, Setup, Security)
 8. Additional Comments
 9. Submit
- An email of receipt will automatically generate to the person submitting the request.



1

Start by entering the basic event information.

Event Name

This field is required.

Event Title

Event Type

Primary Organization

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Next ▶

✕ Cancel

💾 Save

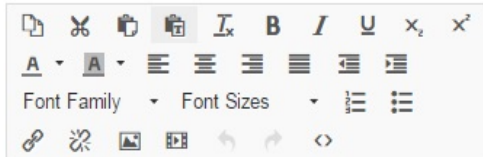
2

Enter additional basic event information.

Expected Head Count

I Don't Know

Event Description



Ex: Fundraiser for Breast Cancer. Bring comfortable shoes for walking.

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✖ Cancel

💾 Save

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Does this event have more than one occurrence?

No

This event has only one occurrence.
Any other related events are separate and distinct.

Yes

This event has more than one occurrence.
It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.

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✖ Cancel

💾 Save

4

 **Tell us WHEN this event takes place.**

Select the dates and times of the *actual event*.
Setup, takedown, pre- or post-event times can be specified below.

Event Start: Tue Mar 10 2015  10:00 am

Event End: Tue Mar 10 2015  11:00 am

Does this event require
Setup or Pre-Event time? Yes No

Does this event require
Post-Event or Takedown time? Yes No

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✖ Cancel

 Save

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 **Choose how this event REPEATS.**

Ad Hoc Repeats

Individually select dates to add to the event.

Daily Repeats

Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats

Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats

Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.


Does Not Repeat

This event has only one occurrence.

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✖ Cancel

 Save

Find and select LOCATIONS.

★ **Your Starred Locations...**

🔍 **Search by Location Name...**

COLLHL 204 ✓
College Hall 204 - IT Collaboration Room
Max Capacity: 12

Show only my authorized locations that have no time conflicts
 Enforce head count

🔄 Refresh

Saved Searches...

Advanced Search...

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✕ Cancel

💾 Save

🏠 ↻ 📄 📄 ? ✕

Selected Locations

🏠 **ENTIRE CAMPUS** ✓★

ENTIRE CAMPUS

Max Capacity: 0

Features: None

Divides Into:

- 🏠 ALUMNI HOUSE D
- 🏠 ALUMNI HOUSE V
- 🏠 ATRIUM 1ST FLOOR LOBBY
- 🏠 ATRIUM PLAZA
- 🏠 ATRIUM_114
- 🏠 ATRIUM_121
- 🏠 ATRIUM_123A
- 🏠 ATRIUM_123B
- 🏠 ATRIUM_125
- 🏠 ATRIUM_126
- 🏠 ATRIUM_127
- 🏠 ATRIUM_128
- 🏠 ATRIUM_131
- 🏠 ATRIUM_144
- 🏠 ATRIUM_262
- 🏠 BSHAHN 101/EAST GALLERY
- 🏠 BSHAHN 103/SOUTH GALLERY
- 🏠 BSHAHN COURT GALLERY
- 🏠 BSHAHN LOBBY
- 🏠 BSHAHN PLAZA
- 🏠 BSHAHN_105
- 🏠 BSHAHN_11
- 🏠 BSHAHN_137
- 🏠 BSHAHN_146
- 🏠 BSHAHN_17
- 🏠 BSHAHN_20
- 🏠 BSHAHN_201
- 🏠 BSHAHN_201



7

Select CUSTOM ATTRIBUTES for this event.

Do you require a room setup? Specify:

Do you require A/V equipment? Specify:

Do you require alcohol for this event?

Yes No

Do you require catering for this event?

Yes No

Do you require PPO or Campus Police?

Yes No

Email

Name (Contact)

Phone #

Sponsoring Organization/Dept

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Add additional COMMENTS and NOTES for this event.

Comments

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✕ Cancel

Save

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Verify or change the EVENT STATE.

Draft

Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state.



Training:

Event Submitter

Should use the Event Request Instructions on the Home Page. A How To Video is being completed and will be accessed from the 25Live Home Page along with the instructions.

Scheduler

Specific training should be requested. Submit request for training through the HelpDesk ticket system. *25Live System Authorizations and Maintenance. Sub Category – Training.*

Software Releases:

Currently on version 24, version 25 is in test. Changes with each version will be relayed to the end users.