

25Live Pro Event Management



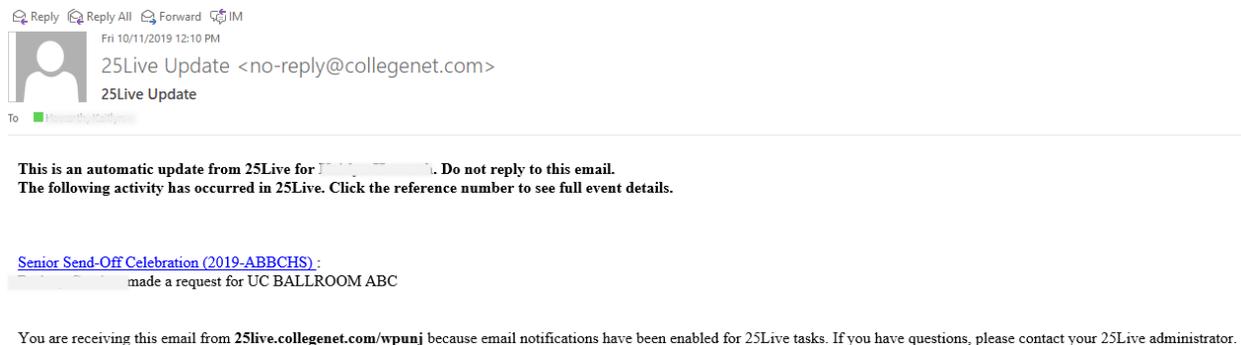
Approve an Event in a Location

APPROVE AN EVENT

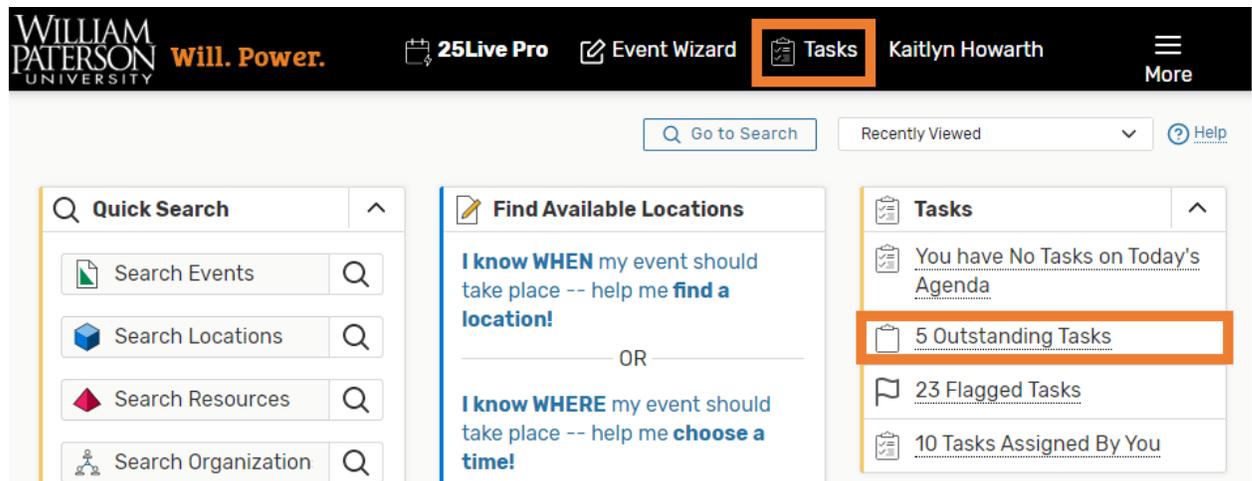
25Live Pro Website: <https://25live.collegenet.com/pro/wpunj>

NOTE: Tentative event requests will be displayed on the location availability and calendar pages. These requests are not confirmed until the requester has received a confirmation from the Events and Conference Scheduling Office or other Location Scheduler after receiving all necessary approvals.

1. Receive an email about a task in your inbox.



2. Click on **Sign In** in the upper right-hand corner of 25Live Pro and login with your WPconnect username and password. Once logged in, you will see the last page you were on in the system. Choose **Tasks** or **Outstanding Tasks**.



NOTE: Your dashboard is customizable so these selections will be located where you have placed them.

3. Click on the event name to view all of the event details.

Event	Title	Task Item	Status	Actions	Respond By	First Date	Reference
Testing Pricing		MHEL*101	In Progress	Approve Deny	Wed 07 Aug 2019	Fri 09 Aug 2019	2019-ACHJPK

4. You can review information about the different aspects of the event by clicking on the different buttons.

25 Live Pro Test Event Draft 2019-ABBCPT Mon Oct 21 2019 12:00 pm - 1:00 pm

Details Occurrences Calendar Schedule Task List Pricing Audit Trail

Edit Event Draft More Actions

General

Event Name: 25 Live Pro Test Event

Event Title:

Event Type: Meeting

Organization: Hospitality Services

Scheduler: Venezia, Tori

Requestor: Howarth, Kaitlyn

Head Count: expected 50 registered 0

Description: Banquet lunch. Will need 5 banquet tables of 10 chairs, 4 food service tables, a podium with microphone, and a projector.

Comments:

Internal Notes:

Confirmation Text:

Attached Files: Choose File No file chosen

Tasks Completed

Event Categories

Custom Attributes

- Are attendees primarily external guests? No Yes
- Do you require A/V equipment? Specify: podium, mic, projector
- Do you require catering for this event? No Yes
- Do you require PPO or Campus Police? No Yes
- Email: howarthk1@wpunj.edu
- Is the event open to campus community? No Yes
- Is there a registration fee? No Yes
- Name (Day of Event Contact): Kaitlyn Howarth
- Phone/Mobile #: 973-406-6472
- Will SGA funds be requested for event? No Yes

a. The Details page will provide the description, head count, location and time.

25 Live Pro Test Event Tentative 2019-ABBCPT Mon Oct 21 2019 12:00 pm - 1:00 pm UC BALLROOM A

Details Occurrences Calendar Schedule Task List Pricing Audit Trail

Edit Event Tentative More Actions

General

Event Name: 25 Live Pro Test Event

Event Title:

Event Type: Meeting

Organization: Hospitality Services

Scheduler: Venezia, Tori

Requestor: Howarth, Kaitlyn

Head Count: expected 50 registered 0

Description: Banquet lunch. Will need 5 banquet tables of 10 chairs, 4 food service tables, a podium with microphone, and a projector.

Comments:

Internal Notes:

Confirmation Text:

Attached Files: Choose File No file chosen

Tasks Completed

Event Categories

Custom Attributes

- Are attendees primarily external guests? No Yes
- Do you require A/V equipment? Specify: podium, mic, projector
- Do you require catering for this event? No Yes
- Do you require PPO or Campus Police? No Yes
- Email: howarthk1@wpunj.edu
- Is the event open to campus community? No Yes
- Is there a registration fee? No Yes
- Name (Day of Event Contact): Kaitlyn Howarth
- Phone/Mobile #: 973-406-6472
- Will SGA funds be requested for event? No Yes

- b. The Occurrence page will provide location, layout, setup time, event time and takedown time.

Event Occurrences

Date	Start Time	End Time	Additional Details
Mon Oct 21 2019	10:45 am Setup	12:00 pm Start	1:00 pm End 1:30 pm Takedown

UC BALLROOM A
 Layout: See Setup Instructions
 instructions: will need 3 banquet tables of 10 chairs, 4 food service tables, a podium with microphone, and a projector.

5. Once you have reviewed the information that you need, you can select the Task List option.

25 Live Pro Test Event Draft 2019-ABBCPT

Details Occurrences Calendar Schedule **Task List** Pricing Audit Trail

6. Based on the information you have been provided, you may select Approve or Deny.
 7. Select what type of event you are approving – most events will be either **Staff/Faculty Events** or **Student Events**.

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.

Administrative Events

RENTALS

Staff/Faculty Events

Student Events

VENDORS

Save