25Live Pro Event Management

WILLIAM PATERSON UNIVERSITY

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.



Senior Send-Off Celebration (2019-ABBCHS) : made a request for UC BALLROOM ABC

You are receiving this email from 25live.collegenet.com/wpunj because email notifications have been enabled for 25Live tasks. If you have questions, please contact your 25Live administrator.

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**.

WILLIAM PATERSON Will. Power.		🕂 25Live Pro	🕜 Event Wizard	🗯 Tasks	Kaitlyn Howarth	More
			Q Go to S	earch R	ecently Viewed	✓ ⑦ Help
Q Quick Search	^	Find Av	vailable Locations		Tasks	^
Search Events	Q	I know WH take place	I know WHEN my event should take place help me find a		You have No Tasks Agenda	on Today's
Search Locations	Q	location!	OR		5 Outstanding Tas	ks
♦ Search Resources	Q	I know WH	I know WHERE my event should take place help me choose a time!		23 Flagged Tasks	
📩 Search Organization	Q	take place time!			10 Tasks Assigned	By You

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.

List Calendar						Choose Columns	Create "To Do" Task 🔿 🧿
Event	Title	Task Item	Status	Actions	Respond By	✓ First Date	Reference
Testing Pricing		WHEL-101	In Progress	Approve Onry	Wed 07 Aug 2019	Pri 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	25 Live Pro Test Event Draft		2019-AB	2019-ABBCPT M		Mon Oct 21 2019 12:00 pm - 1:00 pm		
Details Occurrer	nces Calendar Schedule	e Task List Pricing	Audit Trail					
					C Edit Event	Draft 🗘	More Actions 🗸	C
General			^	Event Categories				
Event Name:	25 Live Pro Test Event		C					Adr
Event Title:			C	Custom Attributes				
Event Type:	Meeting		\$? v	V Are attanded and	Patraua leonatea		10.00	
Organization:	Hospitality Services		\$? v	X Are attendees pri	mainy external guests?		NO	D Yes
Scheduler: Requestor:	 Venezia, Tori Howarth, Kaitlyn 			X Do you require A/	V equipment? Specify:	1	odium, mic. projector	Ċ
Head Count:	expected	50	¢	X Do you require ca	tering for this event?		No C	Yes
	registered	0	C	X Do you require PP	0 or Campus Police?		No	Yes
Description:	Banquet lunch. Will need 5 service tables, a podium with	banquet tables of 10 chairs, 4 fo n microphone, and a projector.	ood 🕜	X Email		1	nowarthk1@wpunj.edu	C
Comments:			C	X is the event open	to campus community?		No O	Yes
Internal Notes:			C					
Confirmation Text:			C	X is there a registra	uon tee?		No	Yes
Attached Files:	Choose File No file chosen			X Name (Day of Eve	nt Contact)	2	Caitlyn Howarth	Ľ
Tasks Completed			^	X Phone/Mobile #		9	773-406-6472	C
				× Will SGA funds be	requested for event?		No	Yes

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

					Q Go to	Search Recently Viewed v 📀
25 Live Pro Test	t Event	Tentative	20	119-ABBCPT	Mon Oct 21 2019 12:00 pm - 1:00 pm	UC BALLROOM A
Details Occurrer	nces Calendar	Schedule	Task List Pricin	g Audit Trail		
					🕑 Edit Event Ten	ntative 🗢 More Actions 🗸 😋 (
General				^	Event Categories	1
event Name:	25 Live Pro Test Ever	nt		F¢.		Add
event Title:		-		ß	Custom Attributes	,
vent Type:	Meeting			\$ ×		
rganization:	Hospitality Service	15		\$ ×	X Are attendees primarily external guests?	No Yes
cheduler:	🛎 Venezia. Tori				Do you require 4/V equipment? Specify:	
tequestor:	Howarth, Kaitlyn			_	X be jour equire to requipment executiv	poulait, me, projector
lead Count:	expected		50	C	X Do you require catering for this event?	No Wes
	registered		0	C	X Do you require PPO or Campus Police?	No De Yes
escription:	Banquet lunch. V service tables, a p	Vill need 5 banque podium with micro	et tables of 10 chair ophone, and a proje	rs, 4 food	× Email	howarthk1@wpunj.edu
omments:				C	X Is the event open to campus community?	No y Yes
nternal Notes: confirmation Text:				۲ ۲	X Is there a registration fee?	No D Yes
Attached Files:	Choose File No file of	chosen			× Name (Day of Event Contact)	Kaitlyn Howarth
					× Phone/Mobile #	973-406-6472

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		Start 12:00 pm	End 1:00 pm 1:30 pm Takedown
UC BALLROOM A Layout: See Setup Instr Instructions. Will need a podium with microphone	uctions panquet tables of 10 chairs, 4 food se e, and a projector.	rvice tables, a		

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