

25Live Pro Event Management

WILLIAM
PATERSON
UNIVERSITY

Create an Event

CREATE AN EVENT

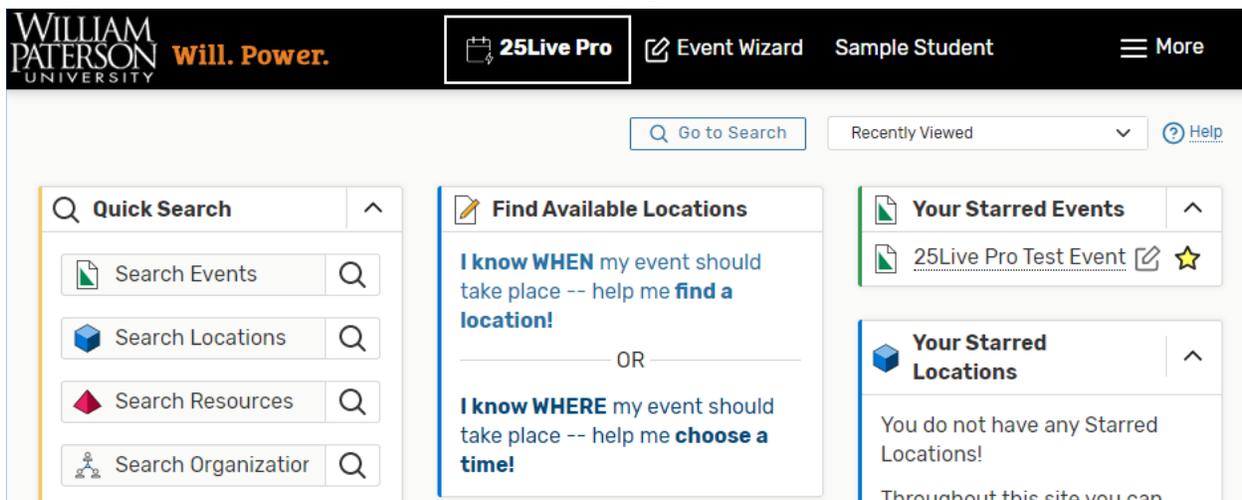
25Live Pro Website: <https://25live.collegenet.com/pro/wpunj>

NOTE: In 25Live Pro, users can schedule events but not classes; classes are scheduled by the Registrar's Office.

Google Chrome is the recommended browser for using 25Live Pro.

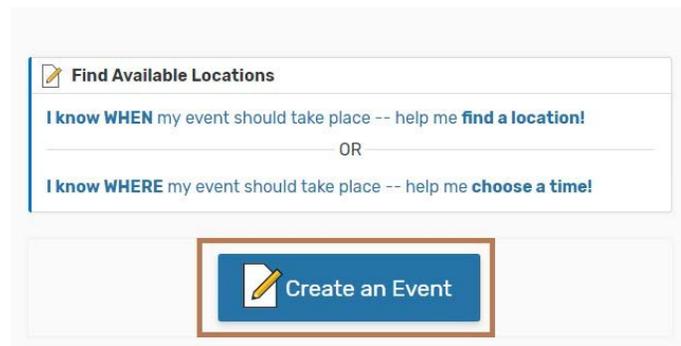
Internet Explorer is not recommended and cannot be used.

1. Click on **Sign In** in the upper right-hand corner of 25Live Pro and login with your WConnect username and password. Once logged in, you will see the last page you were on in the system. Select **25Live Pro** at the top of the page.



The screenshot shows the top navigation bar of the 25Live Pro website. On the left is the William Paterson University logo with the tagline "Will. Power.". In the center, the "25Live Pro" logo is highlighted with a red box. To its right are links for "Event Wizard", "Sample Student", and a "More" menu icon. Below the navigation bar, there is a search bar with "Go to Search" and a "Recently Viewed" dropdown menu. On the left side, there is a "Quick Search" panel with four search options: "Search Events", "Search Locations", "Search Resources", and "Search Organizer". In the center, there is a "Find Available Locations" panel with two options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!". On the right side, there are two panels: "Your Starred Events" showing a "25Live Pro Test Event" and "Your Starred Locations" showing a message that the user does not have any starred locations.

2. Click on the **Create an Event** button.



This image is a close-up of the "Create an Event" button. The button is blue with a white pencil icon and the text "Create an Event". It is highlighted with a red rectangular box. Above the button, there is a "Find Available Locations" panel with two options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!".

The **Event Form** will open:

NOTE: All fields with that say **Required** must be completed!

3. Fill out the following fields.

- a. Enter an **Event Name**. The event name cannot have abbreviations or an individual's name. (40 character limit)

Event Name - Required

- b. It is optional to enter an **Event Title**; this is not a required field. The Event Title should **not** be the same as the Event Name. The Event Title field is used for events with several different sections. (Ex. Event Name: New Student Orientation 1; Event Title: Welcome)

Event Title

- c. Select the best option for the **Event Type**.

Event Type - Required

Select an item

Q Select an item

Athletic	☆
Awards Ceremony	☆
Banquet	☆
Barbecue/Picnic	☆
Camp	☆
Conference	☆
Exhibit / Fair	☆

- d. Search for and select the **Primary Organization** that is hosting the event.

Primary Organization - Required

Search organizations

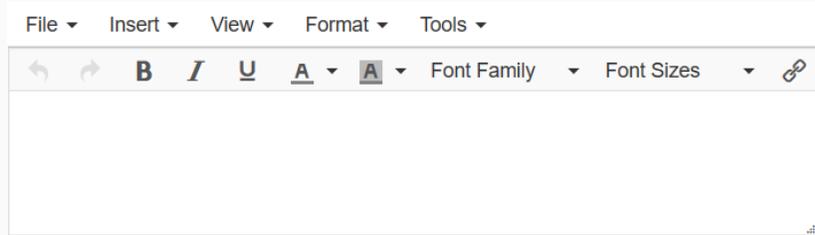
- e. Enter the **Expected # Attending** for the event.

Expected # Attending - Required

f. Use this section to fully explain the details of your event.

EVENT DETAILS - DESCRIBE THE DETAILS SUCH AS SPECIFIC ROOM SETUP, CATERING, AV NEEDS AND GIVE A DESCRIPTION ABOUT THE EVENT.

- Required



g. Select the **Event Date and Time**. Choose the start and end date/time of the first occurrence. The Event Start and End Date should be the same date

Date and Time - Required ⓘ

Wed Oct 23 2019

1:00 pm

To:

2:00 pm

This event begins and ends on the same day

If you need to set-up or takedown the day before or after your event, please include this in your event details.

h. Determine if the event has **more than one occurrence**. If the answer is yes click on **Repeating Pattern** and select how the event repeats.

Pattern Picker ×

How does this event repeat?

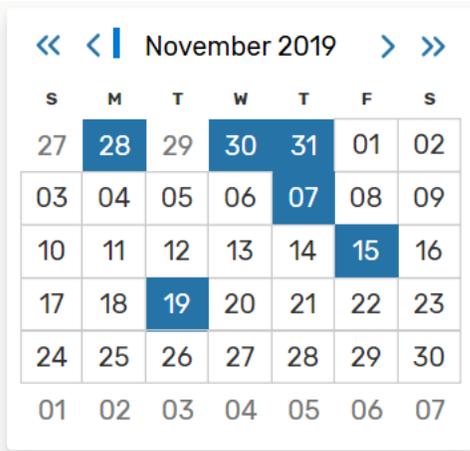
Ad hoc
Daily
Weekly
Monthly

Cancel Select Pattern

For **Repeating Events**, you will see an option to select the following options:

- **Ad Hoc Repeats:** Individually select dates to add to the event.
- **Daily Repeats:** Repeats on specific dates. Example the 3rd day of every month.
- **Weekly Repeats:** Repeats on the same day of the week, every week.
- **Monthly Repeats:** Repeats every month on a specific date.

If you select **Ad Hoc Repeats**, choose your dates on the calendar. Selected dates will have a blue date box. If you accidentally selected a date, click on the date and then select **Remove**. You can also click on **View All Occurrences** to see what dates you have selected.



All Date Occurrences

Dates	Times	Comment	State	Remove
Wed Oct 23 2019	1:00 pm - 2:00 pm		Active	Remove
Mon Oct 28 2019	1:00 pm - 2:00 pm		Active	Remove
Wed Oct 30 2019	1:00 pm - 2:00 pm		Active	Remove
Thu Oct 31 2019	1:00 pm - 2:00 pm		Active	Remove
Thu Nov 07 2019	1:00 pm - 2:00 pm		Active	Remove
Fri Nov 15 2019	1:00 pm - 2:00 pm		Active	Remove
Tue Nov 19 2019	1:00 pm - 2:00 pm		Active	Remove

If you select **Daily Repeats**, select when it repeats and either how when it repeats through or how many times the event is taking place

Pattern Picker ×

How does this event repeat?

Repeats every

Repeats through

Ends after iterations

If you select **Weekly Repeats**, select what type of week it repeats, the day(s) of the week it repeats and either when it repeats through or how many times the event is taking place

Pattern Picker ×

How does this event repeat?

Repeats every

Repeats on Sun Mon Tue Wed Thu Fri Sat

Repeats through

Ends after iterations

If you select **Monthly Repeats**, select what type of month it repeats, either the day it repeats during the month or the position it repeats, and finally indicate either when it repeats through or how many times the event is taking place

Pattern Picker ×

How does this event repeat?

Repeats every

Repeat by Day

Repeat by Position

Repeats through

Ends after iterations

- i. Search for the **Locations** where you would like your event to be held. Click on the **Refresh** button to see if the locations that are available at the time of your event.

Locations Search ^

Availability for this search is out of date. Click Refresh to update the results.

Using the drop down menu, select the building you would like your event to take place in. If you know what room you would like your event to take place in, type the name in the **Search Locations** box. Then click **Search**.

If you want to be in the same room for every date you selected, make sure that **Hide Locations with Conflicts** is checked off so that your result shows you which rooms are available.

Locations Search ^

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional)

At

- FIELDS ☆
- HAMILTON HALL ☆
- HOBART MANOR ☆
- HUNZIKER HALL ☆
- LIBRARY ☆
- MORRISON HALL ☆
- OUTDOOR AREAS ☆

Adding rooms to your reservation:

- A **Request** box in the first column indicates that the room is available for your selected date(s)
- A **Request Available** box in the first column indicates that the room is only available for a select number of the dates you are requesting, not all the dates. To see how many dates it is available, look under the **Availability** column. You can also see what dates have a conflict by clicking **Conflict Details**.

To add that room to your reservation, click on either **Request** or **Request Available**. After it is added to your request, that location will now read **Added below**.

The room(s) you selected will be listed underneath the locations box. If you chose a room that was **Request Available**, you can see what dates are included in that occurrence.

Request Available	UC BALLROOM C	University Commons Ballroom C	320	3/6	Conflict Details
Request	UC CALDWELL PLAZA	UC CALDWELL PLAZA		6/6	None
Added below	UC CENTER CAFE	University Commons Student Center- Center Cafe	80	6/6	None

You will need to select an additional room for the remaining occurrences. Note: selecting multiple rooms will add that room for **EVERY** room you selected. If you only need one room for each date you will need to update the occurrences for each room. Select **View Occurrences** and then uncheck the **Included** box where you see a **Conflict Detail** listed or if you do not need the room for this specific date.

UC BALLROOM A						
Date	Time	Conflicts	Included	Layout	Instructions	Attendance
Set For All			<input type="checkbox"/>			0
Mon Oct 28 2019	7:00 am - 11:30 am	Conflict Details	<input checked="" type="checkbox"/>	See Setup Instructions (300)		
Wed Oct 30 2019	9:00 am - 10:00 am		<input checked="" type="checkbox"/>	See Setup Instructions (300)		
Thu Oct 31 2019	9:00 am - 10:00 am		<input checked="" type="checkbox"/>	See Setup Instructions (300)		
Thu Nov 14 2019	9:00 am - 10:00 am		<input checked="" type="checkbox"/>	See Setup Instructions (300)		
Fri Nov 15 2019	9:00 am - 10:00 am		<input type="checkbox"/>	See Setup Instructions (300)		
Tue Nov 19 2019	11:00 am - 12:00 pm		<input checked="" type="checkbox"/>	See Setup Instructions (300)		

If you selected a room that you no longer want, you can click on **Remove** to remove it from your reservation.

UC 171A
★ Add to favorites
Location Title: University Commons 171A
Capacity: 50

[Remove](#) [View Occurrences](#)

- j. After you have selected your room(s), you will need to indicate what room layout you want. Click on **View Occurrences**. Under the **Layout** column use the up/down arrows to select the layout that you want. You will need to do this for every occurrence.

Please note that the number in parenthesis is the max number of people you can set the room up for.

UC BALLROOM A

Date	Time	Conflicts	Included	Layout
Set For All			<input type="checkbox"/>	<input type="text"/>
Mon Oct 28 2019	7:00 am - 11:30 am		<input type="checkbox"/>	See Setup Instructions (300) Banquet Round (100) Lecture (300) See Comments (0)
Wed Oct 30 2019	9:00 am - 10:00 am		<input checked="" type="checkbox"/>	
Thu Oct 31 2019	9:00 am - 10:00 am		<input checked="" type="checkbox"/>	See Setup Instructions (300)
Thu Nov 14 2019	9:00 am - 10:00 am		<input checked="" type="checkbox"/>	See Setup Instructions (300)
Fri Nov 15 2019	9:00 am - 10:00 am		<input type="checkbox"/>	See Setup Instructions (300)
Tue Nov 19 2019	11:00 am - 12:00 pm		<input checked="" type="checkbox"/>	See Setup Instructions (300)

- k. If you have a floor plan, attach it here.

Attached Files

[Browse...](#)

- l. Answer all **Mandatory Custom Attribute Questions** marked with a red asterisk. Please note that these questions may look different depending on the type of user you are.

Custom Attributes

* Are attendees primarily external guests? No Yes

Edit this custom attribute to add it to the event.

* Do you require A/V equipment? Specify: 

Edit this custom attribute to add it to the event.

* Do you require catering for this event? No Yes

Edit this custom attribute to add it to the event.

* Do you require PPO or Campus Police? No Yes

Edit this custom attribute to add it to the event.

* Email 

Edit this custom attribute to add it to the event.

* Event collaborates w/ Gov't agency? No Yes

Edit this custom attribute to add it to the event.

* Is the event open to campus community? No Yes

Edit this custom attribute to add it to the event.

* Is there a registration fee? No Yes

Edit this custom attribute to add it to the event.

* Name (Day of Event Contact) 

Edit this custom attribute to add it to the event.

* Phone/Mobile # 

Edit this custom attribute to add it to the event.

[Add a Custom Attribute](#)

- m. All requests will be submitted in the **Tentative Event State**. Tentative is the default option, you will not need to click on anything to change the event state. NOTE: Submitting your event request as tentative **does not hold your space**. You will receive a confirmation email from the scheduler if your event is confirmed.

Event State - Required 

Please Note - Submitting your event request as tentative **does not hold your space**. You will receive a confirmation email from the scheduler if your event is confirmed.

Tentative 

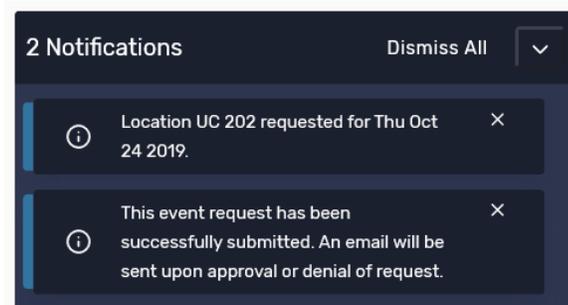
- n. After Saving This Event...
- i. Go to Event Details – this will provide you with a summary of the event request you just submitted
 - ii. Create Another Related Event – this will bring you back to the Event Form to create a new event
 - iii. Create a Related Copy of this Event – this will bring you back to the Event Form with all the required fields populated with the information from the event you are currently submitting.
 - iv.
- o. After you have inputted all of your event information and previewed the event by selecting the **Preview** button in the bottom right hand corner, click on the **Save** button to submit your event.
- p. After you click **Save**, a pop up will ask you to choose your event heading. Select the heading that applies to your event.

Choose Event Heading ✕

Under which heading would you like to save this event?

- Administrative Events
- RENTALS
- Staff/Faculty Events
- Student Events
- VENDORS

- q. When you successfully complete the event form, you will receive a notification pop up that tells you your event has been submitted and the location/date of the event.



Congratulations! You have successfully submitted an event request.

This event will now show up on in **Your Upcoming Events**. Click on the events to be taken to a list of all your requested events. In the **State** column you will see if your event has been confirmed. Your request can be edited by you until it has either been confirmed or denied.

Your Upcoming Events

^

4 Events in which you are the **Requestor**

	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler
☆	COPY test 2		2019-ABAZCS	Hospitality Services	Awards Ceremony		Requestor	Sun Nov 17 2019	1:00 pm	Thu Oct 24 2019 1:55 pm	Tentative			Tori Venezia
☆	Pro Test	Test	2019-ABAZCL	Hospitality Services	Meeting		Requestor	Fri Oct 25 2019	2:00 pm	Wed Oct 23 2019 2:57 pm	Confirmed			Tori Venezia

Once your event has been reviewed by the Scheduler, a confirmation email will be sent to you. **Please read the confirmation email and open the attachment to verify all event information is correct.** Be aware of the event **Reference number** as it will make tracking events much faster.