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 WPConnect 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.

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

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](image)

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](image)

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

   ![Event Type](image)

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

   ![Primary Organization](image)

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

   ![Expected # Attending](image)
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.]

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- Required

![File | Insert | View | Format | Tools]

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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]

**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]

**Pattern Picker**

- **How does this event repeat?**
  - **Ad Hoc**
  - **Daily**
  - **Weekly**
  - **Monthly**

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 accidently 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.

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.

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.
If you select **Monthly Repeats**, select what type of month 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? *Monthly*
  - Repeats every month
  - Repeat by Day
  - Repeat by Position
  - Repeats through Wed Oct 23 2019
  - Ends after 1 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.

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.
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.

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

![Room Selection Interface]

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.

<table>
<thead>
<tr>
<th>UC BALLROOM A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td><strong>Set For All</strong></td>
</tr>
<tr>
<td><strong>Mon Oct 28 2019</strong></td>
</tr>
<tr>
<td><strong>Wed Oct 30 2019</strong></td>
</tr>
<tr>
<td><strong>Thu Oct 31 2019</strong></td>
</tr>
<tr>
<td><strong>Thu Nov 14 2019</strong></td>
</tr>
<tr>
<td><strong>Fri Nov 15 2019</strong></td>
</tr>
<tr>
<td><strong>Tue Nov 19 2019</strong></td>
</tr>
</tbody>
</table>

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

![Attached Files Interface]
I. 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.

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.
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.

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.