Filling out the on-line 25Live Event Form

To the left is a list of sections of the form, allowing navigation to specific sections from “Preview,” which appears at the end prior to “Save.”

1. **Enter basic information.**
Enter an Event Name, select appropriate Event Type, Sponsor and Co-Sponsor (if appl.).

2. **Enter attendance information and description.**
Enter the Expected Attendance and Event Description. The Event Description will appear in the Availability Grid when a user hovers over name. *Be descriptive if name is not clear, and check your grammar and facts.*

3. **Enter information about your event’s first occurrence.**
Specify the date and times of the first occurrence of the event. If your event occurs on multiple days, you’ll describe how it repeats later

If you chose the date time and space in the Availability Grid, these will already be populated as you navigate through the form. You can still choose additional occurrences (dates).

*Indicates your event will not go past 11:55pm*
4. Additional Time

<table>
<thead>
<tr>
<th>Additional time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Event Time</td>
</tr>
<tr>
<td>Days</td>
</tr>
<tr>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post-Event Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days</td>
</tr>
<tr>
<td>0</td>
</tr>
</tbody>
</table>

5. If your event repeats.

*Pre-Event* is time for Organizers to decorate, organize displays or materials, sound check, etc.

*NOT* Housekeeping or Catering Set-Up. Events and Conferences will add that to your reservation if needed.

*Post-Event* is organizer time to remove their materials, external caterer supplies or chafing dishes, etc.

*Not* Housekeeping or Catering clean-up.

If event has multiple occurrences happening at different times, you’ll need to create separate events for each time.
**Planning your Request Submission**

- Do separate requests for multipurpose spaces.
- Do your classrooms (or all spaces without set up needs) together.
- Do requests for events which all have the same time together.
- If ONE date or space in your request has a different time, do a separate request.
- If ONE location in your request is a multipurpose, do a separate request. Your set-up needs will change the availability of the space once E&C adds in Set-Up and Break-Down times.

6. Select Location(s).

- A red triangle icon means the location is not available.
- A green checkmark icon means the location is available.
- The blackout icon indicates a blackout has been specified for the date/time.
- The clock icon indicates the date/time violates open/close hours. The icon is displayed as a "caution" when you haven't yet selected a date/time; in this circumstance, 25Live can't determine whether a location/resource is available or not.

To have the most space options, do NOT click on the boxes unless you have a definitive headcount and times cannot be altered.
If there are no conflicts the Request Available button will be in blue.

Click on available date for your selected location. It will appear as follows:

<table>
<thead>
<tr>
<th>Add</th>
<th>Name</th>
<th>Title</th>
<th>Capacity</th>
<th>Availability</th>
<th>Conflict Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Added</td>
<td>York</td>
<td>Mansion York Room</td>
<td>49</td>
<td>1/4</td>
<td>Conflict Details</td>
</tr>
</tbody>
</table>
After Selecting Location(s)

Very Important!

Scroll down after selecting Location(s) & click on View Occurrences

To display box to enter set-up instructions and attendance per space.

If cutting & pasting details from a file, must use **Arial** font.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Conflicts</th>
<th>Included</th>
<th>Instructions</th>
<th>Attendance</th>
<th>Layout</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sun Sep/01/2019</strong> 12:00 pm - 1:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Describe set-up below</td>
</tr>
<tr>
<td><strong>Sun Oct/20/2019</strong> 12:00 pm - 1:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Describe set-up below</td>
</tr>
<tr>
<td><strong>Sun Oct/27/2019</strong> 12:00 pm - 1:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Describe set-up below</td>
</tr>
<tr>
<td><strong>Tue Nov/05/2019</strong> 12:00 pm - 1:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Describe set-up below</td>
</tr>
</tbody>
</table>

*Fills in set-ups for all dates here.*

*Fills in set-ups individually.*
7. Select Resources

Use **Keyword Search** i.e., *mic* or *Media* or *AV*, *Specialty*, *Catering*

If your resource does not appear, include it in the set-up notes under location or Requester Notes at the end.

<table>
<thead>
<tr>
<th>Request</th>
<th>Media: LCD Projector/Computer/Screen</th>
<th>Unlimited</th>
<th>4/4</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request</td>
<td>Media: Microphone(s)</td>
<td>Unlimited</td>
<td>4/4</td>
<td>None</td>
</tr>
<tr>
<td>Request</td>
<td>Media: Mics with Stand</td>
<td>Unlimited</td>
<td>4/4</td>
<td>None</td>
</tr>
</tbody>
</table>
8. Attached Files

Please upload any diagrams or pictures relevant to your event.

9. Basic Event Questions

* A. Enter Alternative/Rain Space

Edit this custom attribute to add it to the event.

Select Custom Attribute

Select Custom Attribute

Y: Need disability related accommodations

10. Select Contacts

Event Contacts - Required

* Requestor
Test, Event and Conferences

* Scheduler
Search contacts

* Advisor
Search contacts

* Event Organizer
Search contacts

11. Requirements

Check box and answer questions. (Check and answer relevant questions. Must answer at least two for request to save.)

Requirements - Required
12. Requestor Comments
Any remarks or additional information for the scheduler.

13. Agree to terms and conditions.
All requesters required to acknowledge policies. If you click on the hyperlinks you will receive a message you are leaving the form and data will be lost.

14. Preview (bottom right)  **Cancel / Preview / Save**
See a summary of your details before saving so you can edit if necessary. Click on any section you want to

15. Save
Once you save your request will be in Draft mode awaiting confirmation.

Message after Saving

Event will appear behind message.
16. FINAL STEPS

Copy Event
To clone event details for duplicate event. Just need to change date and locations, all other details will copy.

Email Event Details
Can send confirmation to all contacts in form and any additional people.

Print a Report for this Event
Provides a Request confirmation form. Once Confirmed by E&C, can print final confirmation for your records or organizer.

GOOD LUCK WITH 25LIVE!

Contact Events and Conferences for additional information or Go to the website for training materials:

Scheduling@ramapo.edu
D211 201-684-7590
www.ramapo.edu/conferences