# Filling out the on-line 25Live Event Form

Event Name
Event Type
Sponsoring Office or Department
Co-Sponsoring Organization(s)
Expected Attendance
Event Description
Event Date and Time
Locations
Resources
Attached Files
Requester Comments
Event State
Affirmation

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.).

**Event Name** - *Required* ⓘ

**Event Type** - *Required* ⓘ

Meeting ⌄

**Sponsoring Office or Department** - *Required*
ⓘ

Accounting Club ⌄    Remove

**Co-Sponsoring Organization(s)** ⓘ

EDIT

**Expected Attendance** - *Required* ⓘ

**2. Enter attendance information and description.**
Enter the Expected Attendance and Event Description. The <u>Event Description</u> 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 ➜

**Event Date and Time** - *Required* ⓘ

**Start Date and Time:**

Sun Sep/01/2019

12:00 pm

To

1:00 pm

☑ This event begins and ends on the same day

## 4. Additional Time

**Additional time**

Pre-Event Time

| 0 | 0 | 0 |
|---|---|---|
| Days | Hours | Minutes |

Post-Event Time

| 0 | 0 | 0 |
|---|---|---|
| Days | Hours | Minutes |

**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.

## 5. If your event <u>repeats</u>.

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

**Repeating Pattern**

<< < September 2019 > >>

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 01 | 02 | 03 | 04 | 05 | 06 | 07 |
| 08 | 09 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 01 | 02 | 03 | 04 | 05 |
| 06 | 07 | 08 | 09 | 10 | 11 | 12 |

<u>Recommended</u>
by Events and Conferences.

*Skip Repeating pattern*

**View All Occurrences**

**Click here to see selected dates**

If event has <u>multiple occurrences</u> Happening at <u>*different times*</u>, you'll need to create separate events for <u>each</u> time.

**All Date Occurrences**

1
September 2019
Sun
12:00 pm - 1:00 pm

Comment

State  Active

**To Remove a date.**

Remove Occurrence

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## *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.*

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### 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.

**Locations Search**   ⌃

☐ Hide Locations with Conflicts    ☐ Enforce Headcount ◄ To have the most space options, do NOT click on the boxes unless you have a definitive headcount and times cannot be altered.

Saved Searches (optional) ⌄    | york ✕ |

ⓘ Hint! Type :: to use SeriesQL.

More Options ⌄        Reset    Search

More Options ⌃

| Categories |

| Features |

| Layouts |

Capacity  between and
[    ] [    ]

| **Public Searches** | |
|---|---|
| All Campus Spaces | ☆ |
| Classrooms/Conference Rms | ☆ |
| Computer Labs | ☆ |
| Indoor Recreation Areas | ☆ |
| Multipurpose/large spaces | ☆ |
| Outdoor/Recreation Spaces | ☆ |
| Tabling Areas | ☆ |
| Theaters | ☆ |

## Locations Search ∧

☐ Hide Locations with Conflicts    ☐ Enforce Headcount

| Saved Searches (optional) ∨ | york ✕ |

ⓘ Hint! Type :: to use SeriesQL.

More Options ∨                    Reset    **Search**

| Add | Name | Title | Capacity | Availability | Conflict Details |
|-----|------|-------|----------|--------------|------------------|
| **Request Available** | York | Mansion York Room | 49 | 1/4 | Conflict Details |

## Conflicts

| **Conflicts on:** |

⚠

Sun Oct/27/2019    • York
                      Open House
                      starting at 6:00 am and ending at 4:00 pm

Tue Nov/05/2019    • York
                      50th Anniversary Photo Exhibit
                      starting at 7:30 am and ending at 11:30 pm

**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:**

| Add | Name | Title | Capacity | Availability | Conflict Details |
|-----|------|-------|----------|--------------|------------------|
| Added below | York | Mansion York Room | 49 | 1/4 | Conflict Details |

**After Selecting Location (s)**

York
☆ Add to favorites
Location Title: Mansion York Room
Capacity: 49
Included dates:
Sun Sep/01/2019
Remove     View Occurrences

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**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.**

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View Occurrences

**York**                                                                    ✕

| Date | Time | Conflicts | Included | Instructions | Attendance | Layout |
|---|---|---|---|---|---|---|
| Set For All | Fills in set-ups for all dates here. | | | | 0 | |
| Sun Sep/01/2019 | 12:00 pm - 1:00 pm | | ☑ | | | Describe set-up below |
| Sun Oct/20/2019 | 12:00 pm - 1:00 pm | | ☐ | | | Describe set-up below |
| Sun Oct/27/2019 | 12:00 pm - 1:00 pm | | ☐ | | | Describe set-up below |
| Tue Nov/05/2019 | 12:00 pm - 1:00 pm | | ☐ | | | Describe set-up below |

Fills in set-ups individually.

Close

## 7. Select Resources

**Resources** ⓘ

| Resources Search | ⌃ |
|---|---|

Saved Searches (optional) ⌄    | Search Resources ✕ |

More Options ⌄                    Reset    **Search**

More Options ⌃

| Categories |

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*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.

| | | | | |
|---|---|---|---|---|
| **Request** | Media: LCD Projector/Computer/Screen | Unlimited | 4/4 | None |
| **Request** | Media: Microphone(s) | Unlimited | 4/4 | None |
| **Request** | Media: Mics with Stand | Unlimited | 4/4 | None |

**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        ∨ ]

🔍 Select Custom Attribute

Y:Need disability related accommodations

## 10. Select Contacts

**Event Contacts** - *Required* ⓘ

\* Requestor                              \* Scheduler

[ Test, Event and Conferences   ∨ ]    [ Search contacts          ∨ ]

\* Advisor                                \* Event Organizer

[ Search contacts          ∨ ]         [ 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* ⓘ

☐ Describe your audience: RCNJ, stds or fac/staff only, open to public?

Comment [                          ]

☐ Guests: Are any high profile, controversial, or special guests anticipated?

Comment [                          ]
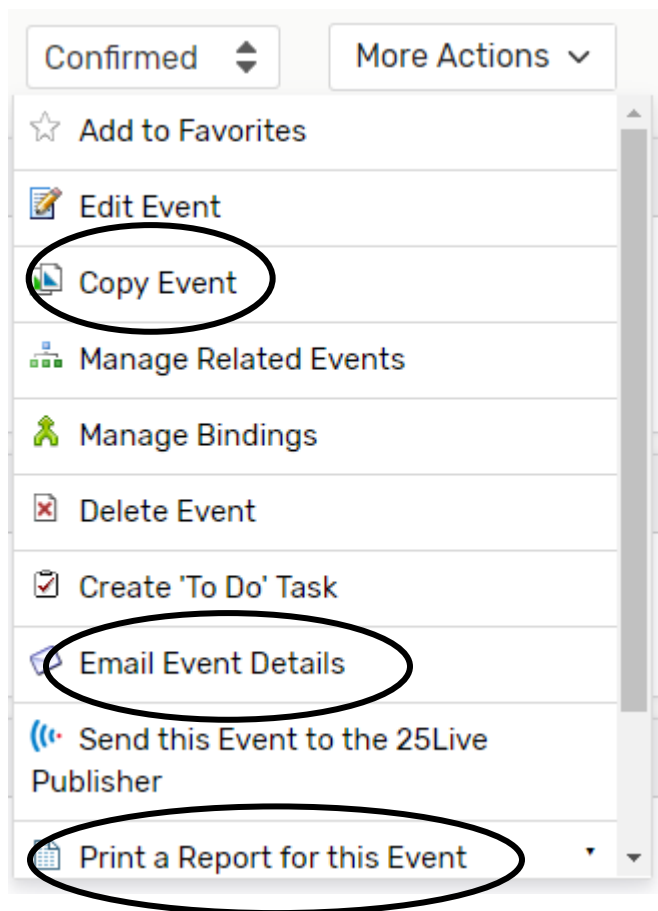
☐ Guests: Are any RCNJ Cabinet or Board Members anticipated or invited?

Comment [                          ]

☐ List invited or anticipated RCNJ Board/Cabinet Members or high profile guests.

Comment [                          ]

## 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

**Confirmed** ⇕  **More Actions** ⌄

☆ Add to Favorites

📝 Edit Event

📄 Copy Event

🔲 Manage Related Events

⚡ Manage Bindings

❌ Delete Event

☑ Create 'To Do' Task

✉ Email Event Details

((• Send this Event to the 25Live Publisher

📅 Print a Report for this Event

**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

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