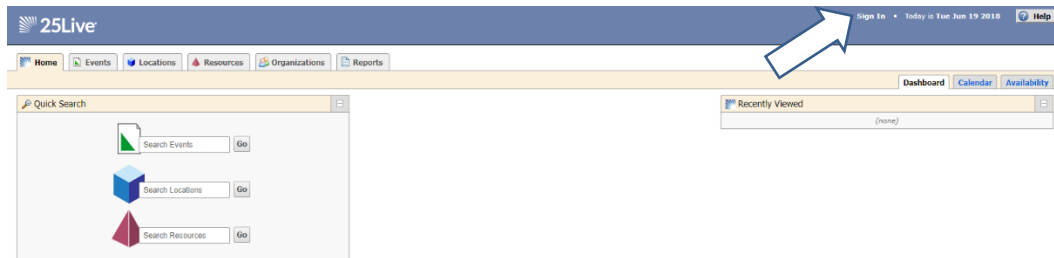


Procedure to create a new event

WARNING: the <TAB> key can react in ways you do not expect!

It may skip a field or go to the next screen at times!

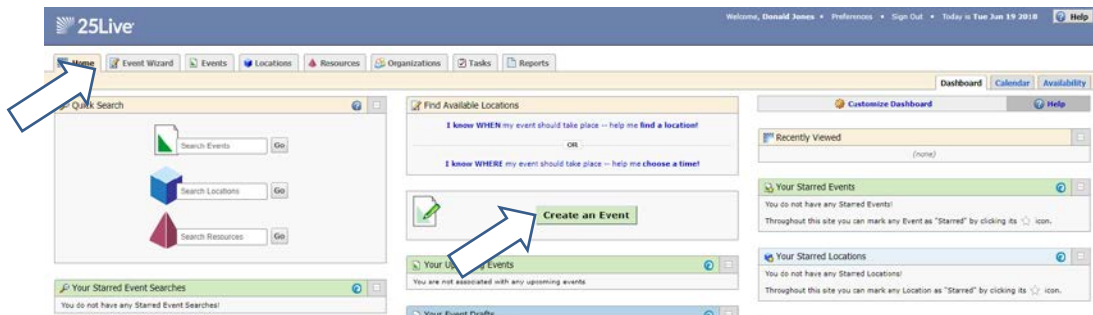
- 1) Go to <https://25live.collegenet.com/gbcnv>



- 2) Click 'Sign In' near the upper-right



- 3) Sign in using your credentials
 - a. If you have not used 25Live before, your user name will be your email address
 - b. The default password will be (if you have not logged in before):
 - i. The first three letters of the last name (first letter capitalized, next two small)
 - ii. The first three letters of the first name (first letter capitalized, next two small)
 - iii. If either (or both) of the names are less than three letters, use 'x' for the remaining up to three letters
 - iv. PLEASE NOTE: The password will NOT take into account how your name is normally capitalized!
 - c. If this is your first time logging in, CHANGE YOUR PASSWORD! ([See the end of this document.](#))



4) Click 'Event Wizard' (upper left) or 'Create an Event' (center)

The screenshot shows the 'Event Wizard' form in 25Live. On the left, there is a sidebar with an 'Event Name' tile containing instructions. The main form area has a heading 'Start by entering the basic event information.' and several input fields: 'Event Name', 'Event Title', 'Event Type', 'Primary Organization', and 'Additional Organizations'. Each field has a red asterisk indicating it is required. Below the input fields are buttons for 'Back', 'Cancel', and 'Save'. A blue arrow points to the 'Event Name' field, and three blue arrows point to the 'Event Title', 'Event Type', and 'Primary Organization' fields respectively.

a. Event Name tile

- i. Enter an event name
- ii. Enter an event title (this can be the same as above, but this is used on the website calendar). Use title case for this line, NOT upper case!
- iii. Enter an event type (please let the facilities scheduler or Donald Jones know if your event does not fit into one of the provided types)

- iv. Enter a primary organization (please let the facilities scheduler or Donald Jones know if the primary organization is not listed)

The screenshot shows the 25Live Event Wizard interface. On the left, a sidebar contains a 'Testing' section with a green header and a yellow footer. The main content area is titled 'Start by entering the basic event information.' and contains several form fields: 'Event Name' (Testing), 'Event Title' (testing), 'Event Type' (Testing), 'Primary Organization' (GBC), and 'Additional Organizations' (Search for Additional Organizations). A 'Back' button is located below the 'Additional Organizations' field, and a 'Next' button is to the right. A 'Cancel' button is at the bottom center. A blue dashed arrow points to the 'Back' button, and a blue solid arrow points to the 'Next' button. A small information box on the right states: 'Select the Organization responsible for the event from the list of favorite organizations, or search by organization name. Note: If the search does not return the expected result, try limiting the search term to a key word in the organization name.'

- v. (optional) Enter secondary organization(s)
- vi. <Next>

b. Additional basic event information

The screenshot shows the 25Live Event Wizard interface for Step 2: 'Enter additional basic event information.' The sidebar on the left shows the 'Testing' section with a green header and a yellow footer. The main content area contains a form with 'Expected Head Count' (a dropdown menu with 'I Don't Know' selected) and 'Event Description' (a text area with a rich text editor toolbar). A 'Back' button is at the bottom left, and a 'Next' button is at the bottom right. A 'Cancel' button is at the bottom center, and a 'Save' button is to its right. A blue dashed arrow points to the 'Expected Head Count' dropdown, and another blue dashed arrow points to the 'Event Description' text area. A small information box on the right states: 'Please enter the expected attendance for the event.'

- i. (optional) Enter an expected head count / number attending
 1. This can be used by the room scheduler to assign a large enough room for the event
- ii. (optional) Enter an event description (this is extra / more extensive information about the event that users looking at the calendar will see if they click on the event)

25Live

Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing
GBC
Additional Organizations
Expected Head Count
testing

Progress...

Enter additional basic event information.

Expected Head Count
[Dropdown]
* I Don't Know

Event Description

Font Family Font Sizes [Rich Text Editor]
testing

Enter additional information about the event here. This information will appear in the 25Live event detail view.

Note: This information will also be displayed on published calendars. Grammar, punctuation, and clarity matter!

Notes:
To embed HTML code directly (such as a YouTube video), use the "Insert/edit video" button or edit the source directly by clicking the "Source code" button.

Some HTML tags (including TABLE tags) are not supported by 25Live Publisher.

Back Cancel Next

iii. <Next>

c. Repeating event

25Live

Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing
GBC
Additional Organizations
Expected Head Count
testing

Progress...

Is this a repeating event?

No
This event happens only once.
Any other related events are separate and distinct.

Yes
This event occurs multiple times.
It repeats daily, weekly, monthly, or irregularly (ad hoc).

Back Cancel Save Next

- i. Select whether this event will repeat at the same time on multiple days
 1. If this event repeats at a different time on some days, at step 4.m. you can copy the event to add additional times
- ii. Clicking either 'No' or 'Yes' should move you to the next section

d. WHEN

25Live

Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing

Testing
GBC
Additional Organizations
Expected Head Count
testing
Tue Jun 19 2018
11:00am - 12:00pm

Progress...

Tell us WHEN this event takes place.

Select the date/time for the initial event in the repeating series. Subsequent occurrence dates will be entered on the next page.

Event Start: Tue Jun 19 2018 11:00 am

Event End: Tue Jun 19 2018 12:00 pm

☒ The first occurrence begins and ends on the same day.

Additional Time

Does this event require additional time before the event? ☐ Yes ☐ No

Does this event require additional time after the event? ☐ Yes ☐ No

Back Cancel Save Next

Event Duration:
1 Hour

Select the Start Date, Start Time, End Date, and End Time for the event. Please use the ACTUAL start and end times for events.

If additional time is needed for setup, takedown, or for mingling before or after the event, click on the Pre-Event/Setup and Post-Event/Takedown editors and add the appropriate number of minutes or hours desired.

- Enter an event start date AND time (be sure that this is when the EVENT starts, not when you need to be able to get into the room to set up)
- Enter an event end time
- If the event goes past midnight, uncheck the “The first occurrence begins and ends on the same day.” checkbox, then enter an end date (and time)
- If you require time before and/or after the event for setup/pre-event activities, choose ‘Yes’ on one/both of the ‘Additional Time’ radio buttons, and enter the needed time.

25Live

Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing

Testing
GBC
Additional Organizations
Expected Head Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes

Progress...

Tell us WHEN this event takes place.

Select the date/time for the initial event in the repeating series. Subsequent occurrence dates will be entered on the next page.

Event Start: Tue Jun 19 2018 11:00 am

Event End: Tue Jun 19 2018 12:00 pm

☒ The first occurrence begins and ends on the same day.

Additional Time

Does this event require additional time before the event? ☐ Yes ☐ No

Setup: 0 Days 0 Hours 15 Minutes

Pre-Event: 0 Days 0 Hours 0 Minutes

Reservation Start: 10:45am

Does this event require additional time after the event? ☐ Yes ☐ No

Post-Event: 0 Days 0 Hours 15 Minutes

Takedown: 0 Days 0 Hours 0 Minutes

Reservation End: 12:15pm

Back Cancel Save Next

Event Duration:
1 Hour

Reservation Duration:
1 Hour, 30 Minutes

Select the Start Date, Start Time, End Date, and End Time for the event. Please use the ACTUAL start and end times for events.

If additional time is needed for setup, takedown, or for mingling before or after the event, click on the Pre-Event/Setup and Post-Event/Takedown editors and add the appropriate number of minutes or hours desired.

v. <Next>

e. (If repeating) REPEATS (if not repeating, [skip to 4f](#))

The screenshot shows the 25Live Event Wizard interface. On the left, a sidebar displays event details for 'Testing':

- Testing
- GBC
- Additional Organizations
- Expected Host Count
- testing
- Tue Jun 19 2018
- 11:00am - 12:00pm
- Setup: 15 minutes
- Post-Event: 15 minutes

Below the sidebar is a 'Progress...' bar. The main area is titled 'Choose how this event REPEATS.' and contains five options:

- Ad Hoc Repeats**: Individually select dates to add to the event.
- Daily Repeats**: Examples: Repeats every day for 3 occurrences; Repeats every 3rd day through a specific date.
- Weekly Repeats**: Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.
- Monthly Repeats**: Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 2nd Monday of the month for 6 occurrences.
- Does Not Repeat**: This event has only one occurrence.

At the bottom, there are navigation buttons: 'Back', 'Cancel', 'Save', and 'Next'.

i. Choose the type of repeat (note the description of each type to choose the proper option)

1. Ad Hoc (no specific pattern)

25Live

Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing

Testing
GBC
Additional Organizations
Expected Head Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes
Event Repeats

progress...

Describe how this event REPEATS.

Ad Hoc Repeats

Click on any date to add it to the Occurrence List.

Jun 2018

Su Mo Tu We Th Fr Sa

27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

Occurrence List

Date	Comments	Status
Tue Jun 19 2018		Active

Back Cancel Save Next

- Note that under the 'Occurrence List' the first date is already listed
- Select each subsequent day
- Click the (x in the square) beside any incorrect days

25Live

Welcome, Donald Jones • Preferences • Sign Out

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing

Testing
GBC
Additional Organizations
Expected Head Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes
Repeats on 6/21, 6/22

progress...

Describe how this event REPEATS.

Ad Hoc Repeats

Click on any date to add it to the Occurrence List.

Jun 2018

Su Mo Tu We Th Fr Sa

27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

Occurrence List

Date	Comments	Status
Tue Jun 19 2018		Active
Thu Jun 21 2018		Active
Fri Jun 22 2018		Active

Back Cancel Next

- <Next> ([skip to 4f](#))

2. Daily

25Live

Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing

Testing
GBC
Additional Organizations
Expected Mail Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes
Repeats on 6/21, 6/22
Locations

progress...

Describe how this event REPEATS.

Daily Repeats

Repeats every day

Repeats through Tue Jun 19 2018

Ends after 1 Iterations

Occurrence List

Date	Comments	Status
Tue Jun 19 2018		Active
Thu Jun 21 2018		Active
Fri Jun 22 2018		Active

Back Cancel Save Next

- Choose the repeat pattern (day, other day, 3rd day, etc.)
- Choose whether it repeats through a specified date, or ends after a specified number of meetings
- Enter the last day or number of meetings

25Live

Welcome, Donald Jones • Preferences • Sign Out

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing

Testing
GBC
Additional Organizations
Expected Mail Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes
Repeats every day for 4 iterations
Locations

progress...

Describe how this event REPEATS.

Daily Repeats

Repeats every day

Repeats through Tue Jun 19 2018

Ends after 4 Iterations

Occurrence List

Date	Comments	Status
Tue Jun 19 2018		Active
Wed Jun 20 2018		Active
Thu Jun 21 2018		Active
Fri Jun 22 2018		Active

Back Cancel Save Next

- <Next> ([skip to 4f](#))

3. Weekly

25Live

Welcome, Darshad Janna • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing

Testing
GBC
Additional Organizations
Expected Head Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes
Event Repeats
Locations

Progress...

Describe how this event REPEATS.

Weekly Repeats ▾

Repeats every week ▾

Repeats on ☐ Mon ☒ Tue ☐ Wed ☐ Thu
☐ Fri ☐ Sat ☐ Sun

☐ Repeats through Tue Jun 19 2018

☒ Ends after 1 iterations

Occurrence List

Date	Comments	Status
Tue Jun 19 2018		Active ▾

◀ Back

Cancel Save

Next ▶

Weekly Repeats
Example: Repeats every week
Thursday for 12 occurrences
through a specific date

- Choose the repeat pattern (week, other week, 3rd week, etc.)
- Choose the days that the event meets on
- Choose whether it repeats through a specified date, or ends after a specified number of iterations
- Enter the last day or number of full patterns

25Live

Welcome, Donald Jones • Preferences • Sign Out

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing

Testing
GBC
Repeated: Next Court

testing

Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Court: 15 minutes
Repeats every week on Tuesday, Thursday and Friday for 2 iterations

Locations

Describe how this event REPEATS.

Weekly Repeats ▾

Repeats every week ▾

Repeats on ☒ Mon ☒ Tue ☐ Wed ☒ Thu
☒ Fri ☐ Sat ☐ Sun

☐ Repeats through Tue Jun 19 2018

* Ends after 2 Iterations

Date	Comments	Status
Tue Jun 19 2018	<input type="text"/>	Active ▾
Thu Jun 21 2018	<input type="text"/>	Active ▾
Fri Jun 22 2018	<input type="text"/>	Active ▾
Tue Jun 26 2018	<input type="text"/>	Active ▾
Thu Jun 28 2018	<input type="text"/>	Active ▾
Fri Jun 29 2018	<input type="text"/>	Active ▾

◀ Back Cancel ▶ Next ▶

- e. <Next> (skip to 4f)

4. Monthly

25Live

Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing

Testing
GBC
Additional Organizations
Expected Head Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes
Event Repeats
Locations

progress...

Describe how this event REPEATS.

Monthly Repeats

Repeats every month

Repeat by Day
Add Repeat Day...

Repeat by Position
Add Repeat Position...

Repeats through Tue Jun 19 2018

Ends after 1 iterations

Occurrence List

Date	Comments	Status
------	----------	--------

- Choose the repeat pattern (month, other month, 3rd month, etc.)
- Choose whether to repeat by day (specific date of the month)

25Live

Welcome, Donald Jones • Preferences • Sign Out

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing

Testing
GBC
Additional Organizations
Expected Head Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes
Repeats every month for 2 iterations
Locations

progress...

Describe how this event REPEATS.

Monthly Repeats

Repeats every month

Repeat by Day
Repeat (19 days) from Start of the Month

Repeat by Position
Add Repeat Position...

Repeats through Tue Jun 19 2018

Ends after 2 iterations

Occurrence List

Date	Comments	Status
Tue Jun 19 2018		Active
Thu Jul 19 2018		Active

Back Cancel Save Next

or by position (specific day/week of the month)

25Live

Welcome, Donald Jones • Preferences • Sign Out

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing

Testing
GBC
Additional Organizations
Expected Head Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes
Repeats every month for 2 iterations
Locations

progress...

Describe how this event REPEATS.

Monthly Repeats

Repeats every month

Repeat by Day
Add Repeat Day...

Repeat by Position
Repeat on the Third Tuesday

Repeats through Tue Jun 19 2018

Ends after 2 iterations

Occurrence List

Date	Comments	Status
Tue Jun 19 2018		Active
Tue Jul 17 2018		Active

Back Cancel Save Next

- c. Choose whether it repeats through a specified date, or ends after a specified number of iterations

Describe how this event REPEATS.

Monthly Repeats

Repeats every month

Repeat by Day

Repeat 19 days from Start of the Month

Repeat by Position

Repeats through Tue Jun 19 2018

Ends after 2 iterations

Date	Comments	Status
Tue Jun 19 2018		Active
Thu Jul 19 2018		Active

Back Cancel Next

- d. Enter the last day or number of full patterns

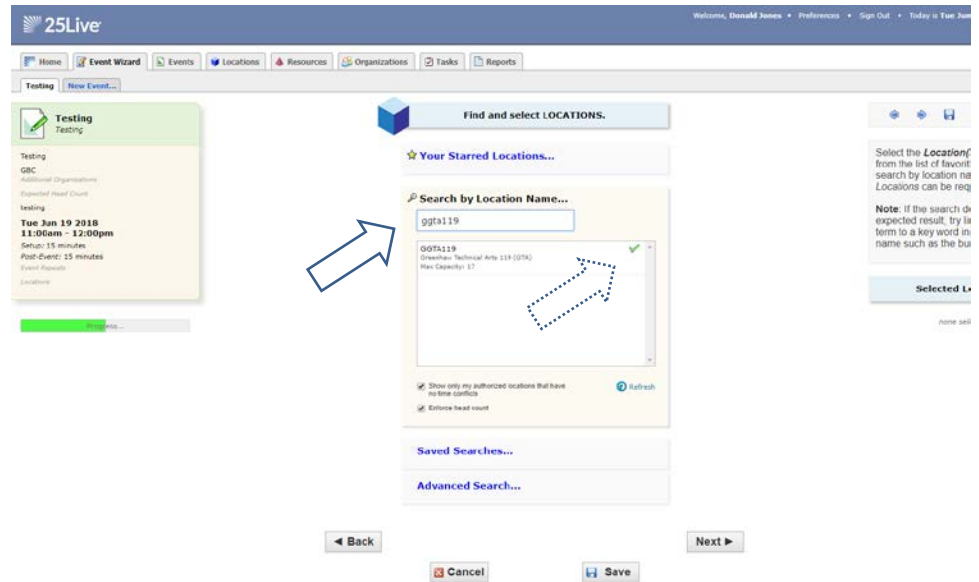
- e. <Next> ([skip to 4f](#))

5. Does not repeat (same as selecting No at 4.c).

f. LOCATIONS

- i. For events that need a location (room), select the room
1. Rooms that you commonly use can be 'starred', so that they show up without searching any time you get to this point in creating an event
 2. Search for specific rooms, or use the 'Saved Searches...' or 'Advanced Search...'

3. Room names are the same as in PeopleSoft: 'G' + building + room number



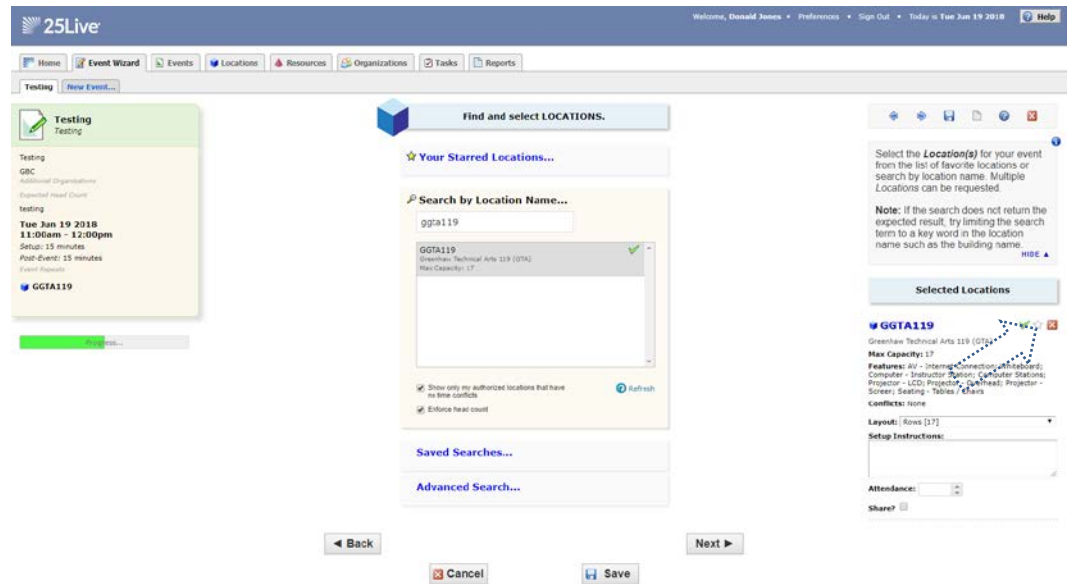
- ii. If a room you look at is not available, a warning triangle will show up in the location list



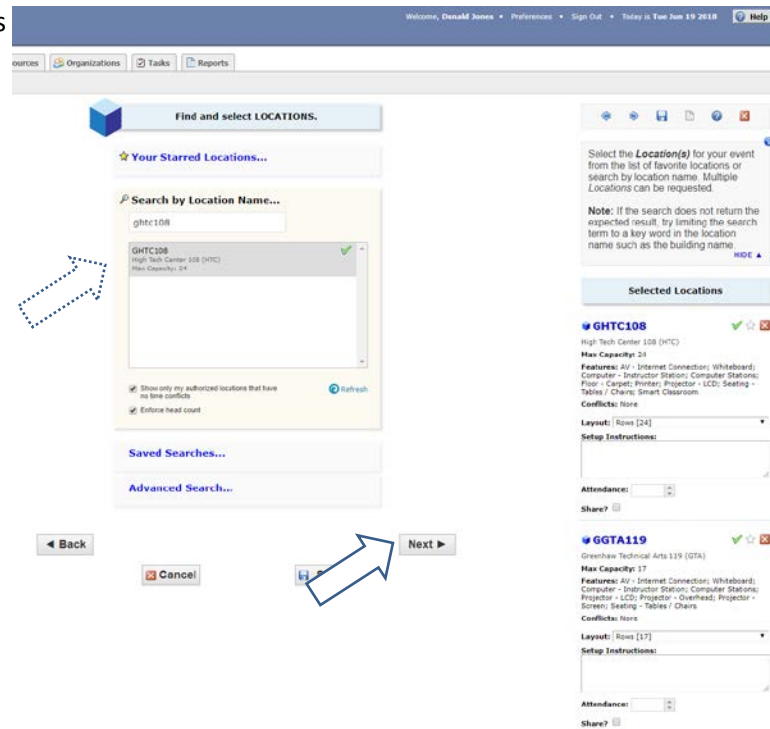
- iii. If a room you look at is in use, but marked as sharable, the icon will be a green box with a link symbol



- iv. To remove a room, click on the red 'X' box on the right side of the window



- v. For an event that needs multiple rooms, just search for and select the other rooms



- vi. <Next>

g. RESOURCES

25Live Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing
GBC
Additional Organizations
Expected Head Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes
From Network
CGTA110
GHFC108
Resources

Find and select RESOURCES.

★ Your Starred Resources...

🔍 Search by Resource Name...

Search
No Matching Results

Refresh

Saved Searches...

Advanced Search...

◀ Back Cancel Save Next ▶

Resources are defined as equipment or services that are not associated with a specific location.

Select the **Resource(s)** for your event from the list of favorite resources or search by resource name. Multiple **Resources** can be requested.

Begin your search using one of the following keywords:

- Calendar
- Campus Safety
- B&G
- A/V
- Computer Services
- Media Services

Note: If the search does not return the expected result, try limiting the search term to a key word in the resource name.

Selected Resources

i. For events that require resource(s), select the resource(s)

- Resources that you commonly use can be 'starred', so that they show up without searching any time you get to this point in creating an event
- Search for specific resources, or use the 'Saved Searches...' or 'Advanced Search...'

ii. **CALENDARS ARE SELECTED HERE!**

- If you want this event listed on one or more of the GBC website calendars, select the specific resource
- All calendars are prefaced with 'Calendar'

Search by Resource Name...

calendar

- Calendar: Academic (Important Dates) 00
- Calendar: Arts/Humanities/Entertainment 00
- Calendar: Faculty/Staff 00
- Calendar: Featured Events 00
- Calendar: Public Events 00
- Calendar: SGA/Student Events 00
- Calendar: State/Local Government 00
- Calendar: Student Housing 00

Refresh

iii. To remove a resource, click on the red 'X' box on the right side of the window

Searches...
Advanced Search...

Cancel

Next ▶

Selected Resources

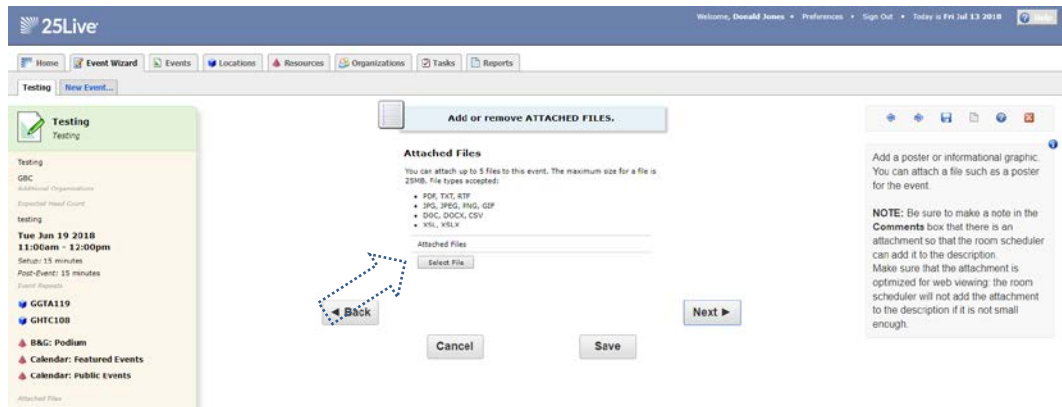
B&G: Podium [X] [✓] [✱]
Conflicts: None
Setup Instructions:
Avail/Total: 00
Quantity: 1

Calendar: Public Events [X] [✓] [✱]
Conflicts: None
Setup Instructions:
Avail/Total: 00
Quantity: 1

Calendar: Featured Events [X] [✓] [✱]
Conflicts: None
Setup Instructions:
Avail/Total: 00
Quantity: 1

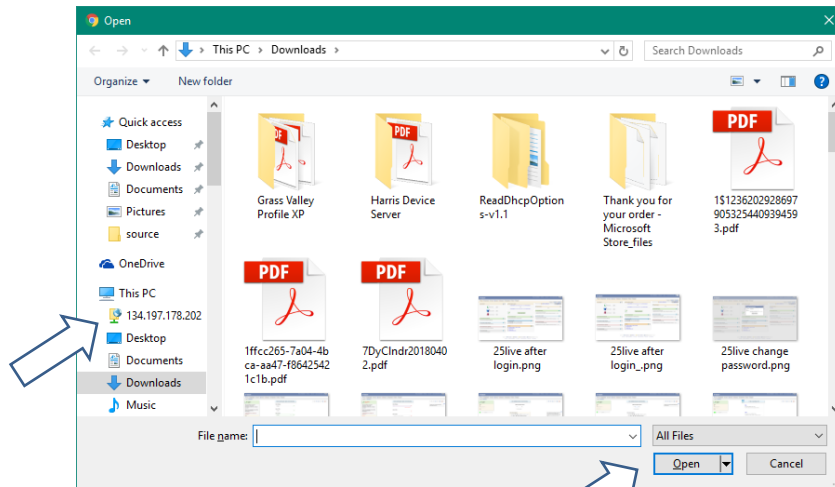
iv. <Next>

h. ATTACHED FILES



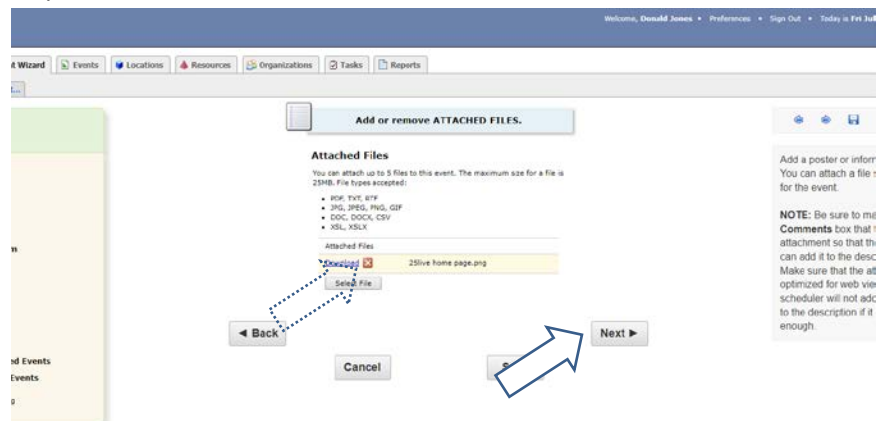
- i. (optional) If you wish to have a graphic in the description, or a PDF with more information

1. <Select File>



2. Find the file on your computer

3. <Open>



4. If you want to delete the attachment, click the red 'X' next to the 'Download' link

5. <Next>

i. CONTACTS

25Live

Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing Testing

Testing
GBC
Additional Organizations
Expected Head Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes
Event Location
GGTA119
GHFC108
B&G: Podium
Calendar: Featured Events
Calendar: Public Events

Select CONTACTS for this event.

Scheduler
Donald Jones
donald.jones@gpm.edu

Requestor
Donald Jones
donald.jones@gpm.edu

Back Cancel Save Next

The **Scheduler** Contact Role is used to identify the person entering **THIS** event into 25Live (i.e., YOU).

The **Requestor** Contact Role is used to identify the organizer of the event or representative from the Organization responsible for the event.

i. Scheduler is YOU!!!!!!

ii. Requestor is who asked you to schedule the event

25Live

Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing Testing

Testing
GBC
Additional Organizations
Expected Head Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes
Event Location
GGTA119
GHFC108
B&G: Podium
Calendar: Featured Events
Calendar: Public Events

Select CONTACTS for this event.

Scheduler
Donald Jones
donald.jones@gpm.edu

Requestor
Tony Cortes
B&G Manager
tony.cortes@gpm.edu

Back Cancel Save Next

The **Scheduler** Contact Role is used to identify the person entering **THIS** event into 25Live (i.e., YOU).

The **Requestor** Contact Role is used to identify the organizer of the event or representative from the Organization responsible for the event.

iii. Contacts CAN be 'starred'; otherwise search for the contact by typing part of the name

25Live

Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing Testing

Testing
GBC
Additional Organizations
Expected Head Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes
Event Location
GGTA119
GHFC108
B&G: Podium
Calendar: Featured Events
Calendar: Public Events

Select CONTACTS for this event.

Scheduler
Donald Jones
donald.jones@gpm.edu

Requestor
Donald Jones
donald.jones@gpm.edu

Back Cancel Save Next

The **Scheduler** Contact Role is used to identify the person entering **THIS** event into 25Live (i.e., YOU).

The **Requestor** Contact Role is used to identify the organizer of the event or representative from the Organization responsible for the event.

1. If a contact does not show in the list, please let the facilities scheduler or Donald Jones know!

iv. <Next>

j. CATEGORIES

25Live

Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing

GBC
Additional Organizations
Expected Head Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes
Event Projects
GGTA119
GHFC108
BAG: Podium
Calendar: Featured Events
Calendar: Public Events
Donald Jones
Scheduler
Tony Cortes
Requestor
Categories

Select CATEGORIES for this event.

☐ 2182
☐ 2185
☐ 2188
☐ Academic
☒ College Event
☐ Combined Section
☐ Community Event
☐ Don't Publish to the web
☐ GEC
☐ Hit Event
☐ Music, Theatre, Entertainment
☐ Open To The Public
☐ Student Organized
☐ Telecounseling

Back Cancel Save Next

Select the appropriate **CATEGORIES** for this event.

Note: GBC is for GBC-sponsored or -related events (NOT for outside entities).

Note: Categories associated with the selected Event Type are pre-selected when creating the event. They can be de-selected when editing the event.

- Select any categories that match this event
- GBC-sponsored or -related events should have the 'GBC' category

25Live

Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing

GBC
Additional Organizations
Expected Head Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes
Event Projects
GGTA119
GHFC108
BAG: Podium
Calendar: Featured Events
Calendar: Public Events
Donald Jones
Scheduler
Tony Cortes
Requestor
College Event: GBC; Open To The Public

Select CATEGORIES for this event.

☐ 2182
☐ 2185
☐ 2188
☒ Academic
☒ College Event
☐ Combined Section
☐ Community Event
☐ Don't Publish to the web
☒ GBC
☐ Hit Event
☐ Music, Theatre, Entertainment
☒ Open To The Public
☐ Student Organized
☐ Telecounseling

Back Cancel Save Next

Select the appropriate **CATEGORIES** for this event.

Note: GBC is for GBC-sponsored or -related events (NOT for outside entities).

Note: Categories associated with the selected Event Type are pre-selected when creating the event. They can be de-selected when editing the event.

iii. <Next>

k. COMMENTS and NOTES

25Live

Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing

GBC
Additional Organizations
Expected Head Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes
Event Projects
GGTA119
GHFC108
BAG: Podium
Calendar: Featured Events
Calendar: Public Events
Donald Jones
Scheduler
Tony Cortes
Requestor
College Event: GBC; Open To The Public
Comments
Confirmation Notes
Internal Notes

Add additional COMMENTS and NOTES for this event.

Comments

Confirmation Notes

Internal Notes

Back Cancel Save Next

Use this field to provide additional instructions or event information to **Location, Resource, and Published Calendar** approvers.

This information is only viewable by the **Scheduler, Requestor** and any service providers or approvers of **Locations** and **Resources** assigned to this event.

- i. Comments will only be visible to the scheduler
 1. If you have attached a file, make sure to note that fact here!
- ii. Confirmation notes will be included on any confirmation emails
- iii. Internal notes (if visible) are for facilities scheduler use only

The screenshot shows the 25Live interface for editing an event named 'Testing'. The sidebar on the left contains event details: 'Testing', 'GBC', 'Additional Organizations', 'Estimated Head Count', 'testing', 'Tue Jun 19 2018', '11:00am - 12:00pm', 'Setup: 15 minutes', 'Post-Event: 15 minutes', 'Event Owners', 'GGTA119', 'GHFC108', 'B&G: Podium', 'Calendar: Featured Events', 'Calendar: Public Events', 'Donald Jones (Scheduler)', 'Tony Cortes (Requestor)', 'College Event: GBC Open To The Public', 'Please help!', 'Confirmation Notes', and 'Internal Notes'. The main content area has a section titled 'Add additional COMMENTS and NOTES for this event.' with three text input fields: 'Comments' (with a 'Please help!' placeholder), 'Confirmation Notes', and 'Internal Notes'. At the bottom, there are 'Back', 'Cancel', and 'Next' buttons. A blue arrow points to the 'Next' button.

iv. <Next>

I. EVENT STATE

The screenshot shows the 25Live interface for editing an event named 'Testing'. The sidebar on the left contains event details: 'Testing', 'GBC', 'Additional Organizations', 'Estimated Head Count', 'testing', 'Tue Jun 19 2018', '11:00am - 12:00pm', 'Setup: 15 minutes', 'Post-Event: 15 minutes', 'Event Owners', 'GGTA119', 'GHFC108', 'B&G: Podium', 'Calendar: Featured Events', 'Calendar: Public Events', 'Donald Jones (Scheduler)', 'Tony Cortes (Requestor)', 'College Event: GBC Open To The Public', 'Please help!', 'Confirmation Notes', and 'Internal Notes'. The main content area has a section titled 'Verify or change the EVENT STATE.' with three radio button options: 'Draft' (Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state.), 'Tentative' (The event is scheduled, but is awaiting Confirmation from its Scheduler.), and 'Confirmed' (The event is scheduled and confirmed.). At the bottom, there are 'Back', 'Cancel', and 'Save' buttons. A blue arrow points to the 'Tentative' option.

- i. Select the desired state of the event when approved by the facilities scheduler.
 1. Draft: NO LOCATION OR RESOURCE WILL BE ASSIGNED UNTIL CHANGED TO ANOTHER STATE!
 2. Tentative: May be changed
 3. Confirmed: Is definite (the event will not change)

25Live

Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing
Testing
GBC
Organizational Organization
Expected Head Count
testing
Tue Jun 19 2018
11:00am - 12:00pm
Setup: 15 minutes
Post-Event: 15 minutes
Event Details
GGTA119
GHFC108
BAG: Podium
Calendar: Featured Events
Calendar: Public Events
Donald Jones
Scheduler
Tony Cortes
Rescheduler

Verify or change the EVENT STATE.

Draft
Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state.

Tentative
The event is scheduled, but is awaiting Confirmation from its Scheduler.
Set as your default Event State?

Confirmed
The event is scheduled and confirmed.

Back Cancel Save

Most users do not have the permission to change the Event State. All requests should be made by the TENTATIVE Event Scheduler.

4.
ii. <Save>

m. Under which heading...

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.

☐ EXTERNAL

☐ INTERNAL

Save

- Choose EXTERNAL for events that are for outside groups (mines, local government, religious, non-GBC drama, etc.)
- Choose INTERNAL for events that are GBC (internal, sponsored, etc.)
- If you are not sure which, choose 'I don't know', but realize that choosing this option will save the event as a draft (see 'EVENT STATE', above)

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.

☐ EXTERNAL

☒ INTERNAL

Save

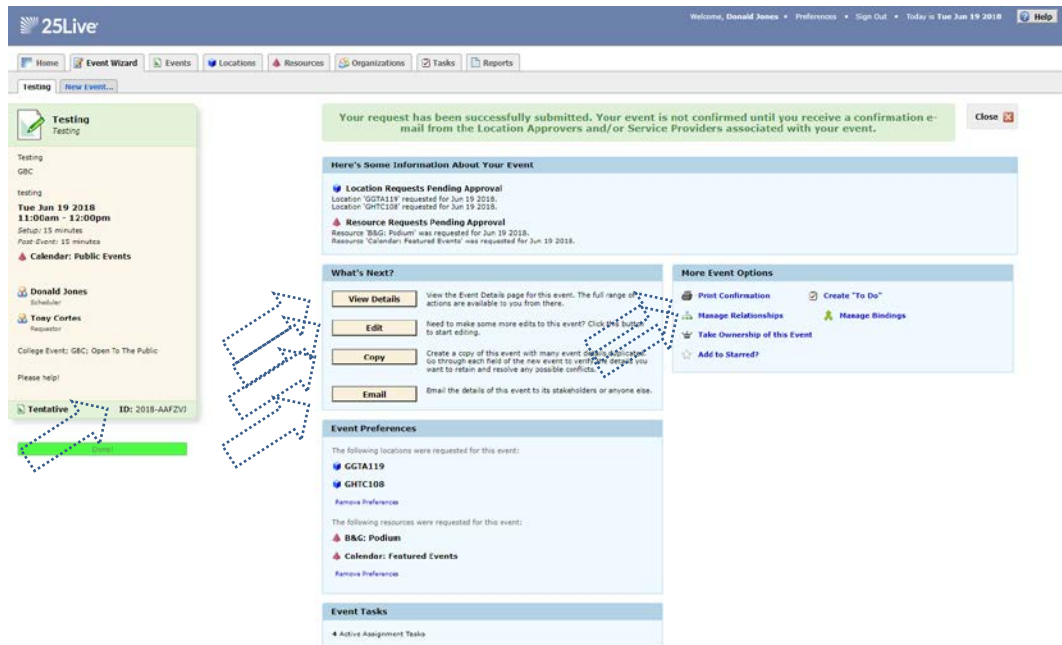
iv. <Save>

Saving Event...

91%

Save

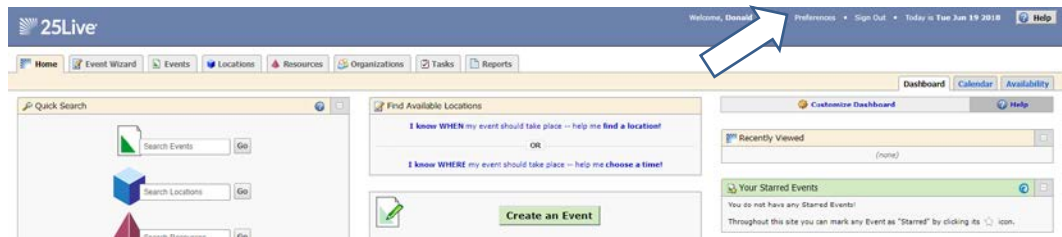
n. Successfully saved



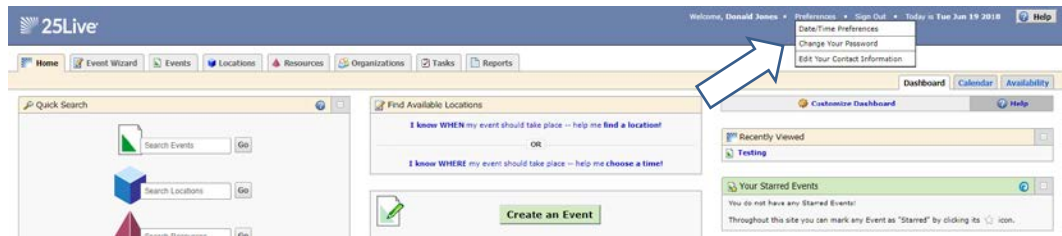
- i. If you may wish to go back to this event at some point in the future, be sure to write down the 'ID' at the bottom of the left-hand column
 - ii. 'View Details' will bring up a detailed view of the event
 - iii. 'Edit' will allow you to make changes to the event
 - iv. 'Copy' will allow you to make a copy of the event, for example, if you have the same event occurring at different times on the same or different days
 - v. 'Email' will allow you to send details of the event to other contacts / email addresses
 - vi. If this is a copy of an event, you can use the 'Manage Relationships' to link the events together
 - vii. 'Print confirmation' if you want a printed copy of the event information
- 5) Once the event is approved by the facilities scheduler, if the event is marked as 'Confirmed', you WILL NOT be able to make any changes to it! You will have to contact the facilities scheduler for any changes.

6) Changing your password

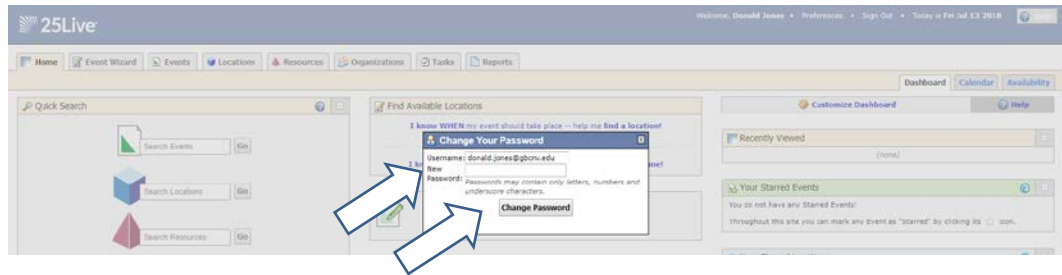
- a. Click on 'Preferences' near the upper-right



- b. Click on 'Change Your Password'



- c. Put in your new password



- d. <Change Password>