# 25Live Tutorial

25Live is Gettysburg College's web-based scheduling and event-publishing product. The 25Live scheduling system provides data repository for events. Users can view event information and submit requests.

Before you start

Browser note
Mozilla Firefox and Google Chrome are the recommended browsers.

If you are accessing 25Live via a mobile device, you may be redirected to 25Live Scheduling which will require a sign-on. You can scroll to bottom of that home page and click on 25Live Pro to be redirected to other version and no sign on is required.
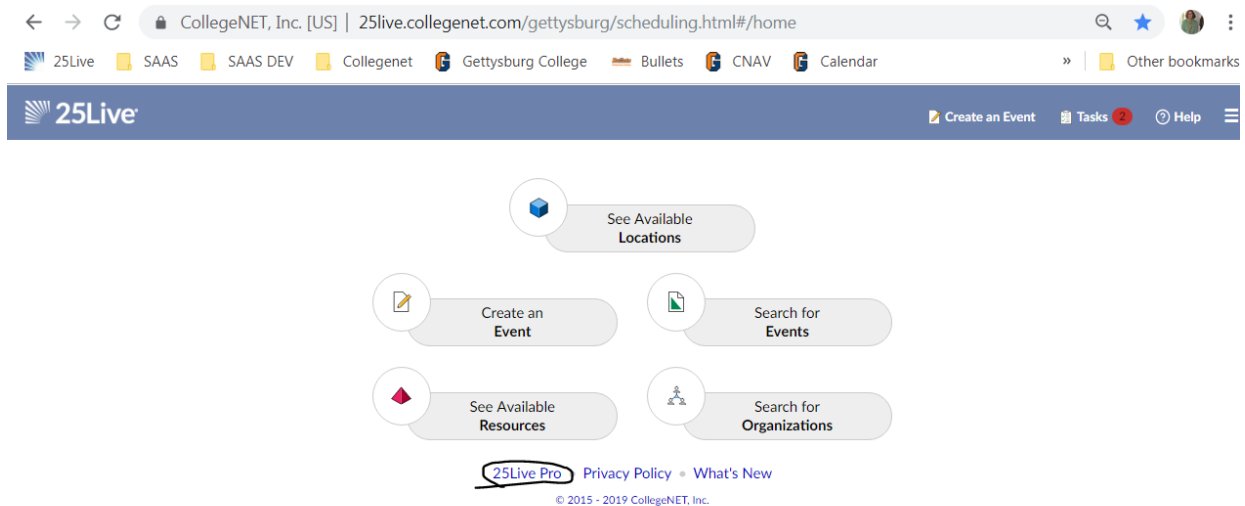
Frequently Asked Questions
Please see https://www.gettysburg.edu/events/training/.

25Live Scheduling System Users Guide

1. Sign in
- Visit the 25Live login page: https://25live.collegenet.com/pro/gettysburg
- Sign in using your 25Live ID and password.

2. Click on the "Create an Event" or Event Wizard icon at top to start request
- This is where the event request process begins.

- A text box may be displayed in each section of the event wizard to guide you through the process. This box contains helpful reminders/instructions related to the completion of the section.

3. Enter your "Event Name"
- This field features a red asterisk (*), which means it is a **required** field.
- The maximum length of your event name can be 40 characters. This includes spaces.
- Please be specific; if your event will be published to the campus event calendar, your event name should be clear and accurate.
- Avoid using acronyms for events that will display on the campus calendar.

4. Add your "Event Description Title"
- The event description title will appear above the event description after your event has been clicked on from the campus event calendar. Consider this to be a shortened version, or highlight, from your event description.
- The maximum length of your event description title can be 120 characters. This includes spaces.
- Please be specific; your event description title be published to the campus event calendar, so your event name should be clear and accurate.
- Note: This is a searchable field.

5. Select your "Event Type"
- Choose an event type that most closely describes the type of your event. Only one event type may be selected.
- Event type determine what posts to campus calendars
- Private events and classes do not post to campus calendar.

Table 1: Available event types

Event type	Master calendar	Example	Open to Public	Limited by user group
Academic class/research		review session, film for class,		
Admissions Programs- calendar	Yes	info sessions, Open House		
Alumni Weekend- calendar	Yes	Class social, alumni event off campus		
Athletic practice		team practice		Yes
Athletic team meeting		VARISTY TEAM USE ONLY		Yes
Athletic hosted-External		use by Athletics only- when hosting another group		Yes
Chapel Service	Yes	Mass		Yes
Community Outreach Public	Yes	Blood drive, Fiesta		

Event type	Master calendar	Example	Open to Public	Limited by user group
Conferences		conference groups in campus/external		Yes
Cubbie/information	Yes	cubbies in lobby- sign ups		
Dates	Yes	academic calendar		Yes
Deadlines	Yes	deadline for submitting applications		
Exhibit	Yes	art exhibit, library exhibit	Yes	
FY Orientation	Yes	welcome session, first year walk		
Film-public	Yes	movie or film (not for class)	Yes	
Game*	Yes	Field Hockey game	Yes	Yes
Hours	Yes	Women's center hours, plank gym /pool hours		Yes
Lecture- Public	Yes	lecture, panel	Yes	
Majestic -public	Yes	jazz Concert		
Majestic private		dinner at majestic		
Meeting/workshop-Calendar	Yes	faculty meeting, open senate mtg, cub meetings		
Meeting- Private		dept. staff meeting, budget meeting		
Public Performance	Yes	Play, recitals, concerts	Yes	
Campus Rec - Private		staff meeting,		Yes
Campus Rec - calendar	Y	signups, tourneys, special events		Yes
Rehearsal		music rehearsal, dance rehearsal.		
Setup/facilities/storage		block for repair		Yes
Social event- Calendar	Y	social events, senior class party		
Social event- private		Dept. social, closed social		
Vendor sales/bookstore	Y	Bookstore vendors		Yes
Wellness	Y	wellness event for employees		Yes

6. Select your "Primary Organization for this Event"

Click the down arrow in field:

Begin typing Organization and system will search for appropriate orgs.

- Select your Favorite Orgs (top of listing) **OR** click "Browse…" to get more options
- Select the organization or office responsible for your event. You can find this by clicking on:
  - *Search* – type your organization name and click search

- o *Index* – select from an alphabetical/numerical list that populates
- o *Types* – select from a list that populates
- o *Categories* – select from a list that populates
- o Note: If the search does not return your expected result, try limiting your search to a key word from the organization's name.

7. "Additional Organization for this Event"
- You may select an additional organization involved with your event (co-sponsor).

8. Add your "Event Head Count"
- Enter the estimated number of attendees for your event – must be greater than 0!

9. Add your "Event Description"
This section only applies to events that will be published to the campus event calendar, skip if a private event as no one will see.
- Add the appropriate details as they relate to your event.
- You can embed links within your text to other websites, alter the font size and style, indent your text, and much more. Hover your mouse over each of the icons to learn what they do; this feature resembles Microsoft Word.

10. Does this event have more than one occurrence?
Yes or No

11. Select your "Event Date and Time"
- Enter only the date and time of the actual event; this is what will show on the campus calendar.
- Can use calendar to select date and new drop down for times!
- System will default event duration to an hour, but you can adjust end time.
- Only use pre-event time if you need space prior to event. (setup time field is mostly for schedulers and facilities use)
- For events with multiple occurrences selection is on next page
- Instead, check the "Event Repeats" button and choose best option: Ad Hoc is often best option.
- A calendar will open for you to select dates from. As long as your event series is for the same time each day, you can use this feature.
- If your event times will be different, a separate request should be completed.

12. Find and select your "Event Location
- Your starred locations appear and you can select the location where you would like to hold your event. You can also find this by clicking on:
- *Search by Location Name*…– type your preferred location name and click search
- *SAVED searches* – select from a list that populates

- *Public searches* – select from a list that populates of common search criteria (ex. science center classrooms, CUB spaces, etc.)
- Tools:

  ☐ Show only my authorized locations that have no time conflicts

  ☐ Enforce head count

  - ○
  - ○ A green check mark will appear to the right of location that are available during your requested time. A red triangle will appear to the right of locations that are unavailable during your requested time. (can hover over red triangle to see conflict)
  - ○ Select your preferred location and you will see it populates in the "Selected Locations" list to the right of the location field. If you need multiple locations, click on each space individually and it will add each location to the "Selected Locations" list.
  - ○ If you would like to remove a location from your event request, click the red square that has an "X" inside that appears next to the location you wish to remove.
  - ○ Can't find what you're looking for? Send a note to the scheduler detailing the space/location you would like to reserve (see below).
  - ○ Please note you are not guaranteed your requested event location until you receive confirmation from the scheduler. Requests are processed in the order that they are received, and the scheduler will do their best to accommodate all requests for space.
  - ○ For Penn Hall Lyceum and CUB 260- please use drop down listing of layouts desired.

| ☑ | Wed Jun 24 2015 | *(none)* | Lecture [120] ▼ | Room will be set up: LECTURE SEATING for at least head count podium at center 2 tables pushed against wall out of way ✏ |
| ☑ | Wed Jul 01 2015 | *(none)* | Dinner (table/crs) [98] ▼ | tables and chrs set _____# tables with seating of 7 unless specified (number of tables based on head count) 2 food tables ✏ |

13. Select "Event Custom Attributes"
Not all attributes are an option on all event types.

*Event involves Minors AND repeats?   ✓
   ○ Yes   ● No

☐ **Event Image URL**

☐ **Off Campus Organization Co-sponsor (s)**

☐ **Web Site**

14. Selected *REQUIREMENTS for this event.
   - Check all * that apply to this event. (This will trigger additional business processes.)

15. Add Notes to Scheduler
   - Send any additional instructions and/or comments to the scheduler about your event request.
   - This information is only shown to the scheduler (not made public).

16. Verify and Affirm
Once you have completed your event request and entered all of the necessary information Verify, read and check mark on affirmation page.

System will warn you if there are missing required fields: complete and then save.

You will see a screen appear with message saying, "Your request has been successfully submitted!" will appear at the top of the event wizard. Your event request has been saved as a draft and forwarded to the scheduler for processing.

Note: You *will not* receive an automated email confirming your event request. You *will* receive an email from the scheduler once your event has been approved.

Follow up tasks

Review your request?
If the scheduler sends you an email asking a question about your event, please reply so that details can be adjusted and events scheduled.

- You can confirm your event request was submitted by clicking on the "Dashboard" view on your homepage. Your event requests are saved as drafts until the scheduler processes them. Be sure to refresh your screen to update the page.
- If you have any questions, you can see which scheduler has been assigned to this request.
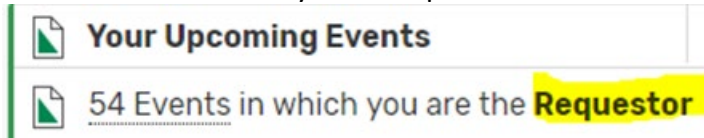
Notes:
- You WILL receive an email when event has been scheduled! If your event changes, send the scheduler an update. PLEASE DO NOT submit new request!
- When using the event wizard, you can toggle between calendar view and the wizard tool without having to restart the wizard. Calendar view opens in new window.

Checking the Status of Your Requests (Drafts) /Events

1. Sign into 25Live.
2. Scroll down to the Event Drafts box.
3. The number of events you've requested that haven't been confirmed (still in Draft status) will be listed here. You might have to hit browser refresh button.
   Your event drafts
   ## E vent Drafts in which you are requestor.

Checking the Status of Your Events

1. Sign into 25Live.
2. Scroll down to the Your Events box.
3. The number of events you've requested are here

To make changes to your event, open your events:

- Right click on Event Name. Options will appear including email event details
- Put check mark To Scheduler to send email to scheduler.
- write notes in message Body to alert of changes desired.
- Send.