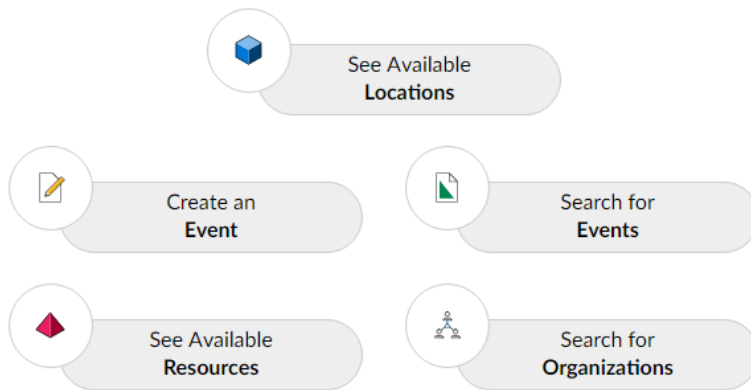


# 25Live Scheduler Quick Guide – Illinois Wesleyan University (2019)

## GENERAL INFORMATION

- The home navigation menu provides shortcuts geared toward scheduling your event.



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## 'Create an Event' (Event Form)

Use this tool to fill in your event information and request spaces and resources. Hit 'Save' when finished; this form is submitted to be approved by the scheduler.

Keep in mind hours needed for pre-event setup and post-event cleanup.

To book the same location for the same type of event, use the **Event Repeat** tool. This way, meetings don't have to be booked individually. Cancel specific dates as necessary under Occurrence List.

Example:

The screenshot shows the 'Create an Event' form on the left and the 'Event Repeat' tool on the right. The form is for an event titled 'La Dia de Independencia y El Grito' on Sun Sep 15 2019, 5:00 pm - 7:00 pm. The 'Event Name' field contains 'La Dia de Independencia y El Grito' and the 'Event Title for Web Calendars' field contains 'SALSA Celebration'. The 'Event Type' is set to 'Performance - Student'. The 'Event Repeat' tool shows 'Weekly Repeats' set to 'other week', repeating every other week on Friday and Saturday. The 'Occurs through' date is Wed Jul 24 2019. The 'Occurs after' is set to 1 iteration. The 'Occurrence List' table shows the following dates and statuses:

Date	Comments	Status
Wed Jun 12 2019		Active
Wed Jun 26 2019		Active
Wed Jul 10 2019		Cancelled
Wed Jul 24 2019		Active

*If any edits/cancellations need to be made after submission, please contact the scheduler.*

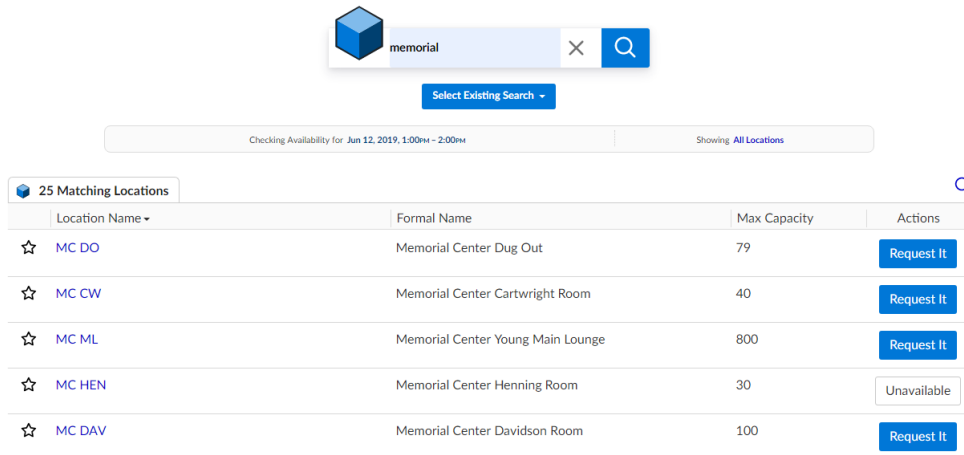
## 25Live Scheduler Quick Guide – Illinois Wesleyan University (2019)

### 'Search for Events'

- Events are viewable by searching by keywords
- STAR ☆ events for easy access to view them first or as part of your favorites section.

### 'Available Locations'

- This pulls up a quick view of availability of a space; it defaults to the current date and time, but can be switched by clicking on the date and selecting a new option.



The screenshot shows a search bar with the text 'memorial' and a magnifying glass icon. Below the search bar is a button labeled 'Select Existing Search'. The main content area displays 'Checking Availability for Jun 12, 2019, 1:00PM - 2:00PM' and 'Showing All Locations'. Below this is a table with 25 matching locations. The table has columns for Location Name, Formal Name, Max Capacity, and Actions. The locations listed are MC DO, MC CW, MC ML, MC HEN, and MC DAV. The MC HEN location is marked as 'Unavailable', while the others have 'Request It' buttons.

Location Name	Formal Name	Max Capacity	Actions
☆ MC DO	Memorial Center Dug Out	79	Request It
☆ MC CW	Memorial Center Cartwright Room	40	Request It
☆ MC ML	Memorial Center Young Main Lounge	800	Request It
☆ MC HEN	Memorial Center Henning Room	30	Unavailable
☆ MC DAV	Memorial Center Davidson Room	100	Request It

### 'See Available Resources' and 'Search for Organizations'

A list of university resources can be searched, and availability viewed (this function is not used often—the Event Form will tell you availability and allow you to request it). Specific organizations can also be looked up, with upcoming events for the group listed. Previously scheduled events can be found when searching all dates.

STAR ☆ items for them to appear first when making a reservation.

# 25Live Scheduler Quick Guide – Illinois Wesleyan University (2019)

## ADDITIONAL INFORMATION

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- Progress with each category is show on the window on the left.
- Note the red text. This shows fields needing to be completed for submission, or error messages.
- A red triangle next to the room requested indicates the space is not available either due to another event or because it falls outside the building’s normally-scheduled hours; contact the building scheduler for assistance.
- There are parameters for how far out you can book a space, depending on the location:
  - Classrooms: December 1 for the following spring semester, May 1 for the following fall semester
  - Event or meeting spaces: 365 days out
- Schedulers send confirmation emails after approving spaces—please do not advertise your event until your space is confirmed
- 25Live also sends notification emails once all your requests (spaces and resources) have been approved

**Event Name**  
*Event Title for Web Calendars*

*Event Type*  
*Primary Sponsoring Organization*  
*Additional Co-Sponsoring Organizations*

*Expected Head Count*

*Event Description*  
**Wed Jun 12 2019**  
**2:00 pm - 3:00 pm**  
*Event Repeats*

*Locations*  
*Resources*  
*Attached Files*  
*Event Attributes*  
*Contact Roles*  
*Categories*  
*Requirements*  
*Comments*

*I agree to be bound by the policies and procedures concerning the use of locations and resources at Illinois Wesleyan University, and attest this event is for and sponsored by the University.*

**⚠ Cannot Save Event**  
There are invalid fields or required editors that have not been visited.  
Please provide or confirm all necessary information prior to saving. [CLOSE](#)

**Event Name**  
Your **Event Name** has a limit of 40 characters and is the result returned by events searches in 25Live. As it is shorter, it fits best within the event search results window.

\*

This field is required.