

# Creating an Event Using the 25Live Event Wizard



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#### **Overview**

This is a training document shows users how to use the Event Wizard to create an event. To access the 25live system you must login via the CardinalApps single sign-on system.

#### Using the online help

Keep in mind that you can always consult the online help if you have questions about what to do. Click the

general "Help" button in the upper right of the page to access all Help topics, or click the Help icon in the navigation bar  $e \rightarrow a = 6 \times 10^{-1}$  to access context-specific help for the current view or functional area.

**Note:** You must be signed into 25Live to access the online help.

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# **Opening the Event Wizard**

To start creating an event, click the Event Wizard tab to open the wizard or click on Create an Event.

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a costopy transmission			You do not have any Starred Locations	
Q Your Starred Event Searches		Create an Event	Throughout this site you can mark any Location as "Starr by clicking its in Icon,	ed"

#### **Entering basic information**

Enter an Event Name, and select an Event Type and Primary Organization. The Event Name is how the event will appear on web calendars (if set up in your 25Live Configuration) and in searches. Permissions determine which Event Types you can choose from.

UNIVERSITY OF THE INCARNATE WORD		📇 25Live Pro 🖉 Event Wizard 🚊 Tasks Oktatest2 Test 🗮 More
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As an Approver, you have rights to modify events. approve requests for locations you manage and confirm events.	Date Restrictions  Event accurrences that you create are restricted to:      No more than 365 days from today  Ctart bu entoding the basis event information	← → B ⊕ ③ × Close Close Enter a name that cleanty describes the event. There is a 40 character lent.
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	← Back 🖒 Cancel 🕞 Save	Hext →

Click "Next" to enter additional basic information.

#### **Enter additional basic information**

Enter the event's expected head count, its registered head count if you know it, and event description. The Expected or Registered Head Count will be used by 25Live to find locations that can hold your event. The Event Description can appear on web calendars if you intend to publish your event.

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Click "Next" to add event occurrence information.

#### Does the event repeat?

If the event has only one occurrence, select "No;" if it has more than one occurrence, select "Yes."

No more than	565 days from today	
		Close
this a repeati	ng event?	
No		
This event happer	s only once.	
Any other related ever	ts are separate and distinct.	
Yes		
This event occurs	multiple times.	
t repeats daily, weekly	, monthly, or irregularly (ad hoc).	
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Click "Next" to set the event start/end date and time.

### When is the 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 your event has multiple occurrences that happen at different times, you'll need to create separate events for each time. You can then connect those events to each other later using Manage Related Events functionality.

If the event requires Setup/Pre-Event and/or Post-Event/Takedown time, select the option you need, then set the number of days, hours, or minutes needed.

1					
\land Date Restrictions					
Event occurrences that you	create are restricted to	D:			
<ul> <li>No more than 365 days</li> </ul>	from today				
				0	lose
Tell us when this even	t takes place.				
Select the dates and times of t	he <b>actual event</b> .				
Event Start:					
Sun Aug 25 2019					
4:00 pm					
Event End:					
Sun Aug 25 2019					
5:00 pm					
The event begins and ends on th	ne <b>same day</b> .				
Additional Time					
Does this event require addition	nal time before the ever	nt?		() Yes	No
Does this event require addition	nal time after the event	?		() Yes	() No
← Back				N	ext $\rightarrow$
×	Cancel	6	Save		

Click "Next" to set up multiple event occurrences, or if the event has only one occurrence click "Next" to select the event's Location.

# How does the event repeat?

If your event has more than one occurrence, select how the event repeats.

Click "Next" to set the event's occurrence dates.



## Define the exact dates of the event

Use the repeat date controls to define the event's repeating pattern or ad hoc dates. Once defined, you see the dates in the Occurrence List at the bottom of the page.

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Event occurr	ences that you create are restricted to:		
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2019			Active *

Click "Next" to select the event's location(s).

#### Select location(s)

Select one or more favorite "starred" locations, or search for suitable locations by location name, saved search, or advanced search. Locations that best fit your head count will appear higher in the list. If you've searched, choose one or more available locations for your event.

A red triangle means the location is not available. A green check mark means the location is available. A green box with lines inside means the location is in use, but the event that is using it is willing to share the location.

If you need to un-assign a location for specific occurrences, choose a different layout, or add setup instructions, click "View and Modify Occurrences" on the right and perform the required task(s).

A Patron State			e → B ≅ @ x
Event occurre tons     Event occurrences that you create are restricted to:     No more than 365 days from today		Close.	Instructions Select the location(s) for your event.
nd and select locations.			Enter the building name if you know where you want to hold the event or choose advanced search to see all spaces that are evailable for the date and time reguested. Multiple locations
🟠 Your Starred Locations		~	can be requested for the same date and time
Q Search by Location Name		*	Layouts
Sec Sec Social Fundament Center 1022 - Private Demis		~ *	Some focations have optional layouts which will be indicated by a drop down menu below your selection.
NAX Casewing 19 SEC 2020 Mission Fraggement Center 2030 - Neeting Reads Max Casewing, 32		*	Setup Instructions Please indicate any special setup instructions in the module below after
SEC 2030-2031 Inteles Praegoment Comes 2010 2017 - Namerica Inteles Nac Constitut VI		×.	you have selected a location for the event.
Show only my authorized locations that have no time conflicts.		Citation	Selected Locations
Saved Searchase		4	SEC 2030 · · · 알 × Student Engagement Center 2020   Meeting Finem
Advanced Search		*	Max Capacity: 33
			Features: Televisoro Disprcy: Strandard AV w(PC: Strandard AV w/MoL Lighting - Dimmalais-Furminain + Tahres and Chairs: Floor: Tahret: Cright AV(PDH)E Store() - White, AV : Streig Ethernet Disp: AV - Sound System: AV - Schand
E Back		Next →	Selected Occurrences: All Occurrences
NO MULTICAL	ID course		Conflicts: None
X Cancel	D Save		Wew and Hoddy Gocarrenow

Click "Next" to select the event's resource(s).

#### Select resource(s)

Select one or more favorite "starred" resources, or search for resources by resource name, saved search, or advanced search. If you've searched, choose one or more available resources for your event.

A red triangle means the resource is not available. A green check mark means the resource is available.

If you need to adjust the quantity of a resource needed for specific occurrences, un-assign a resource for specific occurrences, or add setup instructions, click "View and Modify Occurrences" on the right and perform the required task(s).

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Click "Next" to add attachment(s), if needed.

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DOC, DOCX, CSV     XSL, XSLX					
ODC, DOCX, CSV     SXL, XSLX     Attached Files     Select File					
GOLDOCX CSV     SSL_XSLX     Attached Files     Select File					Next -

Click "Next" to select the event's custom attributes.

#### **Enter custom attributes**

Select and enter values for the custom attributes listed that are pertinent to your event. These custom attributes, such as 'Cancel if Bad Weather' and 'Only UIW students & staff attending?" are very important when creating events at UIW as they provide meaningful information to our community.

<ul><li>Event occurrenc</li><li>No more than</li></ul>	es that you create are restricted 1 365 days from today	d to:	
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elect additior	al event information fo	r this event.	
Cancel if Bad W	leather		
Only UIW stude	nts & staff attending?		
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		-	

Click "Next" to select the event's contacts.

#### Select contacts

Select the contacts associated with the event. If you're not the primary contact for the event, you need to specify who is. To specify a contact, click the drop-down icon and enter a few letters of the contact's name, then select it when the full name displays. You can also add a name by selecting "Create New...," and then entering the contact's "Basic Information" and "Email" address.

The scheduler may be automatically assigned to your event depending on security; this might be the Location Scheduler for your selected location or the default scheduler for your security group.

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No more than 365 days	from today	
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Select contacts for th	is event.	
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Oktatest2@uiwtx.edu		
Additional Contact		
Search for a Contact	~	
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Click "Next" to select the event's requirements.

#### **Select requirements**

If your event has overall requirements, such as a liquor license or a contract, select the pertinent requirements, and add comments or quantity information as needed.

No more than 365 days from today  Correctly and the sevent is open to the general public. Comments:  Comments: Com	Event occurrences that	you create are restricted to:		
Circk if your event is being held outside normal business hours. Comments: C	No more than 365 d	ays from today		
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Click "Next" to add any comments or notes for the event.

#### **Add Comments and Notes**

Enter appropriate comments and/or notes for the event.

• Event Comments can be seen by most users.

Event occurrences	that you create are restricted to:		
• No more than 36	55 days from today		
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Click "Next" to agree to event terms and conditions.

# Agree to terms and conditions

Check the "I agree" box. You must agree to YOUR SCHOOL'S boilerplate terms and conditions before your event can be saved.

Event occurrences that • No more than 365 d	you create are restricted to: ays from today	
		Close
ffirmation		
Your event will be rout been assigned.	ed to the appropriate approver(s). Until y	you receive an email advising it, your requested location has no
You will receive a conf	irmation email as well as update emails at	ter submitting your request with details to find it within 25live.
All requests must adh	ere to university policy.	
		agree
← Back		
	× Canaal	P Cours

Click "Save" to complete the event creation.

#### This event has been successfully saved, pending approval.

#### Here's Some Information About Your Event

Location Requests Pending Approval Location SEC 2030 (equisited for Aug 26 2019) Location SEC 2030 (equisited for Snp 26 2019) Location SEC 2030 (equisited for Oct 26 2019)

Resource Requests Pending Approval
Resource XV - Viao Cardienencia Microphone (USE) was requested for Aug 26 2019:
Resource XV - Viao Cordinencia Microphone (USE) was requested for Sup 26 2019:
Resource XV - Viao Cordinenciang Microphone (USE) was requested for Oct 26 2019.

#### What's Next?

View Details	View the Event Details page for this event. The full range of actions are available to you from there.
Edit	Need to make some more edits to this event? Glock this batton to start editing,
Сору	Oreate a copy of this event with many event datasis duplicated. So through each field of the new event to verify the details you want to reterin and resolve any possible conflicts.
Email	Email the details of this event to its stakeholders or anyone else.
Event Preference	a
The tollowing location	a worn requisited for this event:
V SEC 2030	
Contraction of the local division of the loc	
The tollowing resource	in while constrained for this events.
AV - Video Conf	erencing Microphone (USB)

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#### Event Tasks

**1** Active Notification Task & Active Assignment Tasks