



## Creating an Event Using 25Live

If you have any questions or comments please contact Event Services at [events@seu.edu](mailto:events@seu.edu) or 863-667-5175

**[www.25live.collegenet.com/pro/seu](http://www.25live.collegenet.com/pro/seu)**

*Login using your regular SEU credentials. Do not use the @seu.edu as part of your username.*

# Creating an Event Using the Event Wizard

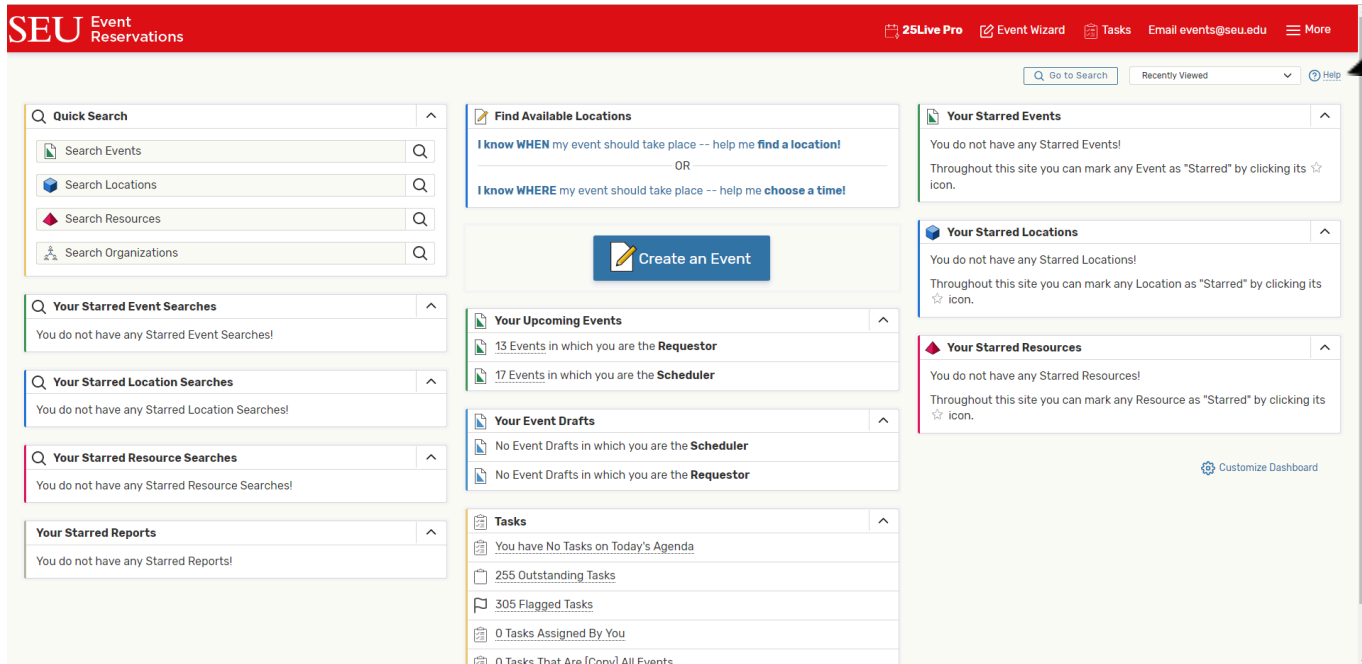
Keep in mind that you can always consult the online help if you have questions about what to do. Click the



Help

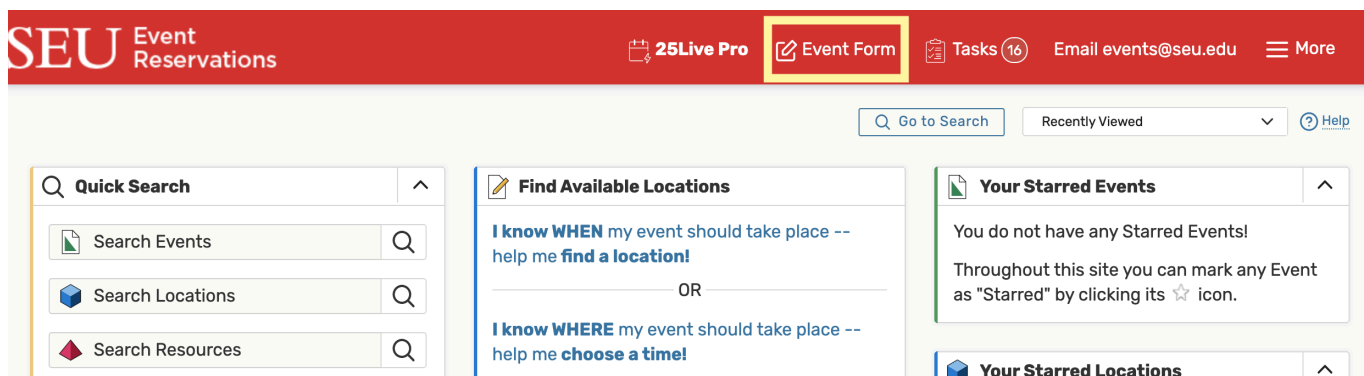
general “Help” button in the upper right of the page to access all Help topics, or click the  Help icon in the navigation bar to access context-specific help for the current view or functional area.

**Note:** You must be signed into the SEU Event Reservations system to access the online help.



## Opening the Event Wizard

To start creating an event, click the Event Form tab to open the wizard.



## 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 it is published) and in searches. Permissions determine which Event Types you can choose from.

[Event Name](#)  
[Event Title for the College Calendar](#)  
[Event Type](#)  
[Primary Organization or Sponsor for this Event](#)  
[Additional Organization\(s\) for this Event](#)  
[Expected Attendance](#)  
[Event Description](#)  
[Event Date and Time](#)  
[Locations](#)  
[Resources](#)  
[Attached Files](#)  
[Additional Event Information](#)

**Event Name** - Required ⓘ

Meeting

**Event Title for the College Calendar** - Required ⓘ

Meeting

**Event Type** - Required ⓘ

Meeting - Faculty / Staff ⭐ ▼

**Primary Organization or Sponsor for this Event** - Required ⓘ

Student Services ⭐ ▼ Remove

**Additional Organization(s) for this Event** ⓘ

EDIT

## Enter additional basic information

Enter the event's expected attendance and event description. The Expected Attendance will be used to find locations that can hold your event. The Event Description can appear on web calendars if you intend to publish your event to the master Event Calendar. Additionally, explaining and providing details of the event is helpful in the approval process

[Event Name](#)  
[Event Title for the College Calendar](#)  
[Event Type](#)  
[Primary Organization or Sponsor for this Event](#)  
[Additional Organization\(s\) for this Event](#)  
[Expected Attendance](#)  
[Event Description](#)  
[Event Date and Time](#)

**Expected Attendance** - Required ⓘ

20

**Event Description** ⓘ

File ▼ Insert ▼ View ▼ Format ▼ Tools ▼

↶ ↷ **B** *I* U A ▼ **A** ▼ Font Family ▼ Font Sizes ▼ 🔗

This is a meeting for Event Services to talk about upcoming events.

## Selecting Event Date

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

## When is the first occurrence?

Specify the date and time(s) 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.

[Event Name](#)  
[Event Title for the College Calendar](#)  
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[Expected Attendance](#)  
[Event Description](#)  
[Event Date and Time](#)  
[Locations](#)  
[Resources](#)  
[Attached Files](#)

### Event Date and Time - Required

Fri Nov 29 2019

<< < November 2019 > >>

| M  | T  | W  | T  | F  | S  | S  |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 31 | 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 |

Select Today

the same day

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

[Event Date and Time](#)  
[Locations](#)  
[Resources](#)  
[Attached Files](#)  
[Additional Event Information](#)

### Additional time

**Setup Time**  
0 Days 0 Hours 30 Minutes

**Pre-Event Time**  
0 Days 0 Hours 0 Minutes

**Post-Event Time**  
0 Days 0 Hours 0 Minutes

**Takedown Time**  
0 Days 0 Hours 30 Minutes

## How does the event repeat?

If your event has more than one occurrence, select how the event repeats by clicking the “Repeating Pattern” button.

Event Name

Event Title for the College Calendar

Event Type

Primary Organization or Sponsor for this Event

Additional Organization(s) for this Event

Expected Attendance

Event Description

Event Date and Time

Locations

Resources

Attached Files

Additional Event Information

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

<< < November 2019 > >>

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| M  | T  | W  | T  | F  | S  | S  |
| 28 | 29 | 30 | 31 | 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 |

View All Occurrences

Pattern Picker

How does this event repeat?

✓ Does Not Repeat

Ad hoc

Daily

Weekly

Monthly

Cancel

Select Pattern

## Define the exact dates of the event

Use the repeat date controls to define the event’s repeating pattern or ad hoc dates. You can also click on the dates that you want to scheduled, and they will highlight blue once chosen. Once defined, you see the dates in the “View All Occurrences” at the bottom of the calendar.

Event Type

Primary Organization or Sponsor for this Event

Additional Organization(s) for this Event

Expected Attendance

Event Description

Event Date and Time

Locations

Resources

Attached Files

Additional Event Information

Repeating Pattern

<< < December 2019 > >>

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| M  | T  | W  | T  | F  | S  | S  |
| 25 | 26 | 27 | 28 | 29 | 30 | 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 | 31 | 01 | 02 | 03 | 04 | 05 |

View All Occurrences

Occurrences

| Times             | Extra Times                                                     | Comment | State  | Remove |
|-------------------|-----------------------------------------------------------------|---------|--------|--------|
| 3:00 pm - 4:00 pm | Setup Time - Nov 29, 2:30 PM<br>Takedown Time - Nov 29, 4:30 PM |         | Active | Remove |
| 3:00 pm - 4:00 pm | Setup Time - Dec 4, 2:30 PM<br>Takedown Time - Dec 4, 4:30 PM   |         | Active | Remove |
| 3:00 pm - 4:00 pm | Setup Time - Dec 13, 2:30 PM<br>Takedown Time - Dec 13, 4:30 PM |         | Active | Remove |

Close

## Select Location(s)

When choosing a location, type the name of the room preferred, and *press enter* to start the availability search. 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 “Reserve Available” and “Conflict Details” show up next to the location, it is not available for all or some of your dates. The option to “Reserve” next to the location means the location is available. If you Click on Conflict Details, you can see which dates you can reserve the space for, and which ones you will need to choose a different location for.

When you Reserve a space, it will show at the bottom of the locations box section.

| Add                               | Name                       | Title              | Capacity | Availability | Conflict Details                 |
|-----------------------------------|----------------------------|--------------------|----------|--------------|----------------------------------|
| Added below                       | <a href="#">BOLIN B223</a> | Bolin B223 MAC Lab | 24       | 2/3          | <a href="#">Conflict Details</a> |
| <a href="#">Reserve Available</a> | <a href="#">BOLIN B224</a> | Bolin B224         | 40       | 2/3          | <a href="#">Conflict Details</a> |
| <a href="#">Reserve Available</a> | <a href="#">BOLIN B225</a> | Bolin B225         | 40       | 2/3          | <a href="#">Conflict Details</a> |

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

| Date            | Time              | Conflicts                        | Included                            | Layout     | Instructions | Attendance |
|-----------------|-------------------|----------------------------------|-------------------------------------|------------|--------------|------------|
| Set For All     |                   |                                  | <input type="checkbox"/>            |            |              |            |
| Fri Nov 29 2019 | 3:00 pm - 4:00 pm |                                  | <input checked="" type="checkbox"/> | As Is (24) |              |            |
| Wed Dec 04 2019 | 3:00 pm - 4:00 pm | <a href="#">Conflict Details</a> | <input checked="" type="checkbox"/> | As Is (24) |              |            |
| Fri Dec 13 2019 | 3:00 pm - 4:00 pm |                                  | <input checked="" type="checkbox"/> | As Is (24) |              |            |

## 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.

[Event Title for the College Calendar](#)  
[Event Type](#)  
[Primary Organization or Sponsor for this Event](#)  
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[Locations](#)  
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[Attached Files](#)  
[Additional Event Information](#)

Saved Searches (optional) ▼

Hint! Type :: to use SeriesQL.

More Options ▼

[Reset](#) [Search](#)

| Add         | Name                              | Quantity Available | Conflict Details |
|-------------|-----------------------------------|--------------------|------------------|
| Added below | <a href="#">ES - Tables (6ft)</a> | Unlimited          | None             |

1 Matching ResourcesPage 1 of 1

FirstPrevious1NextLast

Items per page25

 **ES - Tables (6ft)**

 Add to favorites

Included dates:  
Fri Nov 29 2019, Fri Dec 13 2019

[Remove](#) [View Occurrences](#)

[Cancel](#)

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).

**ES - Tables (6ft)** ×

| Date                   | Time              | Conflicts | Included                            | Instructions         | Quantity                       | Available |
|------------------------|-------------------|-----------|-------------------------------------|----------------------|--------------------------------|-----------|
| <b>Set For All</b>     |                   |           |                                     | <input type="text"/> | <input type="text"/>           |           |
| <b>Fri Nov 29 2019</b> | 3:00 pm - 4:00 pm |           | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text" value="3"/> | Unlimited |
| <b>Wed Dec 04 2019</b> | 3:00 pm - 4:00 pm |           | <input type="checkbox"/>            | <input type="text"/> | <input type="text" value="3"/> | Unlimited |
| <b>Fri Dec 13 2019</b> | 3:00 pm - 4:00 pm |           | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text" value="3"/> | Unlimited |

[Close](#)

Following this section you will be able to attach a document. If you request tables or chairs within this reservation system, **you must submit an attachment of the Table & Chair Request Form with your event reservation request** as our office still needs that document.

Event Name

Event Title for the  
College Calendar

Event Type

Primary Organization

## Attached Files

Choose File No file chosen

## Select Contacts

Select the contacts associated with the event. 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. If the person you need is not on the list, contact Event Services or make note of it in the end Comments.

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. *The requestor will be the one to get the notification of approval/denial.*

or Sponsor for this  
Event

Additional  
Organization(s) for this  
Event

Expected Attendance

Event Description

Event Date and Time

Locations

Resources

## Contact Roles for this Event

Requestor

events@seu.edu, Email  

Scheduler

Peebles, Joy  

Sponsor / Advisor

Search contacts 

Create

## Select Requirements

If your event requires Media Services, please select the box and make any additional specific notes regarding your request. Media Services will contact you once your event/meeting has been confirmed.

College Calendar

Event Type

Primary Organization  
or Sponsor for this  
Event

Additional  
Organization(s) for this

## Requirements

☒ I require Media Services

Comment We will need a microphone and stage decks.

Quantity

3

Max: Unlimited

## Calendar

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If you are promoting your event and it is scheduled for the master Events Calendar, check to have it published so that it reflects with the details and add other comments here as needed.

### Publish to Calendar

☐ My event is a class or a meeting.

Comment

☐ Please publish my event to the university web calendar

Comment

## Add Comments and Notes

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Enter appropriate comments and/or notes for the event.

**Event Comments** can be seen by most users. **Confirmation Notes** are shown in Confirmation Reports.

|                                                                                                                                                               |                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Events</a><br><a href="#">Publish to Calendar</a><br><a href="#">Events</a><br><a href="#">Confirmation Notes</a><br><a href="#">Confirmation</a> | <h3>Comments </h3> <div><input type="text"/></div> <h3>Confirmation Notes </h3> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Agree to the Terms and Conditions

Check the “I agree” box. You must agree to SEU’s terms and conditions before your event can be saved. Then click “Save” to officially submit your request. **Once you complete all of these steps, you may click “Preview” in the bottom right hand corner and see all of your request details before submission.**

### Affirmation - Required

#### Terms and Conditions

Your event will be routed to the appropriate approver(s). Until you receive an email advising it, your requested location has not been assigned.

You will also receive a confirmation email after submitting your request with details to find it within 25live.

All requests must adhere to university policy.

☒ I agree