

## Adjusting Events: Locations and Dates

Consider three types of Events

- Class events (not Class-Related events)
- non-class events with **all** "Event Activities and Features" items marked as "No"
- non-class events with any "Event Activities and Features" item marked as "Yes", spans the 11PM hour, or includes an assigned Approval Resource

### Editing Classes

**Class events:** only the location should be changed in 25Live. The data of record for classes is PeopleSoft and any change to time, day, enrollment or room caps, etc. needs to be initiated in PeopleSoft via CCI changes. Once applicable changes have been made in PeopleSoft, the class will be reloaded into 25Live.<sup>9</sup> Changes to location can be made in 25Live at any time without making changes in PeopleSoft. The location change will be loaded to PeopleSoft at the end of the work day.

For a single or few occurrences that need to be cancelled for a class, follow the following steps to make that date/time available for other events:

1. find the class
2. use **Edit Event** and navigate to the **Date and Time** section
3. click on **View All Occurrences**
4. scroll to the date in question
5. change the state from **Active** to **Cancelled**
6. save

The screenshot shows a table titled "All Date Occurrences" with five rows of event data. Each row includes a date, start time (11:20 am), end time (1:15 pm), a location (WRNB75), a state dropdown menu, and a "Remove" button. The third row, for "Tue Feb 23 2021", has a dropdown menu open showing "Active" (selected) and "Cancelled". The fifth row, for "Tue Mar 09 2021", has a dropdown menu set to "Exception".

Date	Start Time	End Time	Location	State	Action
Tue Feb 09 2021	11:20 am	1:15 pm	WRNB75	Active	Remove
Tue Feb 16 2021	11:20 am	1:15 pm	WRNB75	Active	Remove
Tue Feb 23 2021	11:20 am	1:15 pm	WRNB75	Active	Remove
Tue Mar 02 2021	11:20 am	1:15 pm	WRNB75	Active	Remove
Tue Mar 09 2021	11:20 am	1:15 pm	WRNB75	Exception	Remove

If the class is meeting in one location for a specified number of repeating dates and another location for a different set of repeating dates/times, an additional meeting pattern would need to be added to PeopleSoft via CCI.

### Editing Events with all "No"

**Non-class events with all "Event Activities and Features" items marked as "No":** General requestors can view and update a limited set of items such as the event title, upload a file, and add event information and setup for their event but any other changes such as a date or time change, location change, event state, etc. must be done by the scheduler.

<sup>9</sup> Changes made in CCI are reviewed before being updated in PeopleSoft, so it may take a few days before the change is reflected in 25Live.

For example, if the requestor needs to change the date or time, the scheduler would open the event using **Edit Event** and update the relevant item(s): date, time, repeat pattern, location, event state, and so on. Alternatively, some of these actions are available on the **Details** page, e.g., event state change from **Tentative** to **Cancelled**.

As a scheduler, you can open **\*any\*** event and alter the parameters including removing existing location assignments. However, good practice dictates that you do so only for those events scheduled in locations for which you have assignment rights or in coordination with the existing Scheduler.

Editing Events with any "Yes" or ..

**Non-class events with any "Event Activities and Features" items marked as "Yes", spans the 11PM hour, or includes Approval resources:** Events that have completed the ERP process need special and careful attention when changing parameters such as date, time or location. At the very least, the Scheduler would need to contact the Event Approver (or Clearing House) to authorize any change in venue or date. The Event Approver would need to review the event and re-approve or deny the change.

Steps to Change Event Dates or Location

1. Find the event.
2. Check the state and Event Activities and Features items in the **Detail** view and dates in the **Occurrences** view

**Celebrate April & May!** ☆ Confirmed 2021-AAJKNW Sun Apr 04 2021 1:00 pm - 2:00 pm RPC205  
Repeats every week on Sunday through 5/23

[Details](#) [Occurrences](#) [Calendar](#) [Task List](#) [Pricing](#) [Audit Trail](#) [More Actions](#)

[Edit Event](#) Confirmed [Help](#)

**General**

Event Name: Celebrate April & May!  
Event Title: Celebrate April & May!  
Event Type: Meeting / Info Session  
Organization: Chocolate and Confections Tech-STDNT ORG  
Scheduler: SCL Scheduling Admin, North Campus  
Requestor: Morris, Cathy  
Head Count: 10 expected  
0 registered  
Comments: Celebrating April and May with games and good times

**Tasks Completed**

Approvals: 0/0 [View this event's Task List](#)  
Assignments: 8/8  
To Do's: 0/0

**Event Relationships**

**Event Categories**

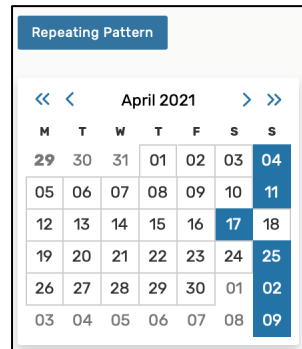
**Custom Attributes**

Will your event be: 1) In-Person Only  
Will your event have alcohol? No  
Is your event having food of any kind? No  
Is your event being held outdoors, and not a rally, protest, or tabling? No  
Will you have any of the following during your event? No, not having performers or playing music  
Will your event feature a speaker, artist, or dignitary? No  
Will your event be streamed, broadcast, photographed, or recorded for distribution? No  
Does your event include sales or fundraising? No  
Will you be selling or distributing merchandise? No  
Will any of your attendees be from outside of the Cornell community? No

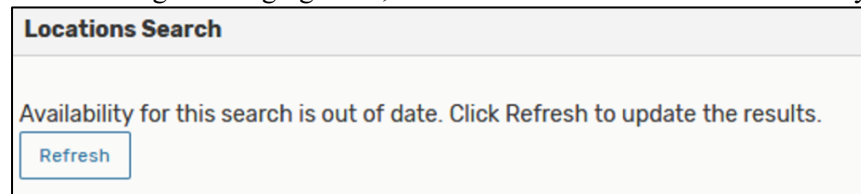
- Open the Event using **Edit Event**
- Use the Navigation bar to jump to the section to edit (e.g., Date and Time)
- If removing an occurrence, click on "**View all Occurrences**" and click **Remove** or click on any reserved date on the calendar

All Date Occurrences						
Dates	Times	Comment	State	Locations	Remove	
Sun Apr 04 2021	1:00 pm - 2:00 pm		Active	RPC205	Remove	
Sun Apr 11 2021	1:00 pm - 2:00 pm		Active	RPC205	Remove	
Sun Apr 18 2021	1:00 pm - 2:00 pm		Active	RPC205	Remove	
Sun Apr 25 2021	1:00 pm - 2:00 pm		Active	RPC205	Remove	
Sun May 02 2021	1:00 pm - 2:00 pm		Active	RPC205	Remove	

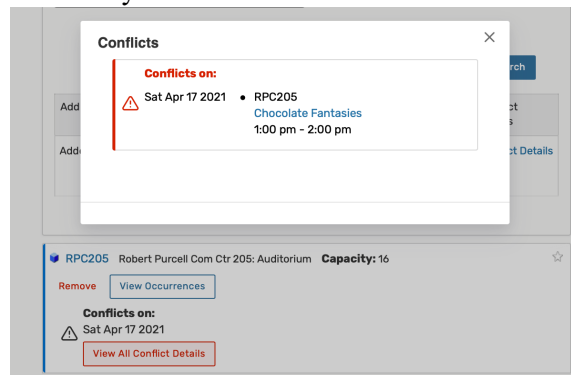
- To add an occurrence, click on a date in the calendar



- When adding or changing dates, be sure to check for location availability




There may be conflicts




- To change a location, go to **Location** section


9. Open **View Occurrences** for the specific locations

 **RPC205** Robert Purcell Com Ctr 205: Auditorium **Capacity: 16** 

Remove
View Occurrences

10. Remove the Location for a given Date

**RPC205** 

Date	Time	Conflicts	Included	Shared	Layout	Instructions	Attendance
<b>Set For All</b>			<input type="checkbox"/>	<input type="checkbox"/>			
Sun Apr 04 2021	1:00 pm - 2:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID - Instruction (16)		0
Sun Apr 11 2021	1:00 pm - 2:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID - Instruction (16)		0
Sat Apr 17 2021	1:00 pm - 2:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID - Instruction (16)		
Sun Apr 25 2021	1:00 pm - 2:00 pm		<input type="checkbox"/>	<input type="checkbox"/>	COVID - Instruction (16)		0
Sun May 02 2021	1:00 pm - 2:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID - Instruction (16)		0
Sun May 09 2021	1:00 pm - 2:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID - Instruction (16)		0

Plus remove RPC205 from April 17

11. Search for another space and Reserve (or Request)

Added below	<b>RPC203</b>	Robert Purcell Com Ctr 203: Wendy Purcell Lounge	17	8/8	None
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12. Remove any Dates you do not want to assign to that location

RPC203

Date	Time	Conflicts	Included	Shared	Layout	Instructions	Attendance
Set For All			<input type="checkbox"/>	<input type="checkbox"/>			
Sun Apr 04 2021	1:00 pm - 2:00 pm		<input type="checkbox"/>	<input type="checkbox"/>	COVID - Instruction (17)		
Sun Apr 11 2021	1:00 pm - 2:00 pm		<input type="checkbox"/>	<input type="checkbox"/>	COVID - Instruction (17)		
Sat Apr 17 2021	1:00 pm - 2:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID - Instruction (17)		
Sun Apr 25 2021	1:00 pm - 2:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID - Instruction (17)		
Sun May 02 2021	1:00 pm - 2:00 pm		<input type="checkbox"/>	<input type="checkbox"/>	COVID - Instruction (17)		
Sun May 09 2021	1:00 pm - 2:00 pm		<input type="checkbox"/>	<input type="checkbox"/>	COVID - Instruction (17)		

RPC205

Robert Purcell Com Ctr 205: Auditorium

Capacity: 16

Included dates:

Sun Apr 04 2021, Sun Apr 11 2021, Sun May 02 2021, Sun May 09 2021, Sun May 16 2021, Sun May 23 2021

Remove

View Occurrences

RPC203

Robert Purcell Com Ctr 203: Wendy Purcell Lounge

Capacity: 17

Included dates:

Sat Apr 17 2021, Sun Apr 25 2021

Remove

View Occurrences

13. Save

Celebrate April & May!

Celebrate April & May!

Confirmed

2021-AAJKNW

Sun Apr 04 2021 1:00 pm - 2:00 pm

Ad hoc dates

RPC203

RPC205

More Actions

Details

Occurrences

Calendar

Task List

Pricing

Audit Trail

Edit Event

Confirmed

Help

Event Preferences

Filter by Locations

Select All

Any

All

RPC203

RPC205

Event Occurrences

Date	Start Time	End Time	Additional Details
Sun Apr 04 2021	1:00 pm	2:00 pm	RPC205
Sun Apr 11 2021	1:00 pm	2:00 pm	RPC205
Sat Apr 17 2021	1:00 pm	2:00 pm	RPC203
Sun Apr 25 2021	1:00 pm	2:00 pm	RPC203
Sun May 02 2021	1:00 pm	2:00 pm	RPC205
Sun May 09 2021	1:00 pm	2:00 pm	RPC205
Sun May 16 2021	1:00 pm	2:00 pm	RPC205
Sun May 23 2021	1:00 pm	2:00 pm	RPC205

## Activity 6A

1. Adjust event dates for an event where all the "Event Activities and Features" items are "No"
2. Create and save a repeating date event for Thursday evenings in April and May in your area
3. Change one of the dates from a Thursday to the preceding Wednesday
4. Add two locations for one of the recurring dates
5. What are the considerations if date or location needs to change for an ERP Event?
6. Change a class location for all dates
7. A class is not going to meet on a specific date.
  - a. Alter the class so the location is available for other events to use.
  - b. What do you need to do if later it turns out the class is going to meet that day?
  - c. What changes are reflected in PeopleSoft based on these class alternations?

## Resources and Organizations

### Resources

Similar to locations, a resource is an item that can be requested and assigned to an event. We have reviewed the EMPT resources and how they are added to an event via responses to items in the Event Activities and Functions in the event form. In addition to these resources, items such as AV equipment, tables, chairs, and other items that are not affixed to a location can be added as a 25Live resource.

### Robert Purcell Community Center Resources:

	Name	Categories	Custom Attributes	Quantity
☆	<a href="#">RPC Flat Screen TV Cart</a>	Audio/Visual, Site - Robert Purcell Com Ctr		2
☆	<a href="#">RPC Freestanding Whiteboard Signs</a>	Presentation Equipment, Signage, Site - Robert Purcell Com Ctr		8
☆	<a href="#">RPC LCD Projector</a>	Audio/Visual, Site - Robert Purcell Com Ctr		3
☆	<a href="#">RPC Mic/Speaker Combo</a>	Audio/Visual, Site - Robert Purcell Com Ctr		2
☆	<a href="#">RPC Portable Projector Screen</a>	Audio/Visual, Site - Robert Purcell Com Ctr		2

Note. Like locations, resources use the three-letter building code to differentiate where the resources belong. These resources are not generally transferrable meaning that a resource available to the Robert Purcell Community Center is not used for events in, say, Goldwin

Smith Hall. Each resource can have a designated quantity. This prevents over assignment of the resource at a particular date and time.

## Organizations

Organizations are of several types in 25Live: Class Subjects, Student Orgs, Cornell KFS Orgs, and non-Cornell Orgs. Subjects are **\*only\*** used for classes.<sup>10</sup>

## Student Orgs

Student orgs contain the composite list of all student orgs, whether registered or not. You can use search functionality to identify registered student orgs for a particular academic year.

List

Calendar

Choose

683 Matching Organizations

	Name	Title	Type	Categories
☆	180 Degrees Consulting at Corn-STDNT ORG	180 Degrees Consulting at Cornell University	Student Organization	OC_STDNT_REG_18_19, SAO Registered 2020-21
☆	302 Wait Avenue Co-op-STDNT ORG	302 Wait Avenue Co-op	Student Organization	OC_STDNT_REG_18_19, SAO Registered 2020-21
☆	660 Stewart Cooperative-STDNT ORG	660 Stewart Cooperative	Student Organization	OC_STDNT_REG_18_19, SAO Registered 2020-21
☆	A Cappella Advisory Council-STDNT ORG	A Cappella Advisory Council	Student Organization	OC_STDNT_REG_18_19, SAO Registered 2020-21
☆	AAP - Cornell AAP ASSOCIATION-STDNT ORG	AAP - Cornell AAP ASSOCIATION	Student Organization	SAO Registered 2020-21
★	Absolute A Cappella-STDNT ORG	Absolute A Cappella	Student Organization	OC_STDNT_REG_18_19, SAO Registered 2020-21
☆	Absolute Zero Break Dance Club-STDNT ORG	Absolute Zero Break Dance Club	Student Organization	OC_STDNT_REG_18_19, SAO Registered 2020-21
☆	Advancing Science And Policy-STDNT ORG	Advancing Science And Policy	Student Organization	OC_STDNT_REG_18_19, SAO Registered 2020-21
☆	Advent Christian Fellowship, C-STDNT ORG	Advent Christian Fellowship, Cornell	Student Organization	SAO Registered 2020-21

Student organizations register each academic year with the Campus Activities Office and their "approved" status is updated regularly in 25Live. For risk management reasons **only** registered student organizations can have recurring events scheduled in 25Live. That said, a non-repeating organizational meeting can be scheduled for students orgs that have submitted their paper work but registration is not yet complete. To determine the registration status, use the following URL:

[https://cornell.campusgroups.com/club\\_signup](https://cornell.campusgroups.com/club_signup) to search for the organization of interest.

Note: "STDNT ORG" is appended to the student organization name and may truncate part of the name. The title will match what is in Campus Groups data.

<sup>10</sup> In R25, Subjects were used as a proxy for academic departments. In 25Live, use the KFS Org for Events.

skits

Group Category

Name

All 1586

Residential Program 24

Department 107

Greek Organization 57

Graduate/Professional Student Organization 383

Undergraduate Student Organization 1014

Cornell CG TEST 1

Join

Group Details

Dues/Membership Duration

**JOHNSON - Johnson Follies**  
 Graduate/Professional Student Organization - CA - Independent Registered Organization, CA - Career Development and/or Networking  
[Website](#) [Mission](#)  
 Contact: Email group officers  
 Group Not Registered Yet

Lifetime membership

Group Re-Registration

**Skits The (previously Skits-O-Phrenics)**  
 Undergraduate Student Organization - CA - Independent Registered Organization, CA - The Arts  
[Website](#) [Mission](#)  
 Contact: Email group officers

Lifetime membership

25Live:

	Name	Title
☆	<a href="#">Skits The-STDNT ORG</a>	Skits The -previously Skits-O-Phrenics-

## KFS Orgs

To represent the broad set of Cornell Organizations, KFS (Kuali Financial System) orgs are used. As the name implies, these are organizations associated with Cornell financial accounts. They also are associated with the organizations found in the Facilities Inventory System. Effort was made to remove organization that the area deemed as inappropriate for scheduling purposes. Scheduling Support will review these orgs and update them on a regular basis.

KFS Orgs are hierarchical by nature and each org has been associated with their higher, parent, org and assigned the relevant 25Live category. For example, Arts and Sciences is a high-level org that has a large number of KFS Orgs associated with it. We have appended an abbreviation to each org to indicate its grouping.

Select Object: Organizations Saved Searches (optional)

Quick Search Advanced

Organization Types

Include Any

EDIT

Cornell Organization/Department/Unit

AND

Categories

Include Any

EDIT

Arts and Sciences

	Name	Title	Type	Categories
☆	<a href="#">A&amp;S CAREER SRVCS-AS</a>	A&S CAREER SERVICES-AS	Cornell Organization/Department /Unit	Cornell Organizations 2018-19, Arts and Sciences
☆	<a href="#">Academic Advising-AS</a>	Academic Advising-AS	Cornell Organization/Department /Unit	Cornell Organizations 2018-19, Arts and Sciences
☆	<a href="#">Administrative Svc Ctr-AS</a>	Administrative Service Center-AS	Cornell Organization/Department /Unit	Cornell Organizations 2018-19, Arts and Sciences
☆	<a href="#">Admissions-AS</a>	Admissions-AS	Cornell Organization/Department /Unit	Cornell Organizations 2018-19, Arts and Sciences
☆	<a href="#">Africana Studies and Rsch Ctr-AS</a>	Africana Studies and Research Center-AS	Cornell Organization/Department /Unit	Cornell Organizations 2018-19, Arts and Sciences
☆	<a href="#">American Studies-AS</a>	American Studies-AS	Cornell Organization/Department /Unit	Cornell Organizations 2018-19, Arts and Sciences
☆	<a href="#">Anthropology-AS</a>	Anthropology-AS	Cornell Organization/Department /Unit	Cornell Organizations 2018-19, Arts and Sciences
☆	<a href="#">Archaeology-AS</a>	Archaeology-AS	Cornell Organization/Department /Unit	Cornell Organizations 2018-19, Arts and Sciences
☆	<a href="#">Arts and Sci AA&amp;D-AS</a>	Arts and Sciences AA&D-AS	Cornell Organization/Department /Unit	Cornell Organizations 2018-19, Arts and Sciences
☆	<a href="#">Arts and Sci Depts</a>	Arts and Sciences Depts	Cornell	Cornell Organizations



## Non-Cornell Orgs

Non-Cornell organizations are orgs external to Cornell that may be associated with events. Consider the American Red Cross or Ithaca High School as such external orgs. These need to be assigned as the "Primary Org" on an event with an additional Cornell "sponsoring" org. For example, if the *Absolute A Cappella* student group wanted to sponsor a blood drive. They would add **American Red Cross** as the primary org and **Absolute A Cappella-STDNT ORG** as the Cornell sponsoring organization. At go-live we don't have a set of external orgs defined, so requestors will need to use the organization named **Organization Not Found In List** and include organization information in the attribute titled, **O. Identify the Location Not in List**

The screenshot displays the 'Primary Organization' section of the 25Live interface. It features a dropdown menu with 'Organization Not Found in List' selected, a 'Remove' button, and an 'EDIT' button. Below this is the 'Cornell Sponsoring Organization' section, which shows 'Absolute A Cappella-STDNT ORG' with an 'X' icon to remove it. A double slash '//' indicates a transition to another section. The bottom section, titled 'O. Identify the Location Not in List', shows 'American Red Cross' with an 'X' icon to remove it and an edit icon.

## Activity 6B

1. Are there any AV resources associated with the Tatkon Center?
2. Is Absolute A Cappella registered for this academic year? How can you be sure?
3. Organizations in 25Live have a "rating". How might you determine the rating for a particular organization?