

Google Chrome and Safari (for OS X and iOS users) are the recommended browsers for accessing 25Live. Users are *strongly* discouraged from using Internet Explorer and Mozilla Firefox.

SIGNING INTO 25LIVE

Address: <http://www.rowan.edu/25live>

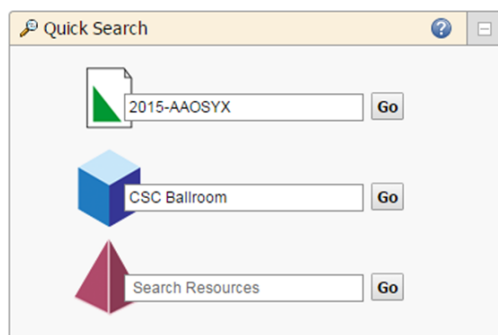
- 25LIVE is accessed using a Rowan username and password.
- Click **Sign In** in the upper right-hand area of the page.

CHECKING LOCATION AVAILABILITY

- Click **Locations**.
- Search by keyword using the *Search for Locations* tab.
- For specific criteria, click the *Pre-defined Location Searches* tab and select your desired search under *Search Groupings*.
- **TIP: Categories provides listings by building name (i.e. Bunce Hall) and location type (i.e. Computer Lab).**
- Once the locations are displayed, make your selection and choose your desired date using the date link.
- Click **Load Availability**.

PERFORMING A QUICK SEARCH

- Locate the *Quick Search* field on the Left side of the **Home** tab.



- Enter any part of the Event name (i.e. Blood Drive) or Location name (i.e. Rowan Hall) into the appropriate box.
- After locating the desired event or location, the search results can be expanded by clicking on the name of the event or location.
- Click on the Date picker to select your desired date.

CHECKING THE STATUS OF A REQUEST

- Locate *"Your Events"* in the center of the page.

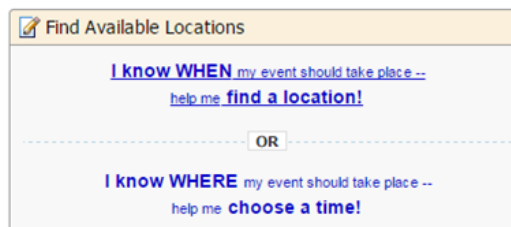


- Click the link for events in which you are the **Scheduler**.
- Click the grey **List** tab and select the desired Event Name.
- Click the grey Details Tab.
- The status of the location and/or resource requests will be shown under the Assignments heading within the **Event Occurrences** box.

 indicate pending assignments.

 indicate approved assignments.

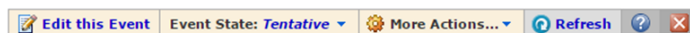
FINDING AVAILABLE LOCATIONS



- Select the **Find a Location** search option for real-time availability.
- Input the date, times, attendees, and desired location search
- Click **Show me what's available**.

EDITING AN EVENT REQUEST

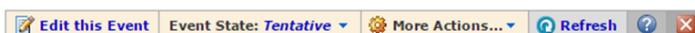
- After locating your event (see *"Checking the Status of a Request"* section), click **Edit This Event**.



- Proceed through the Event Reservation Wizard and make all necessary changes.
- **TIP: If the dates or times are changed, be sure to re-select any and all location or resources associated with the event.**
- Save the Event.
- To exit and close the event, click the red X in the right-hand corner of the event page.

CANCELLING AN EVENT

After locating your event (see *"Checking the Status of a Request"* section), click the **Event State** drop-down menu.



- Select **CANCELLED** and any space or resource assignments will be removed from your reservation.
- To exit and close the event, click the red X in the right-hand corner of the event page.

TIP: Cancelling an event in 25Live does not automatically cancel any requests made for additional services for an event. Users must also follow up directly with any service providers to cancel requested services for an event.

SIGNING OUT OF 25LIVE

- When signed in, the user's name will appear in the upper right-hand portion of the page.
- Click **Sign Out** in the upper right-hand area of the page.

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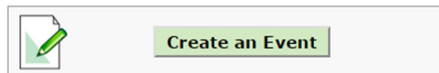
STEP 1

Address: <http://www.rowan.edu/25live>

- 25LIVE is accessed using a Rowan username and password.
- Click **Sign In** in the upper right-hand area of the page.

STEP 2

- Locate **Create an Event** in the center of the page.



- If you are not signed in to 25LIVE, you will be prompted to do so.
- **TIP: The Event Wizard button serves the same function and will also load the event wizard.**

CARD 1: BASIC EVENT INFORMATION

Complete the following fields:

- **Event Name (*required)**
What's in a name? More than most users may think! When naming events users should remember that 25LIVE is a web-based scheduling and calendar system and is viewable by anyone who may be visiting the Rowan University website. In addition, University Web Services is pulling event information from 25LIVE to populate other University calendars on the web. For this reason, we ask that users name events in a way that will be understandable to others and avoid acronyms when possible.
- **Event Title**
The Event Title editor affords users some extra space to add more detail to the Event Name or to add a subtitle to their event. Users should not duplicate the Event Name in the Event Title editor. If no additional name or title information is needed, users should leave the Event Title editor blank.
- **Event Type (*required)**
Users should select the event type that best describes their event from their list of favorite event types or from the complete list of event types by clicking on the All Event Types link
- **Primary Organization (*required)**
Users should select the organization or office responsible for the event from their list of favorite organizations, or search by organization name. Note: If the search does not return the expected result, try limiting the search to a key word in the organization name.
- **Additional Organization(s)**
Users can also select any additional organizations involved with the event. Multiple Organizations can be selected using this editor.

Click **NEXT**.

CARD 2: HEAD COUNT/EVENT DESCRIPTION

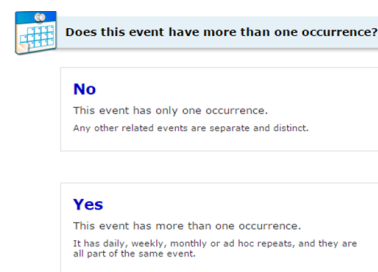
- **Head Count (*required)**
Users should enter the estimated number of attendees for their event in the Expected field.
- **Event Description**
Information entered into this editor will appear in the 25LIVE Event Detail view. For example, if there is a website for the event, this would be an ideal location to display the URL.

TIP: Spelling and grammar count! The information input here can be viewed by anyone with 25LIVE access.

Click **NEXT**.

CARD 3: EVENT DATES & TIMES

Click the box in the center of the page that best describes the timing of your event.



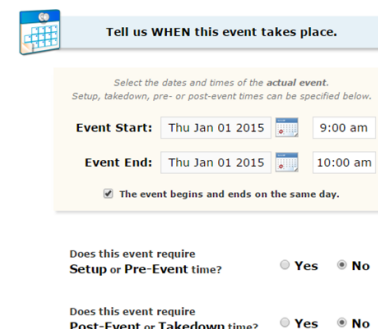
Does this event have more than one occurrence?

No
This event has only one occurrence.
Any other related events are separate and distinct.

Yes
This event has more than one occurrence.
It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.

Click **NO** if the request is for a one-time event with only one occurrence.

Click **YES** if the request is for multiple days (i.e. weekly, monthly, etc.). The following card will prompt you to select how the event will repeat: **Ad-hoc**, **Daily**, **Weekly**, or **Monthly**. A calendar tool that will allow you to select additional dates will then appear. There is also a "Does Not Repeat" option.



Tell us WHEN this event takes place.

Select the dates and times of the actual event.
Setup, takedown, pre- or post-event times can be specified below.

Event Start: Thu Jan 01 2015 9:00 am

Event End: Thu Jan 01 2015 10:00 am

☒ The event begins and ends on the same day.

Does this event require Setup or Pre-Event time? ☐ Yes ☒ No

Does this event require Post-Event or Takedown time? ☐ Yes ☒ No

Be sure to enter the EXACT start and end times for the event. Users can add **Pre-Event** and **Post-Event** times for additional setup time, registration, takedown, etc.

TIP: 25LIVE will not permit users to submit requests less than five (5) days from their desired event date. Please provide yourself with enough time to plan out your request.



Click **NEXT**.

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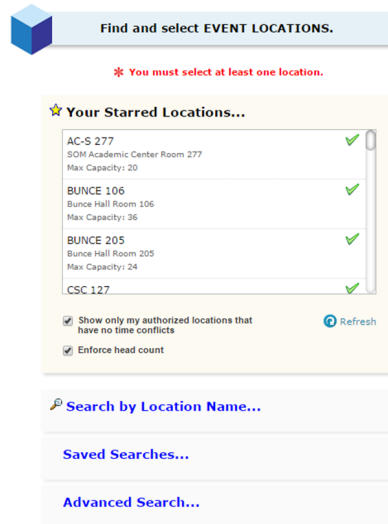
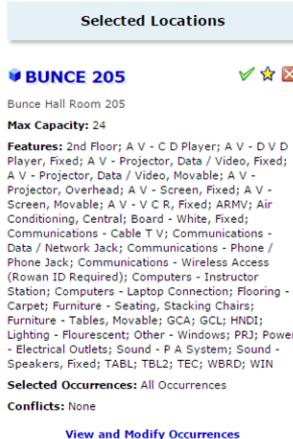
CARD 4: LOCATIONS

Locations (*required)

Users should select the Location(s) for each event from their list of favorite locations or search by location name. If the search does not return the expected result, try limiting the search to a key word such as the building name. More than one location can be selected for an event request.

TIP: A green check mark  next to the location name indicates that it is available for the desired date/time. A red triangle  indicates the presence of a conflict.

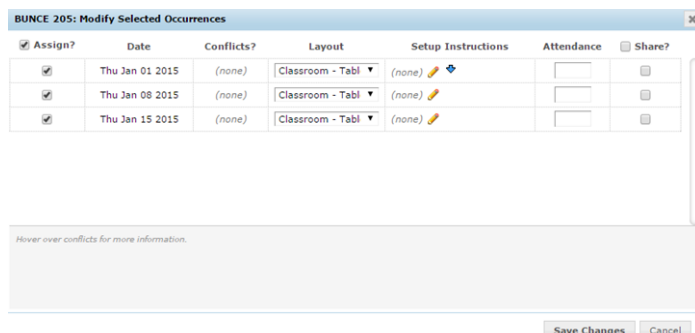
TIP: If your location search fails to render any available locations, there are two additional checkbox options to consider: (1) locations with no time conflicts and (2) enforce the headcount against a location's capacity.

After selecting a the Location, users can pick a desired layout, add detailed set-up instructions, and adjust attendance if there are multiple occurrences by clicking the “**View and Modify Occurrences**” link under the location. Be sure to save any changes.

CONTACT ROLES SPOTLIGHT

If a user is entering a request for another (i.e. a department secretary submits for a faculty member), the 2nd party would be considered the Requester.



Click **NEXT**.

CARD 5: RESOURCES

Resources

Resources are defined as equipment or services that are not associated with a specific location. Users should select the Resource(s) for each event from their list of favorite resources or search by selecting the collection associated with the event location. If the search does not return the expected result, try limiting the search to a key word in the resource name. (i.e. Dance Floor or projector). More than one resource can be selected for an event.

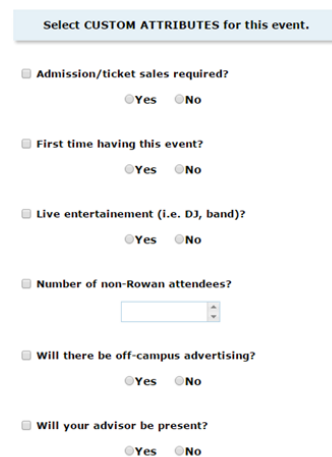
TIP: A green check mark  next to the location name indicates that it is available for the desired date/time.

A red triangle  indicates the presence of a conflict.

Click **NEXT**.

CARD 6: STUDENT ORGANIZATIONS ONLY

Answer the questions generated that pertain to your event.



These questions are mandatory for student organizations. Do **NOT** complete this section if you are not submitting a request for a student organization.

Click **NEXT**.

CARD 7: CONTACTS

There are two main Contact Roles that users will come across in 25LIVE.

- The **Requestor** Contact Role is used to identify the organizer of the event or representative from the Organization responsible for the event.
- The **Scheduler** Contact Role is used to identify the person entering the event information into 25LIVE. In some cases, users may be both the Requestor and Scheduler. In this case, only the Requestor Contact Role information need be entered.

Click **NEXT**.

STARRED ITEMS SPOTLIGHT

Users can designate any Event Type, Organization, Location, Resource, or Contact as a **Starred Item** by clicking on the hollow star icon to the left of the name column in a List view.

When clicked, the icon will turn yellow and be saved as a starred item in the user's 25LIVE account.

Selecting **Starred Items** will allow users to speed up the scheduling process if they routinely request the same items often for events.

CARD 8: CATEGORIES

Categories

Event Categories are just one of the many ways event data can be sorted in 25LIVE. Users should select all categories that apply to a specific event.

Do **NOT** Select the "Conference and Event Services event" category.

Click **NEXT**.

CARD 9: COMMENTS

Comments

This field is designed to give users an opportunity to send additional instructions or comments to schedulers about an event. This information is only viewable by the scheduler, requestor and any service providers or approvers of locations and/or resources assigned to this event.

Click **NEXT**.


CARD 10: EVENT STATE

All requests should be entered with a **TENTATIVE** Event State. During the approval process, the Scheduler will change the Event State from **Tentative** to **Confirmed**.

Click **SAVE**.

STEP 3

You should see the following message at the top of the *Event Reservation Wizard* to signify the completion of your request:

This event has been successfully saved. Close 


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? Click this button to start editing.


Email Email the details of this event to its stakeholders or anyone else.


More Event Options


 **Print Confirmation**


 **Copy**

 **Create "To Do"**

 **Manage Relationships**

 **Manage Bindings**

 **Take Ownership of this Event**

 **Add to Starred?**

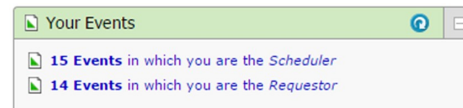
TIP: Your event is not confirmed until you receive an email confirmation via 25LIVE from a University scheduler.





STEP 4

Within **two (2) business days**, users should receive information from the scheduler responsible for the requested location. Once a confirmation is received, requestors should proceed with the scheduling of service providers, etc. for the event. For more information on the entire scheduling process, please refer to the **Rowan University Facilities Usage Policy**.

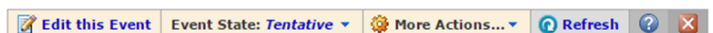
CANCELLING AN EVENT

- Locate "Your Events" in the center of the page.



- Click the link for events in which you are the **Scheduler**.
- Click the grey **List** tab and select the desired Event Name.
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-   indicate pending assignments.
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Click the **Event State** drop-down menu.



- Select **CANCELLED** and any space or resource assignments will be removed from your reservation.
- To exit and close the event, click the red X in the right-hand corner of the event page.

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DID YOU KNOW?

- 25LIVE will prevent users from submitting requests less than five (5) days prior to their desired event start date.
- Users can expect to receive a response from a Scheduler two (2) business days after submitting their 25LIVE requests.
- Student Organizations will be denied from booking Special Events if requests are submitted within 20 business days of their event date. For more Info, visit: www.rowan.edu/studentcenter and click on the "Plan an Event" button.