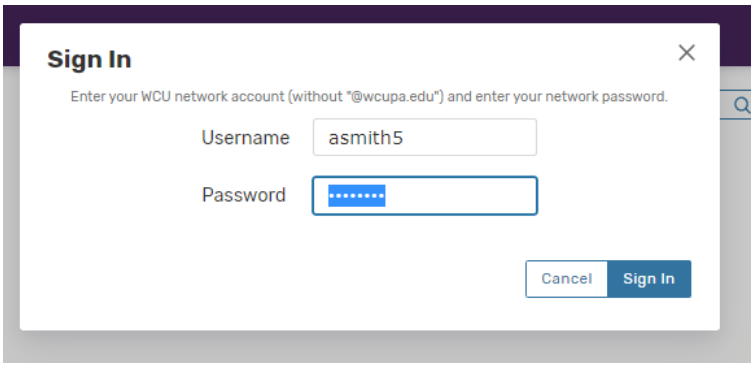
Using 25Live Pro

CollegeNET®

Sign In

- Click on “Sign In” on the top, right corner of the home page, and a pop-up will open to allow you to sign in.
- Use your WCU credentials, without “@wcupa.edu” (see example)



- *If you are a faculty/staff member, please email space@wcupa.edu after you log into 25Live Pro the first time so your security can be adjusted.*

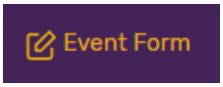
Dashboard/Home Page:

- You may click on 25Live Pro in the top of the page at any time to go to your dashboard.

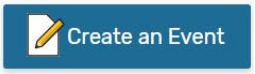
Creating Events

- You must be signed in with a valid username and password.
- Use your WCU credentials, without “@wcupa.edu” (see example above)

You can start creating an event by taking one of the following actions:

1. Use the **Event Form** link in the top navigation bar. 

   OR

2. Use the **Create an Event** button on your 25Live home dashboard. 

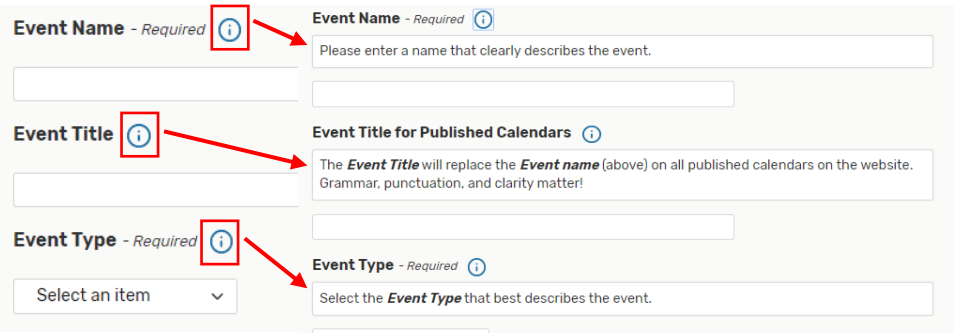
   OR

3. Select an option in the **Find Available Locations** area of the 25Live home dashboard to start from a required time or location.

Walk Through of the Online Event Form

Note: Your Event Form may look different. *Depending on how 25Live Pro has been set up for your security group, your event form may not include all the fields mentioned below.*

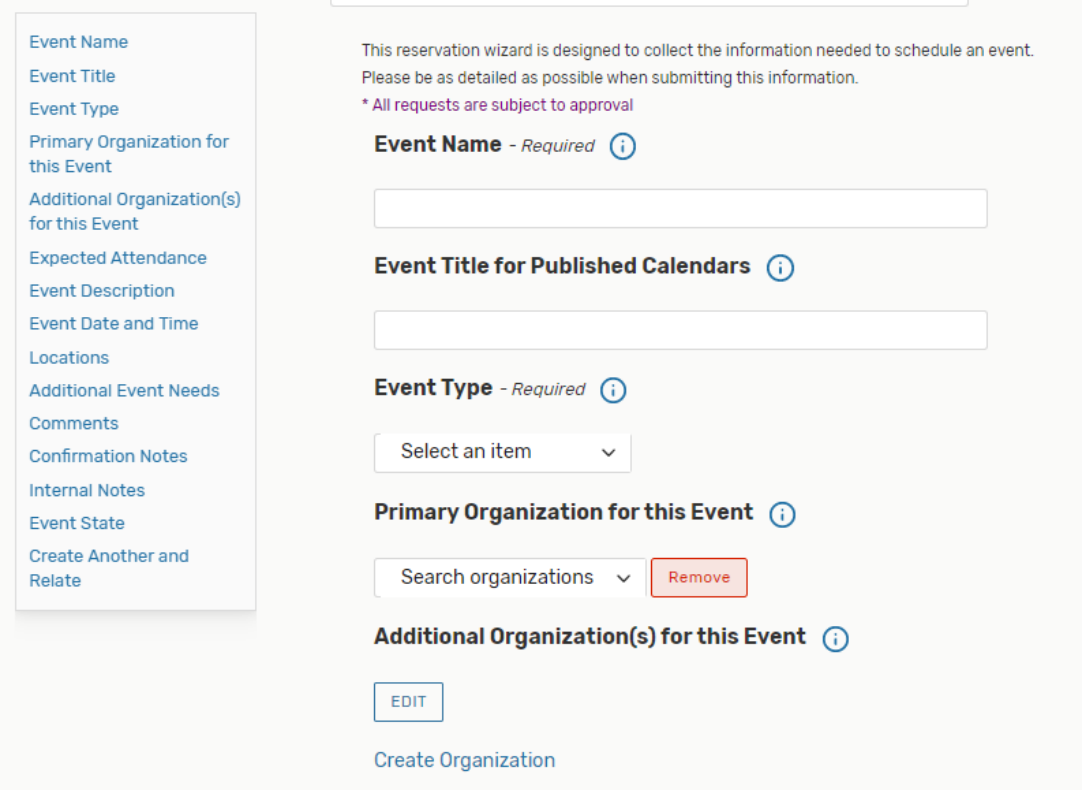
When entering information in on the event form, you may click on the information bubble for more details or help.



Enter Basic Information

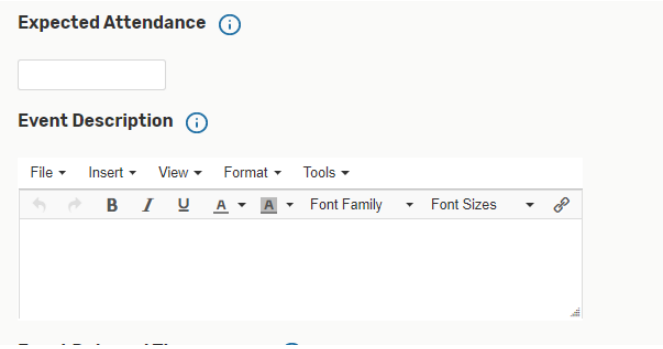
- Enter an Event Name, and select an Event Type and Primary Organization.
  The Event Name is how the event will appear on web calendars and in searches.

  Tip: You may use the list/links to the left side of the wizard to navigate quickly to any section of the form.



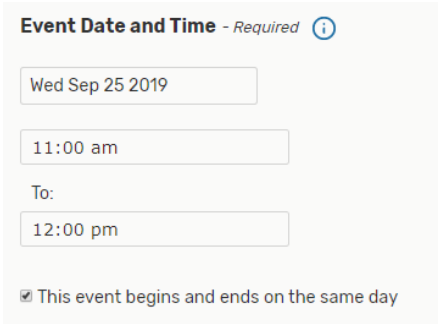
Enter Attendance Information and Event Description

- Enter the event's **Expected Head Count** and Event Description (*if available in your configuration*); this will be used by 25Live Pro to find locations that can hold your event.
- The Event Description appears on web calendars, if you intend to publish your event.
    - It also helps the person reviewing your request to determine if the space you are requesting is best suited to your event, or if an alternative location is needed.

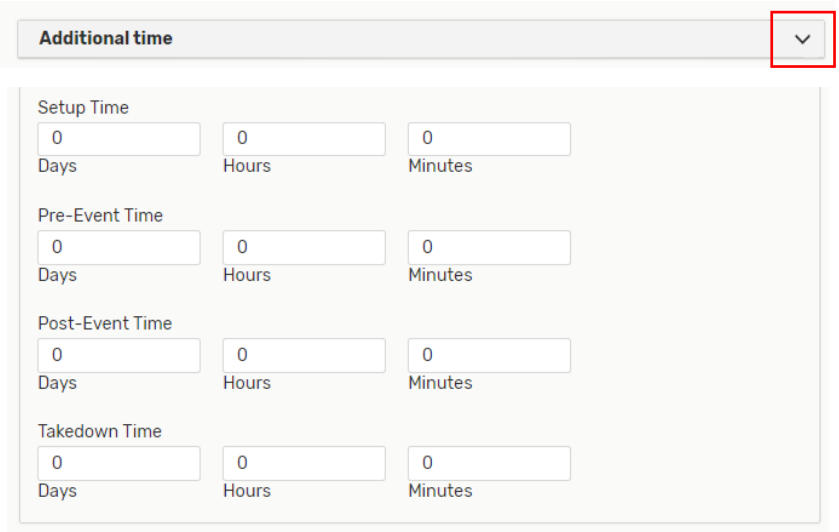


Enter Event Date and Time

- Enter the first date of your event, with the start and end time for that first date. Make sure you check the box for "this event begins and ends on the same day" even if there are multiple occurrences.
- If your event occurs on multiple dates, you will select additional dates later.
    - If your event has multiple occurrences at different **times**, you will have the opportunity to edit the times for individual dates in a later step.

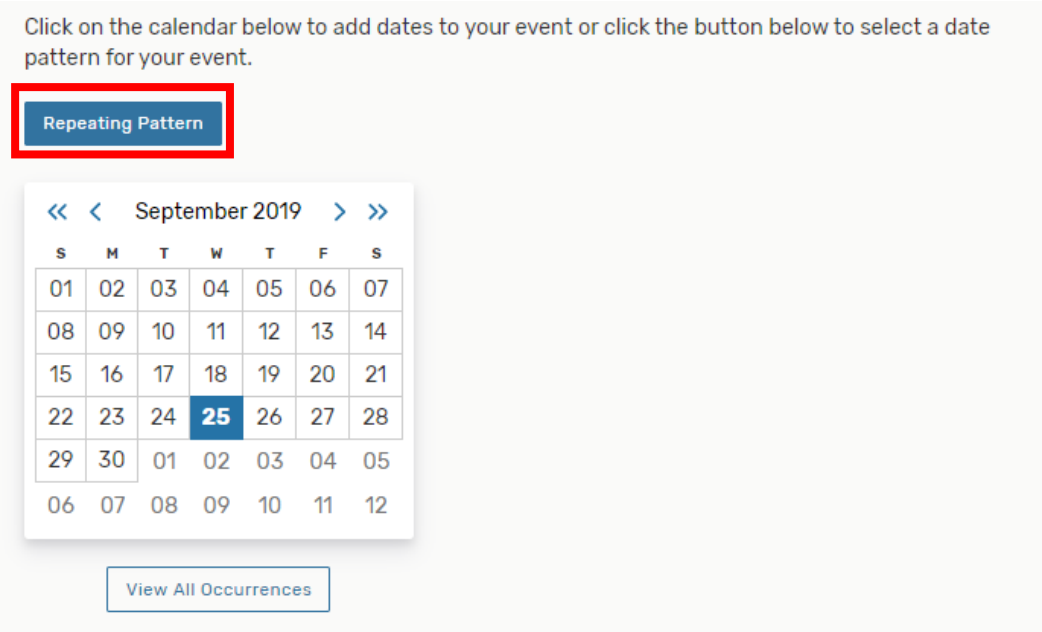


- If the event requires additional time to set up and/or take down, click on "additional time" to expand the page. Enter the additional time needed.

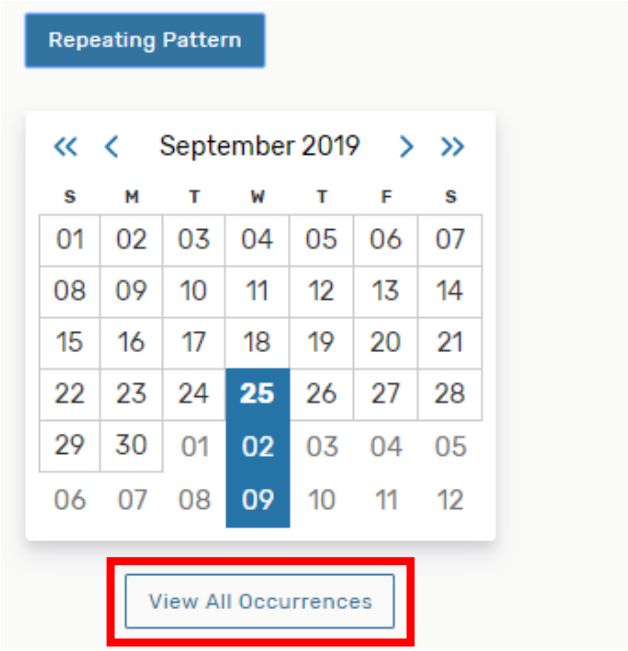


Does your Event have More than One Occurrence? Does it Repeat?

- The first occurrence of your event will display on the calendar.
- If you have multiple occurrences, click “repeating pattern” in order to choose how you want to select additional dates (ad hoc, where you may select random dates, or a repeating pattern: daily, weekly, or monthly)

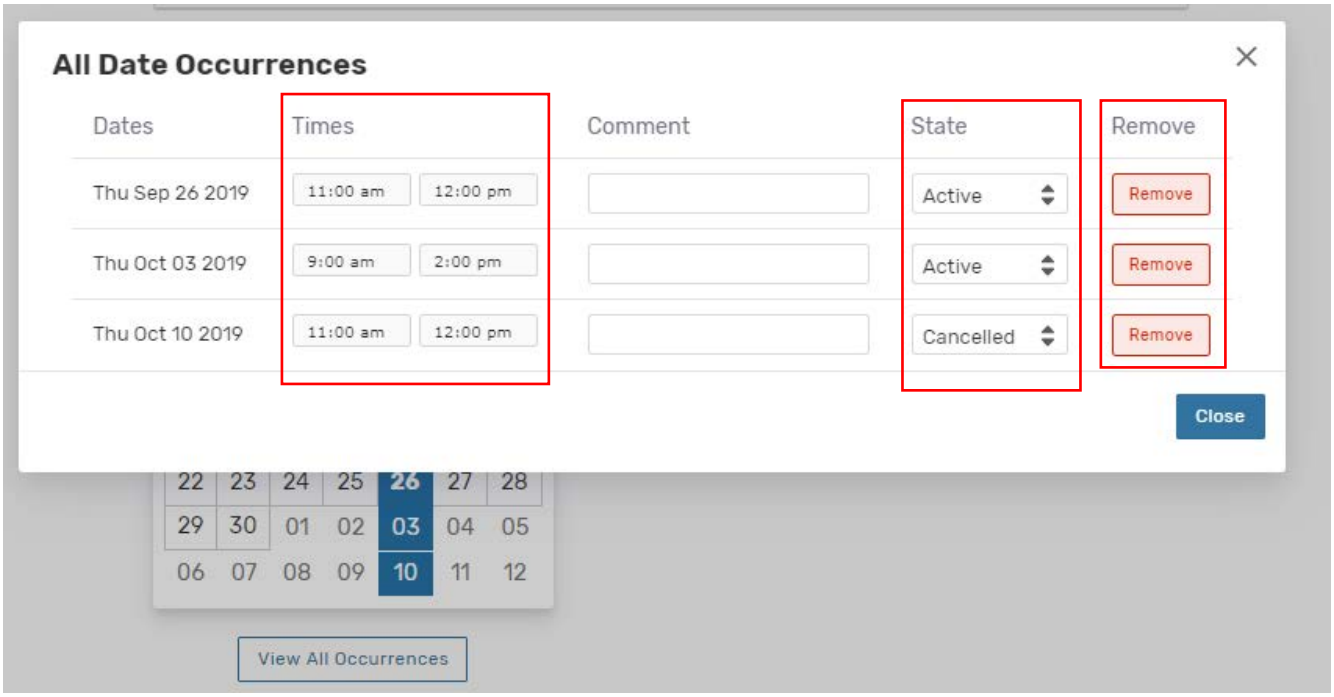


- Once you have selected your dates/pattern, all of your selected dates will display on the calendar.



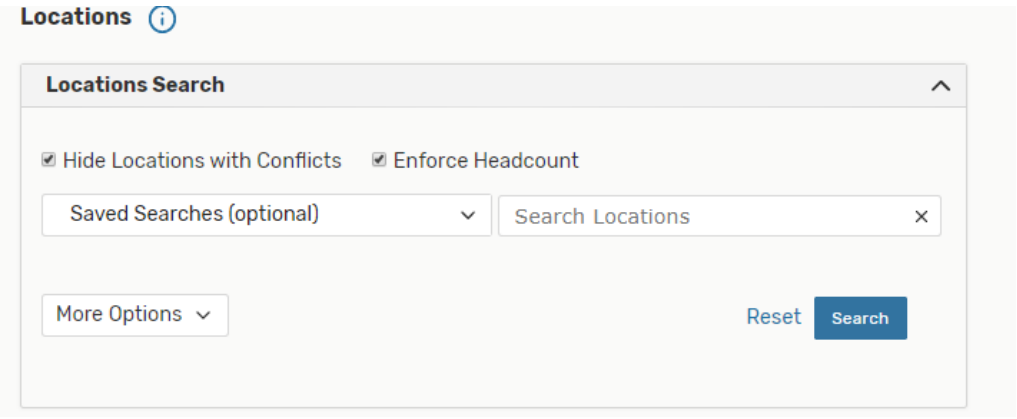
- If you want to view all occurrences click on the “View All Occurrences” button below the calendar, and a small page will open with each date and time displayed.

- This is also where you can adjust the time for individual dates, change the state of a date from active to cancelled, or remove a date altogether.

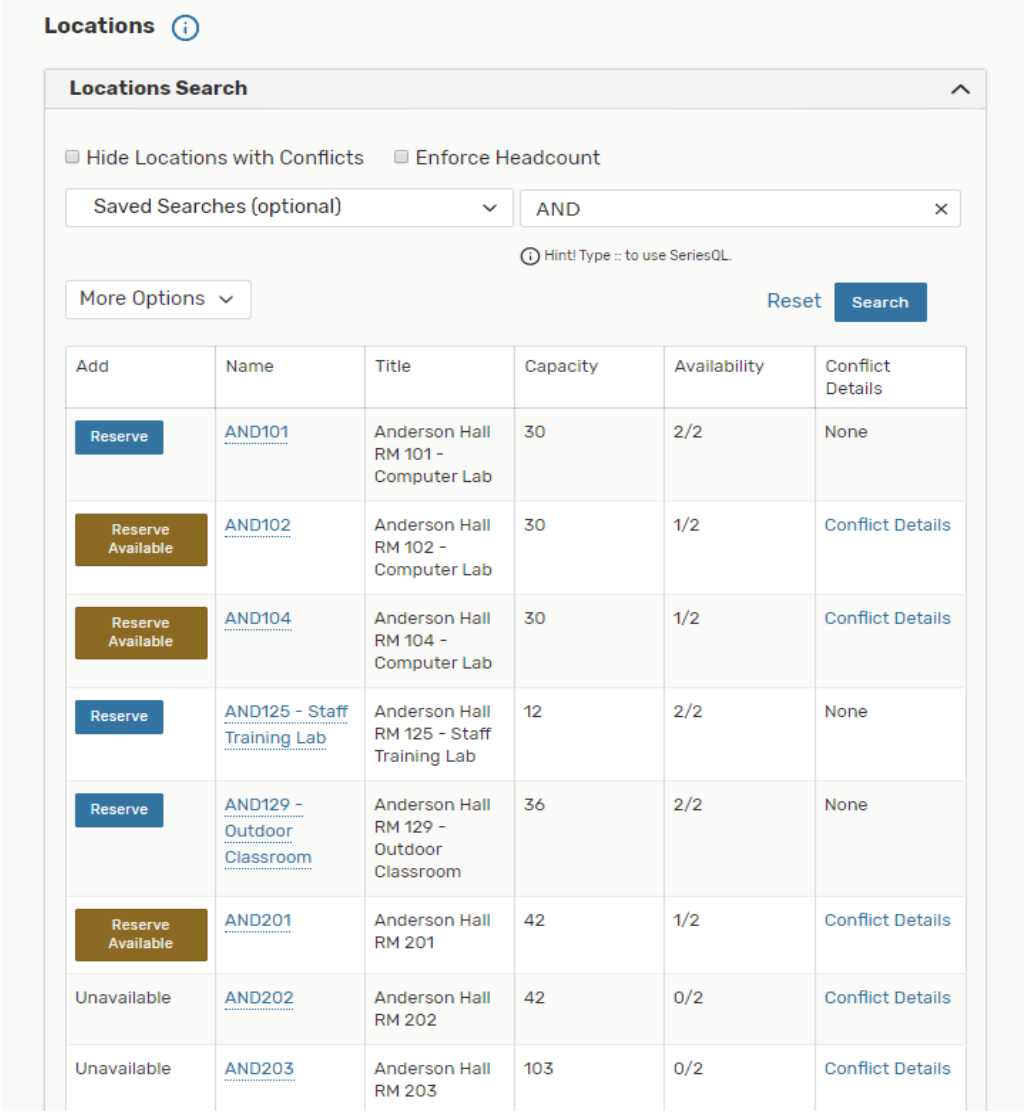


Select Location(s)

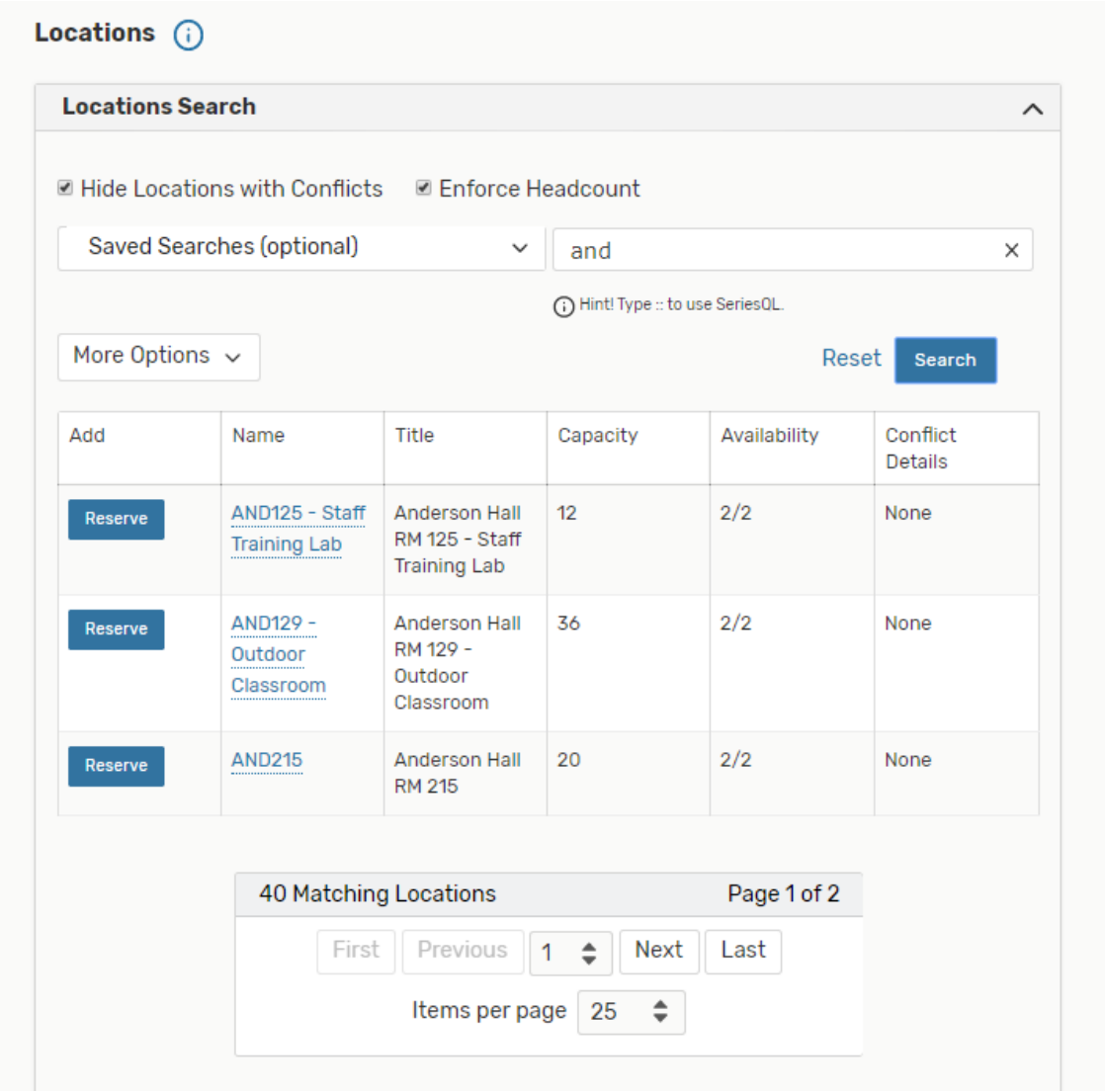
- Select one or more favorite (or starred) locations, or search for suitable locations by location name or saved search.



- The screenshot below shows a search for rooms in Anderson Hall (AND), ***without*** checking the boxes to "hide locations with conflicts" and "enforce headcount".
    - If you do not check the two boxes, then you will get a list of all rooms based on your search, even if they are not available.
    - The **blue box** means that the room is available for all occurrences in your request.
    - The **brown box** means that there are some conflicts, but that you can reserve it for the dates where there is not a conflict.
        - If you choose a room with the brown box, please note that it will not be confirmed for the dates where there is as conflict, and you will still need to select another room.
    - If you click on "**Conflict Details**", you can see what days and/or times the conflicts occur.

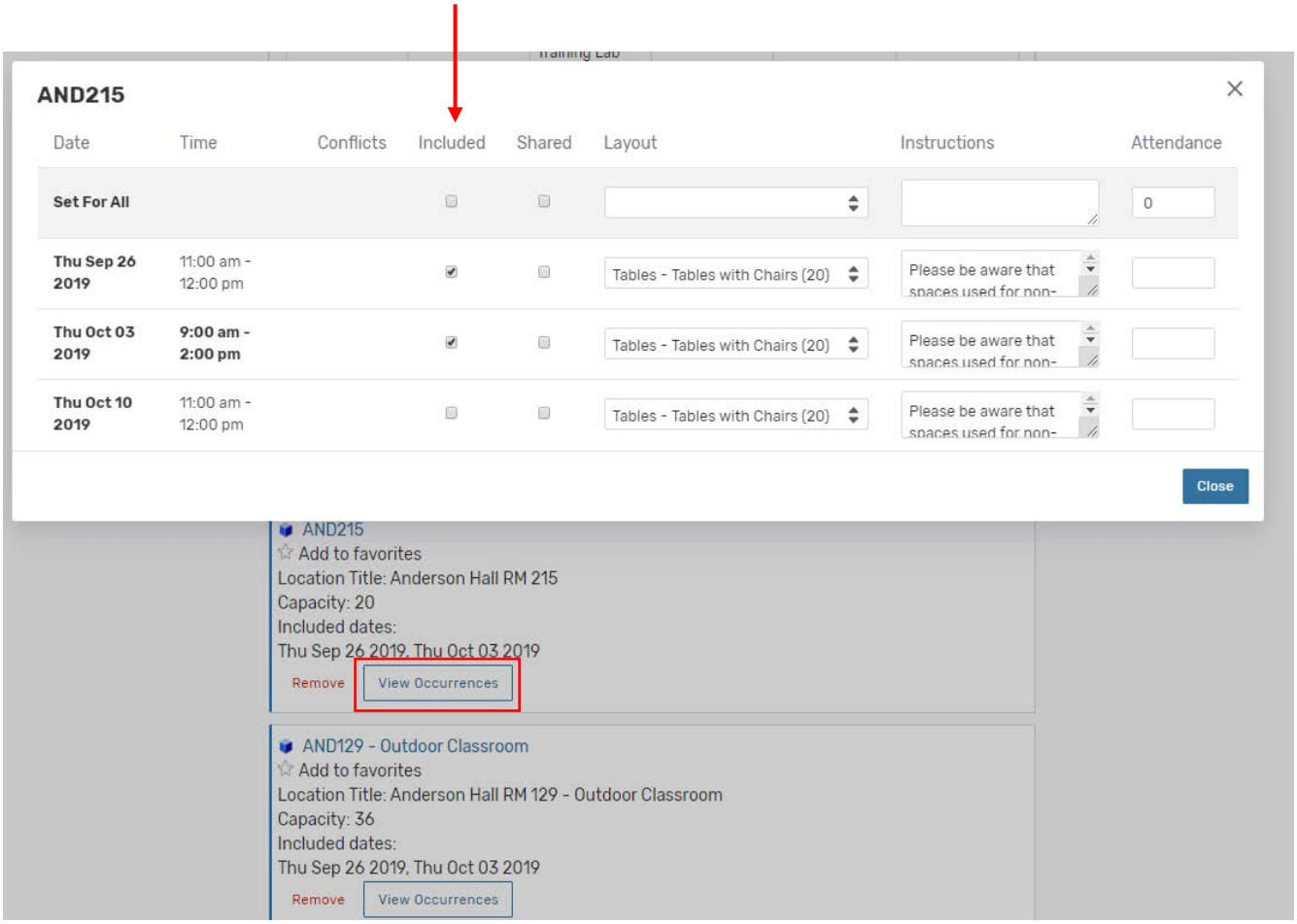


- Here is the same search, ***with*** the boxes checked to limit the results. Note that it only shows rooms that are available for all of my dates and times (indicated by the blue “reserve” buttons).



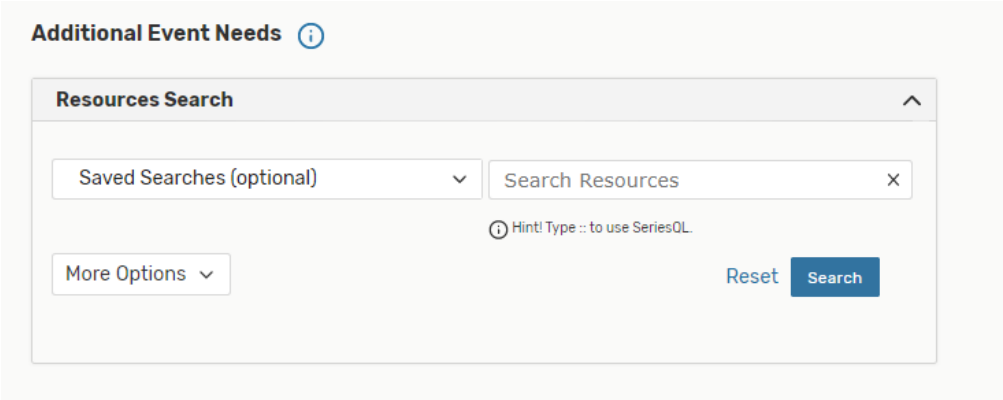
- Depending on your search results, click on the blue or brown button(s) to select the room(s) for your request. The selected rooms will display below the search results.

- You can click on “View Occurrences” for each of the rooms you selected, and a window will pop up, showing you each of the dates and times in your event.
- You may select or de-select individual dates for that room as desired, by checking or un-checking the box in the “included” column.

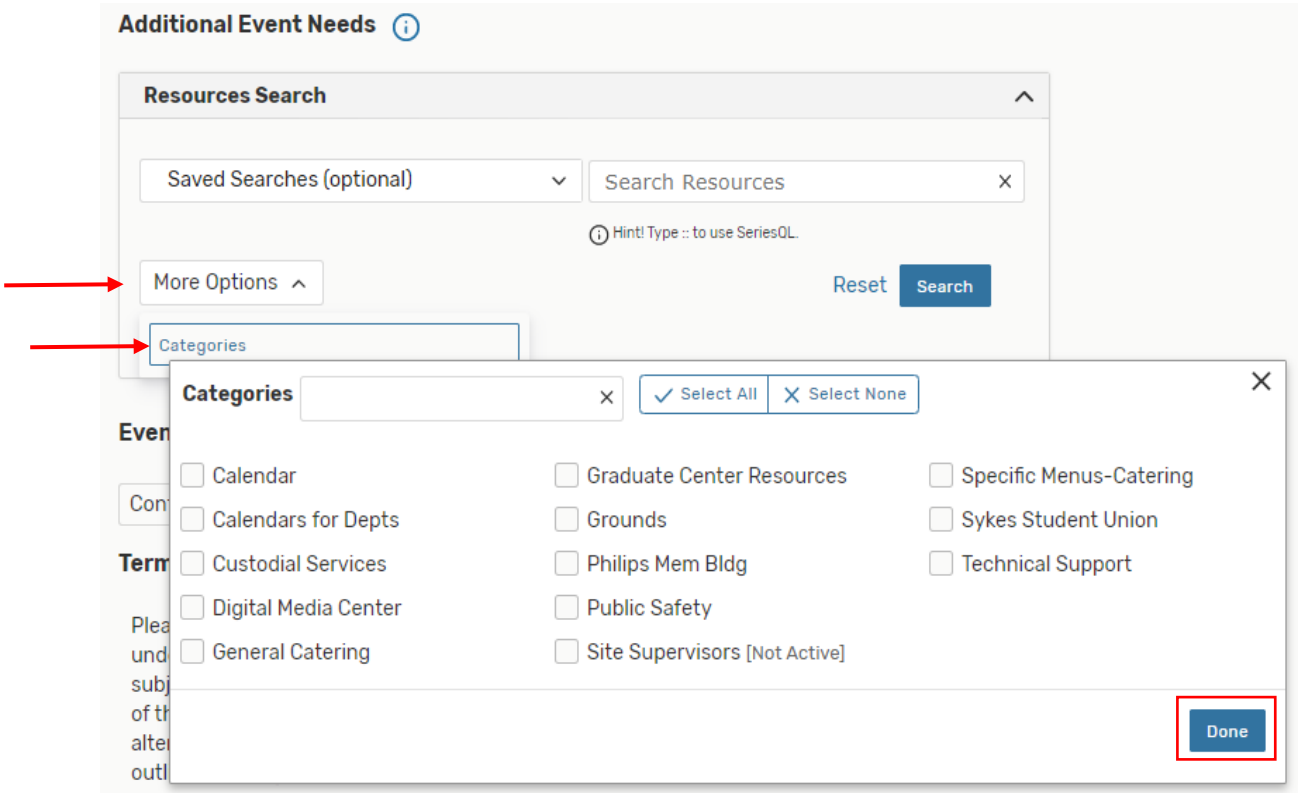


Additional Event Needs: Select Desired Resources

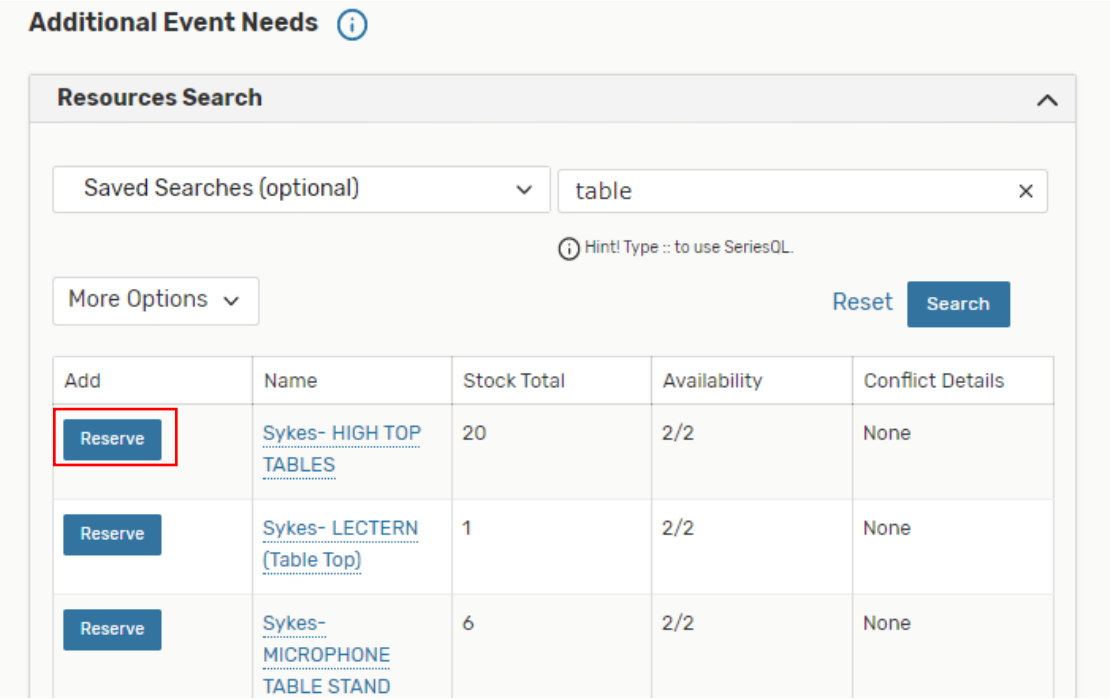
- This is where you will request to have your event published to a departmental or public calendar, or request the use of media equipment or other resources.
- You may type in a resource in the “search resources” box (tables, microphone, calendar, etc) and click the blue search button to generate a list to choose from.



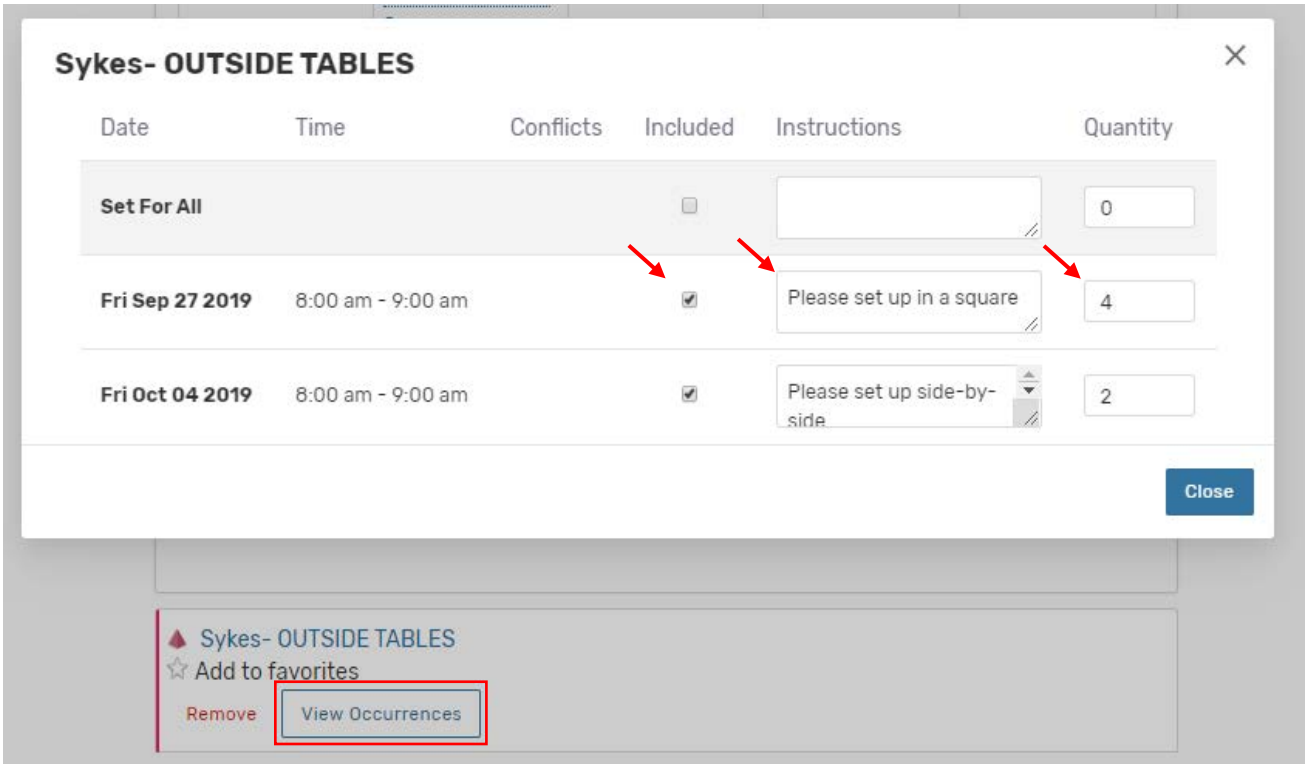
- **OR** click on “More Options” > “Categories”, and then check the box(es) for the types of resources you are requesting.
- Click “Done”, and then “Search” to generate a list.



- When the list displays, click on the blue “reserve” button to add the desired resource to your request.

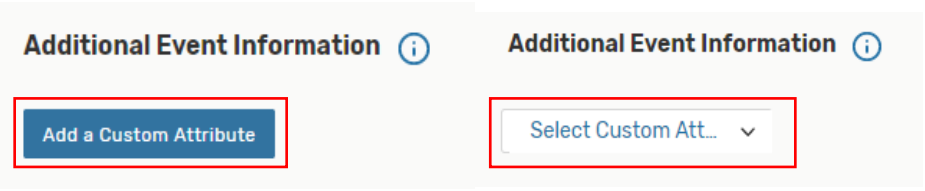


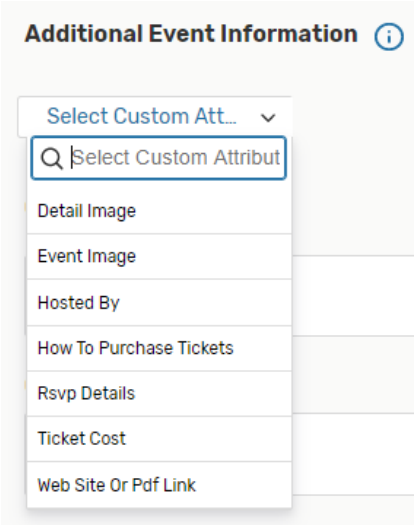
- If you need to adjust the quantity of a resource needed for specific occurrences, un-assign a resource for specific occurrences, or add setup instructions, click “View Occurrences” for each resource.
- A small pop up will display where you can make these adjustments.



Select Custom Attributes

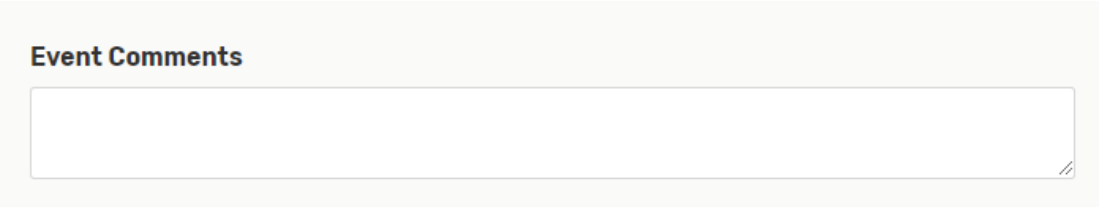
- Click on “Add a Custom Attribute” and then click “Select Custom Att…” to select the additional information you would like to include.
    - You can include detailed information about your event, which participants or other interested parties will need to know.
    - Information on this page is required if you selected the WCU Featured Events Calendar in the Resources section.





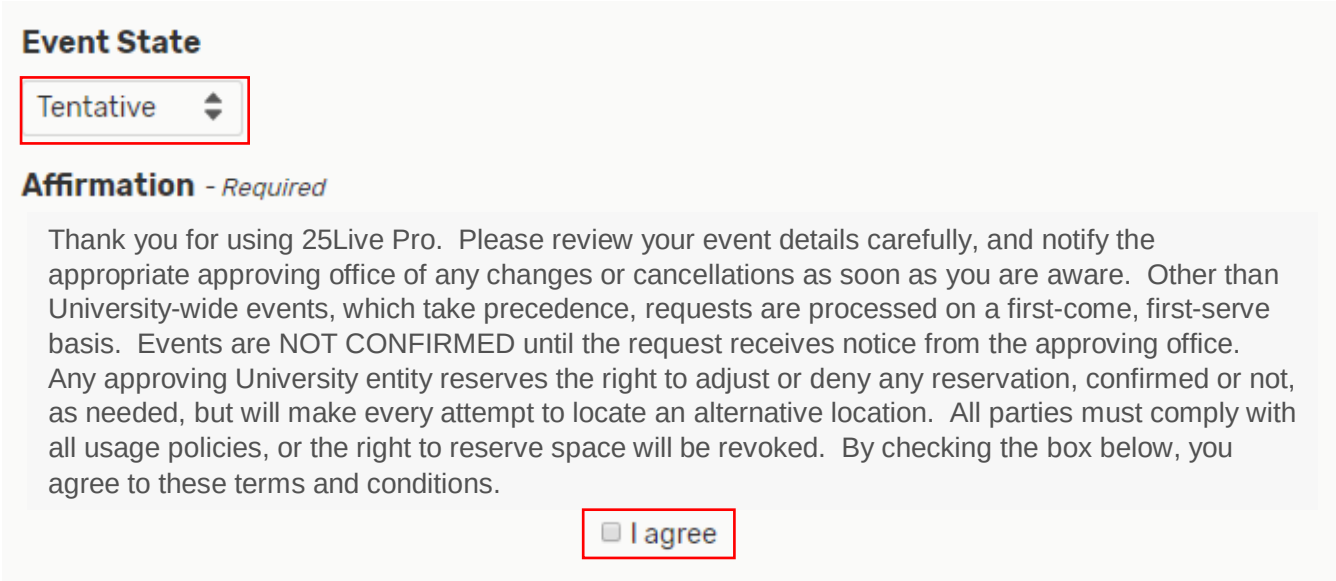
Add Comments

- If your security access includes this section, you may us this field to include additional information that you would like other 25Live users to be able to see.



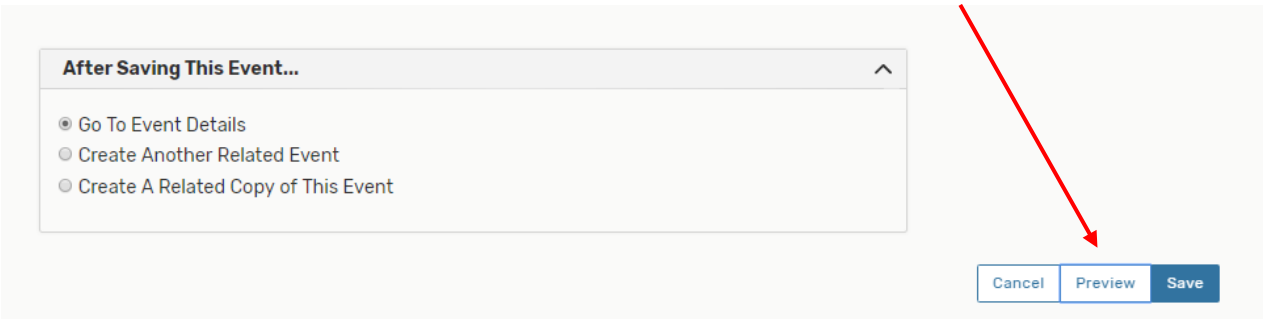
Choose your Event State and Agree to the Terms and Conditions

- Choose the appropriate state of your event (*if your security settings give you the option*), then use the **Save** button to finish.
- If your access permits you to choose "Confirmed" as an event state, this does not mean that your location has been approved.
    - **Please do not begin advertising your event until you have received official confirmation of your event and location assignment from the approver**. This will come as a separate notification, and will include confirmation that indicates your approved location.

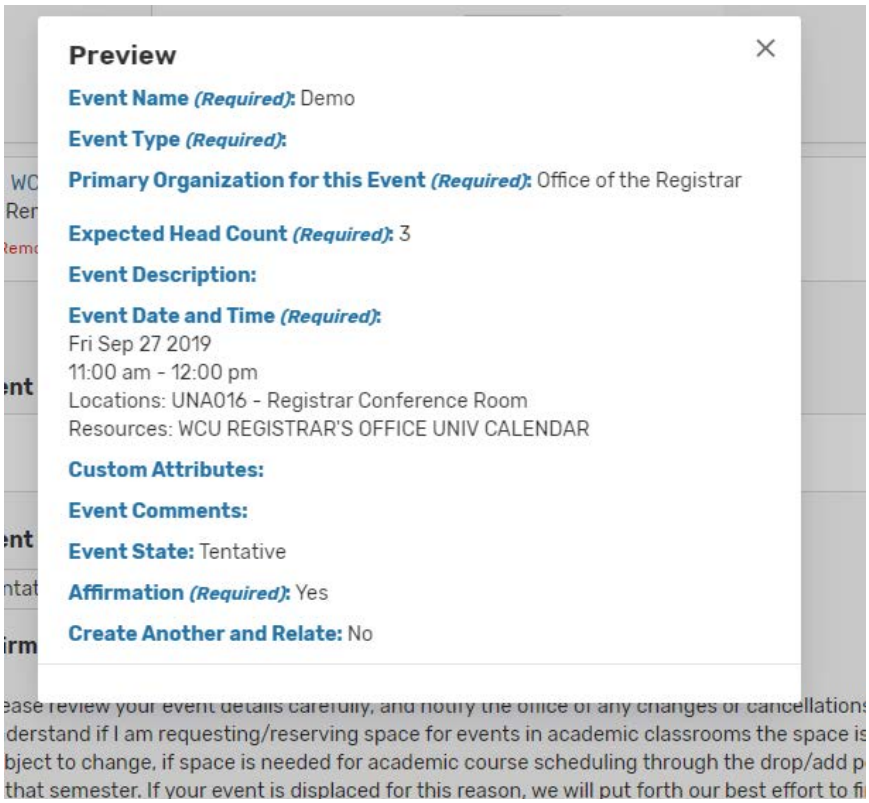


Preview and Save Your Event

- Use the "Preview" button if you would like to see a summary of your request before saving it.



- If you want/need to edit your request, you may navigate to the desired section by clicking on the blue section title in the preview information.



- Once you are satisfied, click the “Save” button to complete your event request creation. The event reference number is displayed when the event is saved. You can use this later to quickly find the event.

Additional Tips

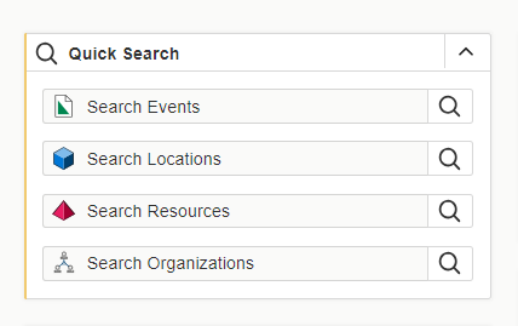
- Once you are in the Event Form, you can use the links in the left-hand column to quickly navigate to any section.
- Text entered in the Description field may be displayed in 25Live Publisher calendars. Text entered as Confirmation Notes appears in the Confirmation report generated for the event.

Editing an Event

- Once an event has been **Confirmed** by the assigned space approver, it can only be revised or cancelled by sending an email to the individual who sent you the confirmation. Please include the Reference Number in all communications.
- The directions below are for Events in **Tentative** status.

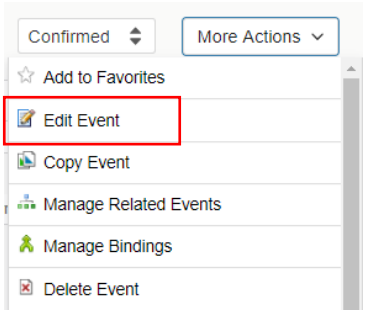
1. Search for the Event.

- From your dashboard, use either Quick Search, Keyword searching, or Advanced Search Options to find the event.



2. Choose to Edit the Event.

- Choose **Edit Event** from the **More Actions** menu in the event details view to enter editing mode.



- Please note that if you edit an event, the location you requested *may automatically be removed*.

  ***You might need to add your desired location back to the request, even if you did not specifically remove or change the location*. Please check to see that the desired room is still on the request.**

3. Edit Individual Fields

- Once you're in the editing mode, you may change most of the available fields. You cannot change the event type. Other event details may also be locked against editing, depending on how your 25Live instance has been configured.
- *Tip: You can also edit some event details inline from the Event Details View.*

4. Save your Edited Event

- When you have finished making changes, click on the "**Save"** button, which will take you to the event details screen. Your changes should be reflected.

For questions, concerns, or if you need further assistance, please feel free to email space@wcupa.edu.