

Scheduling Events in 25Live

The purpose of this document is to provide users with detailed information about the 25Live Event Reservation Wizard and the individual cards and editor fields contained within the wizard.

Step 1:

- Access 25Live at: <http://r25.kellogg.edu>
- Click the **Sign In** link on the upper right-hand area of the page. Your login will be your KCC K-ID credentials.

Step 2:

- Click on the *Event Wizard* tab
- If you are not signed into 25Live, you will be prompted to do so.

Step 3:

- Complete the fields that are relevant to your event.

Event Name

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 Kellogg Community College Website.

For this reason, we ask that users name events in a way that will be understandable to others and avoid acronyms when possible.

Event Type

There are 3 event types built in to 25Live. Section (reserved for classes), Calendar (reserved for web calendar events), and Special Events (reserved for room requests and scheduling). When making room reservations you will only be able to select Special Events.

Sponsor Organization

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.

Event Date/Time

Users select the start and end dates and times for each event in this editor. Be sure to enter the EXACT start and end times for this date. Users can add pre and post event times for additional set up time, registration, etc.

For one-day events with multiple occurrences (i.e. weekly meetings at the same time), users will enter the start date of the first occurrence then select Repeats Ad Hoc from the drop down box and add additional dates using the calendar tool.

Locations

Users should select the Location(s) for each event from their list of favorite locations or search within the categories list in Public Searches.

Head Count

Users should enter the estimated number of attendees for their event in the Expected field.

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.

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.

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

Step 4

- The following message should be displayed at the top of the Event Reservation Wizard: *Your event request has been submitted for approval.*

Step 6:

▪ For Faculty/Staff/Administrators:

Within three 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.

Canceling an Event

The best way to cancel an event is to locate the original e-mail confirmation from 25LIVE. Within this email is a link to the event. Click on this link and follow the following steps:

- Click on the *more actions* drop-down button in the upper-right area of the screen.
- Select *cancel this event*. The Event State will change to CANCELLED and any space or resource assignments will be removed.
- To exit the event, click more actions again and select *close this event*.

If you cannot find your original confirmation, please follow the following steps to cancel an event:

- While logged in, click on *Events*.
- Select the *Your Event Searches* tab.
- Under *Search Groupings*, select *Pre-Defined Groups*.
- Choose either *Events You Have Requested* or *Events You Are Scheduling* from the list on the right.
- Click on the grey *List* tab.
- Click the desired *Event Name*.
- Follow the steps above for canceling an event using the link from the confirmation e-mail.

Signing out of 25LIVE

- When logged in, the user's name will appear in the upper right-hand portion of the page.
- Click Sign Out or close the browser to exit 25LIVE.

Note: Cancelling an event in 25Live does not automatically cancel any requests made for additional services for an event. Requestors should also follow up with any service providers to cancel requested services for an event.