How to schedule departmentally managed space in 25Live

From the home screen, select the Wizard tab. This is where you will create new events.
How to use the Wizard

All fields with red asterisks are required to move to the next page. Event type and Sponsoring Organization fields include drop down boxes.

Events on our campus are not saved as private, if you do not want the meeting content to be public, use an innocuous Event Name such as "meeting".

Only use the Event Type "AA Ad Hoc Event". It should be the only option available to you. This ensures that events you create and manage are stored in system correctly.

At the Sponsoring Organization field you may begin typing the sponsoring group. The drop down menu will auto populate with matching possible organizations.

**DO NOT use 4 digit S.I.S codes.** These are for courses only. Any additional course related meetings and events such as SI sessions, study sessions, seminars, etc., should be listed under the responsible department.

When all required fields have been filled in, select either next button. The form will not advance until all required fields have been completed.

(see end of doc to learn how to Star Organizations)
Expected head count is not required, if you aren't sure, select the I Don't Know radial button.

The Event Description is also not required. Anything entered here will be posted to the public calendar to offer additional information about your event. Please read the notes on the right column before adding information here.
Selecting dates and times:
Repeating events must be held at the same time each occurrence. Any pattern of meeting dates in available. Decide if this event repeats or not to get to the next page to select meeting times.

To select date(s) you will find a familiar drop down calendar. Select the first date of a series if applicable.
Enter the begin and end time in the fields to the right of the date field. If you need additional time prior to or after the event select the Yes radial button to access the additional fields. By selecting Yes the form will open the field to include extra setup or take down time.

Assuming the event does not run overnight you will not need to add an end date. If the event does go past midnight make sure you uncheck the same day box.
Choosing additional dates (when applicable):

- **Ad Hoc** - no pattern, random dates
- **Daily** - multiple, consecutive dates
- **Weekly** - same day(s) of the week for multiple weeks
- **Monthly** - same date each month or by position

Ad Hoc - no pattern, random dates.
Daily - multiple, consecutive dates through a certain date, or skips days in a set pattern. Examples: every day for 5 days or every 4th day until a specified date.
Weekly - same day(s) of the week for multiple weeks until a specific date or after a set number of instances; much like a course is scheduled.

Monthly - same date each month or by position until a specific date or after a set number of instances. Example: every month on the 15th or every month on the first Tuesday.
Select Locations:
By Starred Locations: will search only the locations you have selected as Starred.
(see How to Star items)
By Location Name:
Type space name. You can be specific by including the full building name abbreviation and number or by building by only including the building abbreviation.
By checking the top button your search will only return spaces available on your selected date and time. If you have a series of dates the search will only return those available on ALL dates.

- **√** Means no conflicts and you are authorized to schedule

- **⚠️** Means there is at least one conflict

- **❓** Means you are not authorized to schedule this space

In order to see the conflicts in the right-hand column you must select the space in question.
By opening the View and Modify Occurrences window. Here you can see which dates have conflicts. To schedule on those without, leave the Assign box checked and uncheck the box where there are conflicts. Make sure to save changes before closing the box. Do not check the Share? button, this will allow the system to double book spaces.
Choose the Scheduler and Requestor. If they are already in the database and attached to the Organization, they will appear in the drop down. The database will auto search when you begin typing their names.
Draft state does NOT save the space but it does save all of the other information. Tentative and Confirmed both save the space, you may use these however you choose as it makes no difference in the scheduling of the space.
This is an overview of a successfully saved event. You may view details, edit, email and print confirmations from this page.
How to Star Organizations:

You can Star your most frequently used Organizations so that they will appear in your drop down menu without searching.

Go to the Organizations tab and select the Search for Organizations sub-tab. Search for Organizations by keyword in the search bar in List form.

When you find the Organization you are looking for, click the Star icon. You can remove Organizations from your Starred list at any time by following the same steps and unchecking the Star.