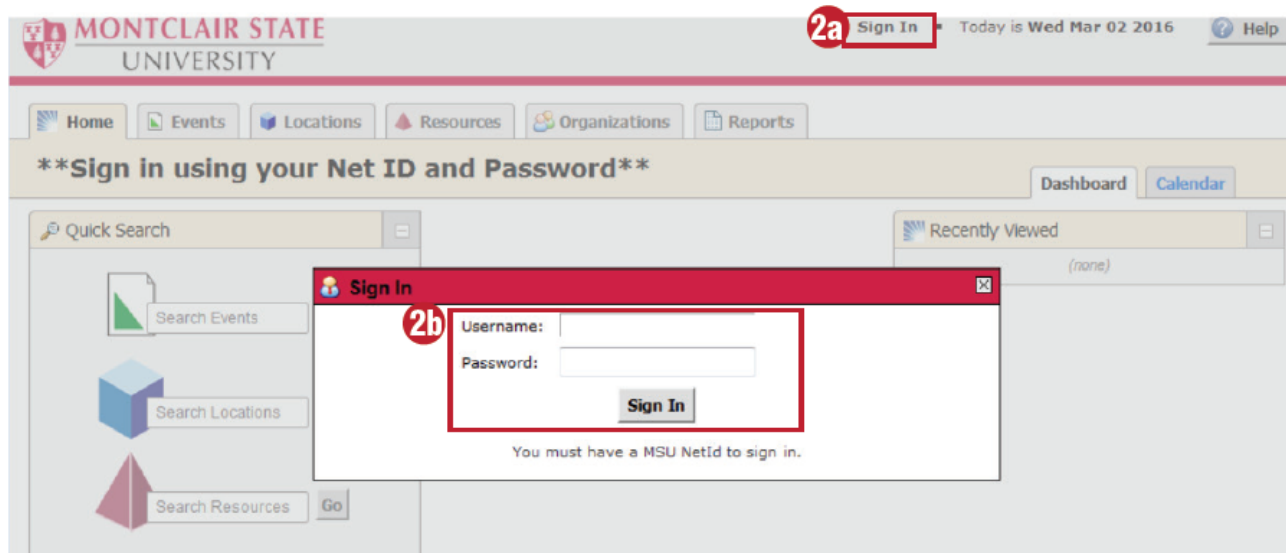


## 25Live: How to Create Events

- 1) Go to <https://25live.collegenet.com/montclair/>
- 2) **Sign In** (upper right corner) using your **Net ID** and **Password**



- 3) Click on the **Event Wizard** tab or the icon 'Create an Event'



- 4) Input the event information. The **Event Title** is used for displaying events on the 25Live Published calendars. Click the **Next button**.

Montclair State University

Welcome, Worker, Student • Preferences • Sign Out • Today is Wed Sep 16 2015

Home Event Wizard Events Locations Resources Organizations Tasks Reports Publisher

Leadership Workshop New Event...

**Leadership Workshop**  
Leadership Workshop

Montclair State University reserves the right to cancel or alter any aspect of this reservation when it is seen to be in the best interest of the University.

Workshop  
Center for Leadership Dev & Campus Conn  
Co-Sponsoring Organization

**Start by entering the basic event information.**

**4a** Event Name  
Leadership Workshop ✓

Event Title  
Leadership Workshop

Event Type  
Workshop ☆ ✓

Primary Organization  
Center for Leadership Dev & Campus Conn ✓

Co-Sponsoring Organization  
Search for Additional Organizations

Back Next 4b

Cancel Save

**\*\*Please note:** If your organization is not listed please email [25live@montclair.edu](mailto:25live@montclair.edu)

- 5) Input the maximum number of people you are expecting and an event description. Type your promotional description in the **Event Description** field. Click the **Next button**.

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Leadership Workshop New Event...

**Leadership Workshop**  
Leadership Workshop

Workshop  
Center for Leadership Dev & Campus Conn  
Co-Sponsoring Organization  
50 Attendees Expected  
Event Description

Progress...

**Enter additional basic event information.**

**5a** Maximum Head Count  
50 ✓

**5b** Event Description

Font Family Font Sizes

Back Next 5c

Cancel Save

- 6) Click **No** if this is a single event and **Yes** if this event has more than one occurrence. Click the **Next button**.

The dialog box has a title bar with a calendar icon and the text "Does this event have more than one occurrence?". It contains two main sections: "6a No" and "6b Yes". The "6a No" section has a "No" button and text stating "This event has only one occurrence. Any other related events are separate and distinct." The "6b Yes" section has a "Yes" button and text stating "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." At the bottom, there are four buttons: "Back", "Next", "Cancel", and "Save". The "Next" button is highlighted with a red box and labeled "6c".

- 7) Choose the **Start** and **End** date and **time** of the event. You can change the minutes if you need to. If you have multiple occurrences this **Start** and **End** date and time represent your first occurrence. If you have **Setup** or **Pre-event time**, click on **Yes**. If you have **Post-event** or **Takedown time**, click on **Yes**. Click the **Next button**.

The dialog box has a title bar with a calendar icon and the text "Tell us WHEN this event takes place.". It contains two main sections: "7a" and "7b". The "7a" section has text "Select the dates and times of the actual event. Setup, takedown, pre- or post-event times can be specified below." and two rows of date and time pickers. The first row is "Event Start: Wed Jul 22 2015 11:00 am" and the second row is "Event End: Wed Jul 22 2015 12:00 pm". Below these is a checkbox "The event begins and ends on the same day." which is checked. The "7b" section has two questions: "Does this event require Setup or Pre-Event time?" and "Does this event require Post-Event or Takedown time?". Both questions have "Yes" and "No" radio buttons. The "No" button for the first question is selected. At the bottom, there are four buttons: "Back", "Next", "Cancel", and "Save". The "Next" button is highlighted with a red box and labeled "7c".

- 8) If you clicked on **Yes** for more than one occurrence you will then need to click on one of the boxes that represent how your event repeats. Click the **Next button**.

**Choose how this event REPEATS.**

**8**

**Ad Hoc Repeats**  
*Individually select dates to add to the event.*

**Daily Repeats**  
*Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.*

**Weekly Repeats**  
*Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.*

**Monthly Repeats**  
*Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.*

**Does Not Repeat**  
*This event has only one occurrence.*

- 9) If you click on **Ad Hoc Repeats**, click on each day on the calendar that you need and the day will appear in the **Occurrence List** below. Click the **Next button**.

**Describe how this event REPEATS.**

**Ad Hoc Repeats**

Click on any date to add it to the Occurrence List.

**9a**

Oct 2015

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**9b**

**Occurrence List**

Date	Comments	Status
Thu Oct 22 2015		Active
Fri Oct 23 2015		Active
Mon Oct 26 2015		Active

- 10) Click on **Search by Location Name** and input the building and room number if you know the specific location you would like. Otherwise, you can click on **Advanced Search** and choose specific information about the room you would like.

The screenshot shows a web interface for finding locations. On the left, there is a sidebar with a 'Leadership Workshop' event card. The main area is titled 'Find and select LOCATIONS.' and contains two sections: 'Your Starred Locations...' and 'Search by Location Name...'. The 'Search by Location Name...' section is highlighted with a red box and a red circle labeled '10a'. Below it, the 'Advanced Search...' section is also highlighted with a red box and a red circle labeled '10b'. The 'Advanced Search...' section includes filters for Features, Categories, Layouts, and Capacity.

**Leadership Workshop**  
Leadership Workshop

Workshop  
Center for Leadership Dev & Campus Conn  
*Co-Sponsors Organization*  
50 Attendees Expected  
Event Description  
**Mon Aug 31 2015 8:00 am -  
Mon Aug 31 2015 9:00 am**  
Event Repeats  
Locations

**Find and select LOCATIONS.**

★ **Your Starred Locations...**

🔍 **Search by Location Name...**

**Advanced Search...**

Features: Choose a feature... ALL ANY

Categories: Choose a category... ALL ANY

Layouts: Choose a layout... ALL ANY

Capacity: 55 or more

- 11) For a quick search you can click on **Search by Location Name** and use the 4-character building code (see appendix for codes on the last page). If a room is available, you will see a green check mark. If it is not available, you will see the red triangle. Click on a room with the green check mark. Click the **Next** button.

The screenshot shows the search results for the query 'stct'. The results are listed in a table with columns for the room name, location, and availability status. The 'STCT 104' room is available (green check mark), while 'STCT 126' is not available (red triangle). The 'STCT 180' and 'STCT 1C01' rooms are also available (green check marks). The 'Next' button is visible at the bottom right.

**Find and select LOCATIONS.**

\* You must select at least one location.

★ **Your Starred Locations...**

🔍 **Search by Location Name...**

stct

STCT 104	Student Center 104 - Conference Room	Max Capacity: 10	✓
STCT 126	Student Center 126 - Annex Lounge	Max Capacity: 100	⚠
STCT 180	Student Center 180 - Rathskeller Food Facility	Max Capacity: 100	✓
STCT 1C01			✓

☐ Show only my authorized locations that have no time conflicts

☒ Enforce head count

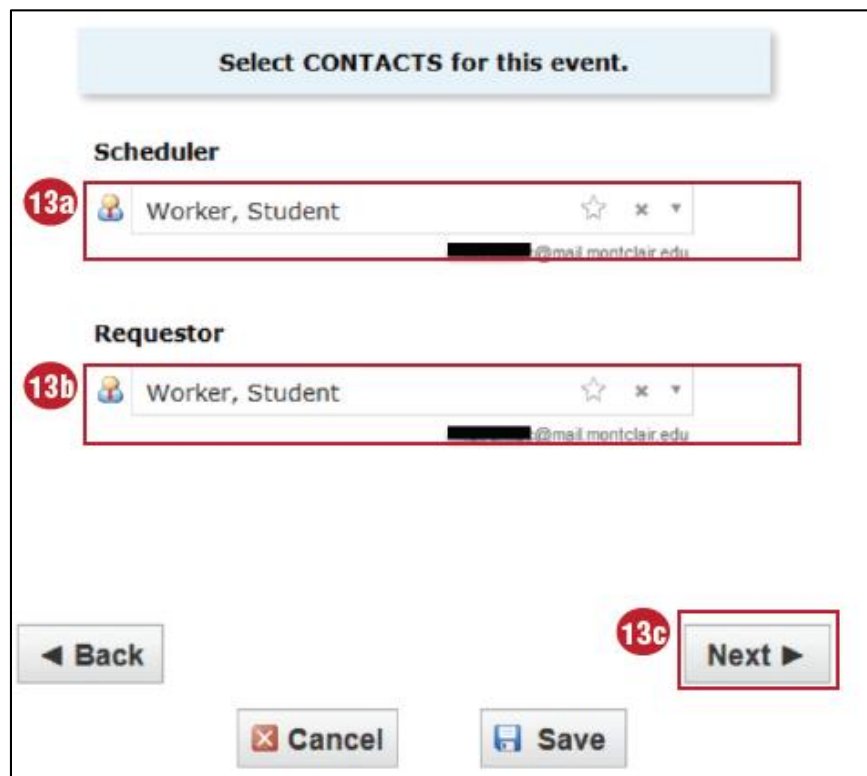
Refresh

12) If you need resources brought to the room (ex. AV, Food, Custodial etc.) then you can find and select them here. Click the **Next button**.



The screenshot shows a section titled "Find and select RESOURCES." with a red circle containing the number 12. Below the title are three options: "Your Starred Resources..." with a star icon, "Search by Resource Name..." with a magnifying glass icon, and "Saved Searches..." with a document icon.

13) Select the person who is scheduling the event in the **Scheduler** dropdown. That will probably be you. Select the person who is requesting the event in the **Requestor** dropdown. Click the **Next button**.



The screenshot shows a section titled "Select CONTACTS for this event." with two dropdown menus. The first dropdown is labeled "Scheduler" and has a red circle with "13a" next to it. The second dropdown is labeled "Requestor" and has a red circle with "13b" next to it. Both dropdowns show "Worker, Student" as the selected option. At the bottom, there are three buttons: "Back", "Next" (with a red circle and "13c" next to it), and "Cancel". There is also a "Save" button.

14) Input any **comments** you would like to add to the event and any **Internal Notes**. These will only be shown to the approver. Click the **Next button**.

**Add additional COMMENTS and NOTES for this event.**

14a

**Comments**

14b

**Internal Notes**

15) Click on the **Tentative** box and click **Save**.

**Verify or change the EVENT STATE.**

15a

**Tentative**  
*The event is scheduled, but is awaiting Confirmation from its Scheduler.*

◀ Back

Next ▶

✖ Cancel

15b

**Save**

**Your Event is now submitted.** When your event is approved or denied you will be notified by email.

#### 4 Character Building Codes

Building	Code
Blanton Hall	BLTN
Bohn Hall	BOHN
Center for Clinical Services	CCSV
Center for Environmental & Life Sciences	CELS

<b>Building</b>	<b>Code</b>
Chapin Hall	CHPN
Calcia Hall	CLCA
College Hall	COLL
Dickson Hall	DKSN
Dinallo Heights	DNLO
Sprague Library	LIBR
Life Hall	LIFE
Machuga Heights	MCHG
Mallory Hall	MLRY
Morehead Hall	MRHD
Panzer Gymnasium	PNZR
Richardson Hall	RICH
School of Business	SBUS
Conrad J. Schmitt Hall	SCHM
Science Hall	SCIE
Speech Building	SPCH
Recreation Center	SREC
Student Center	STCT
University Hall	UNIV