25Live

How to create Events

10/22/2015
Go to https://25live.collegenet.com/montclair/

Sign In (upper right corner) using your Net ID and Password.
Once signed in click on the Event Wizard tab or the icon ‘Create an Event’
Input the event information. The Event Title is used for displaying events on the 25Live Published calendars. If your organization is not listed please email 25live@mail.montclair.edu. Click the Next button.
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.
Click on No if this is a single event and Yes if this event has more than one occurrence. Click the Next button.

**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.
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.
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.

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.
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.
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.
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.
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.
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.
Input any comments you would like to add to the event. Input any Internal Notes. These will only be shown to the approver. Click the Next button.
Click on the Tentative box. Click the Save button.

Verify or change the EVENT STATE.

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

Click on Internal Folder and then click Save. Your Event is now submitted. When your event is approved or denied you will be notified by email.

Under which heading would you like to save this event?

- I Don’t Know
  If you do not choose a heading, this event will be saved as a Draft, and any Locations or Resources you selected will only be assigned as a preference.

- External / Strategic Folder
- Internal Folder
- OrgSync Folder