MONTCLAIR STATE UNIVERSITY

25Live: How to Create Events

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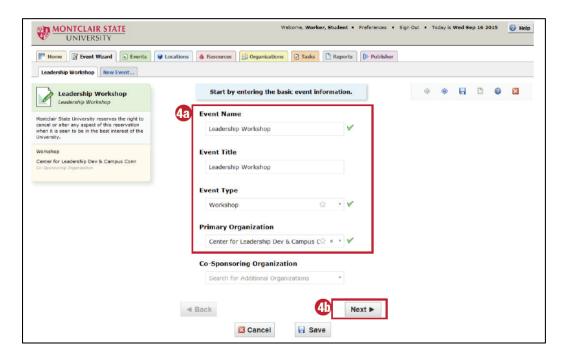2) **Sign In** (upper right corner) using your **Net ID** and **Password**

3) Click on the **Event Wizard** tab or the icon **'Create an Event'**
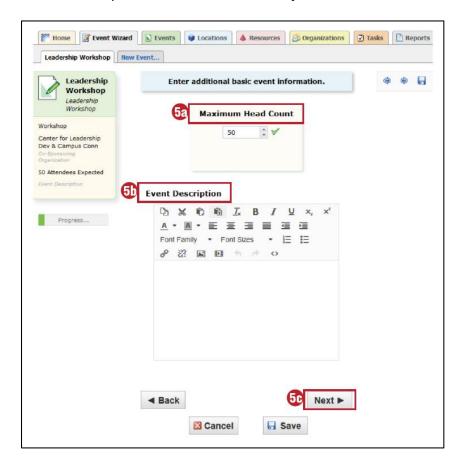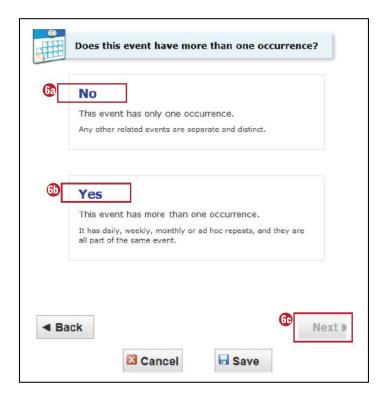
4) Input the event information. The **Event Title** is used for displaying events on the 25Live Published calendars. Click the **Next button.**
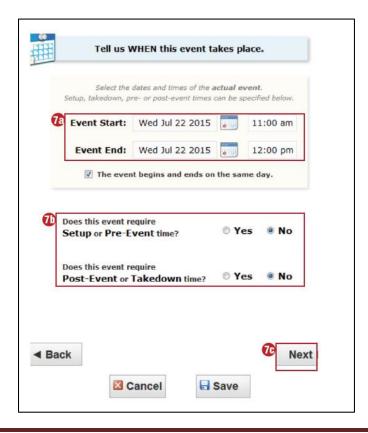

Please note: If your organization is not listed please email **25live@montclair.edu**

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**.

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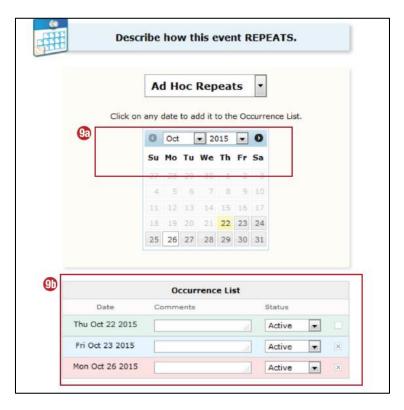

7) Choose the **Start** and **End** date and **time** of the event. You can change the minutes if you need to. If you have multiple occurrences this **Start** and **End** date and time represent your first occurrence. If you have **Setup** or **Pre-event time**, click on **Yes**. If you have **Post-event**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

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.**
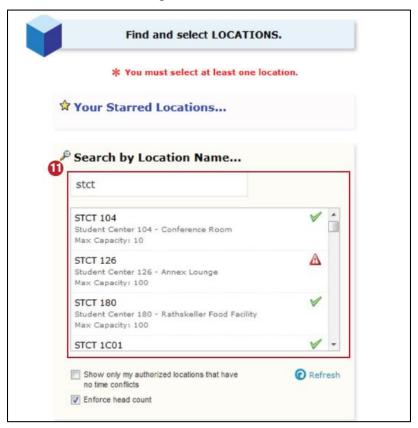

9) If you click on **Ad Hoc Repeats,** click on each day on the calendar that you need and the day will appear in the **Occurrence List** below. Click the **Next button.**

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.
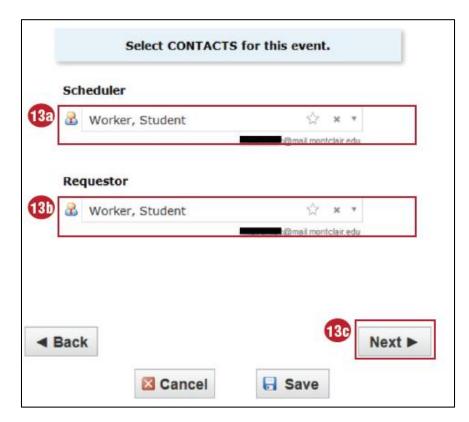

11) For a quick search you can click on **Search by Location Name** and use the 4-character building code (see appendix for codes on the last page)**.** If a room is available, you will see a green check mark. If it is not available, you will see the red triangle. Click on a room with the green check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

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.**
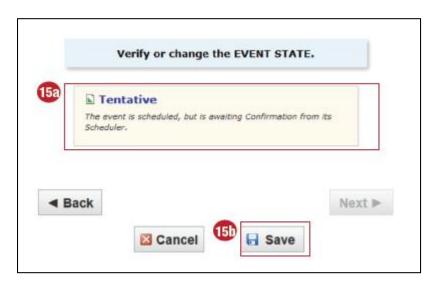

13) Select the person who is scheduling the event in the **Scheduler** dropdown. That will probably be you. Select the person who is requesting the event in the **Requestor** dropdown. Click the **Next button.**

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

Building	Code
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