Creating an Event in 25Live Scheduling


2. Sign into 25Live using your ETSU username/password combination.

3. Once you are logged in, a welcome message will appear. Make sure to read the message and then click the “Close” button. Once you have closed the message, the dashboard will appear.
4. To start an event reservation, click the “Create an Event” option in the middle of the dashboard or at the top of the page.

**Entering Basic Information for Event**

5. Enter the Event Name (refrain from using acronyms) and the Event Type. *Fields that have the red asterisk are required fields.*
6. To learn more about how each field needs to be completed, please read the green descriptions.

7. It is only necessary to fill out the primary organization. If more than one organization is sponsoring the event, you can add that in the Additional Organizations field.
8. Enter a brief description of the event.

***Please note that the description should be what the event is about, not just the title of the event.

Event Description

Place a brief description of your event in this box. This should include more than the title of the event. Description should give a viewer an overview of what the event is about.

Show/Hide Formatting Options

This field is required.

Event Occurrences

9. Next, you will choose the occurrence of the event. The first step is to enter the first day/time of the event. *It is important to note that you leave the box checked that says “The event begins and ends on the same day.” Otherwise, this event will span midnight and will not be saved correctly. You will be able to check the repeating pattern later on.
10. If your event has multiple dates, you can select the repeating pattern by click the drop-down menu here:

![Event Repeats Menu]

a. If the times of the event have more than one occurrence, you will be prompted to select how they re-occur.

![Does Not Repeat Menu]

**Entering Capacity**

11. Enter the number of people you expect to attend your event. Keep in mind that rooms results are returned based on the criteria you enter here.

![Expected Head Count]

**Selecting a Location**

12. Next, you will need to choose a location.
   a. Click on the Add Location button to search for a location.

![Locations Search]

To view a list of building codes, please visit this link [building codes].
b. When searching for a location, you can either type in a keyword (the building code or building name) or by saved searches. You can also click the “hide conflicts” and “enforce headcount” options to narrow down the locations that will best suit your needs.

Choose a Location

When requesting or assigning Locations, select only those Locations that can accommodate the event’s expected headcount.

You must select at least one location.

Searches

Keyword Search

Search by Name

Saved Searches

Starred Locations

Search Results

Filter Results  
- Hide Conflicts  
- Enforce Headcount

Select Location Filters...

Displaying 4 of 4 matching Locations

c. The locations displayed will tell you if the location is available for all dates or if there are any conflicts.
   i. Reserve Available Dates: means that the location is available for part of the days/times
   ii. Reserve It: means the room is available for all days/times
   iii. Unavailable: means the location is not available for any days/times
   iv. Restricted: means you do not have permissions to request this location

Choose a Location

🌟 A003 281  Brown Hall 281*  140  2  Reserve Available Dates
🌟 A003 205  Brown Hall 265*  75  3  Reserve Available Dates
🌟 A003 304  Brown Hall 304*  90  0  Reserve It
🌟 A003 364  Brown Hall 364*  128  2  Reserve Available Dates
🌟 A003 370  Brown Hall 370*  123  2  Reserve Available Dates
🌟 A003 476  Brown Hall 476*  32  1  Unavailable
🌟 A003 477  Brown Hall 477*  26  0  Reserve It
🌟 A006 127  Ball Hall 127 Auditorium*  206  1  Unavailable
d. Once you choose your location(s), you will be able to be more specific about your event.

For a list of building codes, please visit this link: https://www.etsu.edu/reg/documents/building_codes_2_5_20.pdf

Choosing Resources

13. Next, you will need to select if Resources are applicable for your event. Resources are considered items that are not already a part of the selected location.

a. Like with locations, you will go through the same steps to choose a Resource.
***Note: **ONLY** the Culp Center and Mary B. Martin Center for the Arts utilizes Resources. There are **NO** Resources to choose for Registrar Scheduled Rooms. If you are using a Registrar Scheduled Room, simply skip this section.

**Event Contacts**

14. These fields will automatically populate based on the location you choose (scheduler of the space), as well as the user that is signed in making the event (requestor). If you are the requestor, your name should appear in the “Requestor” field.

**Custom Attributes**

15. The Custom Attributes field designates special requirements for an event. For example, the requirement for this event is a contact number listed for the person responsible for the event.

**Choosing a Category**

16. Choose the category your event falls under:
17. For requirements, list the name of the person requesting the event.

18. In the additional comments and notes for the event, please list the Faculty or Staff advisor that is responsible for the group or event in the “Responsible Party” or “Faculty or Staff Advisor” box. In the “Confirmation Notes” box, add any additional notes that you want the scheduler to know about this event/reservation. These notes will show up in the confirmation email that is sent out.
19. Clicking “I agree” means that the user will adhere to the room usage policies and procedures for whichever location you choose.

20. Once you save the event, you will get a confirmation that it is saved and is pending approval.