



## Using the Event Form in 25Live Pro

1. Visit <https://25live.collegenet.com/pro/etsu>

**\*\*\*Note:** If you are just wanting to view availability without signing on, you can do this by utilizing the public location searches.

2. Sign into 25Live using your ETSU username/password combination. Sign in option is available in the upper right corner.

The screenshot shows the 25Live Pro interface for East Tennessee State University. The top navigation bar includes the ETSU logo, the text 'EAST TENNESSEE STATE UNIVERSITY', and the '25Live Pro' tab. To the right of the tab are links for 'Guest', 'Sign In', and 'More'. A search bar with 'Go to Search' and 'Nothing recently viewed' is also present. The main content area features a 'Quick Search' section with 'Search Events' and 'Search Locations' buttons. Below this is a 'Public Location Searches' section with links for 'Auditoriums 100+ Registrar Scheduled', 'Culp Center Scheduled Spaces', and 'Registrar Scheduled Rooms'. A red arrow points to the 'Sign In' link in the top right corner.

3. The dashboard will appear under the 25Live Pro tab once you are logged in.

The screenshot shows the 25Live Pro dashboard after logging in. The top navigation bar includes the ETSU logo, the text 'EAST TENNESSEE STATE UNIVERSITY', and the '25Live Pro' tab. To the right of the tab are links for 'Event Form', 'Test User', and 'More'. A search bar with 'Go to Search' and 'Nothing recently viewed' is also present. The main content area is divided into several sections: 'Quick Search' with 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations' buttons; 'Your Starred Event Searches', 'Your Starred Location Searches', 'Your Starred Resource Searches', and 'Your Starred Reports' sections, all showing 'You do not have any Starred... Searches!'; 'Find Available Locations' section with instructions on how to find a location and a time, and a 'Create an Event' button; 'Your Upcoming Events' section showing 'You are not associated with any upcoming events'; 'Your Starred Events', 'Your Starred Locations', and 'Your Starred Resources' sections, all showing 'You do not have any Starred...!' and instructions on how to star items. A 'Customize Dashboard' link is located at the bottom right.

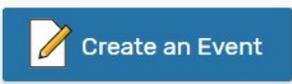
4. To request a location for an event on campus, click the “Create an Event” option in the middle of the dashboard or the “Event Form” at the top of the page.

Find Available Locations

**I know WHEN** my event should take place -- help me **find a location!**

OR

**I know WHERE** my event should take place -- help me **choose a time!**

 Create an Event

Your Upcoming Events

You are not associated with any upcoming events

 **25Live Pro**  **Event Form**  Tasks **2** Jessica Winkle Barrett  More

 Help

Your Starred Locations

 <u>A003 112</u> Brown Hall Auditorium 112*	 
 <u>A006 127</u> Ball Hall 127 Auditorium*	 
 <u>A021 102</u> Rogers-Stout Hall 102*	 
 <u>A021 118</u> Rogers-Stout Hall 118*	 

 See when these locations are available

## Entering Basic Information for Event

5. *Required* fields must be completed in order to save the event form.

This event form is designed to collect the information needed to schedule an event.  
Please be as detailed as possible when submitting this information.  
*\* All requests are subject to approval \**

**Event Name** - *Required* ⓘ

Event name is limited to a 40 character length. Name should be more descriptive than "Department Meeting", "Thesis", etc. Also, please refrain from using acronyms in the event name.

6. To learn more about how each field needs to be completed, click on the blue "i" circle. Some fields already have additional information displayed in green.

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Please be as detailed as possible when submitting this information.  
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**Event Name** - *Required* ⓘ

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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.

**\*\*\*Note:** To star an organization as a favorite, click the hollow star to the right side of the appropriate organization.

The image shows a dropdown menu titled "Primary Organization - Required" with an information icon. The search bar contains "alph". The list of organizations includes: ALPHA DELTA PI (with a star icon circled in red), ALPHA EPSILON DELTA, ALPHA KAPPA ALPHA SORORITY INC, ALPHA LAMBDA DELTA, and ALPHA OMICRON PI. A "Remove" button is visible to the right of the search bar.

## Entering Additional Information

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8. Enter the expected head count for the event and 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.**

The image shows a form with two sections: "Expected Head Count - Required" and "Event Description - Required". The "Expected Head Count" section has an empty input field. The "Event Description" section has a text area with a rich text editor toolbar. The toolbar includes: File, Insert, View, Format, Tools, Undo, Redo, Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (A), Font Family, Font Sizes, and Link. Below the toolbar is a large empty text area for the description.

## 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.

**Date and Time** - Required

Thu Jan-14-2021

2:00 pm

To:

3:00 pm

This begins and ends on the same day

Duration:  
**1 Hour**

*\*\*\*Note: If your event requires access and break down time, please note that in the Additional Time field. This is not the actual time of your event. Click the drop-down arrow to expand the Additional Time window.*

**Additional time**

**Setup Time**

0 Days 1 Hours 0 Minutes

**Takedown Time**

0 Days 1 Hours 0 Minutes

Reservation Start:  
**Thu Jan-14-2021 1:00 pm**

Reservation End:  
**Thu Jan-14-2021 4:00 pm**

Reservation Duration:  
**3 Hours**

10. If your event has multiple dates, you can select the repeating pattern here:

**Repeating Pattern**

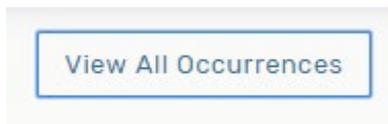
<< < February 2020 > >>

M	T	W	T	F	S	S
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
<b>24</b>	25	26	27	28	29	01
02	03	04	05	06	07	08

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



11. If your event is multiple days and has different times for each date, you can edit that by clicking the “View All Occurrences” button.



**All Date Occurrences** X

Dates	Times	Comment	State	Remove
Mon Feb-24-2020	9:00 am 10:00 am		Active	Remove
Fri Feb-28-2020	8:00 am 9:00 am		Active	Remove
Wed Mar-04-2020	11:00 am 2:00 pm		Active	Remove
Thu Mar-12-2020	10:00 am 11:00 am		Active	Remove

**Close**

## Selecting a Location

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12. Next, you will need to choose a location. You can search for a location in several ways:
  - a. Saved Searches: This will search the locations that you have saved in your starred searches or in the public searches (Ex. Culp Center Scheduled Spaces, Registrar Scheduled Spaces, etc.).
  - b. Search Locations: Manually type in the location name to search (Ex. Type in A014 or Burlison to search for Burlison Hall classrooms. For Culp locations, type in A092 or Culp)
  - c. More Options: Filter what you want to search by (features, categories, layouts, capacity)

**Locations** - Required ⓘ

To view a list of building codes, please visit this link [building codes](#)

**Locations Search** ^

Auto-Load Starred:  No  Yes

Hide Conflicts  Enforce Headcount

Saved Searches (optional)  Search Locations

Hint! Type :: to use SeriesQL.

More Options  Reset

\*\*\*Note: If you are requesting a location for multiple dates, unlick the “Hide Conflicts” checkbox.

\*\*\*Note: If you click “enforce head count”, that will search only the locations that do not go over the capacity of the event

\*\*\*Note: 25Live will search each location based on the criteria you chose. Locations that are available will have a blue Request button to the left.

Add	Name	Title	Default Capacity	Availability	Conflict Details
<input type="button" value="Request"/>	A014 201	Burleson Hall 201*	41	1/1	None
<input type="button" value="Request"/>	A092 274 2ND LEVEL LOBBY	Culp 2nd Level Lobby	300	1/1	None

For a list of building codes, please visit this link: [https://www.etsu.edu/reg/documents/building\\_codes\\_2\\_5\\_20.pdf](https://www.etsu.edu/reg/documents/building_codes_2_5_20.pdf)

13. Once you have selected your location, you can hover over the name of the building/room for additional information OR you can right click on the name of the location and open additional details in a new tab.

Add	Name	Title	Default Capacity	Availability	Conflict Details
<a href="#">Request</a>	A014 201	Burleson Hall	41	1/1	None
<a href="#">Request</a>	A014 202	Burleson Hall 201*			None
<a href="#">Request</a>	A014 203				None
<a href="#">Request</a>	A014 302				None
<a href="#">Request</a>	A014 404				None

**A014 201**  
Burleson Hall 201\*



Features:  
Air Conditioning; Computer Setup; Crestron Touchpanel; DVD/VCR Player; Elmo Projection System; Instructor Podium; Movable Tablet Desks; Projection Screen; Recessed Lighting System; Registrar Schedules; Symposium; White Board

Add	Name	Title	Default Capacity	Availability	Conflict Details
<a href="#">Request</a>	A092 274 2ND LEVEL L	Culp 2nd Level	300	1/1	None
<a href="#">Request</a>	A092 AMPHIT R			1/1	None
<a href="#">Request</a>	A092 BORCHL PLAZA			1/1	None

**A092 274 2ND LEVEL LOBBY**



Culp 2nd Level Lobby

Features:  
Air Conditioning; DP Culp-Center Scheduled

Capacity:  
300

## Choosing Resources

14. 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.

**Resources** - Required ⓘ

Resources are defined as a/v equipment, catering, additional furniture, other or services that are not associated with a specific location. Resources are **ONLY** available for Culp Center Spaces or Martin Center for the Arts. Registrar scheduled rooms do not utilize resources. If your request does not require a resource, choose the **NO RESOURCE NEEDED** option.

**Resources Search** ^

Auto-Load Starred: No  Yes

Saved Searches (optional)  x

Hint! Type :: to use SeriesQL

More Options

**\*\*\*Note:** To search Culp Center Resources, type *Culp* in the search and available resources with their quantities should display.

**Resources Search** ^

Auto-Load Starred: No  Yes

Saved Searches (optional)  x

Hint! Type :: to use SeriesQL

More Options

Add		Name	Quantity Available	Conflict Details
<input type="text" value="1"/>	<input type="button" value="Request"/>	Culp 16 Inch Riser	6 / 6	None
<input type="text" value="1"/>	<input type="button" value="Request"/>	Culp 8 Inch Riser	6 / 6	None
<input type="text" value="1"/>	<input type="button" value="Request"/>	Culp Amplified Podium	1 / 1	None
<input type="text" value="1"/>	<input type="button" value="Request"/>	Culp Baby Grand Piano	2 / 3	None
<input type="text" value="1"/>	<input type="button" value="Request"/>	Culp Blue Ray Player	2 / 2	None
<input type="text" value="1"/>	<input type="button" value="Request"/>	Culp Boom Box	3 / 3	None
<input type="text" value="1"/>	<input type="button" value="Request"/>	Culp Boom Stand	15 / 15	None
<input type="text" value="1"/>	<input type="button" value="Request"/>	Culp Catering	100 / 100	None

**\*\*\*Note:** **ONLY** the Culp Center and Martin Center utilizes Resources. There are **NO** Resources to choose for Registrar Scheduled Rooms. If you are using a Registrar Scheduled Room or do not need a resource in Culp

Center scheduled spaces or Martin Center scheduled spaces, simply choose the resource, **NO RESOURCE NEEDED**.

Add	Name	Quantity Available	Conflict Details
1 <input type="button" value="Request"/>	NO RESOURCE NEEDED	Unlimited	None

## Additional Questions

15. The Additional Questions field designates special requirements for an event. For example, the requirement for this event is a question regarding food and a contact number listed for the person responsible for the event.

**Additional Questions (Required)**

✕ Are you having food? No  Yes

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\* Cell Phone Number

*\*\*\*Note: Additional Questions will populate based on the specific event type you choose. For example, if you choose "Yes" for requiring food, another box will ask you if you plan on using Sodexo. If you do plan on using Sodexo, you will need to choose the resource, "Culp Catering." If you choose "No," a pop-up box with additional information will appear.*

**Additional Questions (Required)**

✕ Are you having food? No  Yes

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\* Sodexo? No  Yes

25live.collegenet.com says

Food less than \$300 can only be purchased from a licensed off campus food vendor. Requestor will be responsible for cleanup and trash removal.

## Choosing a Category

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16. Choose the category your event falls under:

**Categories** ×

Select All  Select None

Administration Event

Class Event

Faculty Event

Staff Event

Student Event

## Requirements/Notes

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17. 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 “Additional Information 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.

**Faculty or Staff Advisor** - Required ⓘ

Please list the faculty or staff advisor that is responsible for this group or event. All student sponsored events MUST have a faculty/staff advisor. Reservations will not be confirmed without one listed.

**Additional Information Notes** ⓘ

Please list any additional notes that the scheduler should know about this event here.

## Affirmation-Agree to Terms and Conditions Related to Usage of a Room/Space

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18. Clicking “I agree” means that the user will adhere to the room usage policies and procedures for whichever location you choose.

**Affirmation** - Required

By clicking "agree" I acknowledge that I have reviewed the linked policies/procedures for the respective location. For the academic spaces controlled by the Registrar, I accept responsibility for compliance with these policies/procedures. (Registrar) For the Culp Center locations, by clicking "agree" I acknowledge that I have reviewed the linked policies/procedures and fee schedule for overtime, labor and no-shows, for the locations that I am requesting, and I accept responsibility for compliance with these policies/procedures and fees. (Culp Center)

I agree

19. Once you save the event, you will get a pop-up notification in the lower left corner of 25Live that states the event is saved and is **pending** approval.