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.

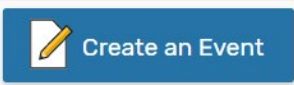3. The dashboard will appear under the 25Live Pro tab once you are logged in.

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.

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.

Event Type - *Required* ⓘ

Choose type based on what will be occurring during the event.

Select an item ⌄

Primary Organization - *Required* ⓘ

Please list the organization that is hosting/responsible for this event. For example, this would be
your student group. If your organization is not listed, please contact the location scheduler.

Search organizations ⌄   Remove

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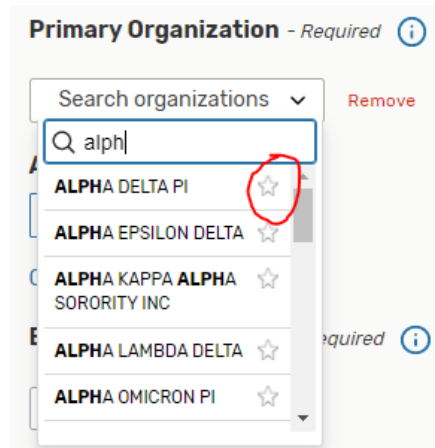
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7. It is only necessary to fill out the primary organization. If more than one organization is sponsoring the event, you can add that in the Additional Organizations field.

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

Entering Additional Information

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.

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

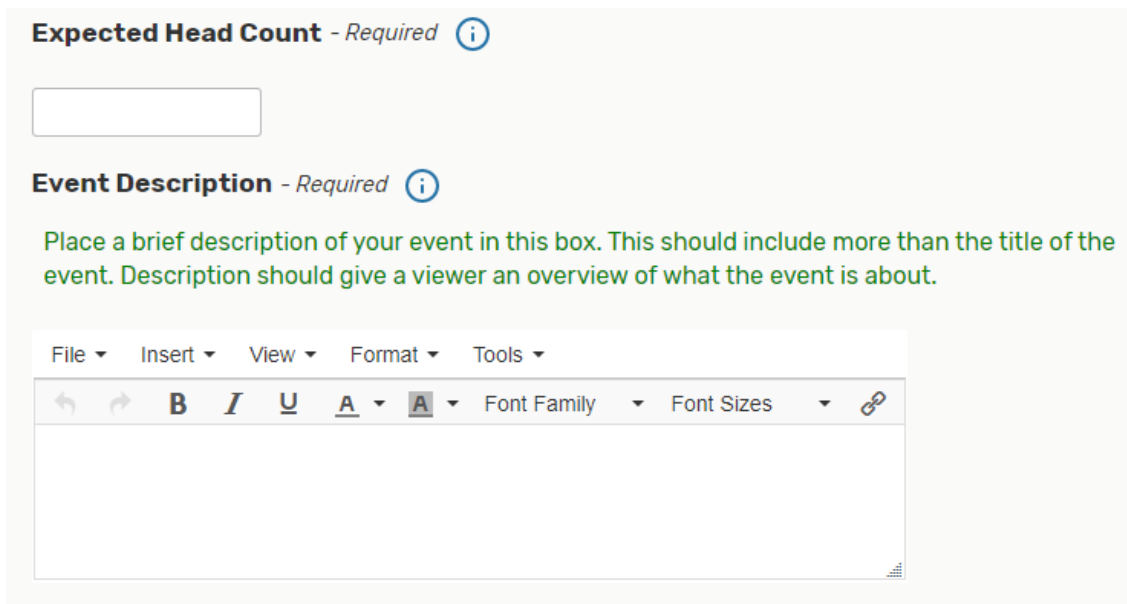| 0 | Days | 1 | Hours | 0 | Minutes |

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
24	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.

Pattern Picker   ×

Choose how you would like this to repeat | Does Not Repeat ◆ |

Does Not Repeat
Ad hoc   Cancel   **Select Pattern**
Daily
Weekly
Monthly
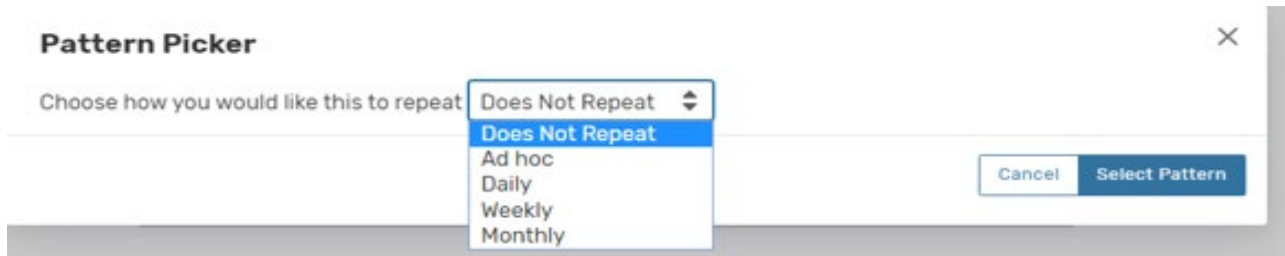
11. If your event is multiple days and has different times for each date, you can edit that by clicking the "View All Occurrences" button.

View All Occurrences

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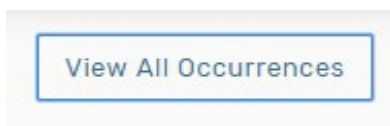
Dates	Times		Comment	State	Remove
Mon Feb-24-2020	9:00 am	10:00 am		Active ◆	Remove
Fri Feb-28-2020	8:00 am	9:00 am		Active ◆	Remove
Wed Mar-04-2020	11:00 am	2:00 pm		Active ◆	Remove
Thu Mar-12-2020	10:00 am	11:00 am		Active ◆	Remove

Close

Selecting a Location

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 Burleson to search for Burleson Hall classrooms. For Culp locations, type in A092 or Culp)
    c. More Options: Filter what you want to search by (features, categories, layouts, capacity)

***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
Request	A014 201		Burleson Hall 201*		41		1/1	None

Add	Name	–	Title	–	Default Capacity	–	Availability	Conflict Details
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

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.

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.

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

***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 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

* 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

* 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.

OK

Choosing a Category

16. Choose the category your event falls under:

Requirements/Notes

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.

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

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

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.