

# 25Live Tutorial

Repeating Event

# How to Access 25Live

- Myslu.slu.edu
- Tools tab
- “Room/Event Request



25 Live logo

# Home Page

25Live Pro Event Wizard Tasks Kathleen Mazanec More

Recently Viewed Help

### Quick Search

- Search Events
- Search Locations
- Search Resources
- Search Organizations

### Your Starred Event Searches

- [100 Day Search](#)
- [BSC Breakout Rooms and Tabling](#)
- [Katie Report](#)

### Your Starred Location Searches

- [\[Copy\] Housekeeping Report](#)
- [BSC Breakout Rooms](#)
- [Cook Hall Atrium](#)
- [EP 317](#)

### 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!**

### Your Upcoming Events

- [8 Events](#) in which you are the **Requestor**
- [84 Events](#) in which you are the **Scheduler**

### Your Event Drafts

- No Event Drafts in which you are the **Scheduler**
- No Event Drafts in which you are the **Requestor**

### Tasks

### Your Starred Events

You do not have any Starred Events!

Throughout this site you can mark any Event as "Starred" by clicking its icon.

### Your Starred Locations

You do not have any Starred Locations!

Throughout this site you can mark any Location as "Starred" by clicking its icon.

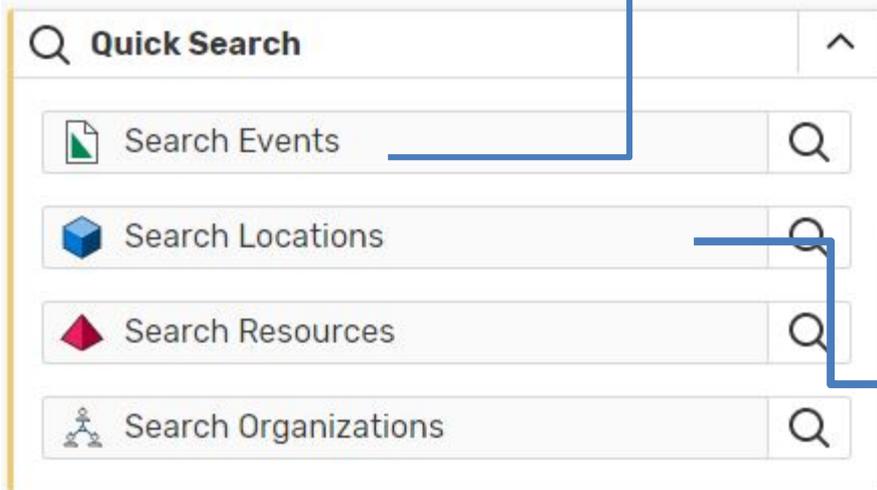
### Your Starred Resources

You do not have any Starred Resources!

Throughout this site you can mark any Resource as "Starred" by clicking its icon.

# Quick Search

Helpful if you are trying to find an event and have an event name or reference number



Helpful if you need a location for your event  
OR  
If you are trying to find an event have a date and location,

“Search Resources” and “Search Organizations” are useful in limited circumstances  
If you need assistance, please reach out to Event Services

# Location Search

- This is the screen that appears after using the “Search Locations” option on the Home Page

25Live Pro Event Wizard Tasks Kathleen Mazanec More

Recently Viewed Help

Select Object: Locations Saved Searches (optional)

Quick Search  Advanced

BSC

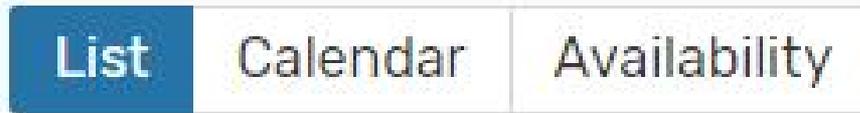
Hint! Type :: to use SeriesQL. Search has not been saved

More Options Reset Save As Search

List Calendar Availability Choose Columns

Name	Formal Name	Categories	Features	Layouts	Max Capacity
<a href="#">BSC - INFORMATION DESK</a>	Busch Student Center - Information Desk	Event Services Scheduling, Non - Academic			
<a href="#">BSC 14 NORTH CIRCLE</a>	BSC 14 NORTH CIRCLE (John Connelly Mall/North Circle Adjacent to Dolphin Pond)	Event Services Scheduling, Non - Academic, Outdoor Venue		Custom Set	50
<a href="#">BSC 15 AMPHITHEATER</a>	BSC 15 AMPHITHEATER (Busch Student Center Amphitheater)	Event Services Scheduling, Non - Academic, Outdoor Venue		Custom Set	1000
<a href="#">BSC 170</a>	Busch Student Center Room 170 Ballroom (shared line in hall)	DPS Lock/Unlock, Event Services Scheduling, Non	Stage Lighting (BSC Wool Ballroom Only) Projection	Round/Square Tables, Custom Set, Theater style	400

# Location Search – View Bar



- This small menu helps to navigate how you want to see room availability
- List: shows a list of all the spaces in the building you searched, or all of the sections of a room you searched
- Calendar: shows a week calendar that has events listed out each date they occur
- Availability: shows when a room is available, you will see event times and set-up/take-down times
  - We always recommend checking this out before deciding on an event date as some events are set up the night before (this will not appear on the calendar view)

# Calendar View

Quick Search  Advanced

BSC

Hint! Type :: to use SeriesOL

Search has not been saved

More Options ▾

Reset | Save As

Search

You can change the viewing dates here

List **Calendar** Availability

Related Locations

← Mon Jul 08 2019 - Sun Jul 14 2019 →

3-Day

**Week**

Month



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>July 7</b> 6:00 am - 11:00 pm <b>HOLIDAYS</b> • (Private) (Private) • AHP MULTIPURPOSE RM • BHM BOILEAU CHAPEL (more locations) 	8:00 am - 6:00 pm <b>EP SLU 101 2019</b> SLU 2019 GHOSTED • (Private) (Private) • BSC 170 • BSC 171 (more locations) 	8:00 am - 6:00 pm <b>EP SLU 101 2019</b> SLU 2019 GHOSTED • (Private) (Private) • BSC 170 • BSC 171 (more locations) 	3:00 pm - 5:00 pm <b>KM 2019 NA Conference</b> • BSC 251 • BSC 251A • BSC 251B (more locations) 	12:00 pm - 11:30 pm <b>TG: Summer Preview Day 2019</b> 51, 54, 56, Breakout Set Up • BSC 251 • BSC 251A • BSC 251B (more locations) 	7:00 am - 11:00 pm <b>TG: Summer Preview Day 2019</b> Friday • BSC 170 • BSC 171 • BSC 172 (more locations) 	7:00 am - 3:00 pm <b>TG: Summer Preview Day 2019</b> Saturday • BSC 170 • BSC 171 • BSC 172 (more locations) 

You can change the number of days you are viewing here

# Availability View

The screenshot shows an 'Availability View' interface for a building search. At the top, there are tabs for 'List', 'Calendar', and 'Availability', with 'Availability' selected. To the right, there is a date selector showing 'Thu Apr 30 2020' and an 'Overlapping' dropdown menu. Below the navigation, a calendar grid displays days from 7 to 11. The rooms listed on the left include BSC - INFORMATION DESK, BSC 14 NORTH CIRCLE, BSC 15 AMPHITHEATER, BSC 170, BSC 171, BSC 172, BSC 173, BSC 251, BSC 251A, BSC 251B, BSC 253, BSC 253A, BSC 253B, BSC 253C, BSC 253D, BSC 254, BSC 256, BSC 2ND FLOOR BACK HALLWAY, BSC 2ND FLOOR EXHIBIT HALL, BSC 315, BSC 317, and BSC 351. The event 'DDG Scholarship Dinner 2020' is scheduled for rooms BSC 170, BSC 171, BSC 172, and BSC 173 from day 12 to day 1. Light green blocks at the beginning and end of these event rows indicate setup and take-down times, while dark green blocks in the middle indicate the actual event duration. Two blue arrows point from text boxes to these light green and dark green blocks.

Light green on either end of an event are set-up and take-down scheduling, you cannot host your event during these times

Dark green is the actual event duration. The event title is listed in this section

The white/gray spaces show when there is nothing scheduled for a space  
If you search for a specific room, only that room will appear in the list  
(this picture is a BSC building search)

# 25Live Tool Bar

The Tool Bar is located in the top right corner of the page



↑  
Click to view Home Screen

↑  
Click to create an event

# Creating a Repeating Event – Step

1

Add New **Example Event** ✕

**Event Name**

Event Title for Published Calendars

Event Type

Sponsoring Organization for this Event

Additional Organizations

Expected Attendance

Detailed Event Description

Event Date and Time

Locations

Resources

Attached Files

This reservation wizard 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** ⓘ

Example Event

**Event Title for Published Calendars - Required** ⓘ

**Event Type - Required** ⓘ

Meeting ☆ ▾

**Sponsoring Organization for this Event - Required** ⓘ

EVENT SERVICES ☆ ▾ Remove

**Additional Organizations** ⓘ

Cancel Preview **Save**

These buttons will be static for the entire process. Once you complete the current page, the next button will take you to the next step.



# Creating a Repeating Event – Step 2

This bar will keep track of all the information you have entered as you continue through your reservation

The screenshot shows a web form for creating an event. On the left is a vertical sidebar with a list of sections: Event Name, Event Title for Published Calendars, Event Type, Sponsoring Organization for this Event, Additional Organizations, Expected Attendance, Detailed Event Description, Event Date and Time, Locations, Resources, and Attached Files. The main content area is titled 'EVENT SERVICES' and includes a 'Remove' button. Below this are sections for 'Additional Organizations' (with an 'EDIT' button and a 'Create Organization' link), 'Expected Attendance' (with a required field containing '20'), 'Detailed Event Description' (with a rich text editor), and 'Event Date and Time' (with a required field containing 'Tue Nov 19 2019'). At the bottom right are 'Cancel', 'Preview', and 'Save' buttons.

If you have a range (15-20) we recommend entering the highest number so we can make sure your space is large enough

# Creating a Repeating Event – Step

## 3

*\*We will add time for our set-up crew to set up for your event\**

Only uncheck this box if you are hosting an over night event. (Relay for Life) [DO NOT USE THIS FEATURE IF YOUR EVENT IS MULTIPLE DAYS](#)

### Event Date and Time - Required ⓘ

Tue Nov 19 2019

2:00 pm

To:

3:00 pm

This event begins and ends on the same day

Event Duration:  
**1 Hour**

### Additional time

#### Setup Time

0 Days 0 Hours 0 Minutes

#### Pre-Event Time

0 Days 0 Hours 0 Minutes

#### Post-Event Time

0 Days 0 Hours 0 Minutes

#### Takedown Time

0 Days 0 Hours 0 Minutes

Reservation Start: **Tue Nov 19 2019 2:00 pm**

Reservation End: **Tue Nov 19 2019 3:00 pm**

Reservation Duration:  
**1 Hour**

Cancel Preview Save

Use these options to let us know if you need time to set up or clean up\* (decorations, materials)

# Creating a Repeating Event – Step

## 4

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

Repeating Pattern

<< < November 2019 > >>

M	T	W	T	F	S	S
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	30	01
02	03	04	05	06	07	08

View All Occurrences

**Pattern Picker** ×

How does this event repeat?

- Does Not Repeat
- Ad hoc
- Daily
- Weekly
- Monthly

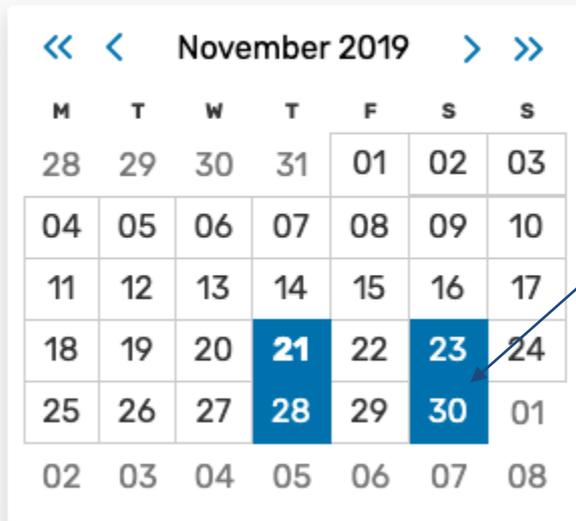
Cancel Select Pattern

**ALWAYS Select “Ad Hoc”**

- This makes it easier on our office when a single date is cancelled.
- Selecting a different option will require us to re-select dates every time you cancel or change a date

# Creating a Repeating Event – Step 4.1

## Repeating Pattern



Select each date you would like to reserve for your event by clicking the box with the date. It will highlight in blue when selected.

[View All Occurrences](#)

**All Date Occurrences**

Dates	Times	Comment	State	Remove
Thu Nov 21 2019	1:00 pm 2:00 pm		Active	Remove
Sat Nov 23 2019	1:00 pm 2:00 pm		Active	Remove
Thu Nov 28 2019	1:00 pm 2:00 pm		Active	Remove
Sat Nov 30 2019	1:00 pm 2:00 pm		Active	Remove

Close

Click View All Occurrences to view all selected dates. Click remove if you would like to delete a date selected.

# Creating an Event – Step 5

- This is the step where you will choose your location.
- Always use the “Search Location”
- Make sure the “Enforce head count” Button is unchecked.
- This symbol shows a conflict with an already scheduled event

Locations - Required ⓘ

### Locations Search

Auto-Load Starred:  No  Yes

Hide Locations with Conflicts  Enforce Headcount

Saved Searches (optional)

Hint! Type :: to use SeriesQL.

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Request"/>	<a href="#">CKH 234</a>	Cook Hall Room 234	28	1/1	None
Unavailable	<a href="#">CKH 236</a>	Cook Hall Room 236	64	0/1	<a href="#">Conflict Details</a>
Unavailable	<a href="#">CKH 240</a>	Cook Hall Room 240	68	0/1	<a href="#">Conflict Details</a>

# Creating an Event – Step 5.1

- To fix a conflict you can
  - Find a new date/time
  - Find a new location
- In the column “Conflict Details” it will say “none” if the space is free during that date and time (1)
- A selected location will appear below the search. (2)
  - You select a location by clicking request then it will change to say “Added below” (3)
- If you want to remove a location from your reservation, click the “remove” in red font (4) in the box with the selected location (2)
- *Image on next slide*

Saved Searches (optional) ▼

Cook hall 234 ×

ⓘ Hint! Type :: to use SeriesQL.

More Options ▼

Reset

Search

3

Request

CKH 234

Add	Name	Title	Capacity	Availability	Conflict Details
Added below	<a href="#">CKH 234</a>	Cook Hall Room 234	28	1/1	None

1

1 Matching Locations

Page 1 of 1

First

Previous

1



Next

Last

Items per page

25



CKH 234

Add to favorites

Location Title: Cook Hall Room 234

Capacity: 28

Remove

View Occurrences

Cancel

Preview

Save

2

4

# Creating an Event – Step 6

- Files are only required for student groups
- You can attach any previous layouts here if you would like to reuse them

**Attached Files** ⓘ

No file chosen

**Contact Roles for this Event** ⓘ

Requestor Scheduler

Eleeson, Caroline ☆ ▾ Eleeson, Caroline ☆ ▾

**Confirmation Notes for Client** ⓘ

# Creating an Event – Step 7

- Your name should appear in both slots
- If you are submitting an event for someone else, please list their name in the “Requestor” Section

**Contact Roles for this Event** 

Requestor Scheduler

Eleeson, Caroline ☆ ▼ Eleeson, Caroline ☆ ▼ [Create](#)

# Creating an Event – Step 8

- This section is optional. You can leave a note in the “Event Service’s Notes” box for your event planner.
- Notes should include information that is relevant to the event but does not belong in the description.

## Confirmation Notes for Client

## Event Service's Notes

# Creating an Event – Step 9

- Please make sure your request always says “Tentative”
  - You selecting “Confirmed” does not mean that your event is actually confirmed. Your event is only confirmed once you have heard from our office.

