

# **How to schedule your events in 25Live**

Lynn University Events Department

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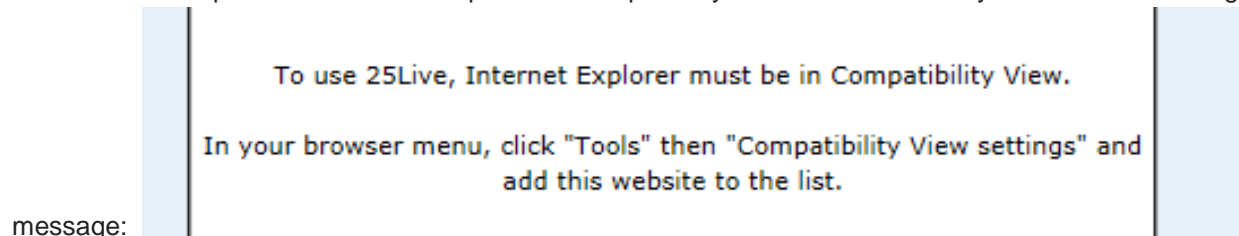
## Scheduling Events in 25Live

The purpose of this document is to provide users with detailed information on how to enter events on 25Live, Lynn University Event Reservation system.

### Browser Compatibility

**Warning:** To access the 25Live Event Portal we recommend to use Mozilla's Firefox browser (version 3 or higher), Google's Chrome browser or Internet Explorer version 11, older explorer versions are not compatible.

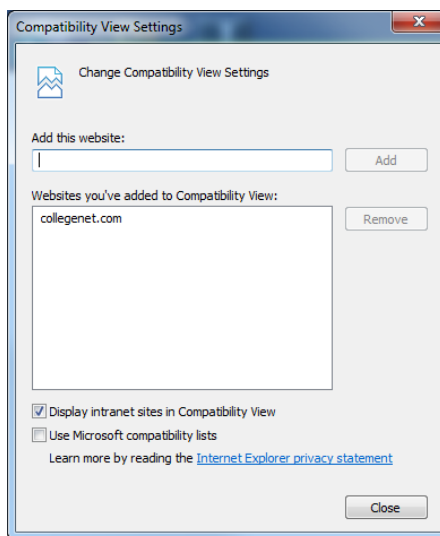
Older Internet Explorer versions will experience compatibility issues and users may receive the following



To fix this issue, click on the gear icon on your browser's top right menu



The compatibility view settings window will open. Click the Add button to add Collegenet.com to your compatibility view websites.



Click close button

**Note:** You will need to download Chrome to your iPad if you want to use 25Live. The application is not compatible with iPad's safari browser.

## Scheduling Events:

### URL

Access Lynn University Events 25Live site at: <https://25live.collegenet.com/lynn>

### Landing Page

LYNN UNIVERSITY

Sign In ▪ Today is Thu Mar 05 2015 Help

Home Event Wizard Events Locations

Welcome to Lynn University event request website. Dashboard Calendar

Showing: 14-15 Classes Dates: Thu Mar 05 2015 — Wed Mar 18 2015 Refresh (Current as of 3:09pm)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

Icon Legend Feedback Help Tips: Disable Text Size: [A] [A] [A]

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Click on the sign in link on the top right

Sign In ▪ Today is Thu Mar 05 2015 Help

Enter your username and password (the same you use to log into your computer at work).

Authentication Required

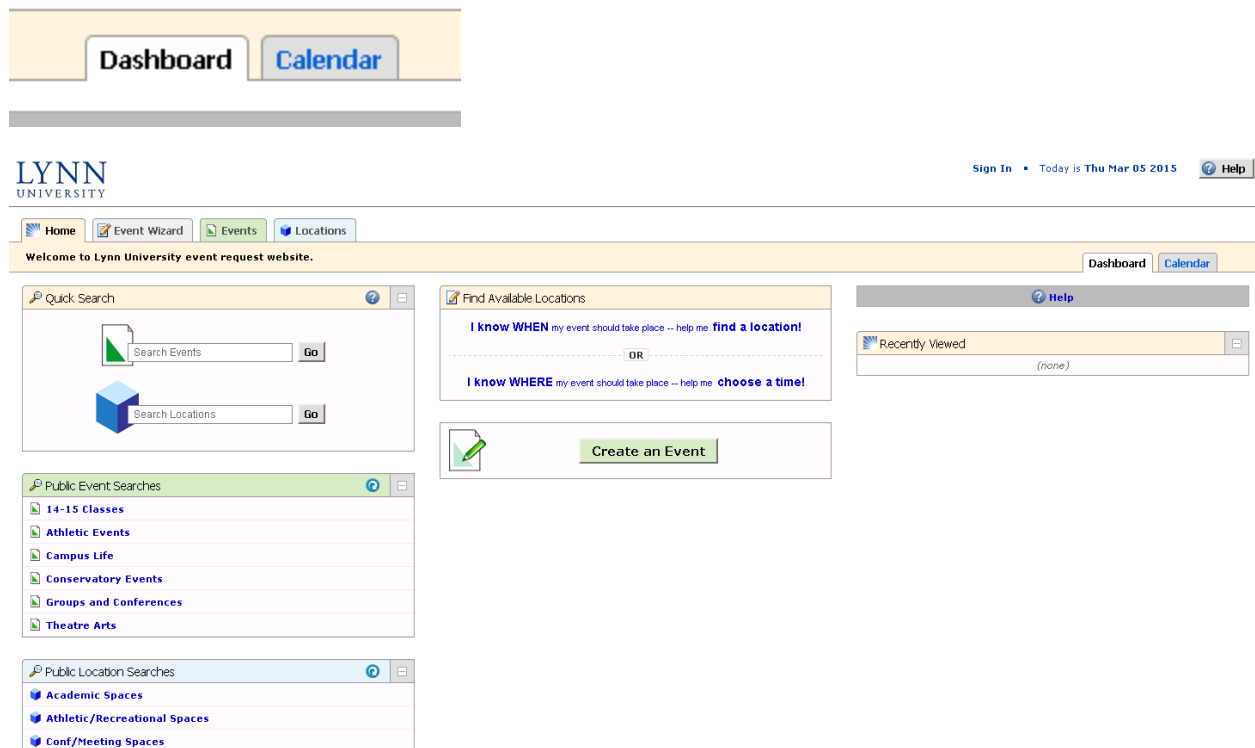
Enter username and password for https://sts.lynn.edu

User Name:

Password:

OK Cancel




After you've logged in, change your view from calendar to dashboard by clicking on the Dashboard tab.



Search for your event desired location by typing the name next to the blue cube and click GO.



Select the space on the list by clicking on the location name.


	Name ▼	Formal Name	Categories
 	 <b>HENKE</b>	HENKE - Gordon and Mary Henke Wing	Banquet Space, De Hoernle International Center, Recept Rehearsal Space

NOTE: If this is a space you use multiple times, click the star next to the name. The color will change to yellow. That means this location will be listed as your “stared” or preferred locations.

Name ▼		F
		 H

The calendar will show a list of events confirmed in that location. Look for an available dates and times to reserve your event. NOTE: If you need to reserve the space on multiple dates, make sure you check availability for every date and time first.

Search For Locations
Pre-Defined Location Searches
HENKE

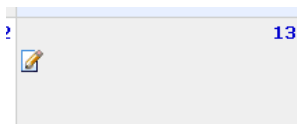

**HENKE (HENKE - Gordon and Mary Henke Wing)**

Details
List
Availability (Daily)
Availability (Weekly)
Calendar

Dates: ◀ Fri Mar 06 2015 → Thu Mar 12 2015 ⚙ Actions... 🔄 Refresh ❌

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 1	2	3	4	5	6	7
						1:30 PM - 4:30 PM Miami Brass Rehearsal Rehearsal
8	9	10	11	12	13	14
	3:30 PM - 5:00 PM Philharmonia Rehearsal Class	4:00 PM - 11:00 PM Senior Salute Setup	11:00 AM - 6:30 PM Senior Salute Fair	11:00 AM - 6:30 PM Senior Salute Fair		

Click on the notebook to create an event




The system will load the event wizard

## Enter Event Information


Complete all the fields that are relevant to your event. Fields with red \* are mandatory. After you find a choice in the dropdown you can always click on the star to select the item as your preferred choice for future reservations.

Home
Event Wizard
Events
Locations
Resources
Organizations
Tasks
Reports

Untitled #1
New Event...


**Event Name**  
Event Title  


---

Event Type  
Primary Organization  
Fri Mar 13 2015 10:00 am -  
Fri Mar 13 2015 11:00 am  
 HENKE

Start by entering the basic event information.

Event Name \*

Event Title

Event Type \*

Primary Organization \*

◀ Back
Next ▶

Cancel
Save

### Event Name

When naming events, remember that 25Live scheduling and calendar system and is viewable by anyone who may be visiting Lynn University's calendars and events. Different departments pull event information from 25Live to populate other University calendars on the web. Please be short, descriptive and avoid using all uppercase on the event name **or** acronyms when possible. Please name events in a way that will be understandable to audience.

**Start by entering the basic event information.**

#### Event Name

Movies by the Lake



### Event Type

Please select the event type that best describes your event from the drop down list.

#### Event Type

Movie



### Primary Organization (Sponsoring Organization)

Users should select the organization or office responsible for the event from the drop down list. After you find a choice in the dropdown you can always click on the star to select the item as your preferred choice for future reservations.

Next ►

Click Next

Once you click Next, the system automatically saves the event name and rename the tabs on the browser window. You will see a progress indicator on the top left.

**Movies by the Lake**  
Event Title

Big Party  
STUDENT LIFE  
Expected Head Count  
Event Description

Progress...

**NOTE:** If your location turns red, it means the space has a conflict. Hoover your mouse over the location to view the conflicts. The system will not allow you to save events with location conflicts.

#### Event Description

**Wed Mar 18 2015 2:00 pm -  
Wed Mar 18 2015 3:00 pm**

 **HENKE \***

\* Hover to see conflicts

### Head Count

Enter the estimated number of attendees for the event in the headcount field. This is important because it will help the events staff to make sure the space and resources are sufficient for the estimated number of people attending the event.

#### Expected Head Count

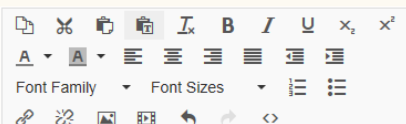
☒ I Don't Know



### Event Description








Please enter a short description of your event. Information entered into this editor will appear in the 25Live Event Detail view. For example, if there is a website for the event, this would be an ideal location to display the URL. Please make sure you edit the content and check for errors and typos. The following characters are allowed in the description: # & ( ) | \_ - \* / \$ Please avoid the following characters as they are invalid: < > ! @ % ^ \

You may want to direct people to a website for more information by using the link icon and entering the website.

#### Event Description



Font Family    Font Sizes     

Come sit under the stars and watch a movie on one of the biggest outdoor screens on campus. Snack shack available for your munching pleasure provided.

Next ►


Click Next



## Event Date/Time

For the event date and time, first select the occurrence.

For one time events, select no. For an event with multiple occurrences, select Yes.



Does this event have more than one occurrence?

**No**  
This event has only one occurrence.  
Any other related events are separate and distinct.


**Yes**  
This event has more than one occurrence.  
It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.

### One Occurrence (NO)

Select the start and end dates and times for each event in this editor. Be sure to enter the EXACT start and end times. If you need additional time for setup or take down, select yes. Events staff will also add pre and post event times for additional set up time, registration, etc.


### Multiple Occurrences (YES)


For one-day events with multiple occurrences (i.e. weekly meetings at the same time), Enter the start date of the **first** occurrence then click next and select **Ad Hoc Repeats** from the choices. Add more dates using the calendar tool. Although the dates will vary, the event times will remain the same.



Tell us **WHEN** this event takes place.

Select the dates and times of the **actual event**.  
Setup, takedown, pre- or post-event times can be specified below.

**Event Start:** Thu Oct 30 2014  12:00 pm

**Event End:** Thu Oct 30 2014  1:00 pm

Does this event require  
Setup or Pre-Event time? ☐ Yes ☒ No

Does this event require  
Post-Event or Takedown time? ☐ Yes ☒ No

**Next** ►

Click Next



Choose how this event REPEATS.

### Ad Hoc Repeats

*Individually select dates to add to the event.*

Click on the calendar for the additional meeting dates



Describe how this event REPEATS.

Ad Hoc Repeats ▾

Click on any date to add it to the Occurrence List.

Mar 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Occurrence List		
Date	Comments	Status
Thu Mar 12 2015	<input type="text"/>	Active <input type="checkbox"/>

Next ►

Click Next

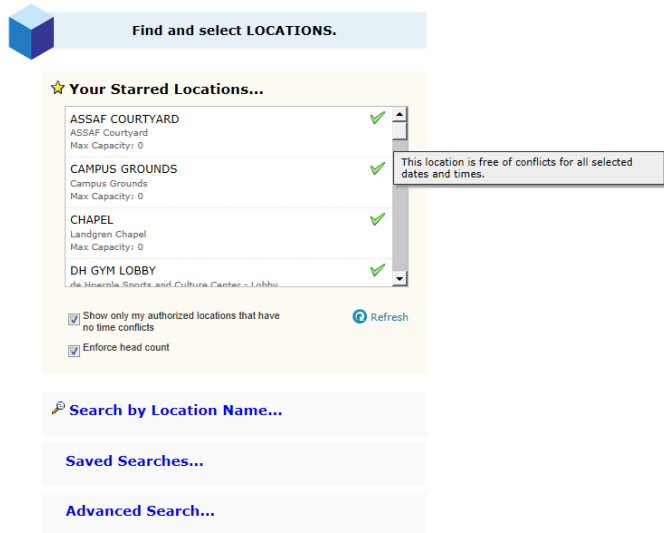
## Locations

If you started your even with the steps to look for location first, you do not need to enter a location. If you created your event via event wizard, this is the place to select your space.

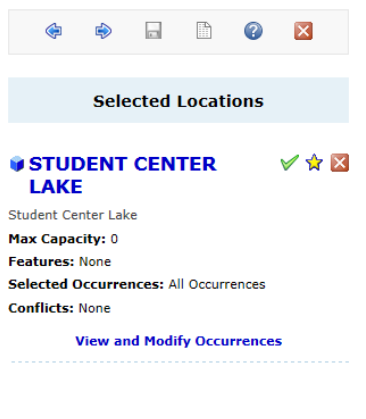
Users should select the Location(s) for each event from their list of favorite locations or search within the categories list in Public Searches.

## Notes:

- If the search does not return the expected result, try limiting the search to a key word such as the building name.
- More than one location can be selected for an event. However, it users need locations in more than one category the requests should be submitted separately, by category.



Once you select a location, it will be highlighted on the top right of your screen. If you made a mistake or need to change the venue, click the red X to delete the selected location.



If you select a space that is reserved, your event will display a red color and the location will indicate there is a conflict.





HENKE - Gordon and Mary Henke Wing

**Max Capacity:** 120

**Features:** Active Phone Port - No Phone; Carpet;  
Piano; Screen - Drop Down; Speakers

**Selected Occurrences:** All Occurrences

**Conflicts:**



**Senior Salute**

Thu Mar 12 2015, 8:00 am - 9:00 am

[View and Modify Occurrences](#)

You can click on the red X next to the star to delete the location

Next ►

Click Next to go to resources

## Resources

Resources are defined as equipment or services that are not associated with a specific location. Users should select the Resource(s) for each event from their list of favorite resources or search by selecting the collection associated with the event location.

More than one resource can be selected for an event.

If the search does not return the expected result, try limiting the search to a key word in the resource name.

Find and select RESOURCES.

★ Your Starred Resources...

🔍 Search by Resource Name...

Saved Searches...


Advanced Search...








Categories: Furniture X


ALL ANY

Search

Chair







 **Search by Resource Name...**

Microphone - Tabletop Stand   
 Speakers - Portable   
 Table - 6'   
 Table - Banquet (Rectangle Seats 10)   
 Table - Christine Room - Large Square   
 Table - Christine Room - Round   
 Table - Christine Room - Square 





 Refresh

Be aware there will be a charge for some resources among them: Tablecloth - White Linen, , Napkin, Tablecloth - Blue . Check with events for the latest prices on linens.

Selected resources will be displayed on the top right of browser.

Selected Resources

 **Chair**





**Selected Occurrences:** All Occurrences  
**Conflicts:** None

[View and Modify Occurrences](#)


For multiple items (e.g 3 tables), click on the link View and Modify Occurrences.

Enter quantity and click Save Changes.

**Table - 6': Modify Selected Occurrences**

<input type="checkbox"/> Assign?	Date	Quantity	Avail/Total	Setup Instructions
<input checked="" type="checkbox"/>	Wed Mar 25 2015	3	∞	(none) 

**Save Changes** **Cancel**

**Next** 

Click Next

### Select Custom Attributes.

Please enter your department 6 digit code and event emergency contact phone number. Your account will not be charged for event unless you are requesting linens, flowers or any other special items. Check with the events office for questions. This information is required.

Select CUSTOM ATTRIBUTES for this event.

✓ Account Code - 6 Digits (Required)

123456

✓ Emergency Contact Phone

5615555555

Next ►

Click Next

### Contact for this Event.

The system will automatically assign your name as the event requestor and Leslie Gartner as scheduler. You will not have rights to modify this information therefore you will not see these fields in your form.

Select a **Category** for your event

You may want to add a category for your event for searches and calendar views.

#### Select CATEGORIES for this event.

- ☐ Academic Event
- ☐ Department Event
- ☐ Groups and Conferences Event
- ☐ Off Campus Event
- ☐ Outside Group Event
- ☐ Staff Event
- ☐ Student Event

## Requirements

Please select the items you require for your event like decorations, food, valet parking, etc. All items except Publicity will require events department staff approval. Publicity will require marketing staff approval. Any item with \* will require additional expenses that will be charged to your budget account.

Select REQUIREMENTS for this event.

☐ Are you serving food?  
Comments:   
Quantity:

☐ Are you using Lynn Dining/Catering?  
Comments:   
Quantity:

☐ Decor - Balloons, etc. \*  
Comments:   
Quantity:

☐ Do you need assistance with event planning?  
Comments:   
Quantity:

☐ Flowers / Centerpieces \*  
Comments:   
Quantity:

☐ Is outside public invited?  
Comments:

Next ►

Click Next

## Add Additional Comments

This field is designed to give users an opportunity to send additional instructions or comments to events team. This information is only viewable by the scheduler, requestor and any events team member with ownership on locations and/or resources assigned to this event. This is the place to add Setup Instructions including table layouts, linen details, setup (pre) and takedown (post) times.

Add additional COMMENTS and NOTES for this event.

Comments

Next ►

Click Next

## Event State

The system will prompt you to save your event. All requests will be on draft state until reviewed and confirmed by the Events staff. After the approval process, the Event State will change Confirmed and will appear in the calendar of events.

Requests for events in academic spaces are approved by the registrar office after the add/drop period has concluded.

### Verify or change the EVENT STATE.

#### Draft

*Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state.*

[Set as your default Event State?](#)

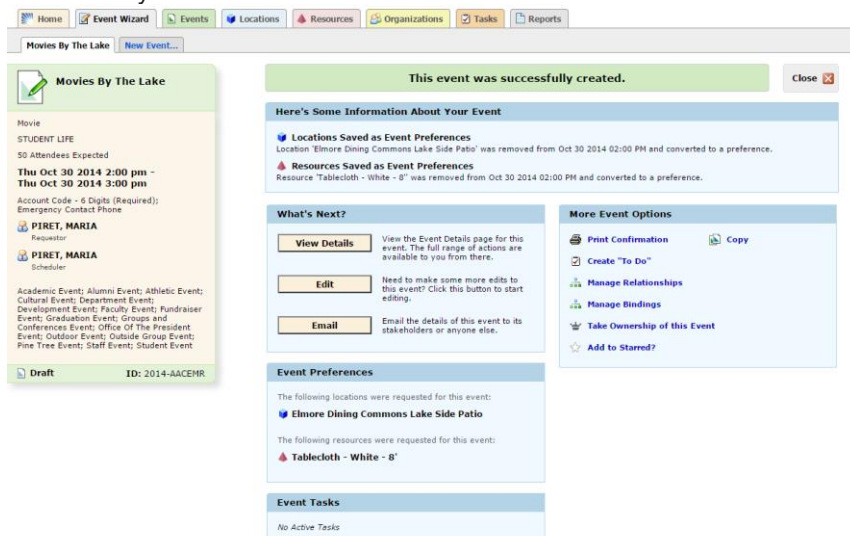
Click Save



## Confirmation Page:

After you complete your submission, you will be redirected to a confirmation page.

The following message should be displayed at the top of the Event Reservation Wizard: This event was successfully created.



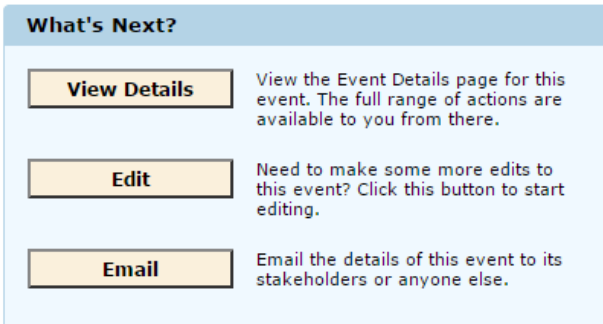
The screenshot shows the 'Event Reservation Wizard' interface. At the top, a green banner states 'This event was successfully created.' with a 'Close' button. Below this, a section titled 'Here's Some Information About Your Event' provides details on saved preferences. It lists 'Locations Saved as Event Preferences' (Elmore Dining Commons Lake Side Patio) and 'Resources Saved as Event Preferences' (Tablecloth - White - 8'). To the left, a sidebar for 'Movies By The Lake' shows event details: 'STUDENT LIFE', '50 Attendees Expected', 'Thu Oct 30 2014 2:00 pm - Thu Oct 30 2014 3:00 pm', and organizers 'PIRET, MARIA' (Recorder) and 'PIRET, MARIA' (Scheduler). The event is in 'Draft' state with ID '2014-AACENR'. The main content area includes 'What's Next?' (View Details, Edit, Email), 'Event Preferences' (Locations and Resources), and 'Event Tasks' (No Active Tasks). A 'More Event Options' sidebar on the right offers actions like 'Print Confirmation', 'Copy', 'Create "To Do"', 'Manage Relationships', 'Manage Bindings', 'Take Ownership of this Event', and 'Add to Starred?'.



After your event is created you have several options:

You can view the details, edit your event to make changes or email event detail to other users.

Once your event is confirmed, please email the events department for any changes.

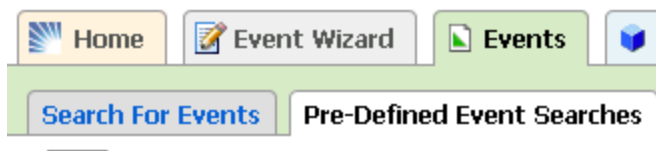


You can also print event details using the links in the Event Options section of the screen that is displayed after saving the event. (Optional)

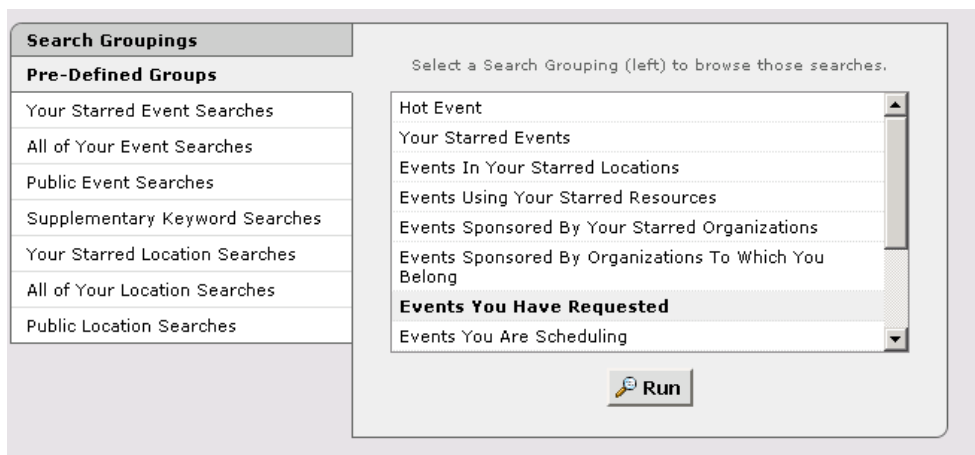
## Copy an event

First you must find the event to copy.

Click on the event tab, Pre-Defined Event Searches



Under Pre-Defined groups, select Events you have Requested or Scheduled, click Run



On the list, click on the event

LIST					
Calendar					
Dates: Current and Future					
Name	Title	Organizations	Type	Start Date	
Event Scheduling System Training		IT	Training	Mar 04 2015	

Information is current as of Mar 06 2015 11:54am

Once you open the event, click on More Actions

**Edit this Event**
**Event State: *Tentative***
**More Actions...**

On the list, select Copy this Event

**Edit this Event**
**Event State: *Tentative***
**More Actions...**

Not Starred (Add to Starred?)
 Copy this Event
 Manage Related Events
 Manage Bindings
 Create "To Do" Task
 Email Event Details
 Print a Report for this Event
 Subscribe to this Event
 Make "Details" my default view when loading individual Events

The system will create a copy of your event. Make changes to your new event including name, dates, etc.

Start by entering the basic event information.

**Event Name**

**Event Title**

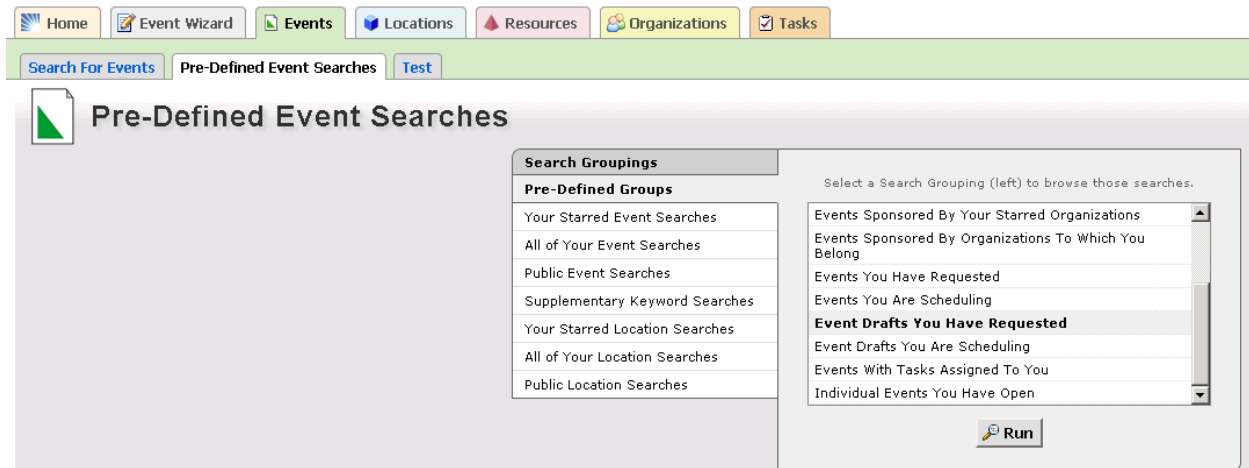
**Event Type**

**Primary Organization**

Click Next to move to the next fields. Click Save to finish.

## Canceling an event




Search for the event you would like to cancel. On the events tab, click on pre-Defined Events searches tab, under Pre-Defined Groups click on Events Draft you are requested. Click Run



Click List tab



Click on the event

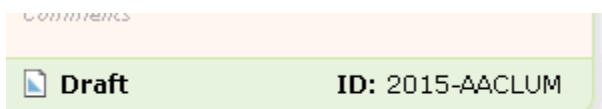
		Name ▼	Title	Reference	Organizations	Type
		 <b>Test</b>	test	2015-AACLUM	IT	Meeting

*Information is current as of Mar 10 2015 4:23pm*

Click on Edit this event



Click on the event status on the event summary



Click on Cancelled status

### Edit the EVENT STATE.

#### **Draft**

*Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state.*

#### **Cancelled**

*This event has been cancelled, and all Location and Resource reservations will marked as cancelled.*

[Set as your default Event State?](#)

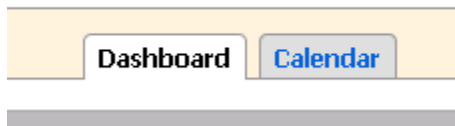
Click Save

 **Save**

**Note:** You will need to contact the Events Department staff to cancel any additional resources requested for this event like Catering, Vale, etc!

## View Events by spaces on calendar

Click on the calendar tab



**LYNN UNIVERSITY** Welcome, **STAFF, JICS** ▸ Preferences ▸ Today is **Fri Mar 06 2015** [Help](#)

[Home](#) [Event Wizard](#) [Events](#) [Locations](#) [Resources](#) [Organizations](#) [Tasks](#) [Reports](#)

Welcome to Lynn University event request website. [Dashboard](#) [Calendar](#)



Showing: **14-15 Classes** Dates: **Fri Mar 06 2015 – Thu Mar 19 2015** [Refresh](#) (Current as of 9:43am) [?](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 1 	2 	3 	4 	5 	6 No Matching Events 	7 No Matching Events 
8 No Matching Events 	9 No Matching Events 	10 No Matching Events 	11 No Matching Events 	12 No Matching Events 	13 No Matching Events 	14 No Matching Events 
15 No Matching Events 	16 No Matching Events 	17 No Matching Events 	18 No Matching Events 	19 No Matching Events 	20 	21 

[Icon Legend](#) [Feedback](#) [Help Tips: Disable](#) [Text Size: \[A\] \[A\] \[A\]](#)

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To view events by spaces, click on the “Showing” link above the calendar to display events in different locations. Scroll down to Public location services. These are the same searches you had in the old events calendar, like Academic spaces, Athletic spaces, Conference/Meeting, etc.

Showing: <b>Your Starred Events</b> Dates: ◀ Fri Mar 06 2015 –	
<b>Wednesday</b>	<b>Public Event Searches</b>  <ul style="list-style-type: none"> <li>14-15 Classes</li> <li>Athletic Events</li> <li>Campus Life</li> <li>Conservatory Events</li> <li>Groups and Conferences</li> <li>Theatre Arts</li> </ul>
<i>No Matching Events</i>	<b>Public Location Searches</b>  <ul style="list-style-type: none"> <li>Events in Academic Spaces</li> <li>Events in Athletic/Recreational Spaces</li> <li>Events in Conf/Meeting Spaces</li> <li>Events in Green Spaces</li> <li>Events in Non-Academic Event Spaces</li> <li>Events in Off Campus Spaces</li> <li>Events in Outdoor Spaces</li> <li>Events in Production Spaces</li> <li>Events in Reception/Banquet Spaces</li> </ul>
<i>No Matching Events</i>	

### Signing out of 25LIVE

Please close your browser to exit 25LIVE.

### Notes:

Cancelling an event in 25Live does not automatically cancel any requests made for additional services for an event. Requestors should also follow up with any service providers to cancel requested services for an event.

Do not put through requests for Lynn Academic classes before classes are loaded in the calendar. Any requests for academic spaces will not be approved until after the Drop/Add period.

If you require assistance with menus and/or planning your event contact Lynn Bialakis in University Events at 561-237-7893 or LBialakis@lynn.edu.

University Events will arrange for bill charges directly to the departmental account code provided in your event request.

Your event and space request will not appear on the events pages until it has been confirmed by University Events.

You must print and fill out a [President Request Form](#) and submit it to Joanne Studer in President's office if you request the president's attendance at any event. Any questions about his attendance should be directed to Joanne Studer.

All Events that include guests from the outside community must have an [Events with Off-Campus Guests](#) completed form.

You must print & fill out the [AV Request Form](#) and submit to Andrew Vermes for all Audio Visual needs.

For assistance with events please contact Joy Babb, Lynn University Events Department at 561-237-7457 or email [jbabb@lynn.edu](mailto:jbabb@lynn.edu)