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

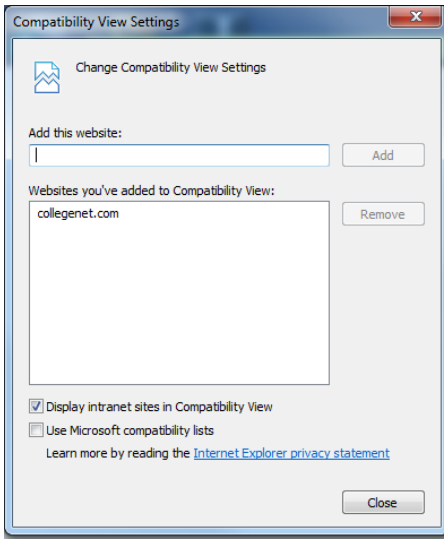
Warning: To access the 25Live Event Portal we recommend to use Mozilla's Firefox browser (version 3 or higher), Google's Chrome browser or Internet Explorer version 11, older explorer versions are not compatible.

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

> To use 25Live, Internet Explorer must be in Compatibility View.
>
> In your browser menu, click "Tools" then "Compatibility View settings" and add this website to the list.

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

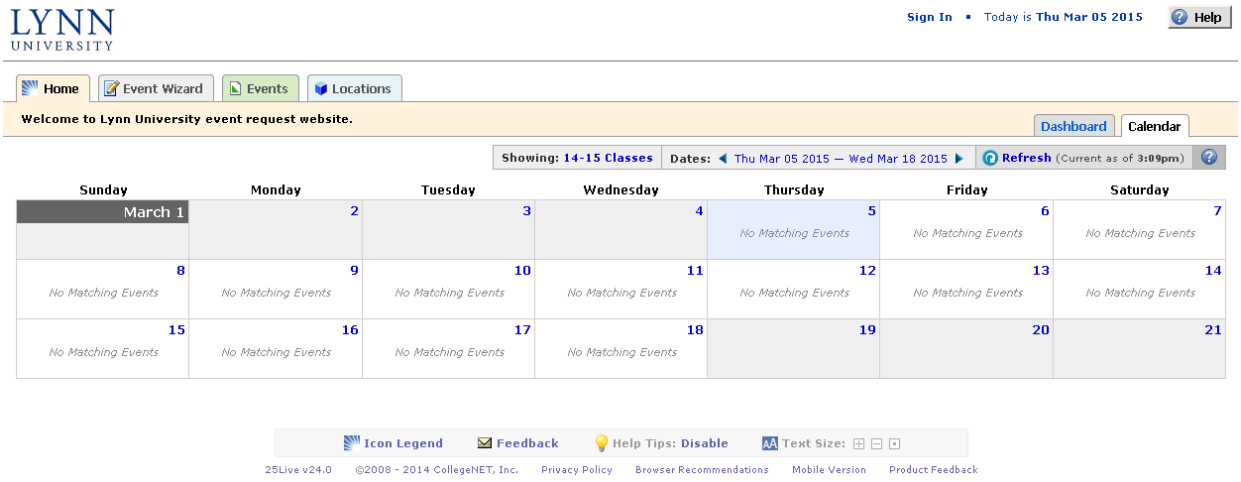
Note: You will need to download Chrome to your iPad if you want to use 25Live. The application is not compatible with iPad's safari browser.

Scheduling Events:

URL

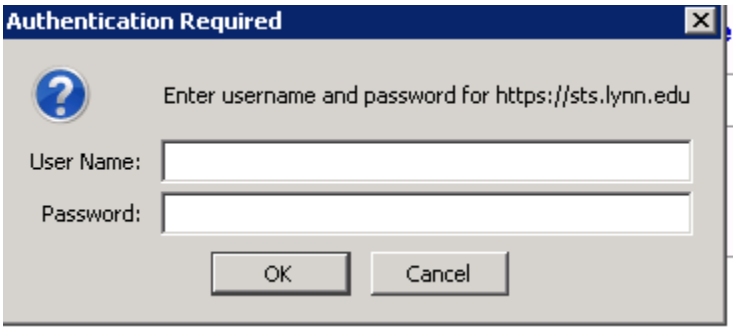
Access Lynn University Events 25Live site at: https://25live.collegenet.com/lynn

Landing Page

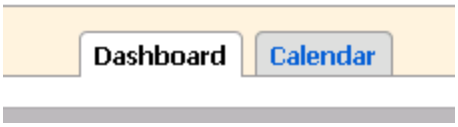


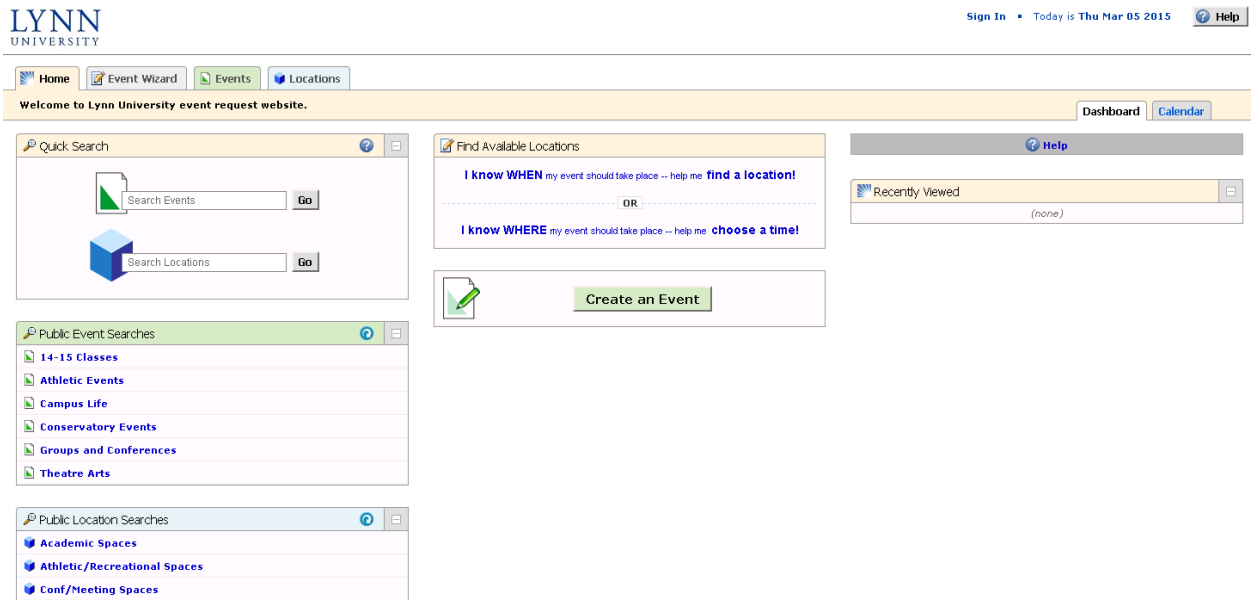
Click on the sign in link on the top right

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

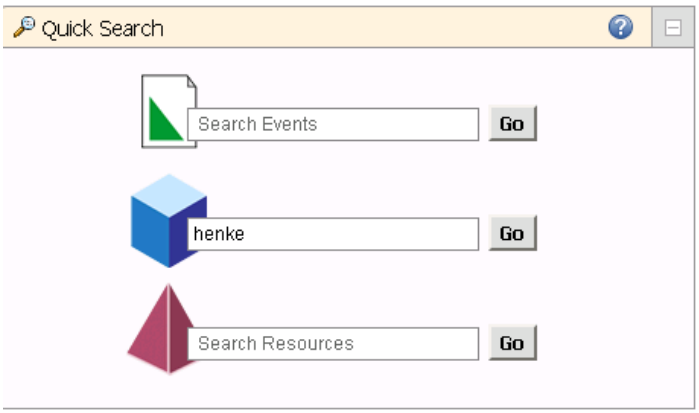


After you've logged in, change your view from calendar to dashboard by clicking on the Dashboard tab.



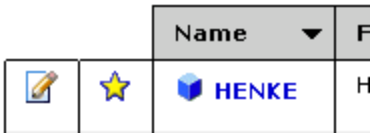


Search for your event desired location by typing the name next to the blue cube and click GO.

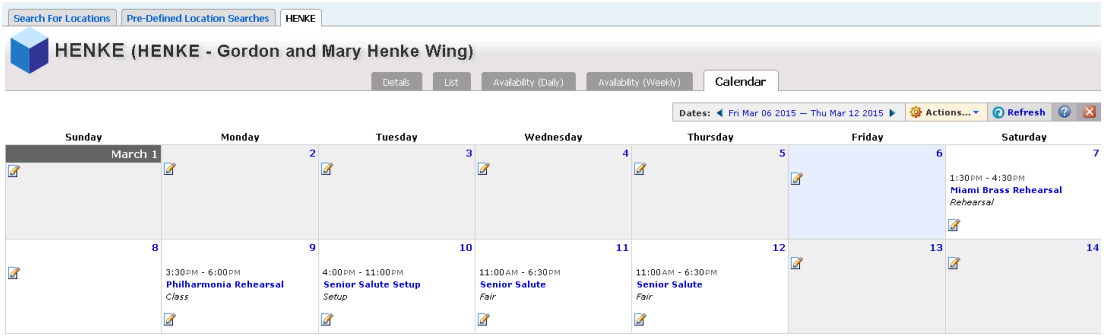


Select the space on the list by clicking on the location name.

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.



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.

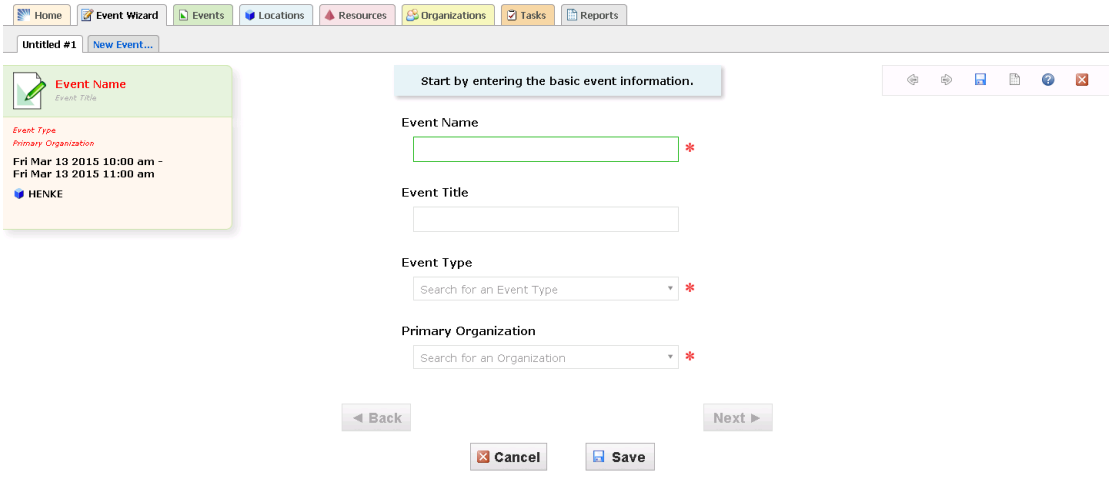


Click on the notebook to create an event

The system will load the event wizard

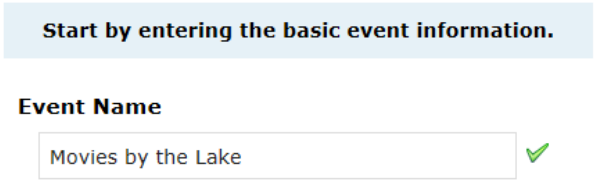
Enter Event Information

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.



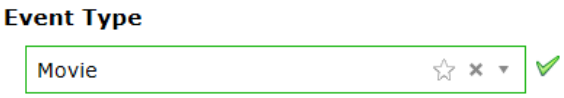
Event Name

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.



Event Type

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

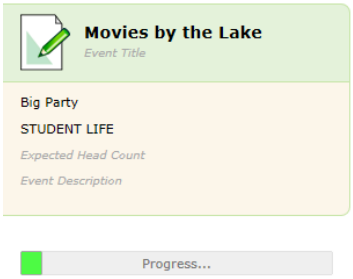


Primary Organization (Sponsoring Organization)

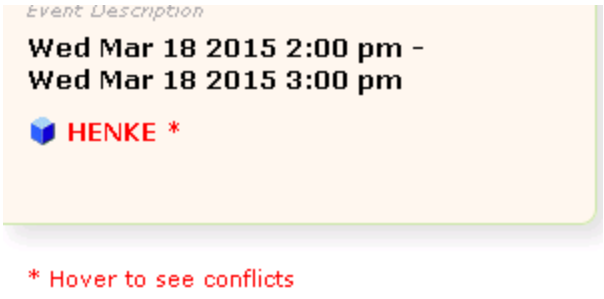
Users should select the organization or office responsible for the event from the drop down list. After you find a choice in the dropdown you can always click on the star to select the item as your preferred choice for future reservations.

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.

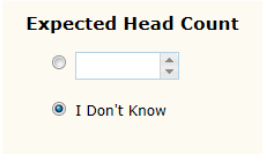


NOTE: If your location turns red, it means the space has a conflict. Hoover your mouse over the location to view the conflicts. The system will not allow you to save events with location conflicts.



Head Count

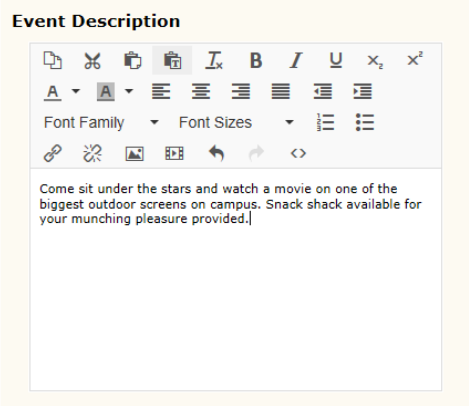
Enter the estimated number of attendees for the event in the headcount field. This is important because it will help the events staff to make sure the space and resources are sufficient for the estimated number of people attending the event.

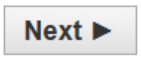


Event Description

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.



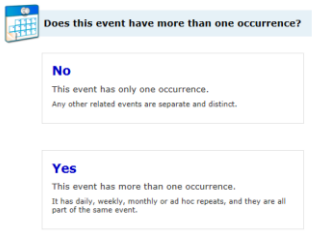


Click Next

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.

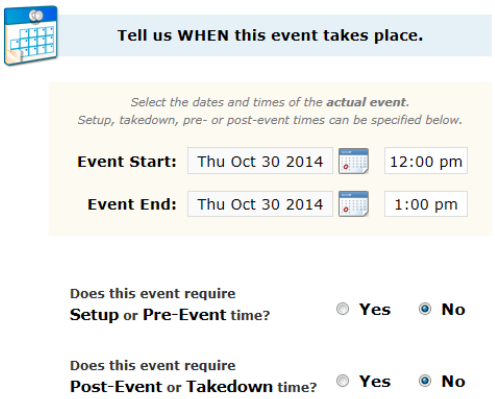


One Occurrence (NO)

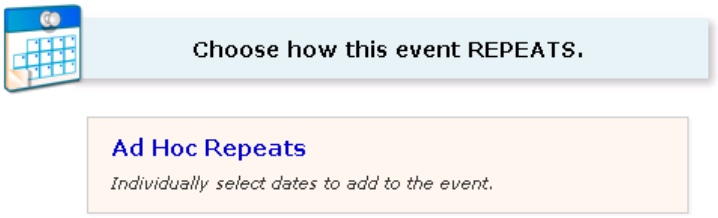
Select the start and end dates and times for each event in this editor. Be sure to enter the EXACT start and end times. If you need additional time for setup or take down, select yes. Events staff will also add pre and post event times for additional set up time, registration, etc.

Multiple Occurrences (YES)

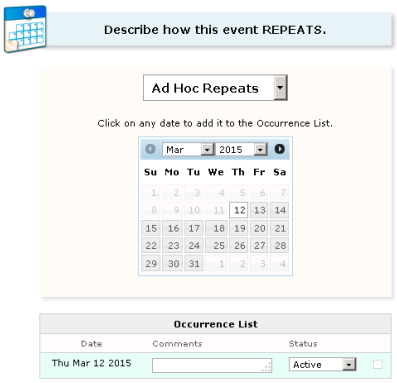
For one-day events with multiple occurrences (i.e. weekly meetings at the same time), Enter the start date of the ***first*** occurrence then click next and select **Ad Hoc Repeats** from the choices. Add more dates using the calendar tool. Although the dates will vary, the event times will remain the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



Click Next



Click on the calendar for the additional meeting dates



Click Next

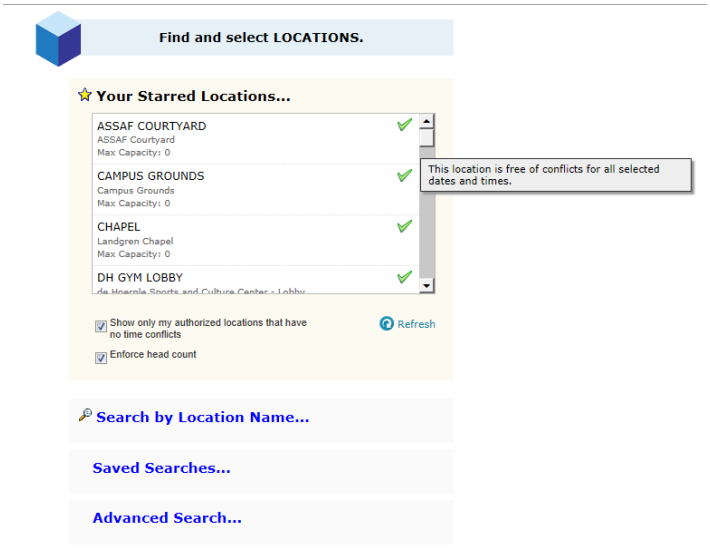
Locations

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.

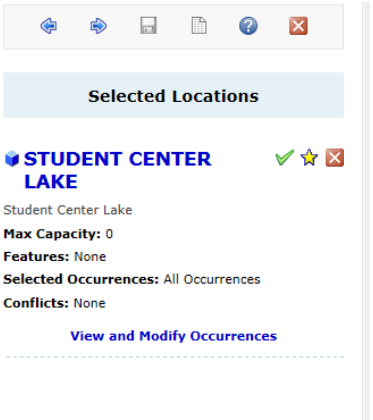
Users should select the Location(s) for each event from their list of favorite locations or search within the categories list in Public Searches.

Notes:

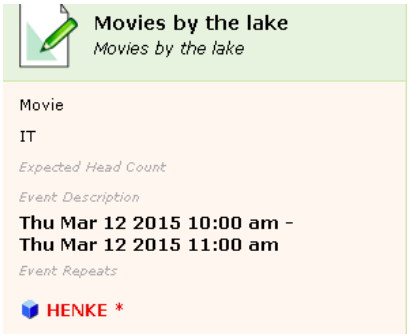
• If the search does not return the expected result, try limiting the search to a key word such as the building name.
• More than one location can be selected for an event. However, it users need locations in more than one category the requests should be submitted separately, by category.

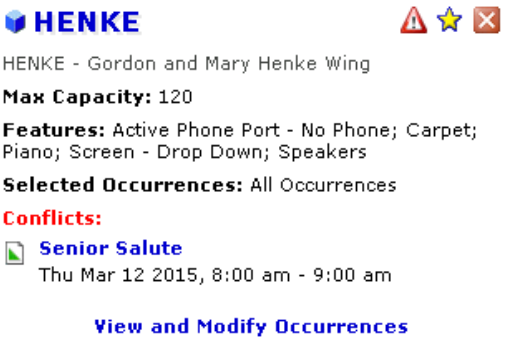


Once you select a location, it will be highlighted on the top right of your screen. If you made a mistake or need to change the venue, click the red X to delete the selected location.



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





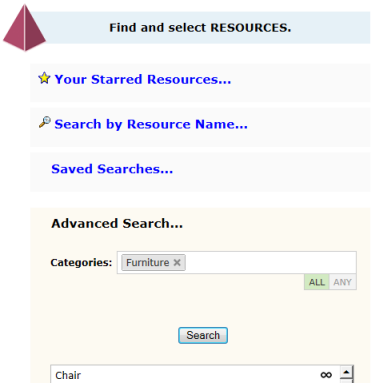
You can click on the red X next to the star to delete the location

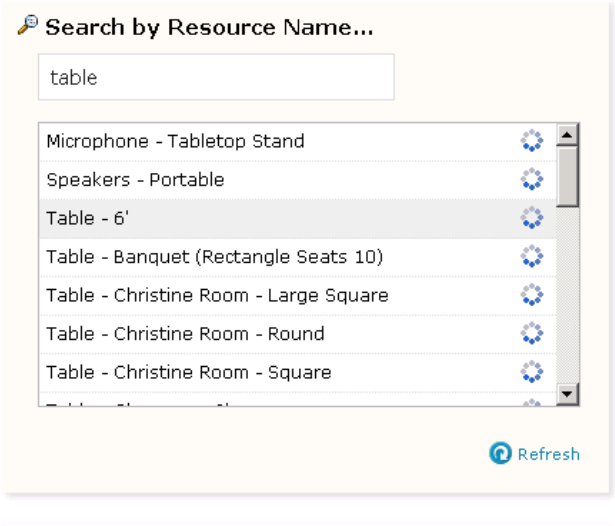
Click Next to go to resources

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.

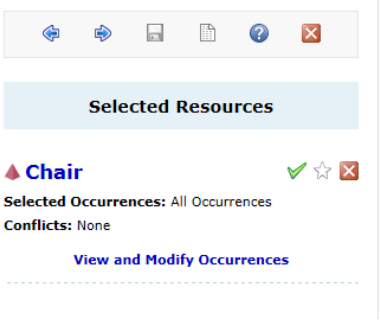
More than one resource can be selected for an event.
If the search does not return the expected result, try limiting the search to a key word in the resource name.





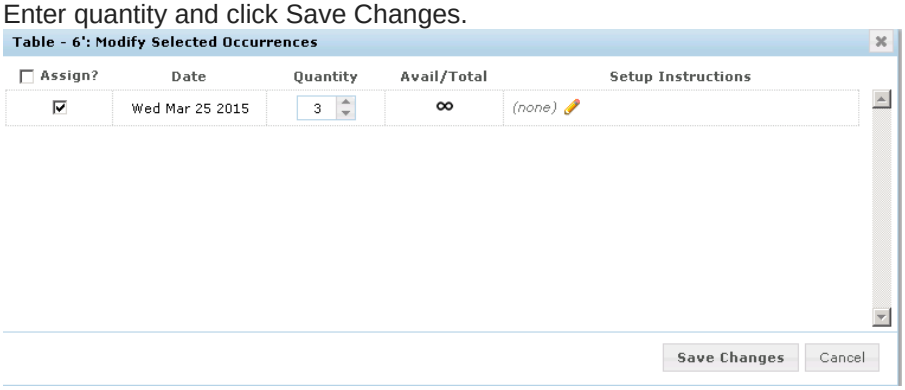
Be aware there will be a charge for some resources among them: Tablecloth - White Linen, , Napkin, Tablecloth - Blue . Check with events for the latest prices on linens.

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



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

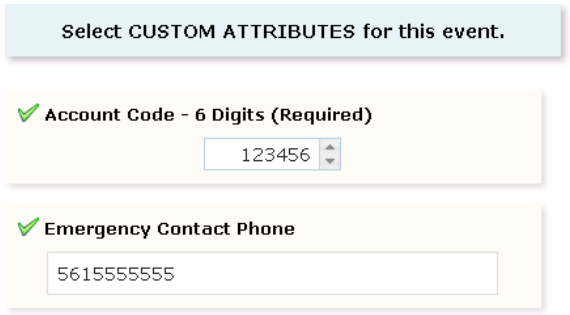
Enter quantity and click Save Changes.



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.



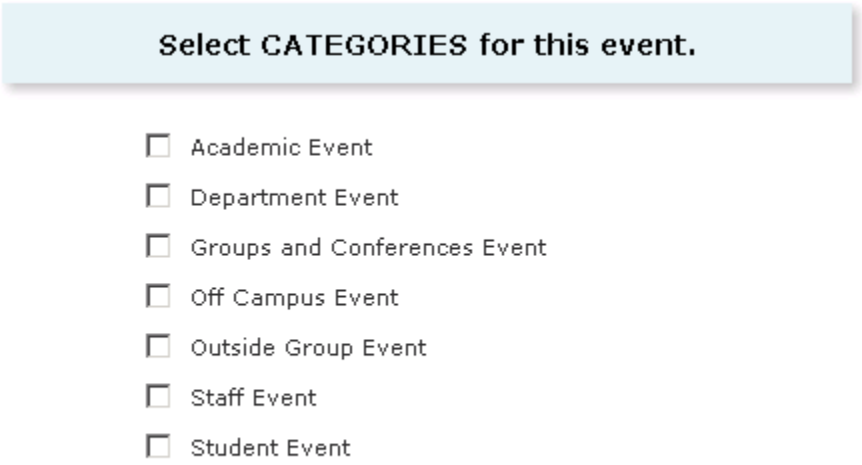
Click Next

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.

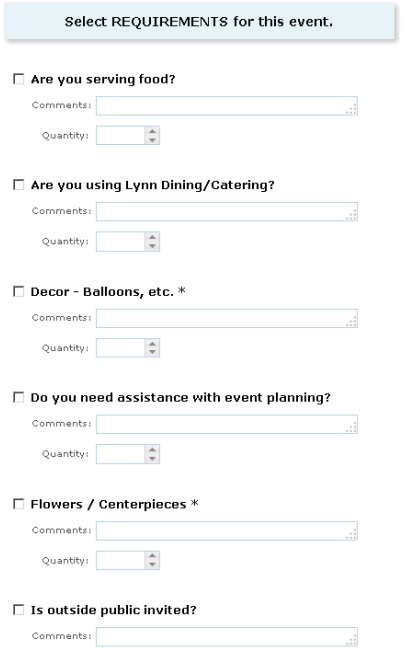
Select a ***Category*** for your event

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



Requirements

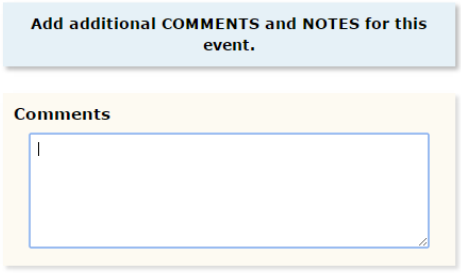
Please select the items you require for your event like decorations, food, valet parking, etc. All items except Publicity will require events department staff approval. Publicity will require marketing staff approval. Any item with * will require additional expenses that will be charged to your budget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



Click Next

Add *Additional Comments*

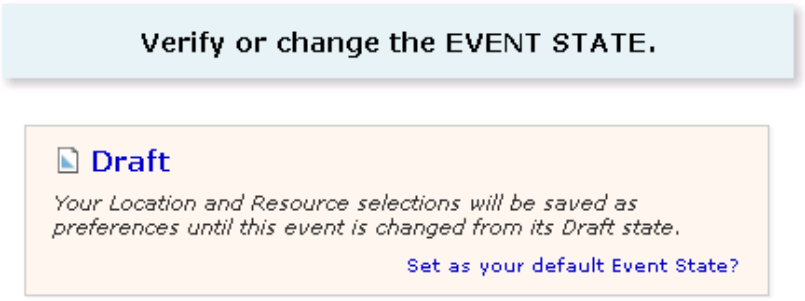
This field is designed to give users an opportunity to send additional instructions or comments to events team. This information is only viewable by the scheduler, requestor and any events team member with ownership on locations and/or resources assigned to this event. This is the place to add Setup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



Click Next

Event State

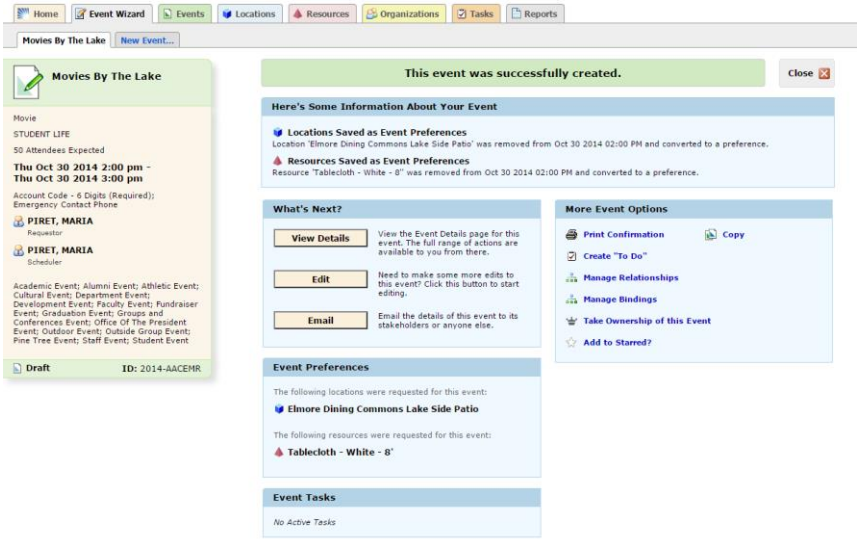
The system will prompt you to save your event. All requests will be on draft state until reviewed and confirmed by the Events staff. After the approval process, the Event State will change Confirmed and will appear in the calendar of events.
Requests for events in academic spaces are approved by the registrar office after the add/drop period has concluded.



Click Save

Confirmation Page:

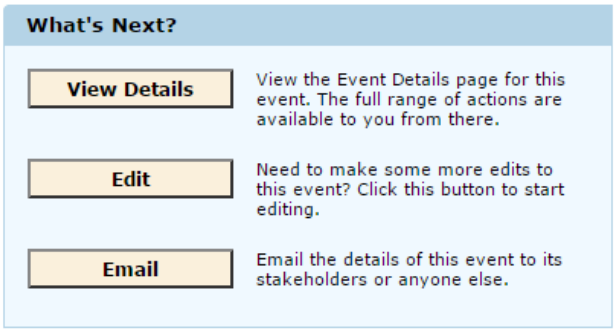
After you complete your submission, you will be redirected to a confirmation page.
The following message should be displayed at the top of the Event Reservation Wizard: This event was successfully created.



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.

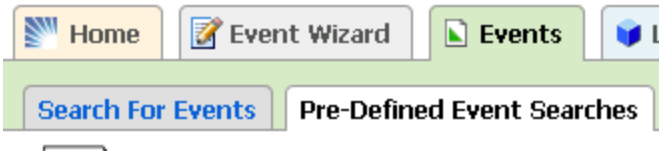


You can also print event details using the links in the Event Options section of the screen that is displayed after saving the event. (Optional)

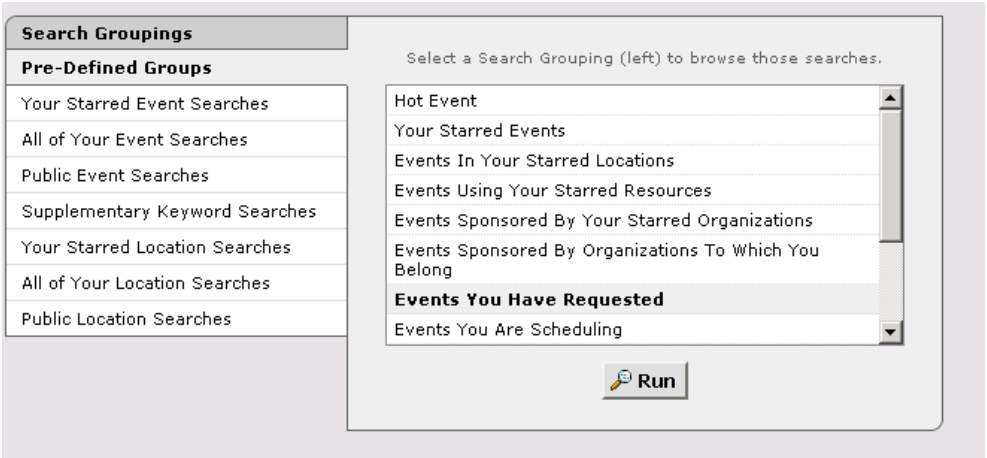
Copy an event

First you must find the event to copy.

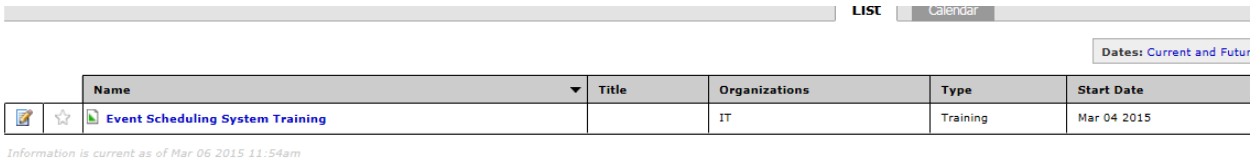
Click on the event tab, Pre-Defined Event Searches



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

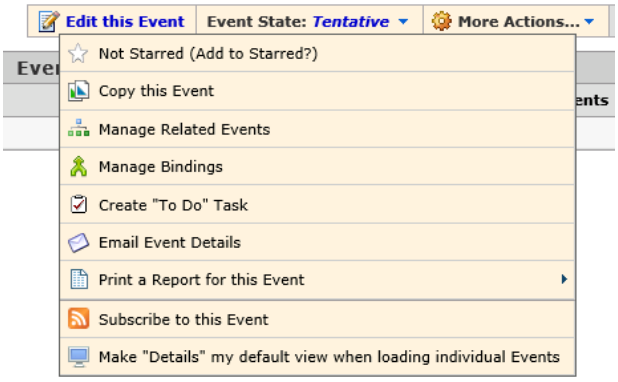


On the list, click on the event

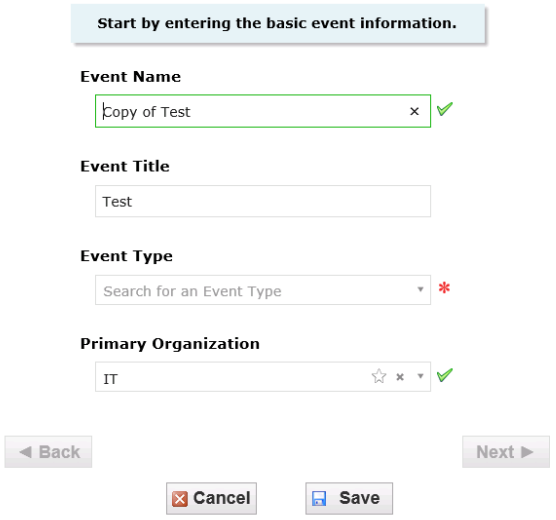


Once you open the event, click on More Actions

On the list, select Copy this Event



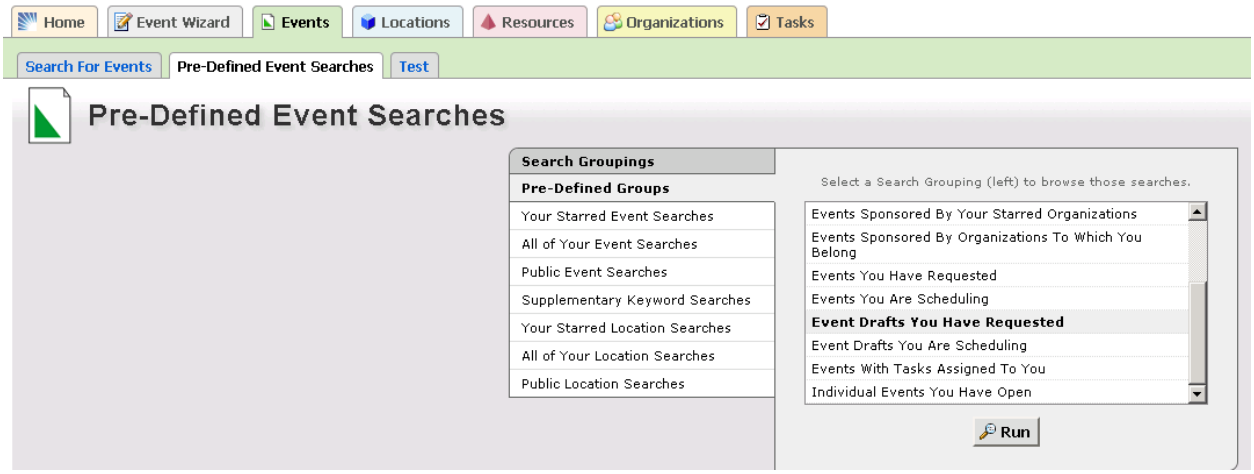
The system will create a copy of your event. Make changes to your new event including name, dates, etc.



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

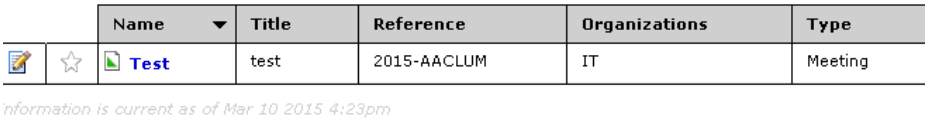
Canceling an event

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

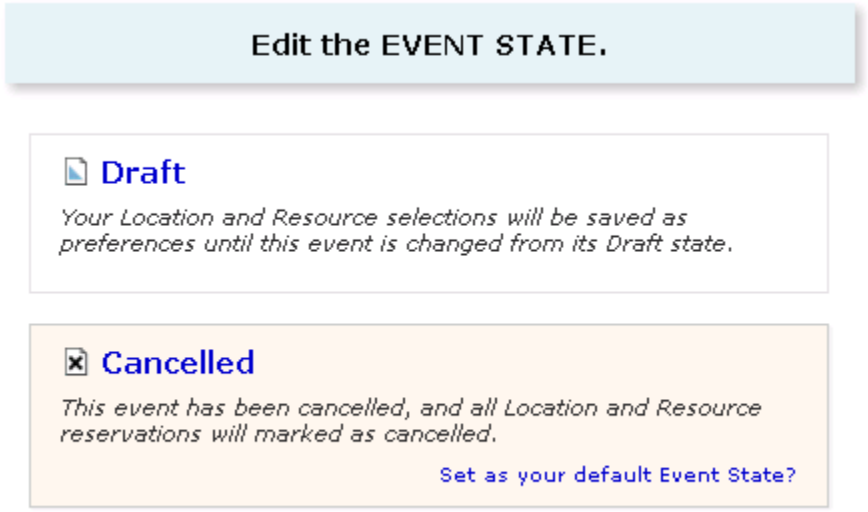
Click on the event



Click on Edit this event

Click on the event status on the event summary

Click on Cancelled status

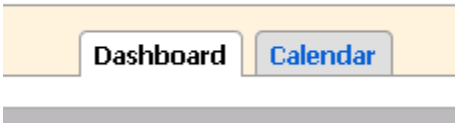


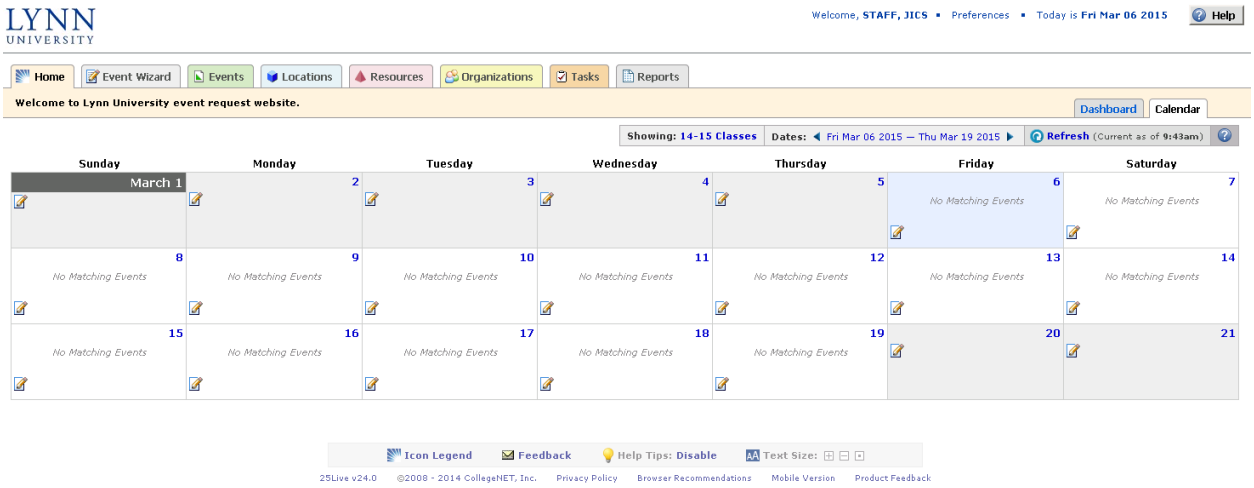
Click Save

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

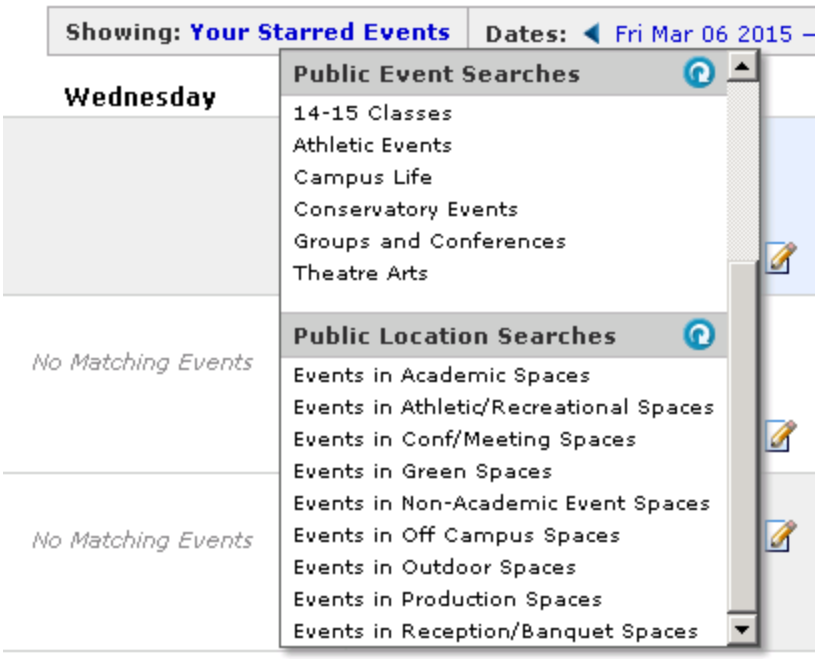
View Events by spaces on calendar

Click on the calendar tab





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.



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