Creating events

> **Note:** Your 25Live security permissions determine whether you can create or request an event. Contact your system administrator if you're unable to perform event creation/request tasks you think should be available to you.

This application features an Event Wizard that conforms to the event configurations that have been set up in the full 25Live application. You access the Event Wizard via the *Create an Event* link in the top menu bar. Alternatively, for locations configured to use it, Express Scheduling may be available for simple, one-time events. Read more in the Express Scheduling help topic.
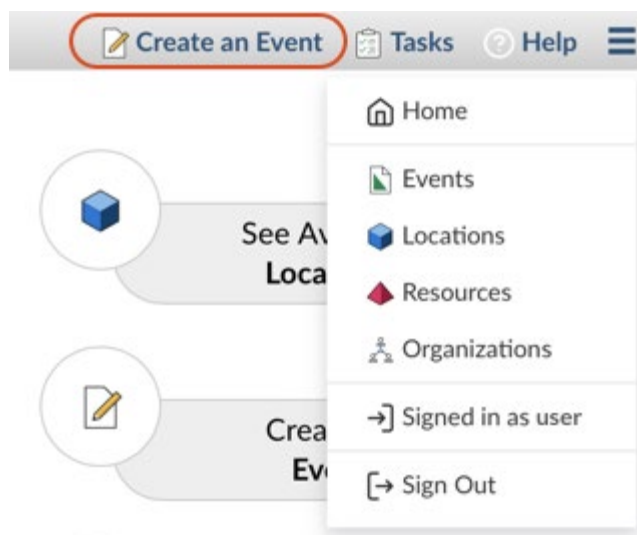

Image: The Create an Event link is always available at the top of every screen.

You can also use the *Reserve It* or *Request It* buttons (when available) while viewing locations and resources to begin an event from that location or resource. When you use the Reserve It or Request It button, the location or resource (and the date and time you were viewing items for) already completed in the Event Wizard or Express Scheduling form.

As the "creator" of an event, you may be performing either of these roles:

- *The Scheduler* with specific security permissions to save the event and assign locations and resources to it
- *The Requestor* with limited permissions to complete the event, where the requested locations and/or resources are assigned and the event itself saved by a user authorized to do so

> **Reminder:** This topic gives details on use of the 25Live Mobile Event Wizard. If you are using a location that is configured to use Express Scheduling, read more in the Express Scheduling help topic.

Your event creation environment may not include all the fields or options mentioned below, depending on how the 25Live Event

Wizard has been set up for your security group.

Using the Event Wizard to create an event

Simply scroll down through the Event Wizard fields and complete all the information for your event. Required fields have a red asterisk, are outlined in red, and are labelled with text indicating the field is required. When you properly complete a required field, a green checkmark is shown next to it and the required label is removed. You must, at minimum, complete all required fields to save your event.

Event Name

This field is required.

Event Type

Conference

Image: The Event Wizard shows incomplete and completed required fields.

1. Enter basic information

Complete your event's most basic information, such as the name, title, and type. The Event Name is used when the event is displayed on web calendars (if set up in your 25Live configuration) and in searches.

You can also complete the event's organization, expected head count, registered head count (if you know it), and description. The Expected or Registered Head Count is used by 25Live to find locations that are large enough for your event. The Event Description appears on web calendars if you intend to publish this event.

2. Enter information about the event's first occurrence

Specify the date and times of the first occurrence of the event. If your event occurs on multiple days, you'll describe how it repeats later.

If the event requires extra time, see Adding Setup, Pre-Event, Post-Event or Takedown Times to Events for more information.

> *Tip: If your event has multiple occurrences that happen at different times, you'll need to create separate events for each time. You can then connect the events later using Manage Related Events functionality in the full 25Live application.*

3. Choose if your event repeats and, if so, the repeating pattern

If this is a single occurrence event, choose Does Not Repeat. If this is a multiple-occurrence event, select how the event repeats. See Creating Repeating Events for more information.

4. Define the exact dates of the event.

If applicable, use the repeat date controls to define the event's repeating pattern or ad hoc dates. Once defined, you see the dates in the Occurrence List below.

Event Repeats

Weekly Repeats

Repeats every week

Repeats on   Mon   Tue
              Wed   Thu
              Fri   Sat
              Sun

○ Repeats through

    Tue Dec 18, 2018   📅

● Ends after   6   iterations

Occurrence List	
Date	Status
Mon Dec 17, 2018	Active
Mon Dec 24, 2018	Active
Mon Dec 31, 2018	Active
Mon Jan 7, 2019	Active
Mon Jan 14, 2019	Active

Image: For repeating events, the Event Wizard shows all occurrences in a list for easy reference.

---

5. Select location(s)

Make a selection in the Search for Locations drop-down menu. Your starred locations are available to choose from, or you can type to search by location name. Choose one or more available locations. As you choose, 25Live automatically checks for availability of locations at your specified dates/times.

Image: If a location is not available, information shows about the conflict. A green check mark means the location is available.

---

6. Select resource(s)

Make a selection in the Search for resources drop-down menu. Your starred resources are available to choose from, or you can type to search by resource name. Choose available resources for your event and the Quantity of each. As you search, 25Live automatically checks for availability of resources at your specified dates/times.

Image: If a resource is not available, it has Insufficient Stock (displayed in red).

> *Tip:* If you need to adjust the quantity of a resource needed for specific occurrences or add instructions to location/resource assignments by date, complete the wizard's required fields here, then edit the event in the full 25Live application.

7. Enter custom attributes, if any are displayed

Select and enter values for the custom attributes listed that are pertinent to your event. Custom attributes are different in each instance of 25Live.

8. Select contacts

Select the contacts associated with the event. If you're not the primary contact for the event, specify who is. To specify a contact, use the drop-down menu to select a starred contact, or enter a few letters of the contact's name, then select it when the full name displays.

> **Note:** A scheduler may be automatically assigned to your event depending on security; this might be the Location Scheduler for your selected location or the default scheduler for your security group. If your user does not have permission to view Contacts, the default scheduler for a location or resource may not be set.

9. Select categories, requirements, and calendars, enter comments and notes, and agree to terms

In the next section there may be choices for categories, requirements, and calendars, depending on how your Event Wizard has been customized for your institution and 25Live instance.

- **Categories:** Categories help other users find events when searching and can determine other things, such as whether your event is promoted on web calendars

- **Requirements:** If your event has requirements, such as a liquor license or a contract, select the pertinent options, and add comments or quantity information as needed

- **Calendars:** If you're promoting your event on one or more web calendars, choose the calendar(s) here, and enter comments as needed. See Sending Events to 25Live Publisher

- **Comments and Notes:**
  - Event Comments are displayed for most users
  - Confirmation Notes are shown in Confirmation Reports
  - Internal Notes are only displayed for users who are event contacts

- **Agree to terms and conditions:** If present and required, you must agree to your school's terms and conditions before your event can be saved

10. Choose event state

Choose the appropriate state of your event. For more information, see Choosing an Event State.

11. Click "Save" to complete the event creation

Upon saving you may be asked under which heading you would like to save this event. The heading determines the context for event storage and the access rights to the event by various 25Live security groups.

> **Tip:** *If you select "I Don't Know," your event will be saved as a Draft, and location and resource assignments will be removed, but saved as preferences until the Draft state is changed.*

When your event saves successfully, the confirmation screen gives you options to view the event details, edit the event, or see associated tasks.

Additional notes

- Upon saving your event, if your instance of 25Live is configured to do so, automated emails may go out to the event's Requestor and/or Scheduler.

- When you submit an event with a location or resource that you don't have permission to assign, the assignment is saved as a preference and an assignment task request is issued.

- In this application, you can select a location that's being shared, but you can't initiate a share. Go to the full version of 25Live to initiate sharing a location for an event.