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How to Setup an Event in [25Live Pro](#)

From 25Live Pro Dashboard, click on “Create an Event”

The screenshot displays the 25Live Pro dashboard interface. At the top, the 25Live logo is on the left, and navigation links for '25Live Pro', 'Event Wizard', 'Tasks', 'Lindsay Atkinson', and 'More' are on the right. A search bar and 'Recently Viewed' dropdown are also present. The main content area is divided into several sections:

- Quick Search:** Includes search boxes for 'Search Events', 'Search Locations', and 'Search Resources'.
- Your Starred Event Searches:** Shows 'You do not have any Starred Event Searches!'
- Your Starred Location Searches:** Lists 'Hessenfeld' and 'Test Location Search', both with star icons.
- Your Starred Resource Searches:** A dropdown menu.
- Your Starred Reports:** Lists 'Daily Room Sheet', 'Event Requirements By Campus Partition', 'Event Requirements By Location', and 'Location Availability Grid Daily', each with a star icon.
- Find Available Locations:** Contains instructions: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. A blue 'Create an Event' button with a pencil icon is highlighted with a red box.
- Your Upcoming Events:** Shows 'You are not associated with any upcoming events'.
- Your Event Drafts:** Shows 'No Event Drafts in which you are the Scheduler' and 'No Event Drafts in which you are the Requestor'.
- Tasks:** Shows 'You have No Tasks on Today's Agenda', '0 Outstanding Tasks', '0 Flagged Tasks', and '0 Tasks Assigned By You'.
- Your Starred Events, Locations, and Resources:** Each section has a dropdown arrow. The 'Your Starred Resources' section notes 'You do not have any Starred Resources!' and explains that resources can be marked as 'Starred' by clicking a star icon.

A 'Customize Dashboard' link is located at the bottom right of the dashboard.



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On the next screen, you will be taken through the Event Wizard to detail out your event.

Note: Depending on your access level and whether or not you are using a custom event wizard configuration, you may or may not see certain options.

Start by entering the basic event information.

Event Name
✓ Test

Event Title
Test

Event Type
Academic Ad Hoc ☆

Primary Organization for this Event
Library & Technology Services X ✓

Additional Organization(s) for this Event
Search for Additional Organizations

← Back X Cancel Save **Next →**

Event Name: A required detail

Event Title: An optional detail if different from Event Name

Event Type: You will only see the options that you have access to. Choose the most applicable option.

Primary Organization: The organization putting on the event

Additional Organization: An optional detail if applicable

Once completed, click “Next”



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On the next page, you can indicate additional event information such as head counts and an event description.

Expected/Registered Head Count: If known, indicate the expected and/or registered headcount. Otherwise, leave it defaulted to “I don’t know”.

Event Description: You can enter an event description that will show on any invoices or confirmations. Additionally, if using 25Live Publisher, the event description will appear on the calendar generated.

Note: If you are using 25Live publisher and do not want the event description to be published, leave this section blank or indicate that this is a private event.

Once completed, click “Next”



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On the next page, you can indicate if your event is a repeating event.

Is this a repeating event?

No
This event happens only once.
Any other related events are separate and distinct.

Yes
This event occurs multiple times.
It repeats daily, weekly, monthly, or irregularly (ad hoc).

← Back

Next →

X Cancel

Save

If your event is NOT a repeating event, click “No”. Skip to [Page 9](#) of this documentation to continue.

If your event IS a repeating event, click “Yes” and continue with the instructions.

Once you click an option, you will automatically be taken to the next screen



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With events that repeat, you will need to provide some additional details once you indicate “Yes” on the previous page.

Tell us when this event takes place.

Select the dates and times of the **actual event**.

Event Start:
Thu Mar 28 2019 
10:00 am

Event End:
Thu Mar 28 2019
11:00 am

The event begins and ends on the **same day**.

Additional Time
Does this event require additional time before the event? Yes No

Setup:
0 Days 0 Hours 0 Minutes

Pre-Event:
0 Days 0 Hours 0 Minutes

Reservation Start: 10:00 am

Does this event require additional time after the event? Yes No

Post-Event:
0 Days 0 Hours 0 Minutes

Takedown:
0 Days 0 Hours 0 Minutes

Reservation End: 11:00 am

Indicate the starting and ending date/time of the FIRST ITERATION. If the first iteration starts and ends on DIFFERENT DAYS, uncheck the checkbox that says “The event begins and ends on the same day”.

If you’d like to indicate any additional set-up or take-down time, you can indicate that in the bottom half of the screen.

Once completed, click “Next”



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Indicate how your event will repeat by choosing one of the listed event types. Alternately, you can choose the “Does Not Repeat” option if you’d rather not have your event repeat. Once once you’ve made a selection, you will automatically be taken to the next screen

Choose how this event repeats.

Ad Hoc Repeats
Individually select dates to add to the event.

Daily Repeats
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Does Not Repeat
This event has only one occurrence.

← Back Next →

× Cancel Save



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If you are unsure of which repeating event type you need, please read the following descriptions of each type.

Describe how this event repeats.

Ad Hoc Repeats ▾

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

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	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	1	2	3	4

Occurrence List

Date	Comments	Status
Mon Apr 01 2019	<input type="text"/>	Active ▾

← Back

Next →

× Cancel

Save

Ad-Hoc Repeats: Using the calendar, you can click to add different dates to your occurrence list below. You can also add individual comments to each occurrence. Please note that initially, each occurrence will inherit the same time block as the first occurrence you previous indicated. Separate documentation on changing the occurrences is available



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Describe how this event repeats.

Daily Repeats ▾

Repeats every ▾

Repeats through 📅

Ends after iterations

Occurrence List		
Date	Comments	Status
Mon Apr 01 2019	<input type="text"/>	Active ▾

← Back Next →

Daily Repeats: Indicate how you'd like your event to repeat (daily, every other day etc.) and indicate whether the pattern should occur until a certain date or after a certain number of iterations.

All occurrences will appear under the occurrences list

Describe how this event repeats.

Weekly Repeats ▾

Repeats every ▾

Repeats on Mon Tue Wed Thu Fri Sat Sun

Repeats through 📅

Ends after iterations

Occurrence List		
Date	Comments	Status
Mon Apr 01 2019	<input type="text"/>	Active ▾

← Back Next →

Weekly Repeats: Indicate how you'd like your event to repeat (weekly, every other week etc.). Additionally, you can select the week day that the event should occur on and indicate whether the pattern should occur until a certain date or after a certain number of iterations.

All occurrences will appear under the occurrences list



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Describe how this event repeats.

Monthly Repeats ▾

Repeats every month ▾

Repeat 1 day ▾ from Start of the Month ▾ X

Repeat by Day [Add Repeat Day...](#)

Repeat by Position Repeat on the First ▾ Monday ▾ X
[Add Repeat Position...](#)

Repeats through Mon Apr 01 2019 🗓

Ends after 1 ▾ iterations

Occurrence List		
Date	Comments	Status
Mon Apr 01 2019		Active ▾

← Back Next →

✕ Cancel Save

Monthly Repeats: Indicate how you'd like your event to repeat (monthly, every other month etc.). Additionally you can choose to set the repeating pattern either by day (i.e monthly on the 1st of the month) or by position (i.e the first Monday of the month)

Finally, you can indicate whether the pattern should occur until a certain date or after a certain number of iterations.

All occurrences will appear under the occurrences list



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IF YOU INDICATED THAT YOUR EVENT DOES NOT REPEAT, READ THIS PAGE.
OTHER WISE SKIP TO [PAGE 10](#).

You will need to provide some additional details once you indicate “No” on repeating event indicator page.

Indicate the starting and ending date/time of your event. If the event starts and ends on DIFFERENT DAYS, uncheck the checkbox that says “The event begins and ends on the same day”.

If you’d like to indicate any additional set-up or take-down time, you can indicate that in the bottom half of the screen.

Once completed, click “Next”



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On the next page, you can add one or multiple locations to your event reservation.

Find and select event locations. 

★ **Your Starred Locations...** 

ASAC_116 Abraham Shapiro Academic Complex, Rm. 116 Max Capacity: 12	
ASAC_204 Abraham Shapiro Academic Complex, Rm. 204 Max Capacity: 18	
OOS_ALLPUR Gosman All Purpose Room Max Capacity: 0	

Show only my authorized locations that have no time conflicts 

Enforce head count

Q Search by Location Name... 

Saved Searches... 

Advanced Search... 

You can find and select a location for your event using one of 4 ways:

- Using locations you have starred
- Searching by the location's name
- Using a saved location search
- Using an advanced search to find a location based on a set of criteria (i.e spaces with a certain capacity)



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Find and select event locations.

Your Starred Locations...

- ASAC_116
Abraham Shapiro Academic Complex, Rm. 116
Max Capacity: 12
- ASAC_204
Abraham Shapiro Academic Complex, Rm. 204
Max Capacity: 18
- GOS_ALLPUR
Gosman All Purpose Room
Max Capacity: 0

Show only my authorized locations that have no time conflicts Refresh

Enforce head count

Search by Location Name...

Saved Searches...

Advanced Search...

← Back Next →

Cancel Save

Selected Locations

ASAC_116
Abraham Shapiro Academic Complex, Rm. 116
Max Capacity: 12
Features: None
Conflicts: None
Layout: Closed Square [12]
Setup Instructions:
Attendance:
Share?

ASAC_204
Abraham Shapiro Academic Complex, Rm. 204
Max Capacity: 18
Features: Board - White (moveable); Lighting - Dimmable; Lighting - Zone; TEC - Data Display Device; Projector (3000 lumens or greater); TEC - DVD video player; TEC - Projection screen (4'-6" size); TEC - Video Conferencing Suite *tech may be required*; TEC - Audio (telephone) Conferencing System; TEC - Internet; Ethernet; TEC - Internet; Wireless; TEC - Wireless Mouse; TEC - PC @ Instructor Station; TEC - Wireless Keyboard; TEC - Laptop connection point @ wall box; TEC - Laptop connection point @ Instructor Station; TEC - Instructor Station; Modular; TEC - Control System; Touch Screen 12" wired; TEC - Lighting controls (wall mounted); TEC - Sound

As you find locations, you can select multiple locations if needed. All locations that you have selected will appear on the right hand side of the screen. You can modify the layout and add set-up instructions to each location individually. You can also remove or star locations individually on this page.

Note: It's recommended that you star locations that you frequently use for easier scheduling going forward.

Once finished, click "Next"



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On the next page, you can add one or multiple resources to your event reservation. If you are a user that does not utilize resources, you will not see this section.

The screenshot displays the 'Find and select resources' interface. On the left, there is a search section with a 'Search by Resource Name...' field, 'Saved Searches...', and an 'Advanced Search...' section with a 'Categories' dropdown and a 'Search' button. Below this is a list of resources with their availability status:

Resource Name	Availability
AV 16mm Optical Sound Projector	2/2
AV 20" combo: TV/DVD Monitor	1/1
AV 35mm Slide Projector	2/2
AV 35mm Slide Tray	2/2
AV A/C power cord or strip	4/4
AV Assisted Listening System	5/5
AV Audio (telephone) Conferencing System	7/7

At the bottom of the search section are 'Back', 'Cancel', 'Save', and 'Next' buttons. On the right, a 'Selected Resources' panel shows three items:

- AV 35mm Slide Projector (2/2 availability, 1 quantity)
- AV 20" combo: TV/DVD Monitor (1/1 availability, 1 quantity)
- AV 16mm Optical Sound Projector (2/2 availability, 1 quantity)

You can find and select a resource for your event using one of 4 ways; by using resources you have starred, by searching by the resource's name, by using a saved resource search or by using an advanced search to find a resource based on a set of criteria (i.e all A/V category resources)



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Go to Search Recently Viewed Help

← → 📄 🖨️ 🔄 ✕

Selected Resources

- AV 35mm Slide Projector ✓ ☆ ✕
Conflicts: None
Setup Instructions:
Avail/Total: 2/2
Quantity: 1
- AV 20" combo: TV/DVD Monitor ✓ ☆ ✕
Conflicts: None
Setup Instructions:
Avail/Total: 1/1
Quantity: 1
- AV 16mm Optical Sound Projector ✓ ☆ ✕
Conflicts: None
Setup Instructions:
Avail/Total: 2/2
Quantity: 1

As you find resources, you can select multiple resources if needed. All resources that you have selected will appear on the right hand side of the screen. You can modify the quantity and add set-up instructions to each resource individually. You can also remove or star resources individually on this page.

Note: It's recommended that you star resources that you frequently use for easier scheduling going forward.

Once finished, click "Next"



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On the next screen, you can add information on custom attributes for your event, such as ticket information or a website link. Only add this information if it's applicable to your event reservation. Otherwise you can skip this section and click “next”.

The screenshot displays the 'New Event...' configuration screen. On the left, a sidebar lists event details: 'Test' (Conference), 'Library & Technology Services', 'Additional Organization(s) for this Event', 'Expected Head Count', 'Registered Head Count', 'Event Description', 'Thu Mar 28 2019 10:00 am - 11:00 am', 'Event Repeats', and a list of AV equipment including 'FELD_101', 'FELD_115', 'AV 20" combo: TV/DVD Monitor', 'AV 16mm Optical Sound Projector', and 'AV 35mm Slide Projector'. A 'Progress...' bar is at the bottom left. The main area is titled 'Select custom attributes for this event.' and contains three sections: 'Featured Event' with 'Yes' and 'No' radio buttons, 'Tickets' with an empty text input field, and 'Website' with an empty text input field. At the bottom, there are four buttons: 'Back', 'Cancel', 'Save', and 'Next'.



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Select contacts for this event.

Scheduler
Atkinson, Lindsay ☆ ▾
latkinson@brandeis.edu

Requestor
Atkinson, Lindsay ☆ ▾
latkinson@brandeis.edu

← Back Next →
X Cancel Save

On the next page, indicate who the scheduler and requestor are for this event.

Both options will default to the user of the account logged in (i.e you the user).

Select contacts for this event.

Scheduler
Atkinson, Lindsay ☆ ▾
latkinson@brandeis.edu

Requestor
Atkinson, Lindsay ☆ ▾
Q

Library & Technology Services
Barry, Martha
Barton, Lindsay
Bastone, Gina
Bemis, Diane
Button, Kathy
Chen, Jay
Chen, Patrick
Chu, Jaina
Corral, Margarita
Cummings, Brenda
Dellelo, Mark
Flanagan, Patricia
Create New...

To change the user, you can click the “v” icon to open a small search window where you can type and search for the name of a user. You can also star requestors if you’d like so they appear at the top of the search list.

Click “Next” to continue



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On the next page, select the appropriate category or categories for your event. Then click “Next” at the bottom of the page.

Note: Depending on the Event Type that you selected, some categories may already be pre-selected on this page.

Select categories for this event.

- Academic
- All Events
- Alumni
- Athletics
- Career
- CES Internal Report
- Don't Display on Web
- Featured Event - DO NOT USE
- PUBLISH TO CAMPUS CALENDAR
- Publish to vCalendar - DO NOT USE
- Religious / Spiritual and Cultural
- S25 - DO NOT USE
- Social / Service and Volunteering
- The Arts
- Vendor Sale

← Back

Next →

× Cancel

Save

← → Save Print ? ×

Note: Categories associated with the selected Event Type are pre-selected when creating the event. They can be de-selected when editing the event.



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On the next page, select the requirements for your event as applicable.

Note: Depending on the Event Type you selected, you may not see any requirements to add.

Click “Next” to Continue

Select requirements for this event.

There are no Requirements for this Event Type.

[← Back](#) [Next →](#)

[X Cancel](#) [Save](#)



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On the next page, you'll have the option to select calendars to publish the event to. Unless you are using 25Live Publisher with certain event types - you may not see any calendars to publish the event to.

Click "Next" to continue.

Select which calendars should publish this event.

There are no Calendars to Publish for this Event Type.

← Back

Next →

× Cancel

Save



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On the next page, you can add additional comments and notes. Click “Next” to Continue.

Note: If you’d like to include private notes that won’t show on invoices or confirmations, use only the “Internal Notes” section.

Add additional comments and notes for this event.

Event Comments

Confirmation Notes

Internal Notes

[← Back](#) [Next →](#) [X Cancel](#) [Save](#)



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On the next page, you can set the event state depending on your permissions.

Choose the appropriate event state per the business processes within your department.

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.

 **Tentative**
The event is scheduled, but is awaiting Confirmation from its Scheduler.

 **Confirmed**
The event is scheduled and confirmed.

[← Back](#)

[X Cancel](#)

[Save](#)



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Before you save, you can navigate back to any section of the event wizard by using the navigation on the left-hand side. Just click on the section you'd like to view or modify.

Test [New Event...](#)

Test
Test

Academic Ad Hoc

Library & Technology Services

Additional Organization(s) for this Event

Expected Head Count

Registered Head Count

Event Description

Thu Mar 28 2019
10:00 am - 11:00 am

Event Repeats

- FELD_101
- FELD_115
- AV 20" combo: TV/DVD Monitor
- AV 16mm Optical Sound Projector
- AV 35mm Slide Projector

Progress...

Once you have confirmed that you have added all the details needed for your event, click “Save”.



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In the pop-out window, choose the appropriate heading for your event and then click “Save”.

Note: If you choose “I don’t know”, the event state will be set to “Draft”.

Under which heading would you like to save this event?

I Don't Know
If you do not choose a heading, this event will be saved as a Draft, and any Locations or Resources you selected will only be assigned as a preference.

ASAC

Chapels

Commencement

Communications

English

Genesis & BIMA

Heller

IBS



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When the event has successfully saved, you will be taken to a new page with a green banner at the top that says “This event has been successfully saved.”

From this page, you can view the event details, edit the event, copy it or email the event’s confirmation and invoice documents.

The screenshot displays a web application interface. At the top right, there are navigation elements: a search bar with the text "Go to Search", a dropdown menu labeled "Recently viewed", and a "Help" icon. A prominent green banner across the top of the main content area contains the text "This event has been successfully saved." with a "Close" button on the right. Below the banner is a section titled "What's Next?" with a light blue background. This section contains four buttons, each with a corresponding description:

- View Details**: View the Event Details page for this event. The full range of actions are available to you from there.
- Edit**: Need to make some more edits to this event? Click this button to start editing.
- Copy**: Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts.
- Email**: Email the details of this event to its stakeholders or anyone else.

Below the "What's Next?" section is another section titled "Event Tasks" with a light blue background, which shows "3 Active Notification Tasks".