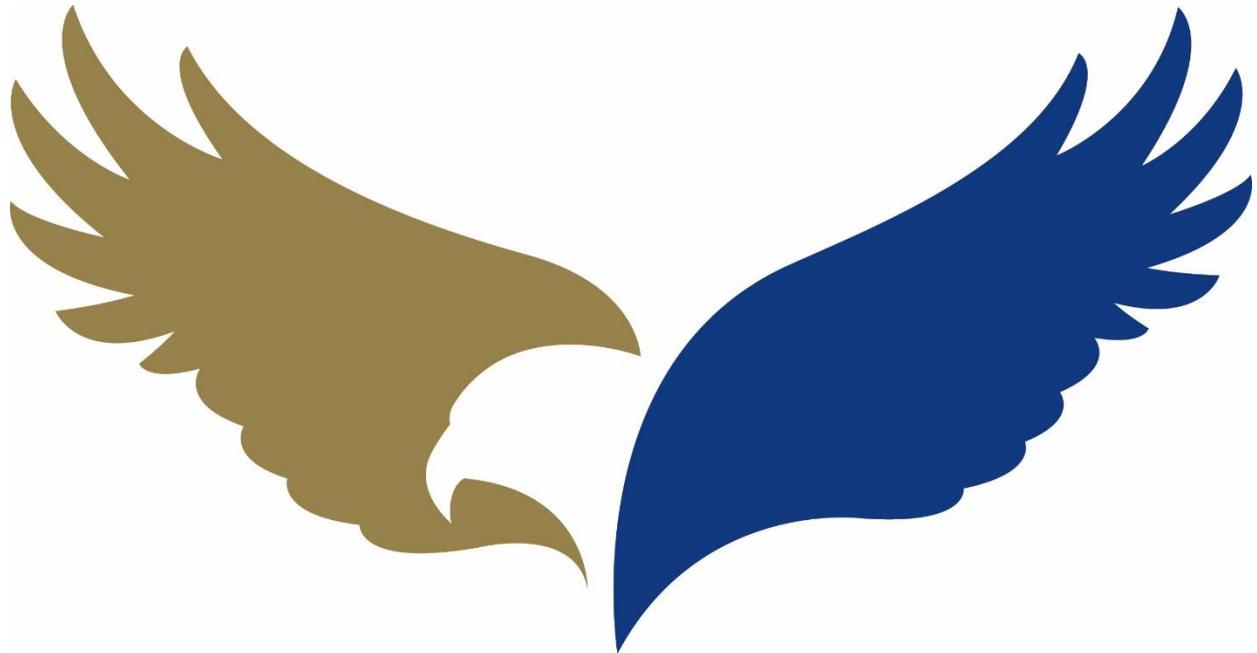


# **25Live Pro Event Scheduling**



**CLARION  
UNIVERSITY**

**Creating a Virtual Event Guide**

## 25Live Pro Creating a Virtual Event

### Ways to Access the Event Form

To begin, sign in using your Clarion account. If you are unsure how to, please refer to the “Getting Started” guide.

There are many different ways to create an event.

#### Option 1:



You can choose to create an event by using the *event form* button on the task bar.

#### Option 2:

A screenshot of the 25Live Pro dashboard. The top navigation bar is identical to the previous image. Below the navigation bar, there is a search bar and a 'Recently Viewed' dropdown. The main content area is divided into several sections: 'Quick Search' with four search filters (Events, Locations, Resources, Organizations); 'Your Starred Event Searches' with three items; 'Your Upcoming Events' with one item; 'Tasks' with four items; 'Your Starred Locations' with one item; and 'Your Starred Location Searches' with one item. A central 'Create an Event' button is visible. The 'Find Available Locations' section, located below the 'Quick Search' filters, is highlighted with a red rectangular box. It contains two options: '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!'.

You can choose to create an event by using the Find Available Locations section on your dashboard.

### Option 3:

The screenshot shows the 25Live Pro interface for Gemmell Student Complex. The top navigation bar includes the 25Live Pro logo, Event Form, Tasks (1), Sara Smerkar, and a 'More' button highlighted with a red box. Below the navigation bar, there is a search bar and a 'Recently Viewed' dropdown. The main area displays a calendar for Monday, March 30, 2020, with a grid for the week. A green event block for 'Faculty Senate - Full - Sp.' is visible on March 31. On the left, a list of locations is shown, including GEMML, GEMML 146, GEMML 152, GEMML 246, GEMML 248, GEMML 250, GEMML 250/252, GEMML 252, GEMML 275, GEMML FOOD COURT, GEMML GRINDS, GEMML LOBBY, GEMML MPR, GEMML OUTSIDE, GEMML PERF, and GEMML RAOCT1. On the right, 'Closed' buttons are visible for each location.

You can choose to create an event by using the *Availability* screen under the *More* section on the task bar.

### Option 4:

The screenshot shows the 25Live Pro interface for GEMML 248. The top navigation bar includes the 25Live Pro logo, Event Form, Tasks (1), Sara Smerkar, and a 'More' button. Below the navigation bar, there is a search bar and a 'Recently Viewed' dropdown. The main area displays the details for GEMML 248, Gemmell Student Complex Room 248. The interface shows the location name, address, and various details like capacity and features. The 'More Actions' dropdown menu is open, and the 'Create an Event in this Location' option is highlighted with a red box. Other options in the menu include 'Add to Favorites', 'Print a Report for this Location', and 'Subscribe to Events in this Location'. The background shows a photo of the room.

You can choose to create an event when looking at a particular location.

\*Regardless of what option you choose, they will all bring you to the same exact event form.\*

## Moving Through the Event Form

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25Live Pro Event Form Tasks 1 Sara Smerkar More

Go to Search Recently Viewed Help

Add New Untitled X

**This Event Wizard**

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** ⓘ

**Event Title for Published Calendars** ⓘ

**Event Type - Required** ⓘ

Select an item

Cancel Preview Save

Once this blank event form is loaded, please be as specific as possible.

Please note that on the left hand side, there are subcategories that will take you to that part of the form, or you can scroll up and down to find the same information.

If you “click” this ⓘ icon, you can learn more information about what is needed in each section.

## Creating a Virtual Event using the Event Form

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25Live Pro Event Form Tasks 1 Sara Smerkar More

Go to Search Recently Viewed Help

Add New Untitled X

**This Event Wizard**

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** ⓘ

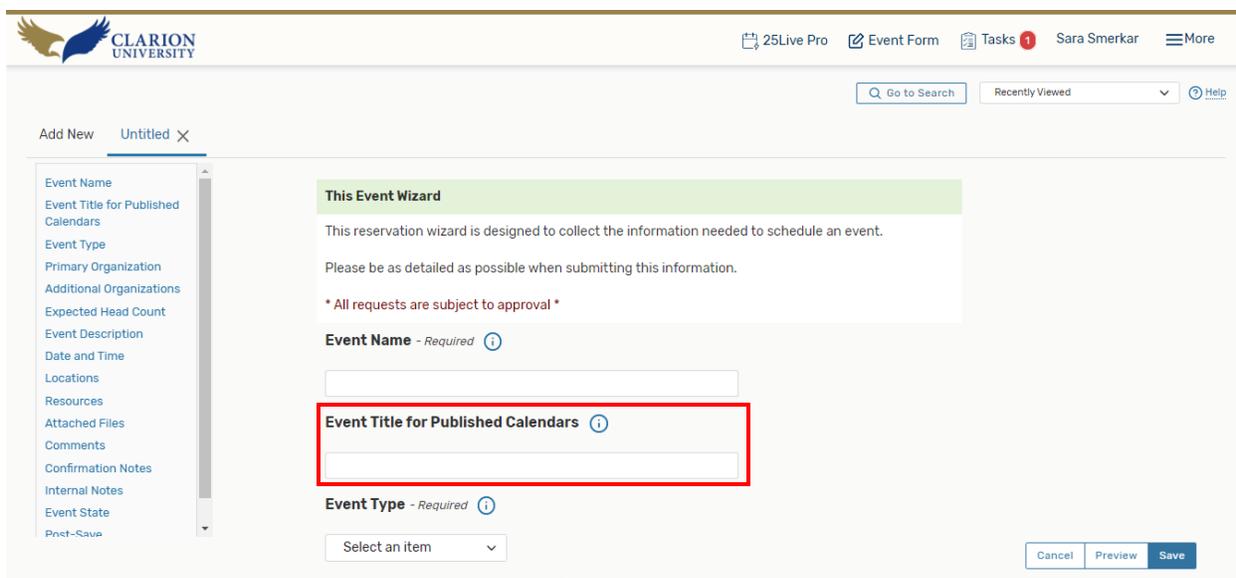
**Event Title for Published Calendars** ⓘ

**Event Type - Required** ⓘ

Select an item

Cancel Preview Save

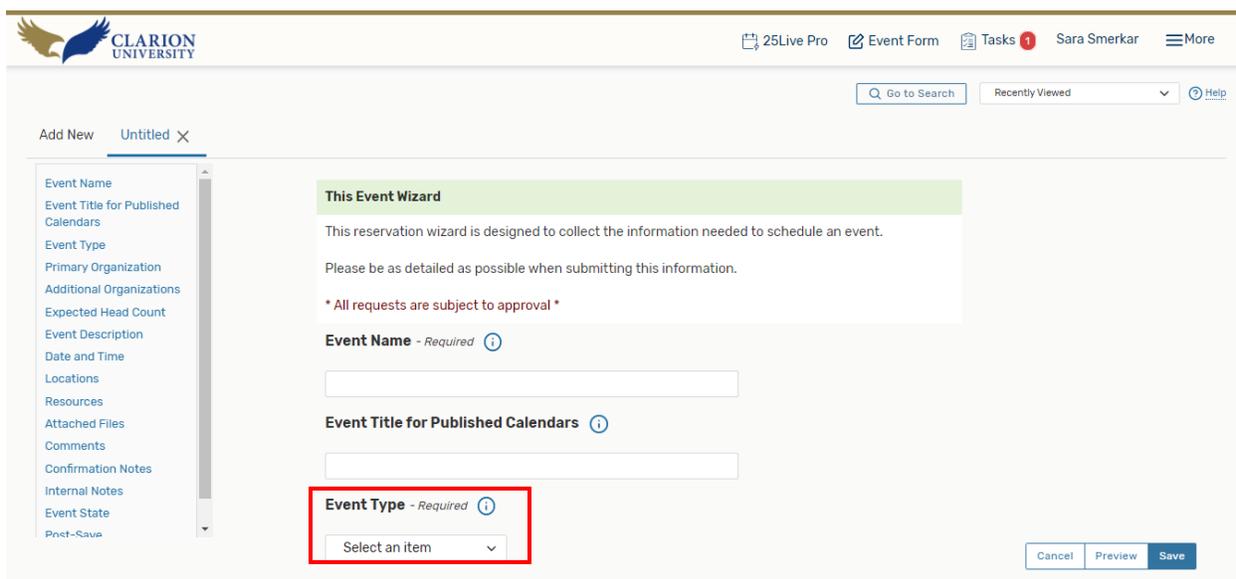
Enter the name of your event.



The screenshot shows the 'This Event Wizard' interface. On the left is a sidebar with a list of fields: Event Name, Event Title for Published Calendars, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Event Description, Date and Time, Locations, Resources, Attached Files, Comments, Confirmation Notes, Internal Notes, Event State, and Post-Save. The main content area has a green header 'This Event Wizard' and a light green box with instructions: '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 \*'. Below this are three required fields: 'Event Name' (text input), 'Event Title for Published Calendars' (text input, highlighted with a red box), and 'Event Type' (dropdown menu with 'Select an item' selected). At the bottom right are 'Cancel', 'Preview', and 'Save' buttons.

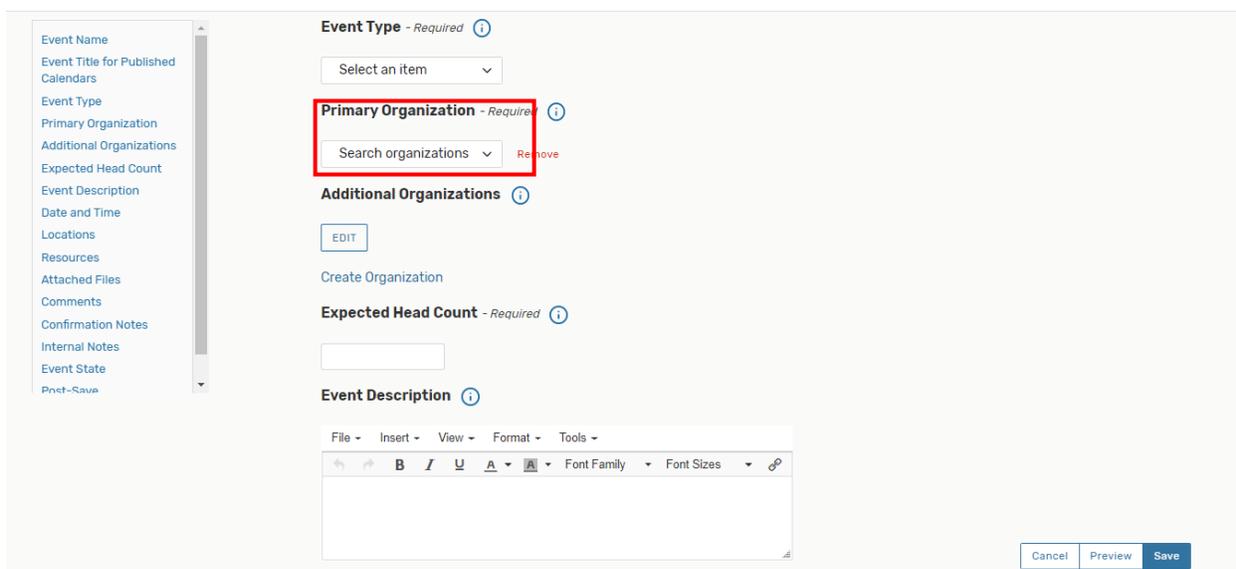
Enter title of event so it can be viewed on the calendar.

The title and name can be the same.



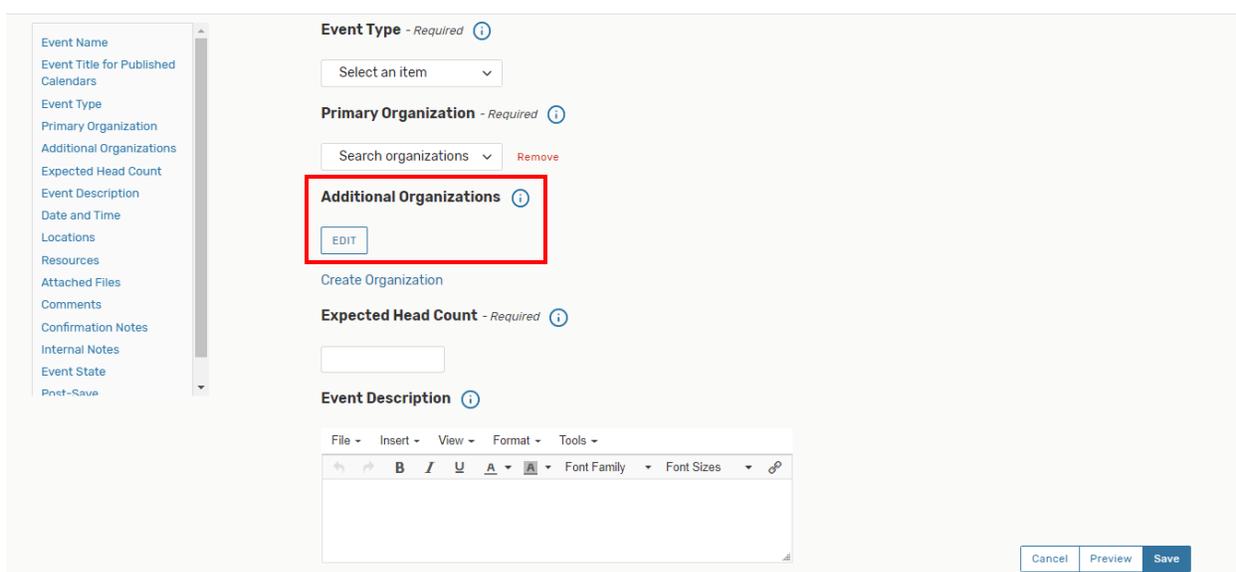
This screenshot is identical to the one above, showing the 'This Event Wizard' form. In this view, the 'Event Type' dropdown menu is highlighted with a red box. The dropdown currently shows 'Select an item'.

Enter what type of event you are hosting. You can click the down arrow to view the event types or begin typing.



The screenshot shows a web form for creating an event. On the left is a vertical navigation menu with items: Event Name, Event Title for Published Calendars, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Event Description, Date and Time, Locations, Resources, Attached Files, Comments, Confirmation Notes, Internal Notes, Event State, and Print-Save. The main form area contains several sections: 'Event Type - Required' with a dropdown menu; 'Primary Organization - Required' with a dropdown menu labeled 'Search organizations' and a 'Remove' link; 'Additional Organizations' with an 'EDIT' button and a 'Create Organization' link; 'Expected Head Count - Required' with a text input field; and 'Event Description' with a rich text editor. The 'Primary Organization' dropdown is highlighted with a red rectangular box. At the bottom right are 'Cancel', 'Preview', and 'Save' buttons.

Enter the organization that is hosting the event. You can click the down arrow to view the organizations or begin typing.



This screenshot is identical to the one above, showing the same event creation form. In this version, the 'Additional Organizations' section, which includes an 'EDIT' button and a 'Create Organization' link, is highlighted with a red rectangular box. All other elements, including the navigation menu and other form fields, remain the same.

If there is more than one organization, you can add them under the “additional organizations” section.

The screenshot shows a web form for creating an event. On the left is a vertical navigation menu with items: Event Name, Event Title for Published Calendars, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Event Description, Date and Time, Locations, Resources, Attached Files, Comments, Confirmation Notes, Internal Notes, Event State, and Print-Save. The main form area contains several sections: 'Event Type - Required' with a dropdown menu; 'Primary Organization - Required' with a search dropdown and a 'Remove' link; 'Additional Organizations' with an 'EDIT' button and a 'Create Organization' link; 'Expected Head Count - Required' with an empty text input field, which is highlighted with a red rectangle; and 'Event Description' with a rich text editor toolbar (File, Insert, View, Format, Tools) and a large empty text area. At the bottom right are 'Cancel', 'Preview', and 'Save' buttons.

When entering the expected head count, try to enter the closest number of individuals attending.

\*This area is not as important if the event is being held virtually.

This screenshot is identical to the one above, showing the same event creation form. In this version, the 'Event Description' section, including the rich text editor toolbar and the large text area, is highlighted with a red rectangle. The 'Expected Head Count' field is no longer highlighted.

The event description is not required to be completed. However, it will help individuals who are working with this event an interested knowing more about the event. This section will also be displayed on the calendars, so please be specific about your event and its details.

This area is NOT the area to ask for resources or a specific location set-up.

The screenshot shows a web form for event registration. On the left is a sidebar with a list of menu items: Event Name, Event Title for Published Calendars, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Event Description, Date and Time, Locations, Resources, Attached Files, Comments, Confirmation Notes, Internal Notes, Event State, and Print-Save. The main form area has a section titled "Date and Time" which is highlighted with a red border. This section contains a date input field with "Thu APR 02 2020", a start time input field with "11:00 am", a "To:" label, an end time input field with "12:00 pm", and a checked checkbox labeled "This event begins and ends on the same day". Below this is a "Duration:" field showing "1 Hour". Further down is an "Additional time" dropdown menu. Below the dropdown is the instruction: "Click on the calendar below to add dates or click the button below to select a date pattern." Below that is a blue button labeled "Repeating Pattern". At the bottom right of the form are three buttons: "Cancel", "Preview", and "Save".

If your event is repeating, please put in your first event and then use the repeating pattern button placed lower on the form. If you have a repeating event, enter the first date here and then you can enter the rest later on in the form.

Before we cover that, it is important to note that if the box “this event begins and ends on the same day” is NOT checked. It means that if you have a repeating event it will run from the starting time on the first day the entire way to the ending time of the last day. Therefore, if your event does not go continuously throughout the night, make sure that box IS CHECKED. *The majority of the time, this box will need to be checked.*

An example is if you have an event from 8am to 4pm on Wednesday, Thursday, and Friday. If the box is unchecked, it means that you are holding your event from 8am on Wednesday continuously until 4pm on Friday. If the box is checked, the event will be held between 8am and 4pm on Wednesday, Thursday, and Friday. It will not run continuously through the night, if the box is checked.

- Event Name
- Event Title for Published Calendars
- Event Type
- Primary Organization
- Additional Organizations
- Expected Head Count
- Event Description
- Date and Time
- Locations
- Resources
- Attached Files
- Comments
- Confirmation Notes
- Internal Notes
- Event State
- Print-Save

**Date and Time** - Required ⓘ

Thu APR 02 2020

11:00 am

To:

12:00 pm

This event begins and ends on the same day

Duration:  
**1 Hour**

Additional time ▾

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

Repeating Pattern

Cancel

Preview

Save

This area will not be used if your event is being held virtually.

- Event Name
- Event Title for Published Calendars
- Event Type
- Primary Organization
- Additional Organizations
- Expected Head Count
- Event Description
- Date and Time
- Locations
- Resources
- Attached Files
- Comments
- Confirmation Notes
- Internal Notes
- Event State
- Print-Save

**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:  
**Thu APR 02 2020 11:00 am**

Reservation End:  
**Thu APR 02 2020 12:00 pm**

Reservation Duration:  
**1 Hour**

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

Repeating Pattern

Cancel

Preview

Save

The repeating pattern button is where you can choose if your event is weekly, monthly, etc. The calendar below allows for you to do the same thing.

- Event Name
- Event Title for Published Calendars
- Event Type
- Primary Organization
- Additional Organizations
- Expected Head Count
- Event Description
- Date and Time
- Locations
- Resources
- Attached Files
- Comments
- Confirmation Notes
- Internal Notes
- Event State
- Print-Save

Reservation Start:  
**Thu APR 02 2020 11:00 am**

Reservation End:  
**Thu APR 02 2020 12:00 pm**

Reservation Duration:  
**1 Hour**

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

**Repeating Pattern**

April 2020

S	M	T	W	T	F	S
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	09

[View All Occurrences](#)

[Cancel](#) [Preview](#) [Save](#)

The calendar allows for you to select the days you would like for your event.

**All Date Occurrences** ✕

Dates	Times	Comment	State	Remove
Thu APR 02 2020	11:00 am - 12:00 pm	<input type="text"/>	Active	Remove
Thu APR 09 2020	11:00 am - 12:00 pm	<input type="text"/>	Active	Remove

[Close](#)

[View All Occurrences](#)

**Locations** ⌵

**Locations Search** ⌵

Auto-Load Starred:  No  Yes

Hide Conflicts  Enforce Headcount

[Cancel](#) [Preview](#) [Save](#)

Once you select your days, you can “click” the *View All Occurrences* button to see the days and times of your event.

If you notice, you are able to change the times of the specific day. You may need to do this when you are having a meeting that is ending early the last day or something of that nature.

For a virtual event, you can simply skip by this section. You will not need to enter a location, since it's virtual.

Add	Name	Quantity Available	Conflict Details
1	Table Linens	Unlimited	None
1	Table Linens, Gold	Unlimited	None

You will most likely NOT need a resource, if the event is being held virtually. However, if you do, you can search for resources and check to see if they are available. Resources include tech, zoom, catering, linens, Minor Registration, etc.

The screenshot shows a sidebar on the left with a list of event management options: Event Name, Event Title for Published Calendars, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Event Description, Date and Time, Locations, Resources, Attached Files, Comments, Confirmation Notes, Internal Notes, Event State, and Print-Save. The main content area contains several sections: 'Attached Files' (highlighted with a red box and containing an 'Upload a file' button), 'Comments' (with a text input field), 'Confirmation Notes' (with a text input field), 'Internal Notes' (with a text input field), and 'Event State' (with a dropdown menu set to 'Tentative'). At the bottom right, there are 'Cancel', 'Preview', and 'Save' buttons.

The attached files section is a place where you can upload your meeting agenda, etc.

This screenshot is identical to the one above, showing the same sidebar and main content area. The 'Attached Files' section is still highlighted with a red box. The 'Comments' section is now the focus, showing a text input field for adding comments. The 'Event State' dropdown remains set to 'Tentative', and the 'Cancel', 'Preview', and 'Save' buttons are visible at the bottom right.

The comments section will look different. This is where you can add comments about the event.

The event state will remain tentative until everything is approved including locations and resources.

The screenshot shows a web form for creating an event. On the left is a vertical navigation menu with the following items: Event Name, Event Title for Published Calendars, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Event Description, Date and Time, Locations, Resources, Attached Files, Comments, Confirmation Notes, Internal Notes, Event State, and Post-Save. The main form area contains several input fields: a text box for the event name, an 'Internal Notes' section with an information icon and a text area, and an 'Event State' section with a dropdown menu currently set to 'Tentative'. A red rectangular box highlights a modal window titled 'After Saving This Event...' which contains five radio button options: 'Go To Event Details' (selected), 'Create Another Related Event', 'Create A Related Copy of This Event', 'Continue Editing Event', and 'Create Another Event'. At the bottom right of the form are three buttons: 'Cancel', 'Preview', and 'Save'.

After you completed the event form. You can save the event. The *After Saving This Event* section will tell you where you will be prompted to after saving.

The *Go to Event Details* will take you to the event that was just created and its details.

The *Create Another Related Event*, it will take you to a new event form and then relate this event to the new event. This may be used if you have more than one thing going on with your complex event.

The *Create A Related Copy of This Event* means that it will create a copy of this current event, take you to the event form, and relate the two.

The *Continue Editing Event* will allow you to save the event while you can edit the event.

*Create Another Event* option means that it will take you to a new event form.

The screenshot shows the 'Event State' dropdown set to 'Tentative'. Below it, a modal window titled 'After Saving This Event...' is open, displaying five radio button options:

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event
- Continue Editing Event
- Create Another Event

At the bottom right of the form, a red box highlights the 'Cancel', 'Preview', and 'Save' buttons.

Once you decide where you would like to be taken after you “save” the event.

The screenshot displays the Clarion University 25Live Pro interface. The top navigation bar includes the university logo, '25Live Pro', 'Event Form', 'Tasks 4', 'Sara Smerkar', and a 'More' menu. Below the navigation bar, a search bar and 'Recently Viewed' dropdown are visible. The main content area shows a card for the event 'Virtual Test' with the following details:

- Event Name:** Virtual Test
- Event Title:** Virtual Test
- Event Type:** Meeting
- Organization:** Conference & Event Services
- Scheduler:** Smerkar, Sara
- Event State:** Tentative
- Event Category:** 2020-AAPTJS
- Event Date/Time:** Fri JUN 19 2020 9:00 am - 10:00 am
- Event On:** 6/19, 6/22

Below the event card, there are tabs for 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', and 'Audit Trail'. The 'Details' tab is active, showing a form with sections for 'General', 'Event Categories', 'Custom Attributes', and 'Event Info'. The 'General' section includes fields for Event Name, Event Title, Event Type, Organization, and Scheduler. The 'Event Categories' section has an 'Add' button. The 'Custom Attributes' section has an 'Add a Custom Attribute' button. The 'Event Info' section is currently empty.

You can then view the event and its details through the calendar or through the event details page.

Please note, you will not have a location for this event, since it is being held virtually.