



25LIVE How To Request Space - Faculty and Staff

Google Chrome is the recommended browser for 25Live

Requests must be submitted at least **3** days prior to the beginning date of the event and no more than **181** days before the event.

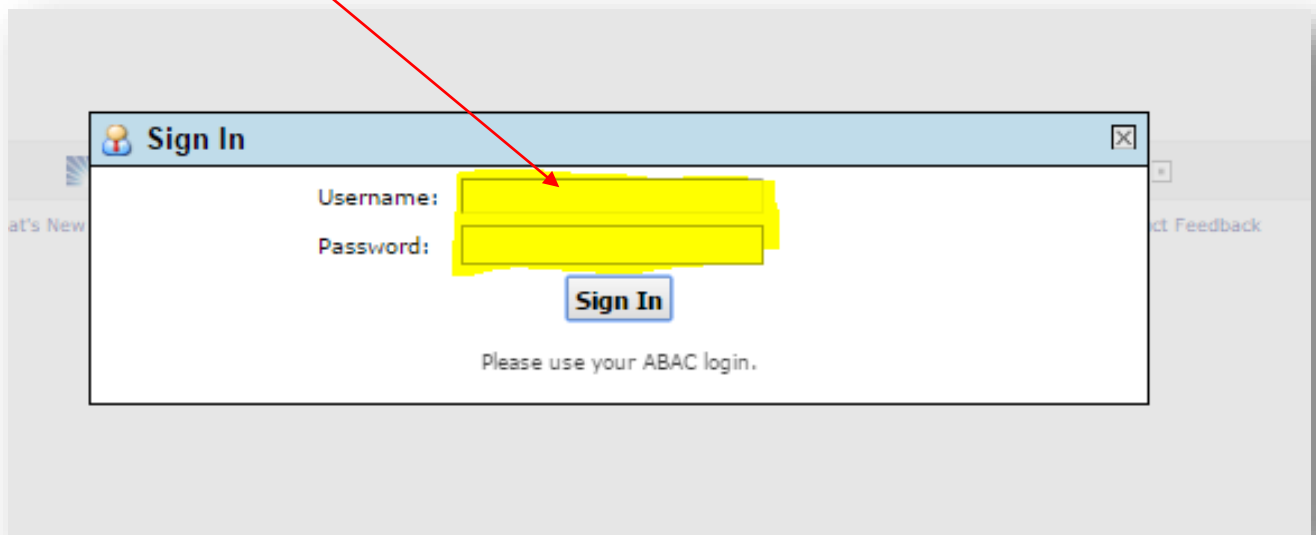
SIGNING IN TO 25LIVE

Access 25live at <https://25live.collegenet.com/abac>

Click **Sign In** (located at the top right hand corner of the page)



Log in using your ABAC credentials




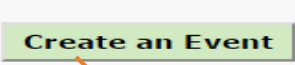
Once logged in you will see the following screen

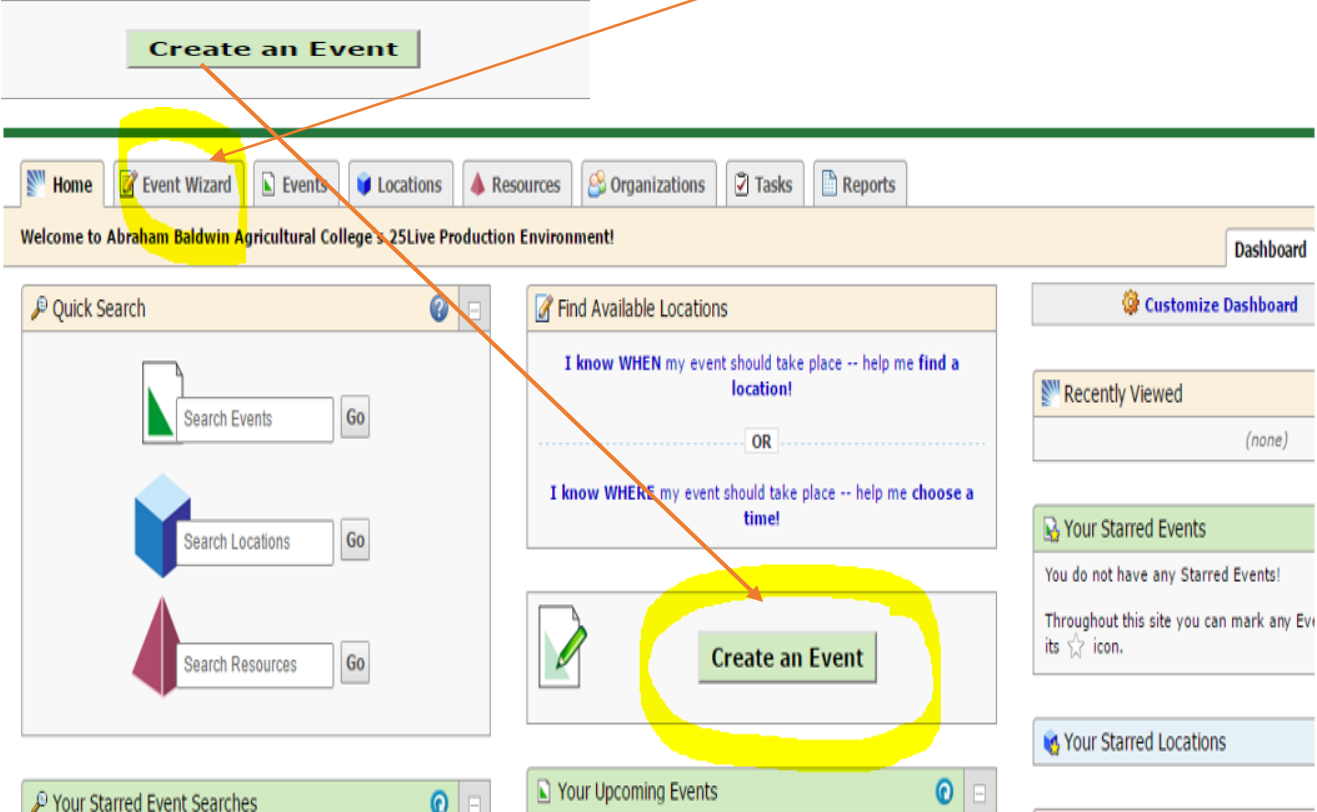
The screenshot displays the user interface of the 25Live Production Environment. At the top, a green header bar contains the college's logo and name on the left, and a navigation menu on the right with items like 'Welcome, Tester, Scheduling Group - Faculty and Staff', 'Preferences', 'Sign Out', and 'Today is Tue Nov 08 2016'. Below the header is a secondary navigation bar with icons for 'Home', 'Event Wizard', 'Events', 'Locations', 'Resources', 'Organizations', 'Tasks', and 'Reports'. The main content area is titled 'Welcome to Abraham Baldwin Agricultural College's 25Live Production Environment!' and features several widgets:

- Quick Search:** A search interface with three input fields: 'Search Events', 'Search Locations', and 'Search Resources', each with a 'Go' button.
- Find Available Locations:** A section with 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!', separated by an 'OR' separator. Below this is a 'Create an Event' button.
- Your Starred Event Searches:** A notification stating 'You do not have any Starred Event Searches!'.
- Your Starred Location Searches:** A notification stating 'You do not have any Starred Location Searches!'.
- Your Upcoming Events:** A notification stating 'You are not associated with any upcoming events'.
- Your Event Drafts:** A notification stating 'No Event Drafts in which you are the Scheduler' and 'No Event Drafts in which you are the Requestor'.
- Customize Dashboard:** A button to adjust the dashboard layout.
- Help:** A button for user assistance.
- Recently Viewed:** A section showing '(none)' items.
- Your Starred Events:** A notification stating 'You do not have any Starred Events!' and explaining that users can mark events as 'Starred' by clicking a star icon.
- Your Starred Locations:** A notification area for starred locations.
- Your Starred Resources:** A notification stating 'You do not have any Starred Resources!' and explaining that users can mark resources as 'Starred' by clicking a star icon.

To begin requesting an event

This is a **REQUEST** only. All items with a **RED * asterik** are required to be filled in. The appropriate scheduler/approver of the space will notify if the request is approved. A confirmation will be emailed to you.

You can begin requesting an event by clicking on  or 



Event Name: (40 Character limit) Name events in a way that will be understandable to others. Avoid using acronyms when possible.

Event Name

*

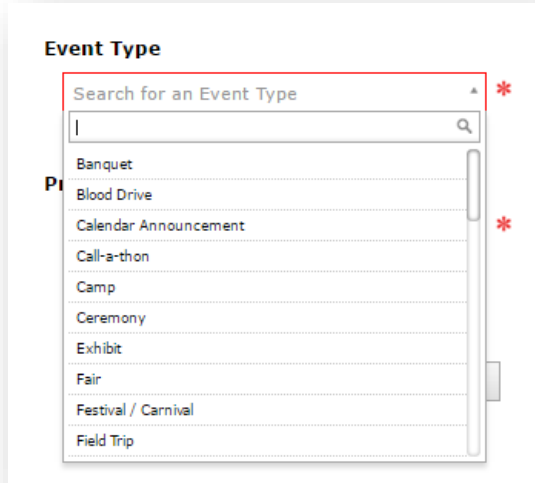
This field is required.

Event Title: (120 character limit) Provide a title that will be published on an applicable calendar.

Event Title for Published Calendars

The **Event Title** will replace the **Event name** (above) on all published calendars on any **Abraham Baldwin Agricultural College** website. Grammar, punctuation, and clarity matter!

Event Type: Select the event type that best describes the event from the list.



The screenshot shows a dropdown menu titled "Event Type". At the top, there is a search bar with the placeholder text "Search for an Event Type" and a magnifying glass icon. Below the search bar is a list of event types: Banquet, Blood Drive, Calendar Announcement, Call-a-thon, Camp, Ceremony, Exhibit, Fair, Festival / Carnival, and Field Trip. A red asterisk is visible to the right of the search bar and the "Calendar Announcement" option.

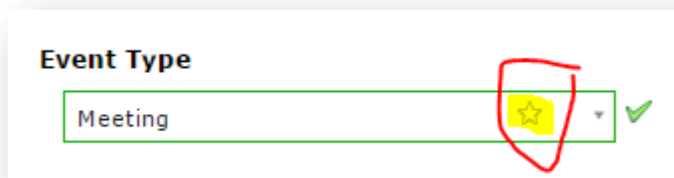
Select the **Event Type** that best describes the event.



Once an event type is chosen, you may the event type so it can be saved as one of your favorite event types. This will keep you from having to search the list of event types. You may have as

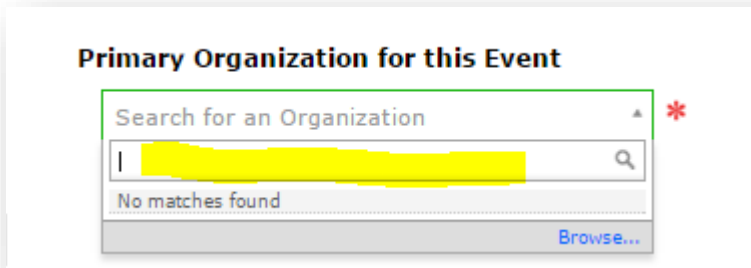



many as you like.



The screenshot shows the "Event Type" dropdown menu with "Meeting" selected. A red hand-drawn box highlights a yellow star icon in the dropdown arrow area, and a green checkmark is visible to the right of the dropdown.


Sponsoring Organization: Select the *Organization* responsible for the event from the list of favorite organizations, or search by organization name.

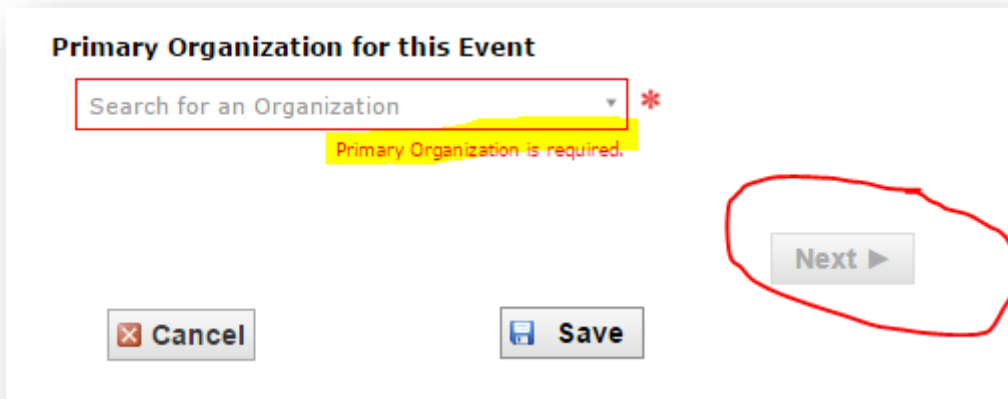


Once an organization is chosen, you may  the organization so it can be saved as one of your favorite organizations. This will keep you from having to search the list of organizations. You may have

as many  organizations as you like.



If there are fields that are incomplete the  will not be visible and a notation will be made beside the field(s) that are incomplete. All fields will need to be completed before proceeding.





If all required fields are completed, the button will be visible.



Click

Enter the expected attendance for the event.

Enter additional basic event information.

Expected Attendance

*

Event Description



Enter additional information about the event here. This information will appear in the 25Live event detail view.

Note: This information will also be displayed on published calendars.

Grammar, punctuation, and clarity matter!

Notes:

To embed HTML code directly (such as a YouTube video), use the "Insert/edit video" button or edit the source directly by clicking the "Source code" button.

Some HTML tags (including TABLE tags) are not supported by 25Live Publisher.



If all fields are completed, press



Does this event have more than one occurrence?

Click either NO or YES


No

This event has only one occurrence.
Any other related events are separate and distinct.



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: Sun Nov 06 2016  11:00 am

Event End: Sun Nov 06 2016  12:00 pm

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

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

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

Event start and End: Select the date and times for the event. Make sure "*The first occurrence begins and ends on the same day*" is checked. This should be the ACTUAL time for the event. you will indicate, in another location, if extra time is needed before or after the actual event time.

Does event need set up, pre-event, post event or takedown time.

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: Wed Nov 16 2016 1:00 pm

Event End: Wed Nov 16 2016 2:00 pm

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

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

Setup: 0 Days 1 Hours 0 Minutes

Pre-Event: 0 Days 0 Hours 30 Minutes

Reservation Start: **11:30am**

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

Post-Event: 0 Days 0 Hours 30 Minutes

Takedown: 0 Days 0 Hours 30 Minutes

Reservation End: **3:00pm**

Setup is time that is needed by the sponsoring organization for decorating, etc.

Pre-Event time would be needed if there is time before the actual event start for mingling, socializing, etc. Most events will not have a set up/pre-event time.

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

Post-Event: Days Hours Minutes

Takedown: Days Hours Minutes

Reservation End: **2:00pm**

Post-Event time is for sponsoring organization to use to allow guests to leave.

Takedown is for sponsoring organization to use this time to remove any items they brought to the event such as decorations.

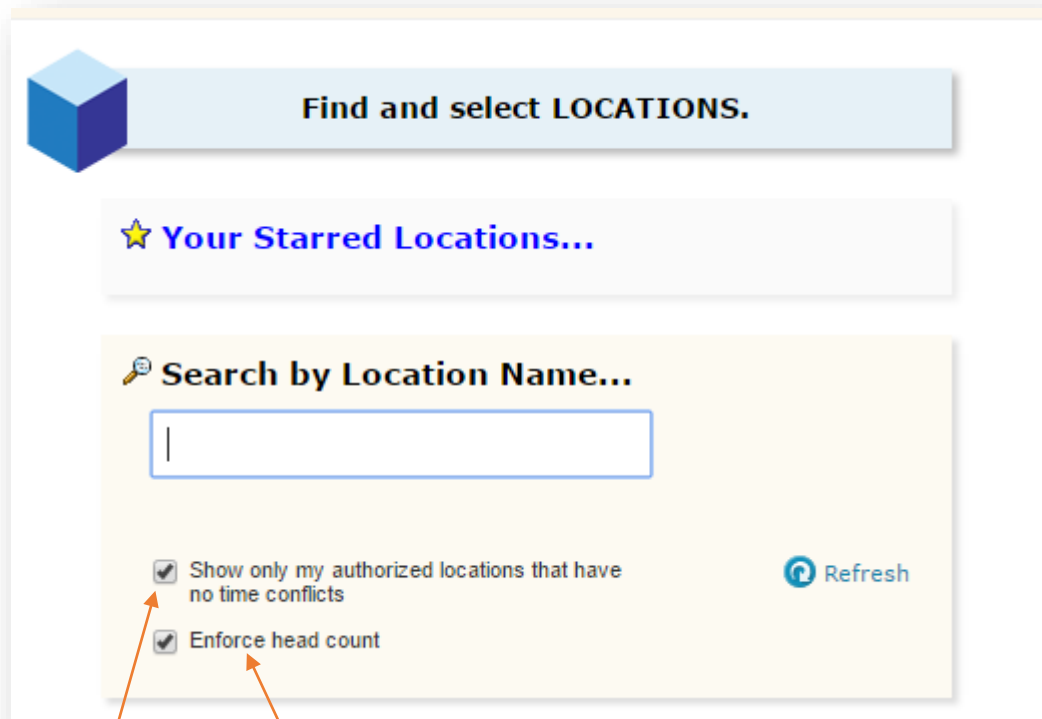
As **Set Up, Pre-Event, Post-Event and Takedown** times are added, the following will be updated. Event Duration is the ACTUAL time for the event. Reservation Duration includes any **Set Up, Pre-Event, Post-Event and Takedown** times. This mean the space will be blocked out in 25live for the Reservation Duration time. PLEASE NOTE: The scheduler/approver for the space has the option to make any changes as necessary to the **Set Up, Pre-Event, Post-Event and Takedown** times as needed for the overall operation of the facility requested.

Event Duration:
1 Hour

Reservation Duration:
5 Hours




Click



Checking Show only my authorized locations will only give you results for locations that have no time conflicts. Unchecking it will show results for all spaces whether or not they would be available for the time you chose.

Checking Enable head count means your results will only show you locations that will fit your needs based on the expected head count you listed. Unchecking this will give you results for ALL spaces that would be available for the time you have chosen.

It is best to have both of them checked.

 Search by Location Name...

Enter the location in the

- Show only my authorized locations that have no time conflicts
- Enforce head count



A red triangle means the space is not available. A green check means the space is available.

Select the **Location(s)** for your event from the list of favorite locations or search by location name. Multiple *Locations* can be requested.

Note: If the search does not return the expected result, try limiting the search term to a key word in the location name such as the building name.

Choose the particular room for your event. The space shows on the right side of the screen.

★ Your Starred Locations...

🔍 Search by Location Name...

student center

0110 0240	Branch Student Center, 2nd Floor Open Area	Max Capacity: 40	✓
0110 0304	Branch Student Center, Room 0304 - Court Rm	Max Capacity: 60	✓
0110 0305	Branch Student Center, Room 0305 - Meet Rm	Max Capacity: 30	✓
0110 0306	Branch Student Center, Room 0306 - Meet Rm		✓

Show only my authorized locations that have no time conflicts

Enforce head count

Note: If the search does not return the expected result, try limiting the search term to a key word in the location name such as the building name. [HIDE ▲](#)

Selected Locations

📍 0110 0305 ✓ ☆ ✕

Branch Student Center, Room 0305 - Meet Rm

Max Capacity: 30

Features: Windows; Seating - Tables and Chairs; Platform; Floor - Carpet; AV - Internet - Wireless; ADA Compliant

Conflicts: None

Layout: Seminar / Conference [30] ▼

Setup Instructions:

Attendance: [dropdown]

Click



If any resources are needed for the event, search for the resource by name, choose the resource. The resource appears on the right side of the screen.

★ **Your Starred Resources...**

🔍 **Search by Resource Name...**

microphone

AV - Microphone Cables	6/6
AV - Microphone, Wired	6/6
AV - Microphone, Wireless, Handheld	2/2
AV - Microphone, Wireless, Lavalier	4/4

Refresh

Saved Searches...

Advanced Search...

Search by resource name: multiple **Resources** can be requested.

If you wish to publish your event to a public calendar, select the appropriate **Calendar Resource(s)** to request that this event be reviewed and added to the respective published web calendar(s).

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

HIDE ▲

Selected Resources

▲ **AV - Microphone, Wireless, Lavalier** ✓ ☆ ✕

Conflicts: None

Setup Instructions:

Avail/Total: 4/4

Quantity: 1

Click



Answer any additional event information questions that are applicable to your event. This information will provide the scheduler more detailed information about your event to determine the appropriate space for your event.

...no more than 200 days from today

CLOSE

Select ADDITIONAL EVENT INFORMATION for this event.

1. Unlock Time

2. Lock Time

Detail Image

Entrance Fee (\$)

Entrance Fee for Students (\$)

Equipment - Outside Rental



Click

Please applic

Enter appropriate caterer, event coordinator, faculty advisor, student organization, if applicable to your event.

101531@aval.edu

Caterer

 ▼


Event Coordinator

 ▼

Faculty Advisor

 ▼

Student Organizer

 ▼

Click



Choose an appropriate **CATEGORY** for your event. This is not a required field. A category does not have to be chosen.

Select CATEGORIES for this event.

- Academic Related Event
- Alumni Event
- Athletic / Sport Event
- Campus Life
- Community Event
- Cultural Event
- Do Not Display on a Published Calendar
- Featured Event
- Fine Arts Event
- Fundraiser
- Homecoming
- Open to the Public
- Residence Life
- Student Event



Click

If there is additional information regarding your event you need for the schedule to know, enter it here. This information is only seen by the scheduler of the space.

Add additional COMMENTS and NOTES for this event.

Comments

[Redacted]

[Redacted]



Click

In order for the event to be saved you must check

then choose

 **Save**

[CLOSE](#)

Terms and Conditions

By checking this box, I agree that I have read, understand, and agree to terms outlined in the scheduling policy.

I agree *

[◀ Back](#)

[Next ▶](#)

 **Cancel**

 **Save**

