

25Live Requestor Quick Guide

<https://25live.collegenet.com/union>

Sign in using Firefox or Chrome browser and your Union College credentials

- 1. Click on the “Event Wizard” tab or “Create an Event”.**
- 2. Enter “Event Name”**
 - 40 characters maximum including spaces.
 - Be specific, clear and accurate. Ex. “Benefit Concert”.
 - Avoid using acronyms.
- 3. Select “Event Type”**
 - Click on “All Event Types”.
 - Choose an event type.
 - Pick one type, can’t be changed.
- 4. Select “Primary Organization for this Event”**
 - Select the organization or office responsible for your event by clicking on:
 - Search – type your organization name and click search.
 - Index – select from an alphabetical/numerical list that populates.
 - Types – select from a list that populates.
 - Categories – select from a list that populates.
- 5. Click the “Next” button**
- 6. Event Description**
 - Provide detailed description highlights (Who, What and Why).
- 7. Click the “Next” Button**
- 8. Is this a repeating event**
 - Choose No or Yes
- 9. Select your “Event Date and Time”**
 - Enter the date and time of the event; this is what will show on the campus calendar.
 - IF you know the amount of time needed for room setup and/or tear down enter it through the hyperlink listed below the start/end times. Otherwise, Central Scheduling will add it.
 - For events with multiple occurrences: See full Instructions.
- 10. Click the “Next” Button**
- 11. Select your “Event Location”**
 - Select the location where you would like to hold your event by clicking on:
 - Search – type your preferred location name and click enter

- Green check - location is available during.
- Red triangle – location is unavailable.
- Select preferred location - populates in the “Selected Locations” list to the right.

12. Click the “Next” Button

13. Add “Event Resources”

- Browse resources by selecting among resource searches or index of names under advanced search
- Select multiple resources by event occurrence.
- Fill in quantity

14. Click the “Next” Button

15. Attached Files

- Select file(s)/Attach

16. Click the “Next” Button

17. Select “Event Custom Attributes”

- Select and complete **all** that apply to your event.
- If you want the event on Campus Calendar, uncheck “Do Not Publish to Web”.
- Note: To include a photograph or PDF, email as an attachment to calendar@union.edu.
- Selections may require additional business processes.
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18. Click the “Next” Button

19. Event Categories

- Event Categories are available after you select an Event Type.
- Event Categories are linked to Campus Calendars.
- Select any categories that apply to your event.

20. Click the “Next” Button

21. Internal Notes

- Comments in this box are seen only by the scheduler processing your request.

22. Review request

- Check the panel on the left side of the page to review your event request.
- Missing or incomplete required fields are noted in red

23. Click “Save”

- **This is a critical step in the event request process!**
- Once you have completed your event request and entered all of the necessary information, click the “Save” button.
- “Your event has been successfully saved!” will appear at the top of the event wizard.
- You will receive an email from the scheduler once your event has been approved.
- Please completely finish the event request process by clicking ‘Close’.

- Confirm your event request was submitted by clicking on the “Dashboard” (“Home” tab) view on your homepage.

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