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. Enter “Event Title”
   - Formal name of the event providing more details. Ex. “Union College Greek Life Concert”

4. Select “Event Type”
   - Click on “All Event Types”.
   - Choose an event type. See full instructions for definitions of each.
   - Pick one type, can’t be changed.

5. 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.

6. Select “Secondary Organization for this Event”
   - Select the supplemental organization or office if event is co-sponsored.

7. 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.

8. Event Description
   - Provide detailed description highlights (Who, What and Why).

9. 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 search
     - Index – select from an alphabetical/numerical list that populates
     - Capacities – select from a numerical list that ranges from “0” to “200 and greater”
   - Green check - location is available during.
   - Red triangle – location is unavailable.
Select preferred location - populates in the “Selected Locations” list to the right.
Multiple locations and removal: see full instructions.

10. Expected Head Count
   - Estimate of how many people will attend.

11. Click “Next” at the bottom of the page

12. Add “Event Resources”
   - Browse resources by selecting among resource searches or index of names.
   - Select multiple resources by event occurrence.
   - Click Modify Selected Occurrences to complete details for each occurrence of a resource.

14. 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.

15. 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.

16. Event Comments
   - Specific questions or comments for the scheduler in order to process this request.
   - Comments will appear on the event confirmation and may be displayed on the Campus Calendar.

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

18. Review request
   - Check the panel on the left side of the page that says “Edit Status” and “Edit Event Details...” to review your event request.
   - Missing or incomplete required fields are noted within each box under “Edit Event Details...” by a red asterisk (*) and red text. Click on the red asterisk (*) or red text to open the required field and complete it.

19. Click “Finish”
   - 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 “Finish” 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.