

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.