

## Procedure to create a new event

WARNING: the <TAB> key can react in ways you do not expect!  
It may skip a field or go to the next screen at times!

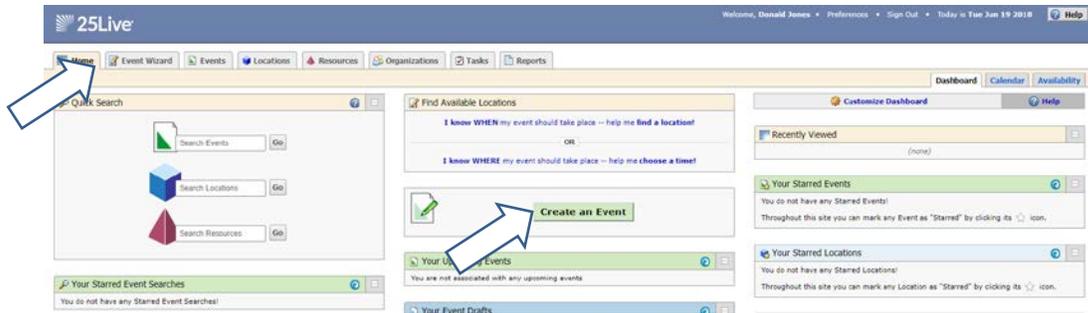
- 1) Go to <https://25live.collegenet.com/gbcnv>



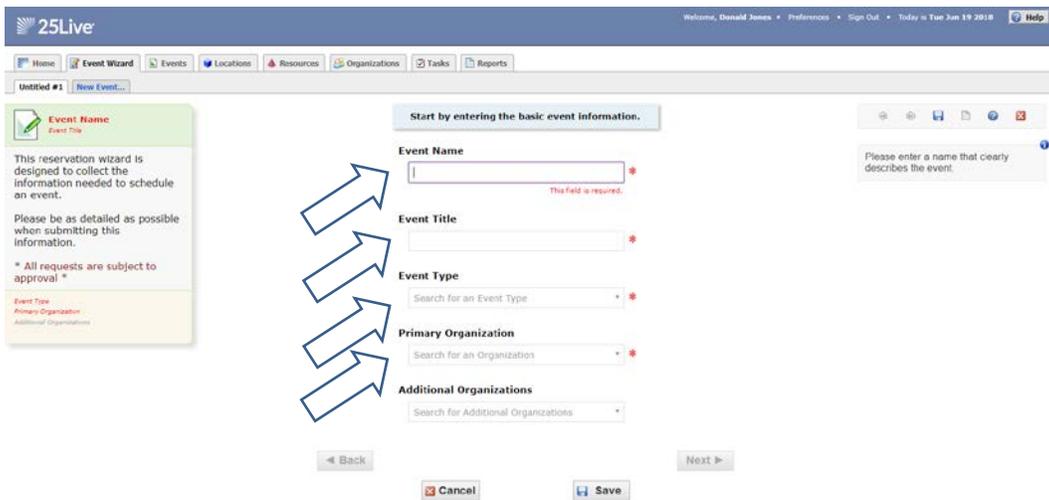
- 2) Click 'Sign In' near the upper-right



- 3) Sign in using your credentials
  - a. If you have not used 25Live before, your user name will be your email address
  - b. The default password will be (if you have not logged in before):
    - i. The first three letters of the last name (first letter capitalized, next two small)
    - ii. The first three letters of the first name (first letter capitalized, next two small)
    - iii. If either (or both) of the names are less than three letters, use 'x' for the remaining up to three letters
    - iv. PLEASE NOTE: The password will NOT take into account how your name is normally capitalized!
  - c. If this is your first time logging in, CHANGE YOUR PASSWORD! ([See the end of this document.](#))



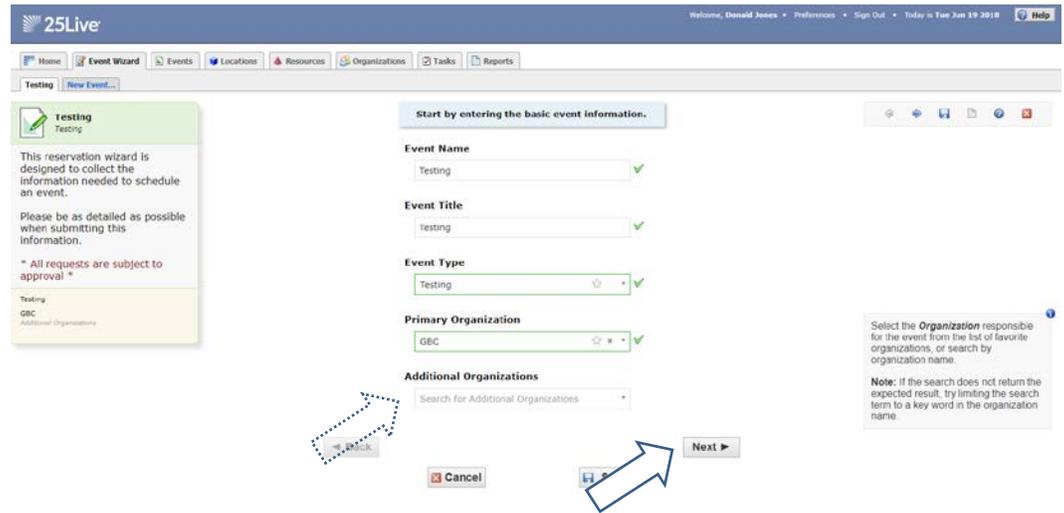
4) Click 'Event Wizard' (upper left) or 'Create an Event' (center)



a. Event Name tile

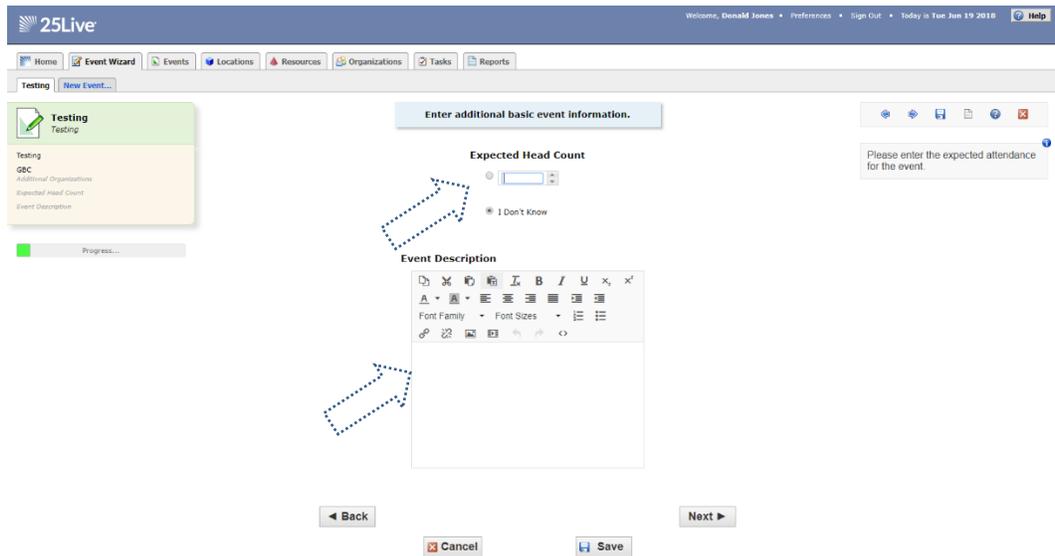
- i. Enter an event name
- ii. Enter an event title (this can be the same as above, but this is used on the website calendar). Use title case for this line, NOT upper case!
- iii. Enter an event type (please let the facilities scheduler or Donald Jones know if your event does not fit into one of the provided types)

- iv. Enter a primary organization (please let the facilities scheduler or Donald Jones know if the primary organization is not listed)

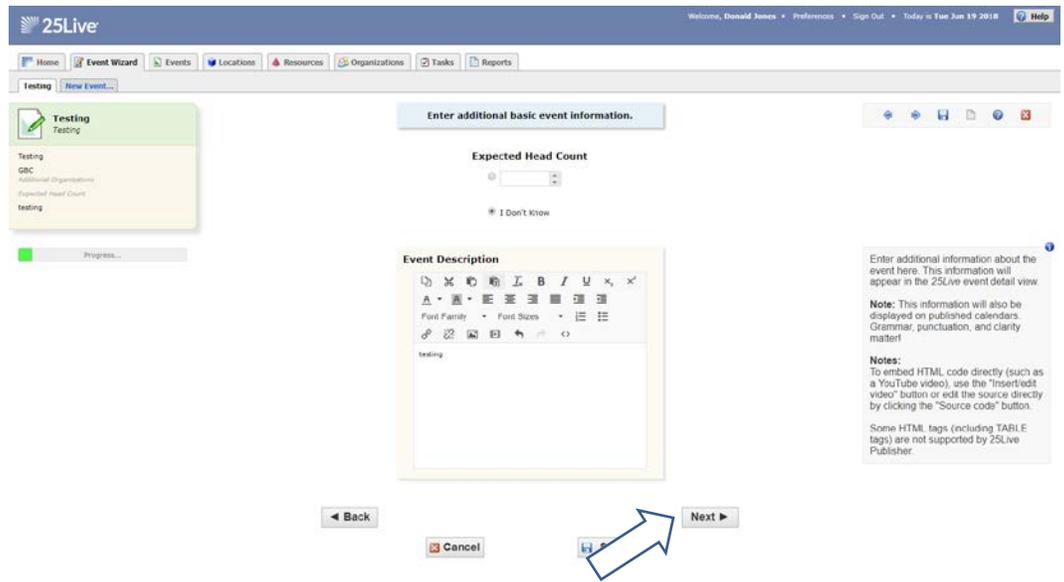


- v. (optional) Enter secondary organization(s)
- vi. <Next>

b. Additional basic event information

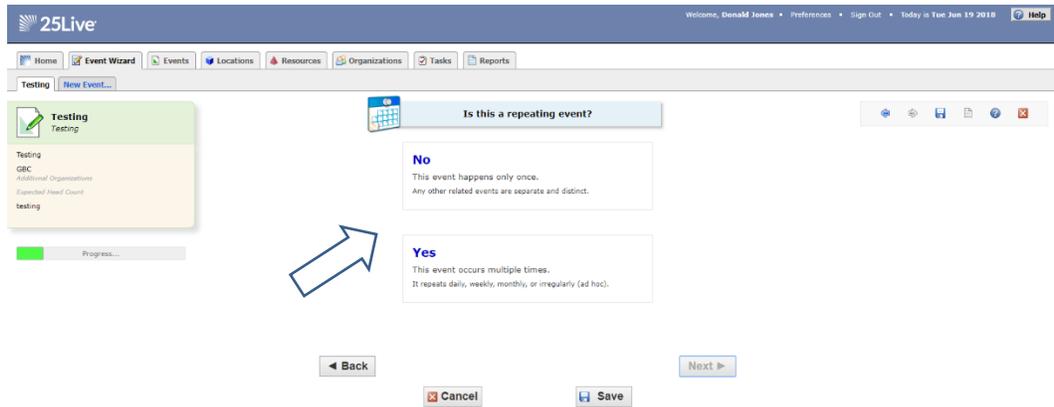


- i. (optional) Enter an expected head count / number attending
  - 1. This can be used by the room scheduler to assign a large enough room for the event
- ii. (optional) Enter an event description (this is extra / more extensive information about the event that users looking at the calendar will see if they click on the event)



iii. <Next>

c. Repeating event



- i. Select whether this event will repeat at the same time on multiple days
  - 1. If this event repeats at a different time on some days, at step 4.m. you can copy the event to add additional times
- ii. Clicking either 'No' or 'Yes' should move you to the next section

d. WHEN

25Live

Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing Testing

Testing  
GBC  
Additional Organizations  
Expected Head Count  
testing  
Tue Jun 19 2018  
11:00am - 12:00pm

Progress...

Tell us WHEN this event takes place.

Select the date/times for the initial event in the repeating series. Subsequent occurrence dates will be entered on the next page.

Event Start: Tue Jun 19 2018 11:00 am

Event End: Tue Jun 19 2018 12:00 pm

The first occurrence begins and ends on the same day.

Additional Time

Does this event require additional time before the event?  Yes  No

Does this event require additional time after the event?  Yes  No

Back Next

Cancel Save

Event Duration: 1 Hour

Select the Start Date, Start Time, End Date, and End Time for the event. Please use the ACTUAL start and end times for events.

If additional time is needed for setup, takedown, or for mingling before or after the event, click on the Pre-Event/Setup and Post-Event/Takedown editors and add the appropriate number of minutes or hours desired.

- i. Enter an event start date AND time (be sure that this is when the EVENT starts, not when you need to be able to get into the room to set up)
- ii. Enter an event end time
- iii. If the event goes past midnight, uncheck the “The first occurrence begins and ends on the same day.” checkbox, then enter an end date (and time)
- iv. If you require time before and/or after the event for setup/pre-event activities, choose ‘Yes’ on one/both of the ‘Additional Time’ radio buttons, and enter the needed time.

25Live

Welcome, Donald Jones • Preferences • Sign Out • Today is Tue Jun 19 2018

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing Testing

Testing  
GBC  
Additional Organizations  
Expected Head Count  
testing  
Tue Jun 19 2018  
11:00am - 12:00pm  
Setup: 15 minutes  
Post-Event: 15 minutes

Progress...

Tell us WHEN this event takes place.

Select the date/times for the initial event in the repeating series. Subsequent occurrence dates will be entered on the next page.

Event Start: Tue Jun 19 2018 11:00 am

Event End: Tue Jun 19 2018 12:00 pm

The first occurrence begins and ends on the same day.

Additional Time

Does this event require additional time before the event?  Yes  No

Setup: 0 Days 0 Hours 15 Minutes

Pre-Event: 0 Days 0 Hours 0 Minutes

Reservation Start: 10:45am

Does this event require additional time after the event?  Yes  No

Post-Event: 0 Days 0 Hours 15 Minutes

Takedown: 0 Days 0 Hours 0 Minutes

Reservation End: 12:15pm

Back Next

Cancel Save

Event Duration: 1 Hour

Reservation Duration: 1 Hour, 30 Minutes

Select the Start Date, Start Time, End Date, and End Time for the event. Please use the ACTUAL start and end times for events.

If additional time is needed for setup, takedown, or for mingling before or after the event, click on the Pre-Event/Setup and Post-Event/Takedown editors and add the appropriate number of minutes or hours desired.

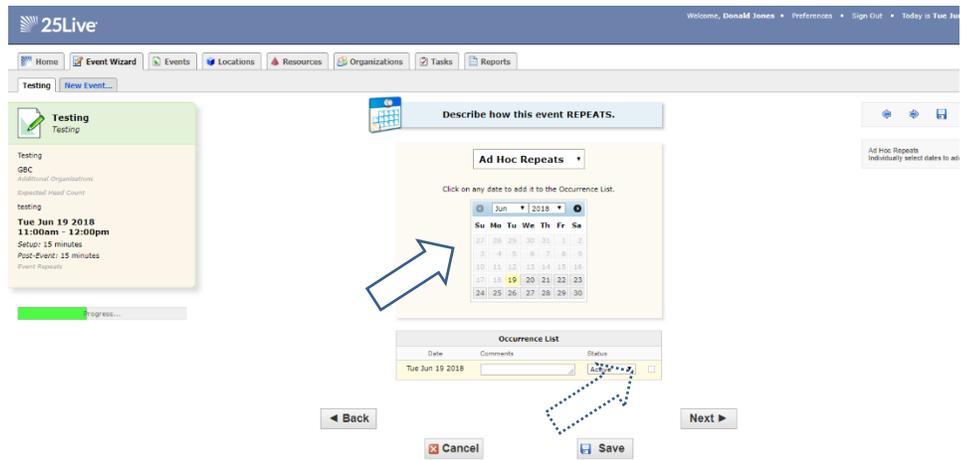
v. <Next>

e. (If repeating) REPEATS (if not repeating, [skip to 4f](#))

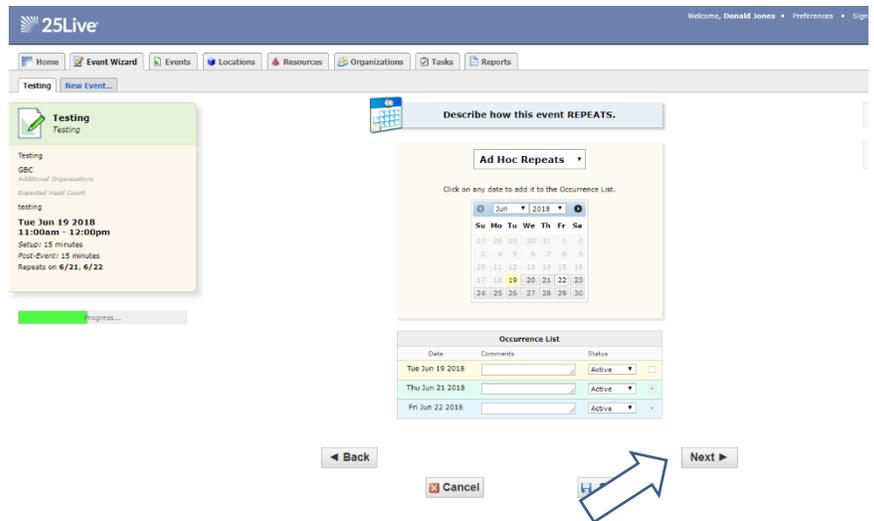
The screenshot shows the 25Live Event Wizard interface. On the left, a sidebar displays event details for 'Testing' at 'GBC' on 'Tue Jun 19 2018' from 11:00am to 12:00pm. The main area is titled 'Choose how this event REPEATS.' and offers five options: 'Ad Hoc Repeats', 'Daily Repeats', 'Weekly Repeats', 'Monthly Repeats', and 'Does Not Repeat'. A blue arrow points from the 'Testing' sidebar to the 'Choose how this event REPEATS.' section. At the bottom, there are 'Back', 'Cancel', and 'Save' buttons.

i. Choose the type of repeat (note the description of each type to choose the proper option)

# 1. Ad Hoc (no specific pattern)



- Note that under the 'Occurrence List' the first date is already listed
- Select each subsequent day
- Click the (x in the square) beside any incorrect days



- <Next> (skip to 4f)

## 2. Daily

25Live

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing  
Testing

Testing  
GBC  
Additional Organizations  
Expected Mail Count

testing  
Tue Jun 19 2018  
11:00am - 12:00pm  
Setup: 15 minutes  
Post-Event: 15 minutes  
Repeats on 6/21, 6/22  
Locations

progress...

Describe how this event REPEATS.

Daily Repeats

Repeats every day

Repeats through Tue Jun 19 2018

Ends after 1 Iterations

Occurrence List

Date	Comments	Status
Tue Jun 19 2018		Active
Thu Jun 21 2018		Active
Fri Jun 22 2018		Active

Back Cancel Save Next

- Choose the repeat pattern (day, other day, 3rd day, etc.)
- Choose whether it repeats through a specified date, or ends after a specified number of meetings
- Enter the last day or number of meetings

25Live

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing  
Testing

Testing  
GBC  
Additional Organizations  
Expected Mail Count

testing  
Tue Jun 19 2018  
11:00am - 12:00pm  
Setup: 15 minutes  
Post-Event: 15 minutes  
Repeats every day for 4 iterations  
Locations

progress...

Describe how this event REPEATS.

Daily Repeats

Repeats every day

Repeats through Tue Jun 19 2018

Ends after 4 Iterations

Occurrence List

Date	Comments	Status
Tue Jun 19 2018		Active
Wed Jun 20 2018		Active
Thu Jun 21 2018		Active
Fri Jun 22 2018		Active

Back Cancel Save Next

- <Next> ([skip to 4f](#))

### 3. Weekly

25Live

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing  
Testing

Testing  
GBC  
Additional Organizations  
Expected Hand Count  
testing  
Tue Jun 19 2018  
11:00am - 12:00pm  
Setup: 15 minutes  
Post-Event: 15 minutes  
Event Status  
Location

Describe how this event REPEATS.

Weekly Repeats

Repeats every week

Repeats on  Mon  Tue  Wed  Thu  
 Fri  Sat  Sun

Repeats through Tue Jun 19 2018

Ends after 1 iterations

Occurrence List

Date	Comments	Status
Tue Jun 19 2018		Active

Back Cancel Save Next

- Choose the repeat pattern (week, other week, 3rd week, etc.)
- Choose the days that the event meets on
- Choose whether it repeats through a specified date, or ends after a specified number of iterations
- Enter the last day or number of full patterns

25Live

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Testing New Event...

Testing  
Testing

Testing  
GBC  
Additional Organizations  
Expected Hand Count  
testing  
Tue Jun 19 2018  
11:00am - 12:00pm  
Setup: 15 minutes  
Post-Event: 15 minutes  
Repeats every week on Tuesday, Thursday and Friday for 3 iterations  
Location

Describe how this event REPEATS.

Weekly Repeats

Repeats every week

Repeats on  Mon  Tue  Wed  Thu  
 Fri  Sat  Sun

Repeats through Tue Jun 19 2018

Ends after 3 iterations

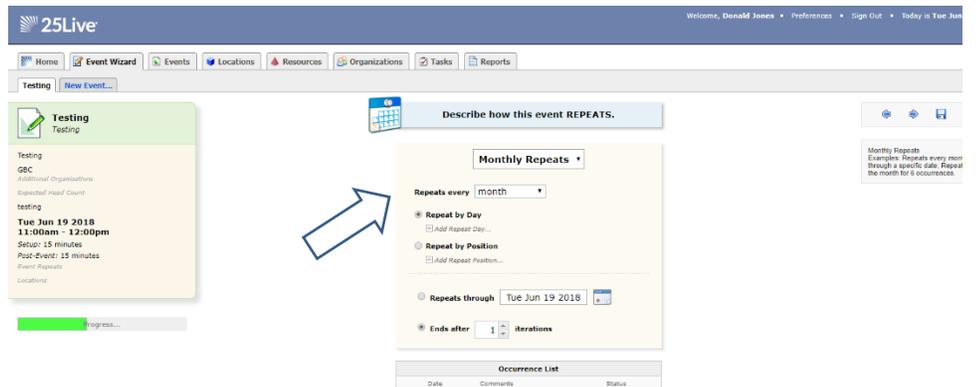
Occurrence List

Date	Comments	Status
Tue Jun 19 2018		Active
Thu Jun 21 2018		Active
Fri Jun 22 2018		Active

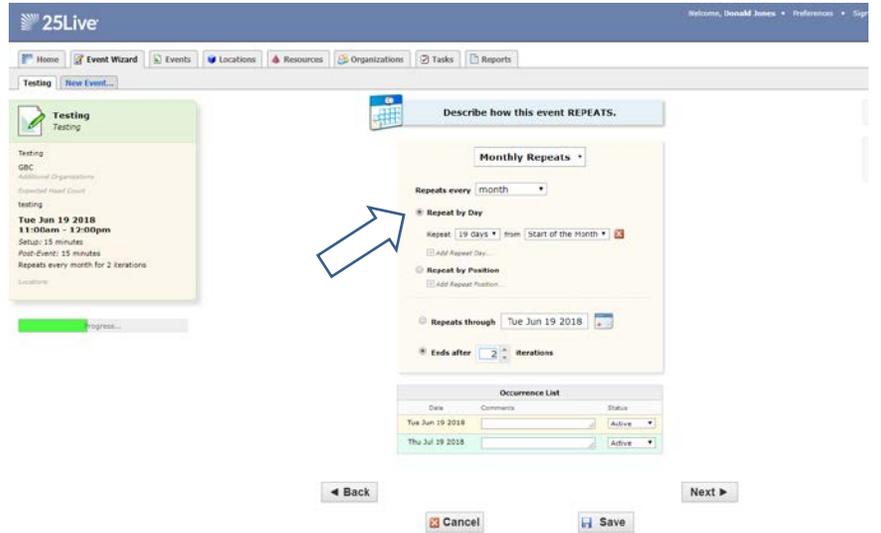
Back Cancel Save Next

- <Next> ([skip to 4f](#))

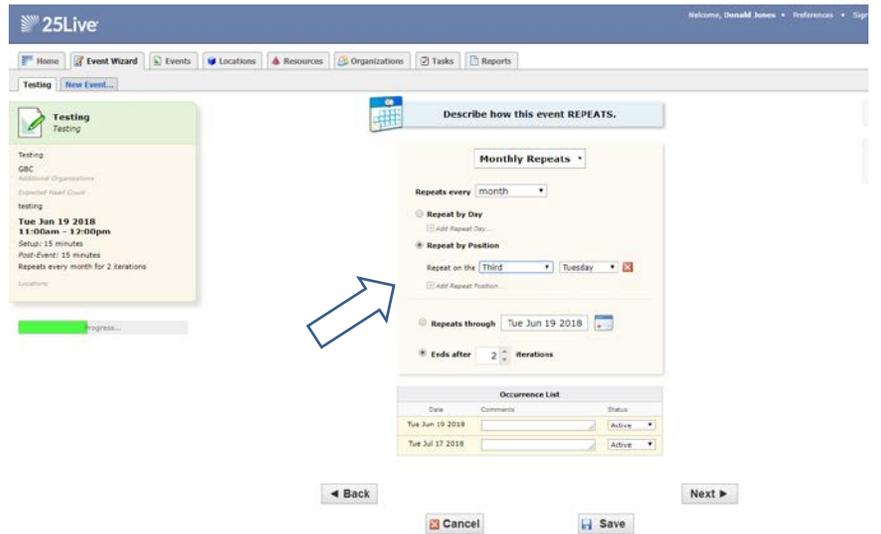
#### 4. Monthly



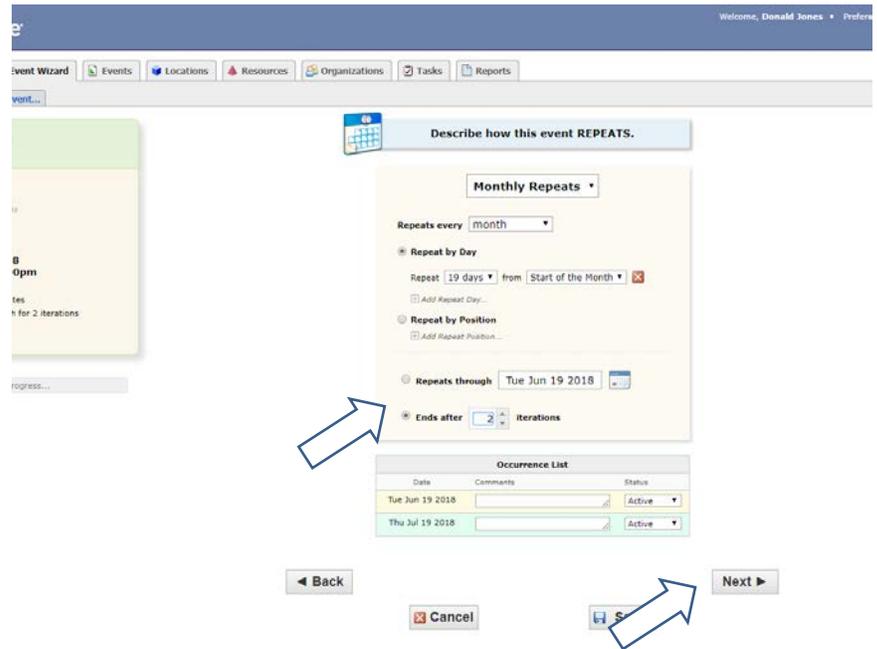
- a. Choose the repeat pattern (month, other month, 3rd month, etc.)
- b. Choose whether to repeat by day (specific date of the month)



or by position (specific day/week of the month)



- c. Choose whether it repeats through a specified date, or ends after a specified number of iterations



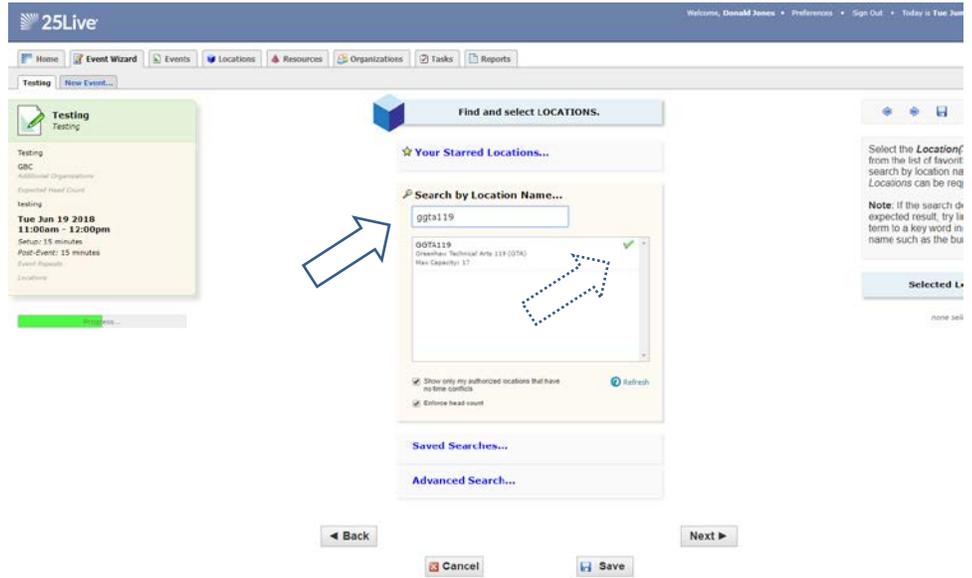
- d. Enter the last day or number of full patterns
- e. <Next> ([skip to 4f](#))

5. Does not repeat (same as selecting No at 4.c).

f. LOCATIONS

- i. For events that need a location (room), select the room
  1. Rooms that you commonly use can be 'starred', so that they show up without searching any time you get to this point in creating an event
  2. Search for specific rooms, or use the 'Saved Searches...' or 'Advanced Search...'

- Room names are the same as in PeopleSoft: 'G' + building + room number



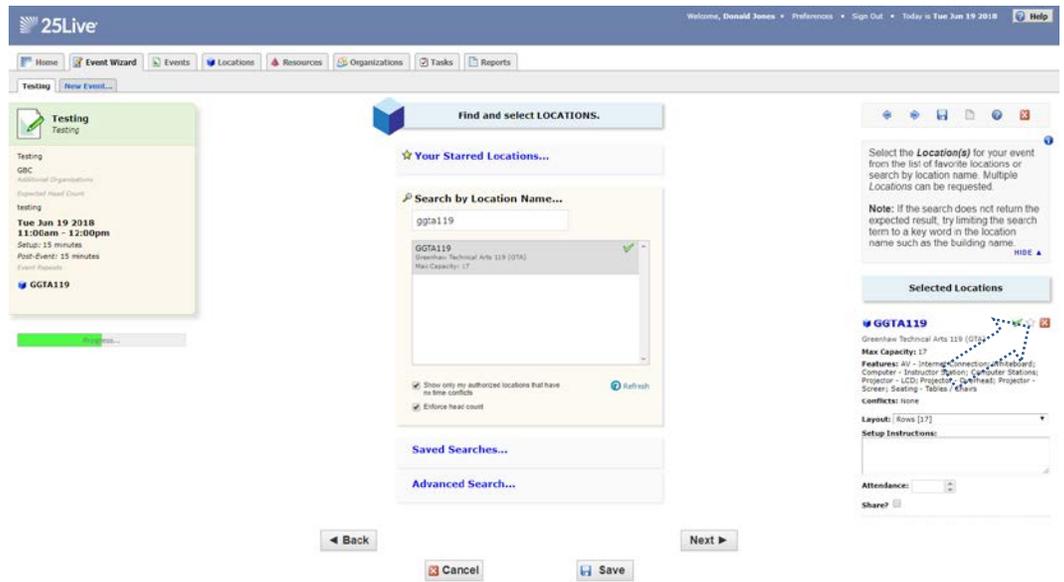
- If a room you look at is not available, a warning triangle will show up in the location list



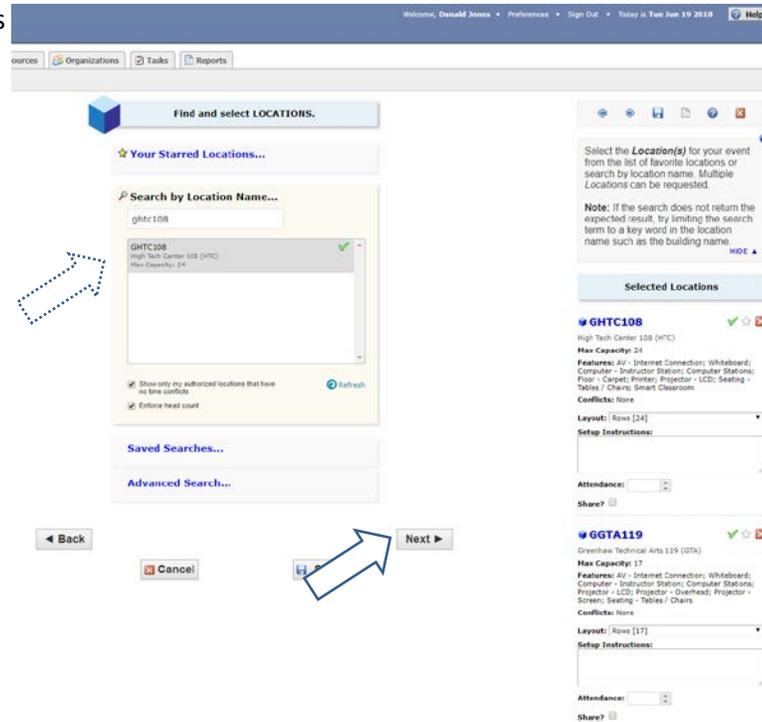
- If a room you look at is in use, but marked as sharable, the icon will be a green box with a link symbol



- iv. To remove a room, click on the red 'X' box on the right side of the window

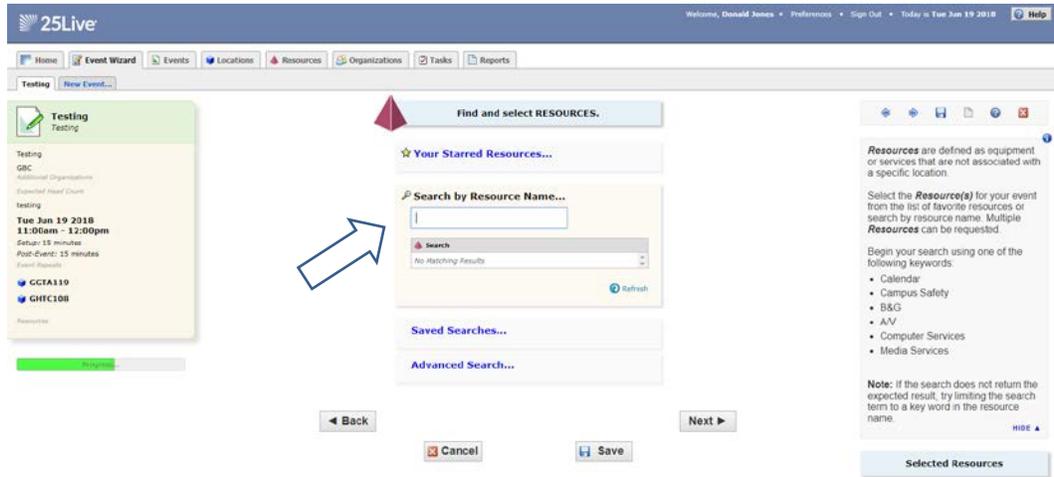


- v. For an event that needs multiple rooms, just search for and select the other rooms



- vi. <Next>

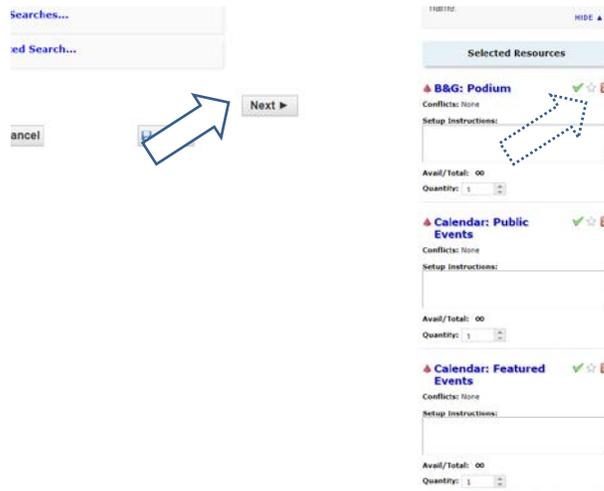
g. RESOURCES



- i. For events that require resource(s), select the resource(s)
  - 1. Resources that you commonly use can be 'starred', so that they show up without searching any time you get to this point in creating an event
  - 2. Search for specific resources, or use the 'Saved Searches...' or 'Advanced Search...'
- ii. **CALENDARS ARE SELECTED HERE!**
  - 1. If you want this event listed on one or more of the GBC website calendars, select the specific resource
  - 2. All calendars are prefaced with 'Calendar'

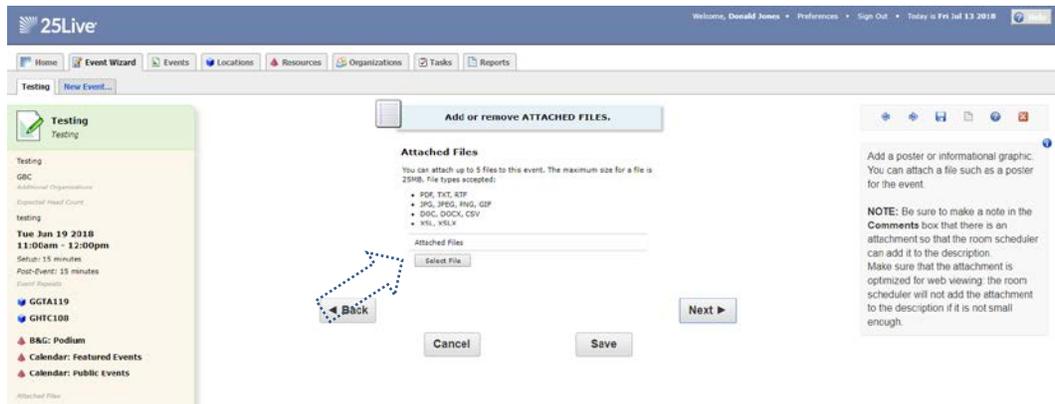


- iii. To remove a resource, click on the red 'X' box on the right side of the window



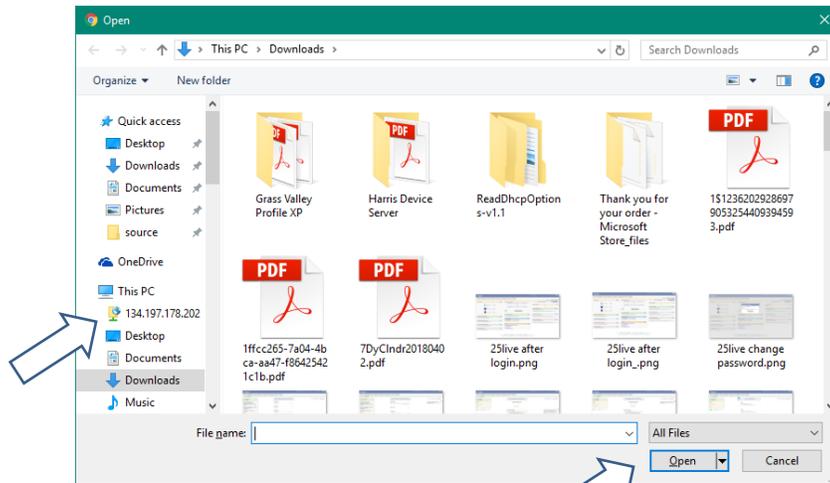
- iv. <Next>

## h. ATTACHED FILES



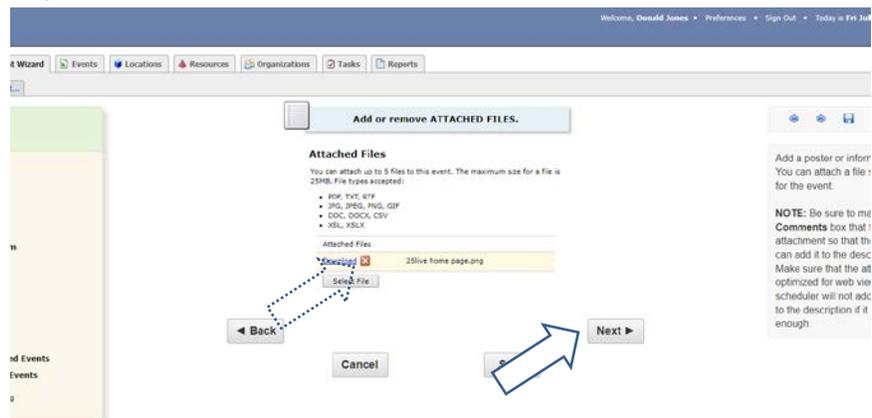
i. (optional) If you wish to have a graphic in the description, or a PDF with more information

1. <Select File>



2. Find the file on your computer

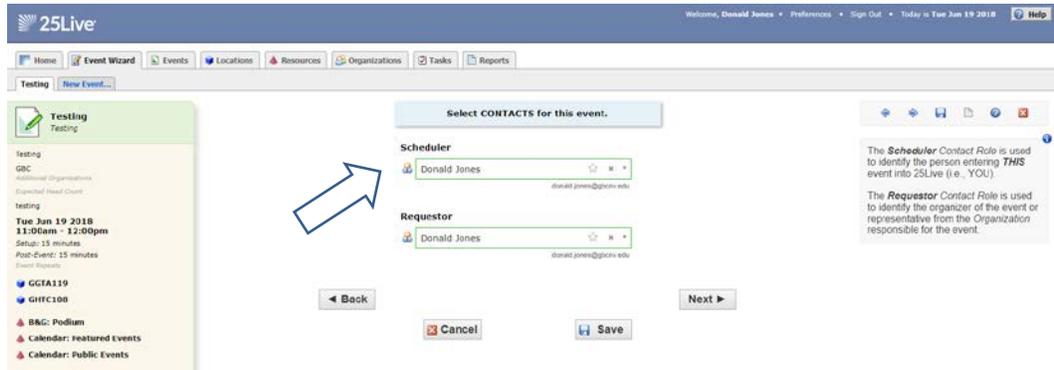
3. <Open>



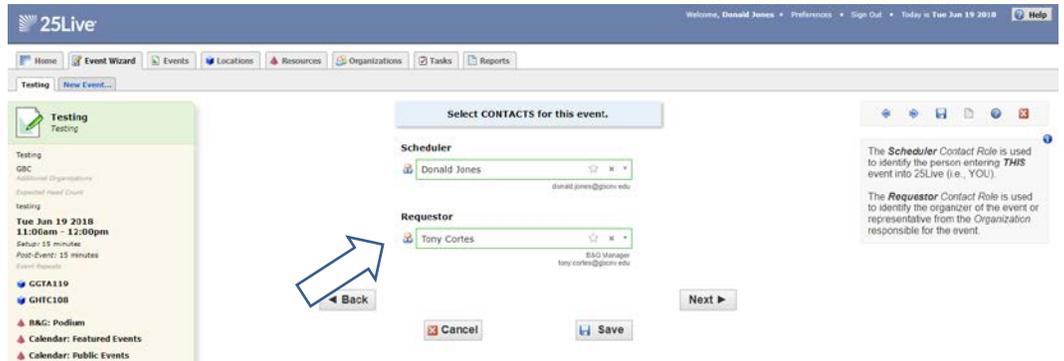
4. If you want to delete the attachment, click the red 'X' next to the 'Download' link

5. <Next>

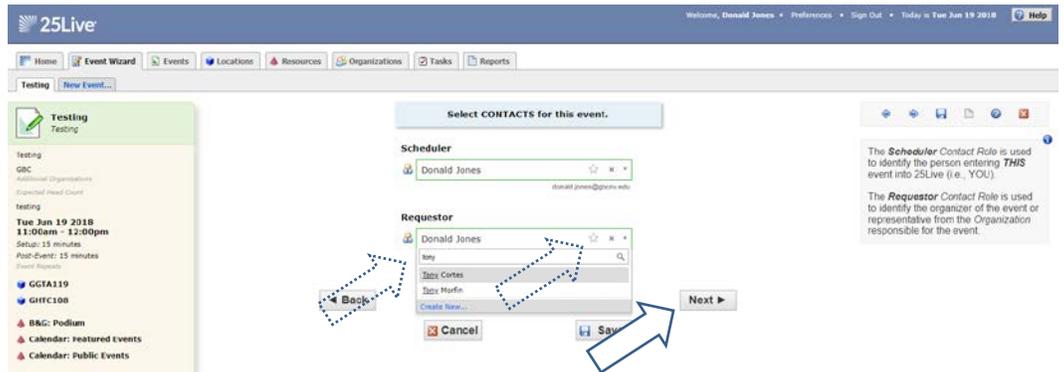
i. CONTACTS



- i. Scheduler is YOU!!!!!!
- ii. Requestor is who asked you to schedule the event

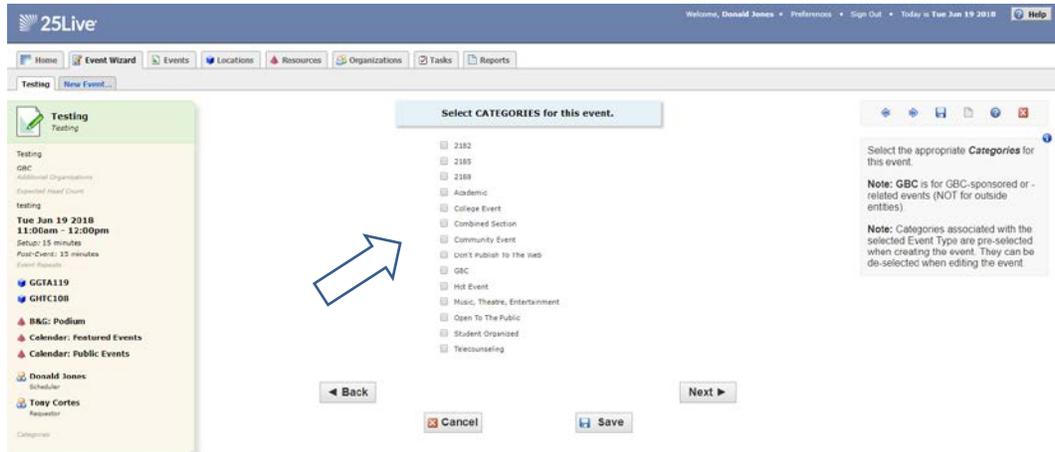


- iii. Contacts CAN be 'starred'; otherwise search for the contact by typing part of the name

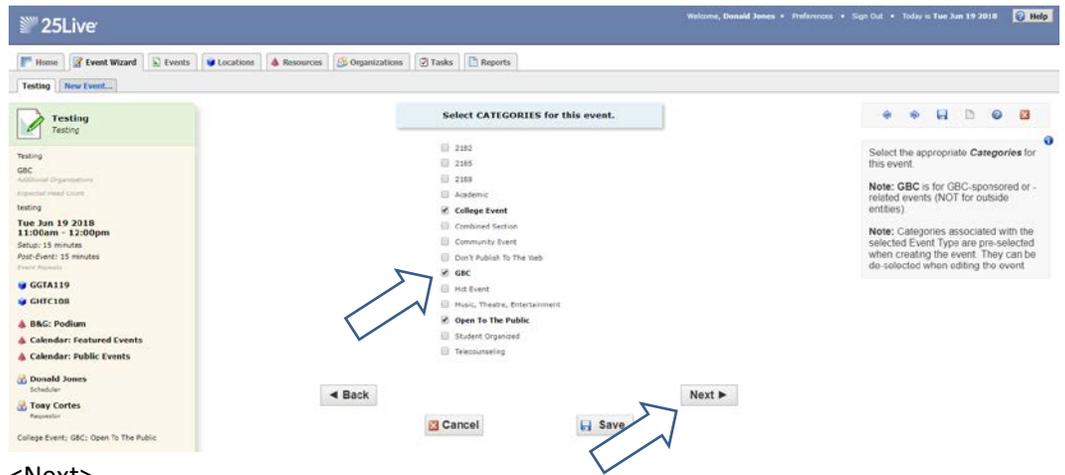


- 1. If a contact does not show in the list, please let the facilities scheduler or Donald Jones know!
- iv. <Next>

j. CATEGORIES

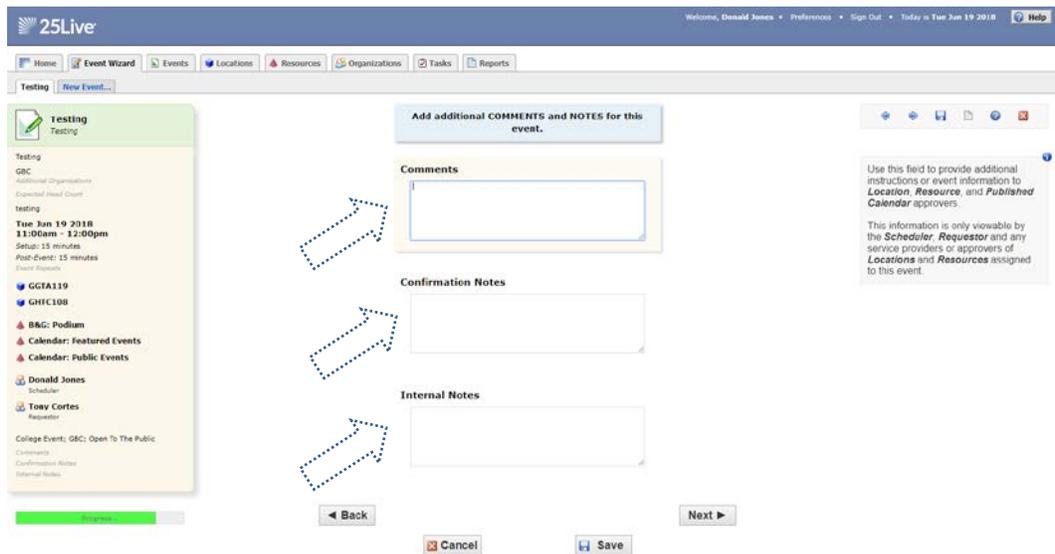


- i. Select any categories that match this event
- ii. GBC-sponsored or -related events should have the 'GBC' category

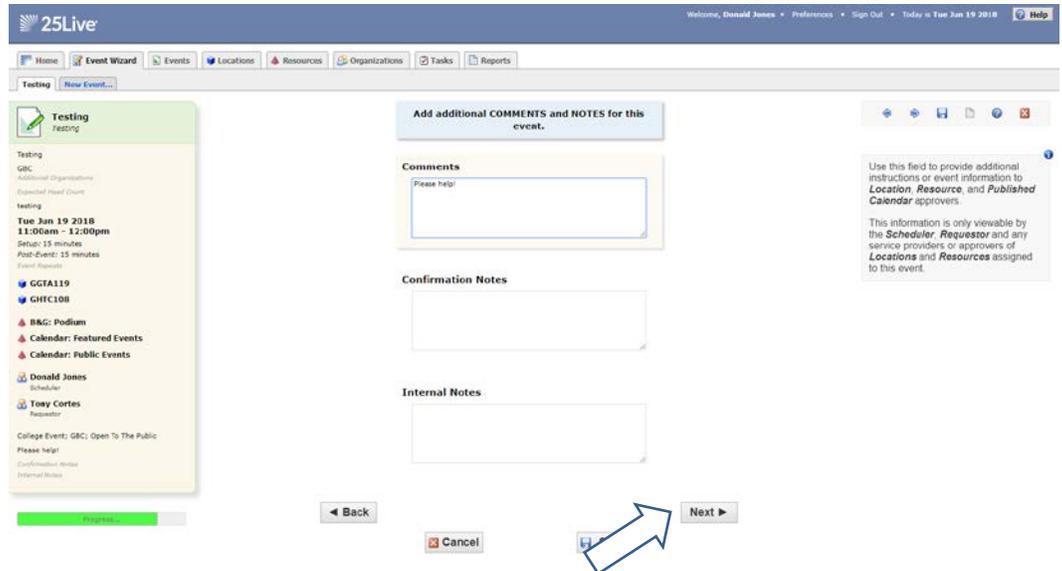


iii. <Next>

k. COMMENTS and NOTES

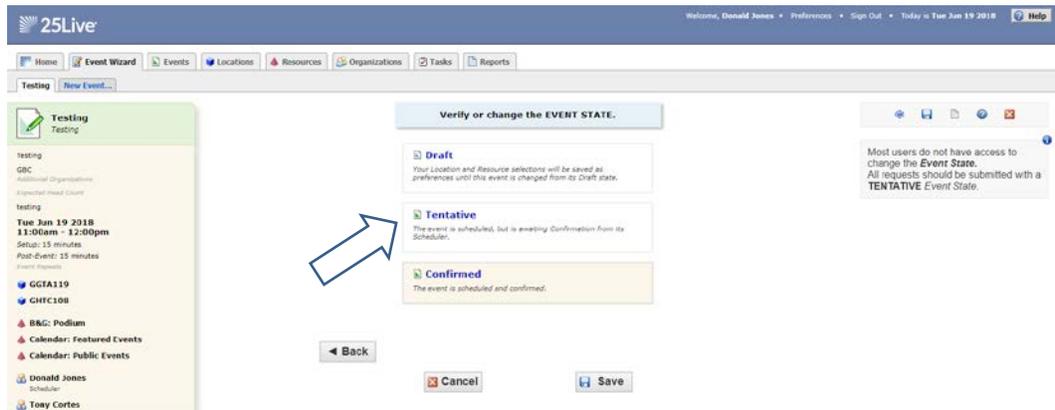


- i. Comments will only be visible to the scheduler
  - 1. If you have attached a file, make sure to note that fact here!
- ii. Confirmation notes will be included on any confirmation emails
- iii. Internal notes (if visible) are for facilities scheduler use only

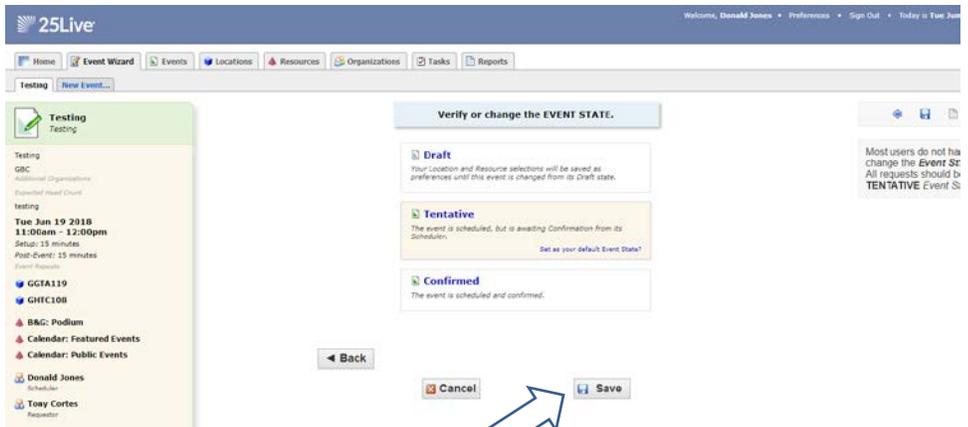


iv. <Next>

## I. EVENT STATE



- i. Select the desired state of the event when approved by the facilities scheduler.
  - 1. Draft: NO LOCATION OR RESOURCE WILL BE ASSIGNED UNTIL CHANGED TO ANOTHER STATE!
  - 2. Tentative: May be changed
  - 3. Confirmed: Is definite (the event will not change)

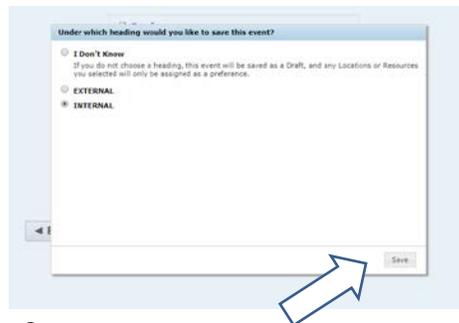


4.  
ii. <Save>

m. Under which heading...



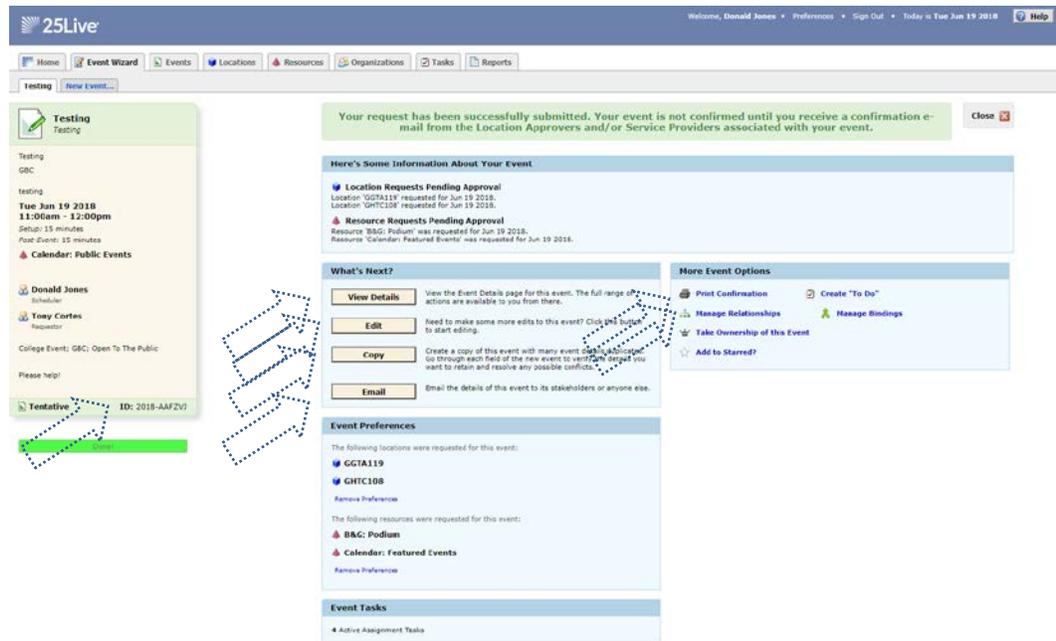
- i. Choose EXTERNAL for events that are for outside groups (mines, local government, religious, non-GBC drama, etc.)
- ii. Choose INTERNAL for events that are GBC (internal, sponsored, etc.)
- iii. If you are not sure which, choose 'I don't know', but realize that choosing this option will save the event as a draft (see 'EVENT STATE', above)



- iv. <Save>



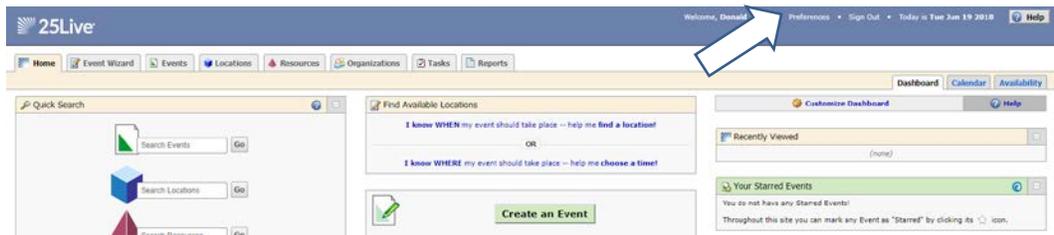
n. Successfully saved



- i. If you may wish to go back to this event at some point in the future, be sure to write down the 'ID' at the bottom of the left-hand column
  - ii. 'View Details' will bring up a detailed view of the event
  - iii. 'Edit' will allow you to make changes to the event
  - iv. 'Copy' will allow you to make a copy of the event, for example, if you have the same event occurring at different times on the same or different days
  - v. 'Email' will allow you to send details of the event to other contacts / email addresses
  - vi. If this is a copy of an event, you can use the 'Manage Relationships' to link the events together
  - vii. 'Print confirmation' if you want a printed copy of the event information
- 5) Once the event is approved by the facilities scheduler, if the event is marked as 'Confirmed', you WILL NOT be able to make any changes to it! You will have to contact the facilities scheduler for any changes.

6) Changing your password

a. Click on 'Preferences' near the upper-right



b. Click on 'Change Your Password'



c. Put in your new password



d. <Change Password>