

25Live Tutorial

Repeating Event

How to Access 25Live

Myslu.slu.edu

Tools tab

"Room/Event Request



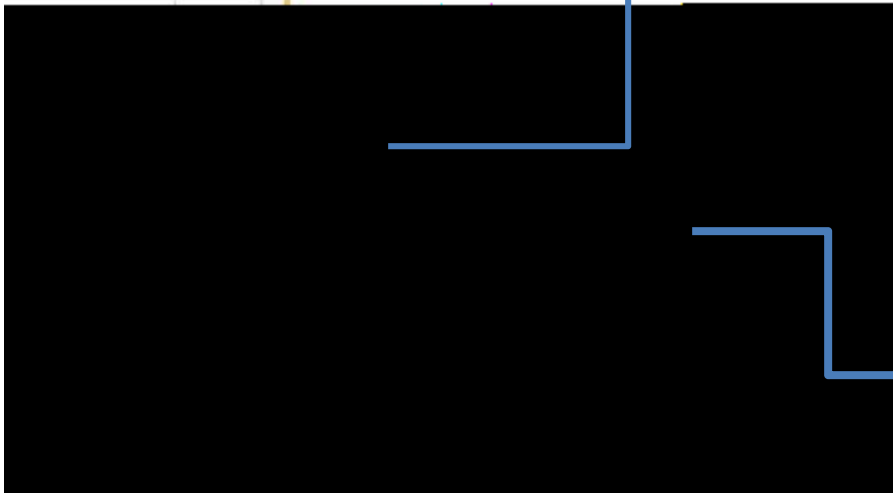
25 Live logo

Home Page



Quick Search

Helpful if you are trying to find an event and have an event name or reference number



Helpful if you need a location for your event
OR
If you are trying to find an event have a date and location,

" Search Resources" and " Search Organizations" are useful in limited circumstances
If you need assistance, please reach out to Event Services

Location Search – View Bar



This small menu helps to navigate how you want to see room availability

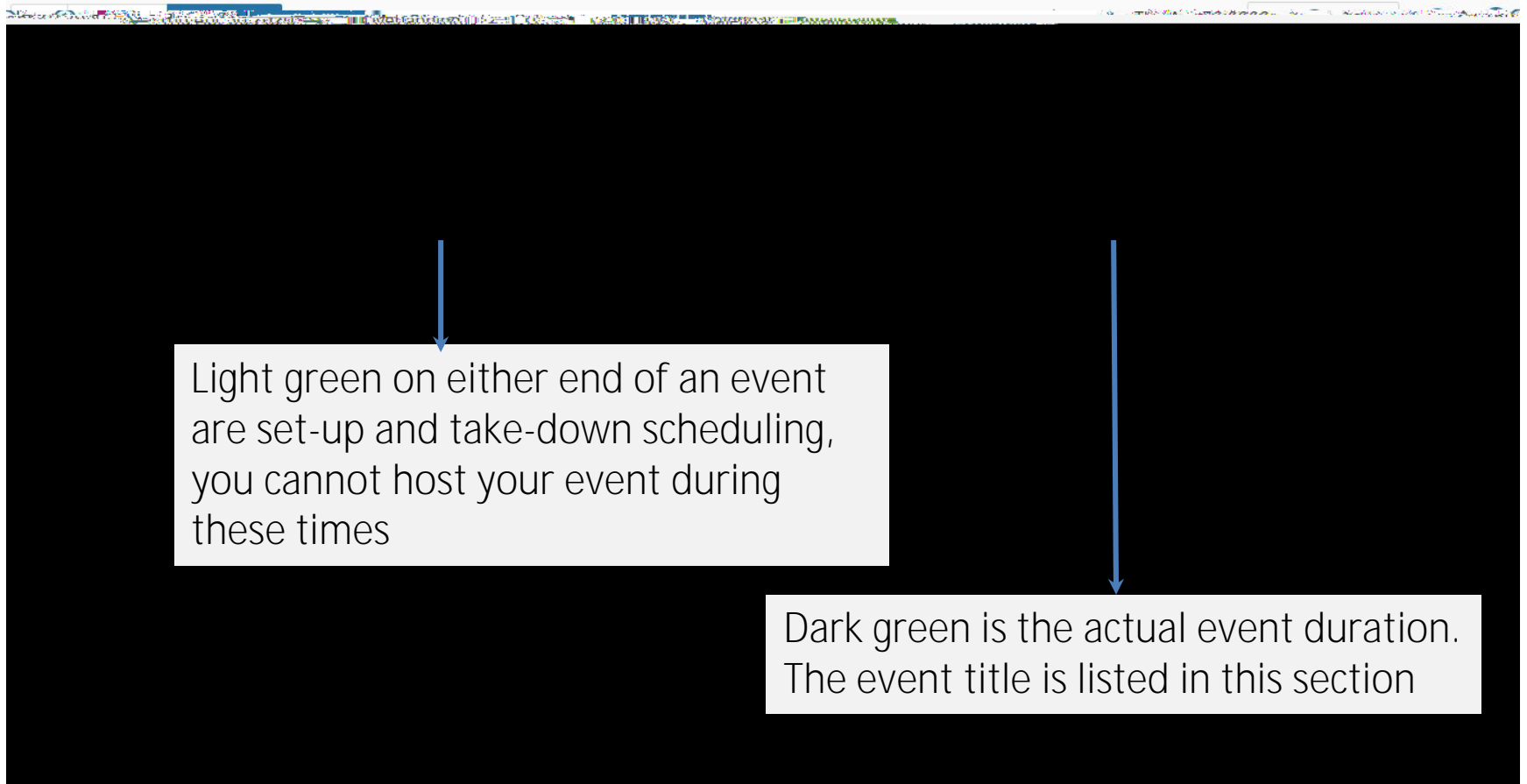
List: shows a list of all the spaces in the building you searched, or all of the sections of a room you searched

Calendar: shows a week calendar that has events listed out each date they occur

Availability: shows when a room is available, you will see event times and set-up/take-down times

We always recommend checking this out before deciding on an event date as some events are set up the night before (this will not appear on the calendar view)

Availability View



Light green on either end of an event are set-up and take-down scheduling, you cannot host your event during these times

Dark green is the actual event duration. The event title is listed in this section

The white/gray spaces show when there is nothing scheduled for a space
If you search for a specific room, only that room will appear in the list
(this picture is a BSC building search)

25Live Tool Bar

The Tool Bar is located in the top right corner of the page



↑
Click to view Home Screen


↑
Click to create an event

Creating a Repeating Event – Step 1

These bu1t3e84 4729*.845ns wil 472l

Creating a Repeating Event – Step 2

This bar will keep track of all the information you have entered as you continue through your reservation



If you have a range (15-20) we recommend

Creating a Repeating Event – Step

3

2:00 pm

To:

This event begins and ends on the same day

Event Duration

1 Hour

Only uncheck this box if you are hosting an overnight event. (Relay for Life)

Use these options to let us know if you need time to set up or clean up* (decorations, materials)

Setup Time

Pre-Event Time

Post-Event Time

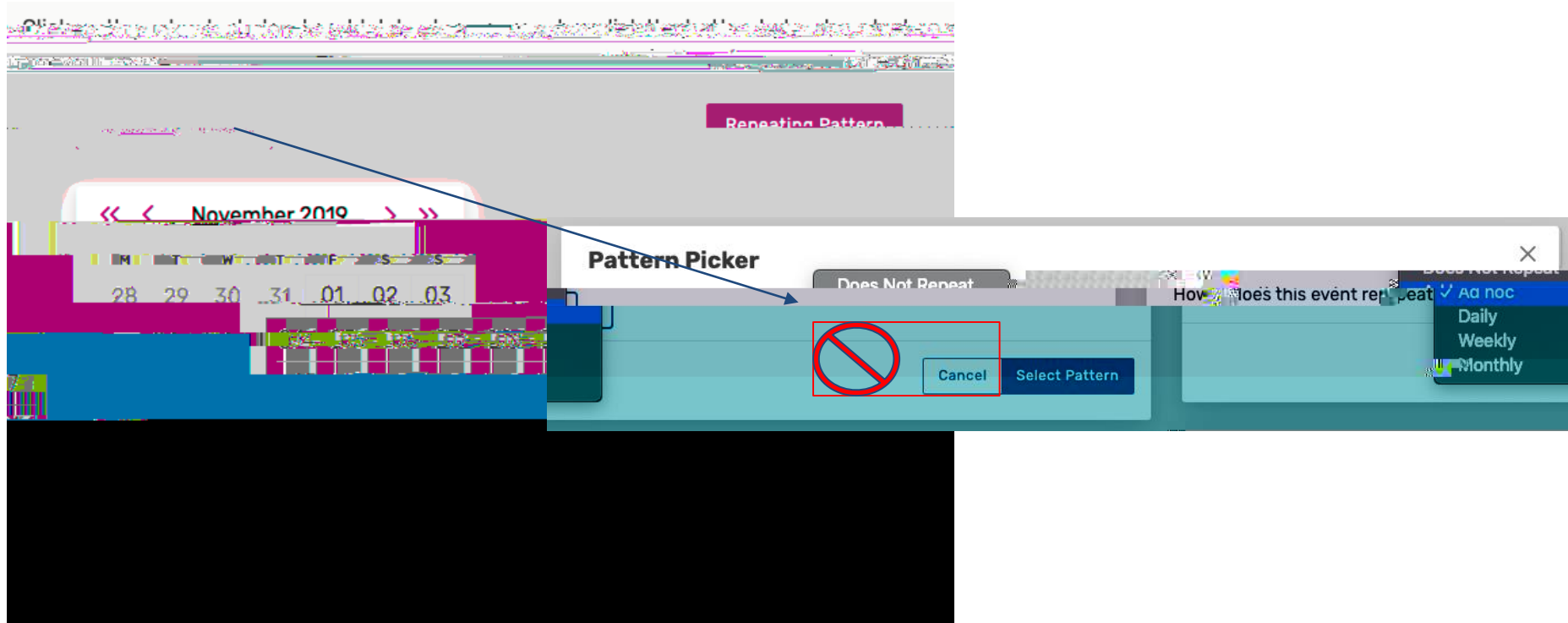
Hours: 0 Minutes: 0 Days: 0

Reservation End: Tue Nov 19 2019 3:00 pm

Reservation Duration

1 Hour

Creating a Repeating Event – Step 4

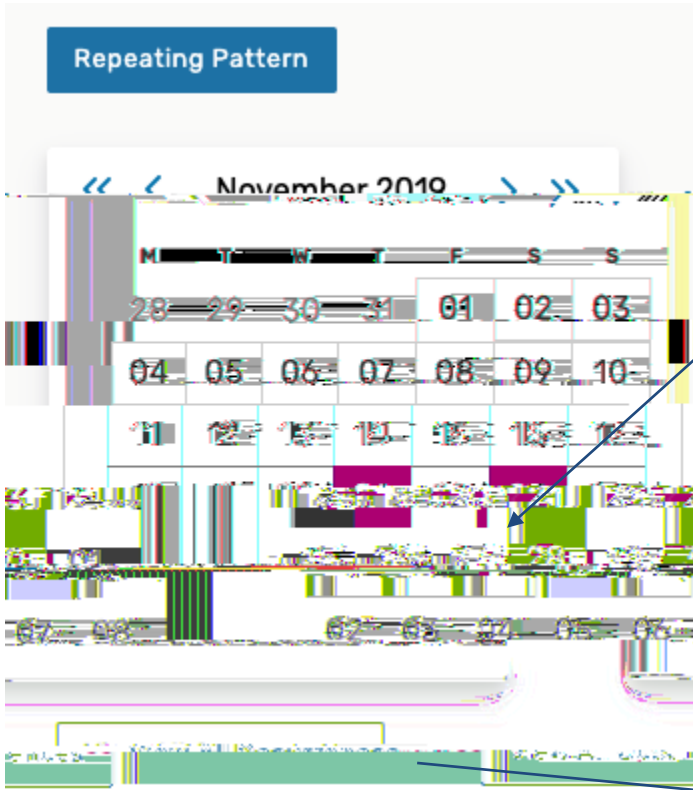


ALWAYS Select " Ad Hoc"

This makes it easier on our office when a single date is cancelled.

Selecting a different option will require us to re-select dates every time

Creating a Repeating Event – Step 4.1



Select each date you would like to reserve for your event by clicking the box with the date. It will highlight in blue when selected.



Click View All Occurrences to view all selected dates. Click remove if you would like to delete a date selected.

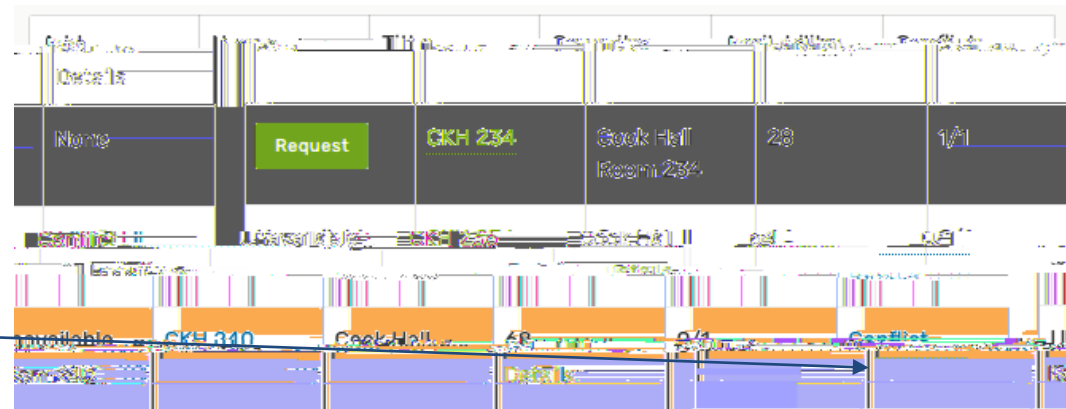
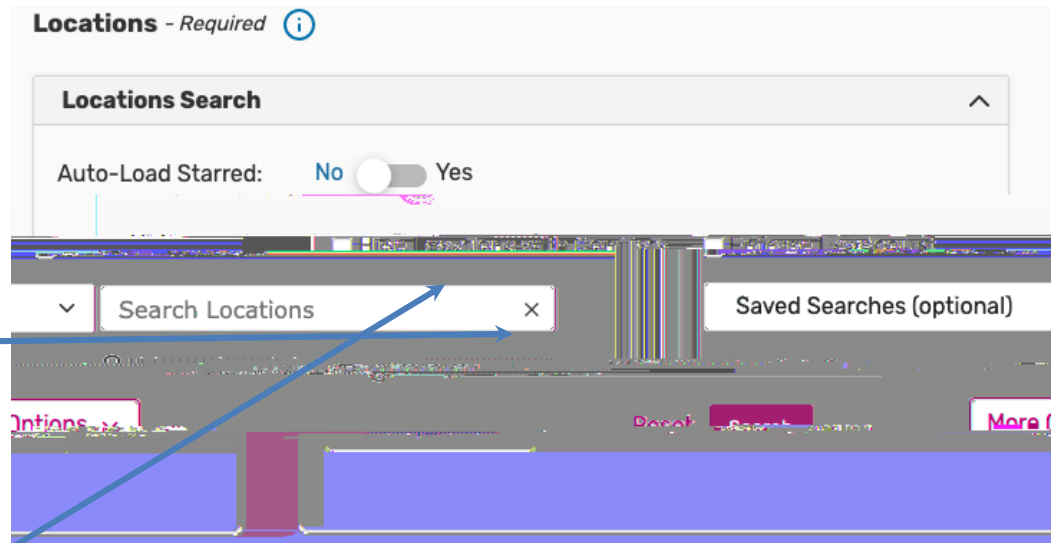
Creating an Event – Step 5

This is the step where you will choose your location.

Always use the "Search Location"

Make sure the "Enforce head count" Button is unchecked.

This symbol shows a conflict with an already scheduled event



Creating an Event – Step 5.1

To fix a conflict you can

- Find a new date/time

- Find a new location

In the column "Conflict Details" it will say "none" if the space is free during that date and time (1)

A selected location will appear below the search. (2)

- You select a location by clicking request then it will change to say "Added below" (3)

If you want to remove a location from your reservation, click the "remove" in red font (4) in the box with the selected location (2)

Saved Searches (optional)

Cook ball 234

Reset

Search

More Options

3

Title	Capacity	Availability	Conflict	Add	Name	Title
			Details			
	29	1/1	None	Add	CKH 234	

1

First Previous 1 Next Last

Home nor pass

2

CKH 234

★ Add to favorites

Preview Save Remove View Occurrences Cancel

4

Creating an Event – Step 6

Files are only required for student groups

You can attach any previous layouts here if you would like to reuse them

The screenshot shows a web interface for creating an event. The top section is titled "Attached Files" with an information icon. Below it is a "Choose File" button and the text "No file chosen". The next section is titled "Contact Roles for this Event" with an information icon. Below this title, there are two columns of roles: "Requestor" and "Scheduler". Under "Requestor", there is a dropdown menu with "Caroline" selected and a "Create" button. Under "Scheduler", there is a dropdown menu with "Fleeson, Caroline" selected and a "Create" button. Below these sections, there are two empty text input fields.

Creating an Event

Creating an Event

Confirmation Notes for Client

Event Service's Notes ⓘ

Client

6/22/2018

Creating an Event – Step 9

Please make sure your request always says “Tentative”