Create an Event in 25live v26

In order to login to 25live click the “Sign In” link at the top right of the screen or at the bottom left of the screen.

Click the “Event Wizard” tab or the “Create and Event” button on the 25live Home page.
Enter the event’s basic information on the first entry screen. Event name and event type are required fields. The primary organization is optional.

Move your cursor to the “Event Type” field. Enter a search value in the search box and scroll through the list. Select your event type from the list.

Move your cursor to the “Primary Organization for this Event” field. Enter a search value in the search box. Select your organization from the list.

Click the “Next >” button.
Enter your expected head count and your event description on the second entry screen. Both of these fields are required. If your event does not have a head count, enter 0 (zero). The event description allows for formatting of your text, but it is recommended that you do not use these features.

Click the “Next >” button.

The next entry screen asks you whether your event has more than one occurrence. Select “No” or “Yes”.

Click the “Next >” button.

You selected “No”. Your event has only one occurrence.
Enter the date and time of your event.

If your event has setup or pre-event time, select “Yes”.

If your event has post-event or takedown time select “Yes”.

If your event is taking place in locations controlled by Conference and Event Services, do not enter setup or takedown times.

You selected “Yes”. Your event has more than one occurrence.

Enter the date and time of the first occurrence of your event.
Click the “Next >” button.

Select how your event repeats.

Ad Hoc Repeats
Select the dates from the calendar to add to the occurrence list.
Describe how this event REPEATS.

Ad Hoc Repeats

Click on any date to add it to the Occurrence List.

<table>
<thead>
<tr>
<th>Date</th>
<th>Comments</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed Feb 01 2017</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Thu Feb 09 2017</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Fri Feb 17 2017</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Mon Feb 27 2017</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Wed Mar 08 2017</td>
<td></td>
<td>Active</td>
</tr>
</tbody>
</table>
Daily Repeats

Select the daily repeating pattern from the “Repeats every” dropdown.
Select a “Repeats through” date or an “Ends after” number of “iterations”.

Weekly Repeats

Select the weekly repeating pattern from the “Repeats every” dropdown.
Select the weekdays that the event repeats on.
Select a “Repeats through” date or an “Ends after” number of “iterations”.

Monthly Repeats
Select the monthly repeating pattern from the “Repeats every” dropdown.

Select how the event repeats each month “Repeat by Day”, “Repeat by Position”, “Repeats through” date or an “Ends after” number of “iterations”.

Click the “Next >” button.
Find and select your event location(s).

Location is not a required field.

You may select your location from your starred locations or by searching for a location.

This example searches by name.
After selecting your location, you may select a layout, enter setup instructions, enter attendance, and select whether or not to share the location on the right side of the screen.

Click the “Next >” button.
Find and select resources for your event.

Resources is not a required field.

You may select your resources from your starred resources or by searching for a resource.

After selecting your resources, you may enter setup instructions and quantity on the right side of the screen.

Click the “Next >” button.
Select contacts for this event.

Scheduler and requestor are not required fields. The requestor and scheduler may be the same person.

The scheduler would be the person entering the event in 25live and the requestor would be the person requesting the event.

Click the “Next >” button.

The “University of Cincinnati Agreement”.

Click in the “I Agree” checkbox.

Click the “Next >” button.
Verify or change the event state.

Click the “Save” button.

Here's some information about your event:

- Location Requests Pending Approval
  Location ‘TUC 415AB’ requested for Jan 09 2017.
- Resource Requests Pending Approval
  Resource ‘EV 12 Portable Sound System’ was requested for Jan 09 2017.

This event has been successfully saved.
As you enter your event, the information you enter is displayed on the left side of the screen.
Each item in the list is a clickable link that will return you to the page where you entered the information.

**My Test Event**

- **Conference in CES Space**
- **25L-UCIT TEST ORGANIZATION**
- **25 Attendees Expected**
- This is the description for my test event.

**Mon Jan 09 2017 9:00am - Mon Jan 09 2017 12:00pm**

- **Pre-Event:** 1 hour
- **Post-Event:** 1 hour

**Event Repeats**

- **TUC 415AB**
- **EV 12 Portable Sound System**

**Bearcat, Jih-ting**

Scheduler

**Bearcat, Jih-ting**

Requestor

University of Cincinnati Agreement

- **Tentative**