# Creating Events

You need to sign in with your 25Live credentials to create an event. As the creator of an event, you may be performing either of these roles:

- The Requestor: limited permissions to complete the event.
- The Scheduler: specific security permissions to save the event to the database and assign locations (and possibly request certain locations)

Accessing the Online Event Form

You can start creating an event by taking one of the following actions:

- Using the Event Form link in the top navigation bar
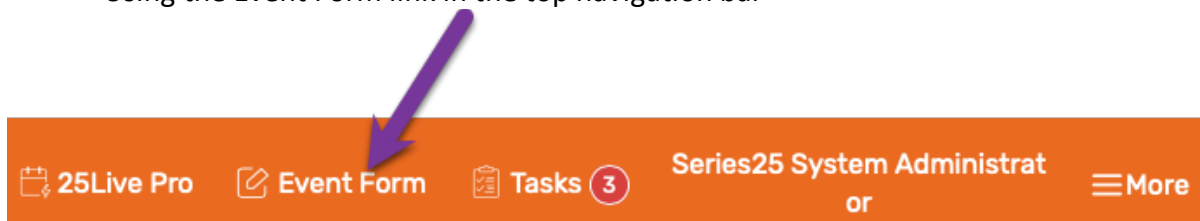
- Using the Create an Event button on your 25Live dashboard

- Clicking an option in the Find Available Locations area of the 25Live dashboard to start from a required time or location

- Starting the scheduling process from a specific context. By making an initial selection in a 25Live view, for example, by selecting the event edit icon
- Using the Create an Event in this Location option in the More Actions menu when Viewing Location Details

Stepping Through the Event Form

Note: Your Event Form May Differ

Your version of the Event Form may not include all the fields mentioned below, include others not mentioned, depending on how 25Live has been set up for your security group.

1. **Enter Basic Information**
   You will need to enter in an event name and select an event type and primary organization.
   Any fields required will be labeled as such.

   > Please note that locations you control will NOT be assigned to your event if selected. Instead, an assignment request will be generated for schedulers who control that space.
   >
   > **Event Name** - *Required*
   >
   > [   ]
   >
   > **Event Type** - *Required*
   >
   > [Select from Types   ⌄]
   >
   > **Primary Organization** - *Required*
   >
   > [Search organizations ⌄]   Remove
   >
   > Create Organization
   >
   > **Expected Head Count**
   >
   > [   ]
   >
   > **Registered Head Count**
   >
   > [   ]

2. **Enter Attendance Information and Description**
   Enter the event's expected attendance, and if you know it, an event description. The expected attendance will be used by 25Live to find locations that can hold your event.

Expected Head Count

Registered Head Count

Event Description

File   Insert   Table   View   Format   Tools

↶   ↷   **B**   *I*   U̲   **A** ⌄   ✎ ⌄   System Font   ⌄   12pt   ⌄   🔗

3. **Enter Information About Your Event's First Occurrence**
   Specify the date and time(s) of the first occurrence of the vent. If you event occurs on
   multiple days, you'll describe how it repeats in the next section.

Event Date and Time - *Required*

Wed Mar 02 2022

2:00 pm

To:

3:00 pm

☑ This begins and ends on the same day

Duration:
1 Hour

🔖 **Additional time**   ⌄

4. **Choose How Your Event Repeats**
   If you event has more than one occurrence, select how the event repeats. 25Live allows you to create repeating events/meetings defined as random dates or as a pattern (daily, weekly, monthly)
   If you need to remove all repeat occurrences, use the Repeating Pattern button then choose Does Not Repeat.

   Pattern Picker   ✕

   Choose how you would like this to repeat   Daily   ⬍

   Repeats every

   day   ⬍

   🔵 Repeats through

   Wed Mar 02 2022

   ⚪ Ends after   1   ⬍   iterations

   _____

                                              Cancel   **Select Pattern**

5. **Select Location(s)**
   Select one or more favorite (or starred) locations, or search for suitable locations by location name, saved search, or advanced search by adding additional search parameters.

   Event Locations

   Locations Search   ⌃

   Auto-Load Starred: No ⬤ Yes

   ☑ Hide Conflicts   ☐ Enforce Headcount

   Saved Searches (optional)   ⌄   Search Locations   ✕

                                       ⓘ Hint! Type :: to use SeriesQL.

   More Options ⌄   Reset   **Search**

   You can type in a. building code, such as _____ or _____, to bring up a list of locations in that building if you don't know the specific location you want or you aren't sure of the full location name.

Check the Hide Locations with Conflicts or Enforce Headcount boxes to narrow results.

To use SeriesQL for an advanced search, start typing two colons:: in the search box.
Use the Conflict Details link to view more information about location conflicts.
The links on location names allow you to view location details so you can determine if the location you are requesting is actually appropriate for your event.
Use the Reserve button to make selection(s). You may choose one or more available locations for your event.

Location Occurrence Editing
25Live allows you to adjust settings per occurrence for each requested or reserved location. After adding a location, collapse the search, then use the View Occurrences link to add instructions, specify layouts, and additional options.

6. **Internal Notes**
    Here you can add comments and notes to your request that may impact the assigning of a location.

7. **Event State**
    Select from Confirmed, Tentative, or Draft using the dropdown menu

8. **Choose Post-Saving Options**
    Convenient options are presented to allow you to choose your next action after saving your event in the After Saving This Event section:
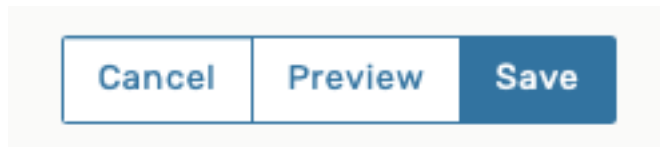   - Go to Event Details
    - Create Another Related Event
    - Create a Related Copy of This Event
    - Continue Editing Event
    - Create Another Event

After Saving This Event...   ⌃

- 🔵 Go To Event Details
- ⚪ Create Another Related Event
- ⚪ Create A Related Copy of This Event
- ⚪ Continue Editing Event
- ⚪ Create Another Event

9. **Save Your Event.**
   Use the Save button to complete event creation.
   The Cancel button will not save changes.

Cancel | Preview | **Save**

Additional Event Creation Tips
- You can only create requests up to 365 days in advance of today's date.
- The event reference number is displayed when the event is saved and you are viewing event details. You can use this later to quickly find the event again.
- When you submit an event with a location that you don't have permission to assign, the Event Preferences area in the Occurrence area of the event details vie lets you know that the assignment has been saved as a preference and an assignment task request has been issued for the location.
- If your event has multiple occurrences, you can customize location assignments by removing the selection from specific date(s) or by specifying location layout by date.
- After saving your event, the notifications box will display the location(s) you have requested. You event will not be confirmed until you receive a confirmation email from the University Scheduler. The University Scheduler will either assign or deny the location.