

Go to [25Live.pugetsound.edu](https://25Live.pugetsound.edu) and login with your @pugetsound.edu details. You should be welcomed by this screen once logged in. Use Chrome or Firefox for optimal performance.

The screenshot shows a web browser window with the following elements:

- Browser Tab:** 25Live - Home
- Address Bar:** CollegeNET, Inc. (US) | https://25live.collegenet.com/pugetsound/scheduling.html#/home
- Page Header:** UNIVERSITY of PUGET SOUND logo on the left; "Create an Event", "Tasks", "Help", and a menu icon on the right.
- Main Content Area:** Four large, light-gray buttons with icons: "See Available Locations" (blue cube), "Create an Event" (pencil), "Search for Events" (green document), "See Available Resources" (red diamond), and "Search for Organizations" (people icon).
- Modal Window:** "Express Scheduling Event" with the following fields:
  - Date:** Oct 1, 2018 (with a calendar icon)
  - Time:** 8:00am and 9:00am (with dropdown arrows)
  - Location:** Find Location by Name (with a search icon and a close 'X' icon)
  - Event Name:** Required (with a text input field)
  - Buttons:** "Open Event Wizard" (blue text), "Cancel" (blue button), and "Save" (blue button).
- Page Footer:** Desktop Version • Privacy Policy • What's New; © 2015 - 2018 CollegeNET, Inc.

# EXPRESS SCHEDULING 1

For last minute meetings under 120 minutes in length that require no services, you can use the Express Scheduling option on the right of the screen. Only a small number of rooms are available for Express Scheduling and if a room is unavailable at your requested time, it will not appear as an option in the “Locations” bar. The Locations are listed as building name-building number, for example, Jones Hall 10 is JO-010. Fill in required details, and press Save.

The screenshot displays the University of Puget Sound's Express Scheduling interface. At the top left is the university logo. The top right navigation bar contains links for 'Create an Event', 'Tasks', 'Help', and a menu icon. The main content area features five navigation buttons: 'See Available Locations', 'Create an Event', 'Search for Events', 'See Available Resources', and 'Search for Organizations'. The 'Express Scheduling Event' form is highlighted with a red circle and contains the following fields:

- Date:** Oct 1, 2018
- Time:** 8:00am to 9:00am
- Location:** Find Location by Name
- Event Name:** Required

At the bottom of the form are three buttons: 'Open Event Wizard', 'Cancel', and 'Save'. The footer includes links for 'Desktop Version', 'Privacy Policy', and 'What's New', along with the copyright notice '© 2015 - 2018 CollegeNET, Inc.'.

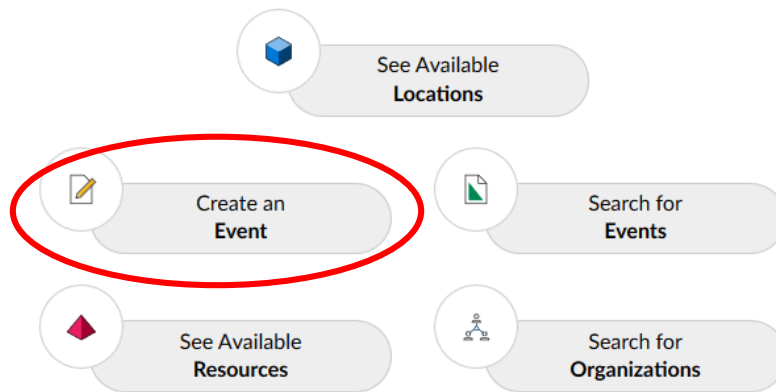
## EXPRESS SCHEDULING 2

If there are no conflicts and you have been approved to proceed, you will see the following confirmation message after clicking “Save.” This is your event confirmation.

Your event has been saved successfully.



For events that cannot be Express Scheduled, open the Event Wizard either by clicking the “Open Event Wizard” link, or clicking the “Create an Event” button. If you wish to have your event in a particular space, click the “See Available Locations” button.



### Express Scheduling Event

#### Date

Oct 1, 2018



#### Time

8:00am

9:00am

#### Location

Find Location by Name



#### Event Name

Required

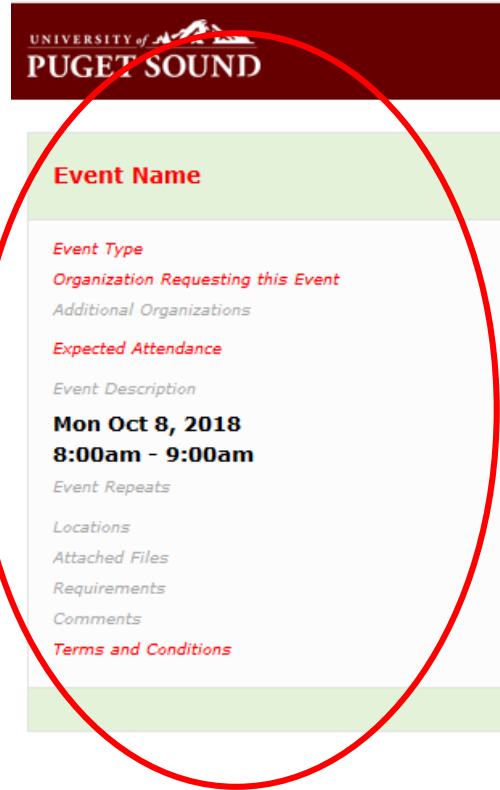
[Open Event Wizard](#)

Cancel

Save

# EVENT WIZARD 1

To the left is a summary of all the details you have entered. Think of this as your shopping cart. Items will add as you fill in the fields.



UNIVERSITY of  
**PUGET SOUND**

**Event Name**

*Event Type*  
*Organization Requesting this Event*  
*Additional Organizations*  
*Expected Attendance*  
*Event Description*  
**Mon Oct 8, 2018**  
**8:00am - 9:00am**  
*Event Repeats*  
*Locations*  
*Attached Files*  
*Requirements*  
*Comments*  
*Terms and Conditions*

**This Event Wizard**

This reservation wizard is designed to collect the information needed to schedule an event.

Please be as detailed as possible when submitting this information.

*\* All requests are subject to approval \**

**⚠ Date Restrictions**

Event occurrences that you create are restricted to:

- At least 7 days from today
- No more than 365 days from today

[CLOSE](#)

Instructions are provided between the subject and the input fields. To keep consistency in formatting, **DO NOT** abbreviate or use acronyms. Even though there is a 40 character limit, spell out everything as much as possible.



## Event Name

### Instructions

Please enter a name that clearly describes the event.  
40 character limit.

\*

This field is required.

# EVENT WIZARD 2

## Event Type

### Instructions

Select the event type that best describes the event.

**Note:** Changing the Event Type may update selections for the following: Custom Attributes, Categories, Contact Roles, Requirements, Publish to Calendar.

 \*

Select the meeting type that best suits your event. This is the only field that cannot be changed once the event is saved.

## Organization Requesting this Event

### Instructions

Select the Organization responsible for the event from the list of favorite organizations, or search by organization name.

**Note:** If the search does not return the expected result, try limiting the search term to a key word in the organization name.

 \*

Start to type part of the organization requesting the event. This field will remain blank until at least two letters are entered in order to start the search. The dropdown will pre-populate with any saved organizations. If multiple groups (such as departments) are co-hosting an event, they may entered in the “Additional Organizations” field.

## Additional Organizations

### Instructions

Select any additional department(s) that may be involved with the event.



# EVENT WIZARD 3

## Expected Attendance

### Instructions

Please enter the expected attendance for the event.

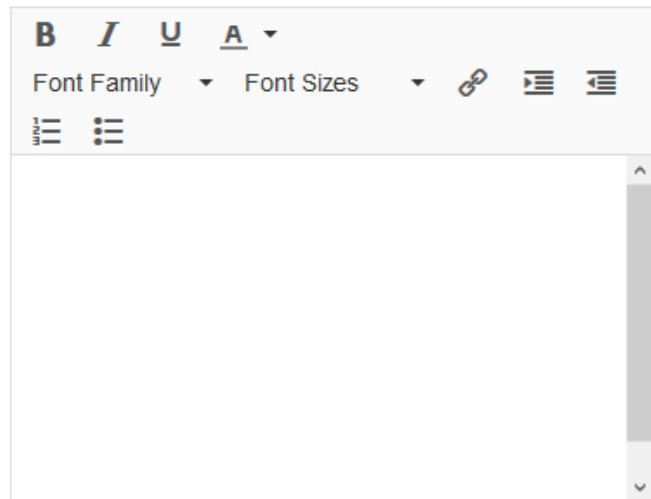
 \*

## Event Description

### Instructions

Enter additional information about the event here.  
This information will appear in the *25Live* event detail view.

Grammar, punctuation, and clarity matter!



A rich text editor toolbar with the following options: Bold (B), Italic (I), Underline (U), and a color selection dropdown (A). Below the toolbar are two dropdown menus for 'Font Family' and 'Font Sizes', followed by icons for link, list, and list with numbers. The text area below is empty and has a vertical scrollbar on the right side.

Your expected attendance cannot be a range, but a solid number. Enter what you anticipate to be the most realistic attendance number.

The Event Description is an open field where you can give a little information about the event. This is your “promo” area. Do not add logistical details here.

For example, “The Jacobsen Series, established in 1984, is an annual series celebrating faculty and guest talent in a variety of performances held at Schneebeck Concert Hall. The series was named in honor of Leonard Jacobsen, former chair of the piano department at Puget Sound.”

Simply enter text – do not format it.

# EVENT WIZARD 4

## Date and Time

### Instructions

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 access time is needed (for setting handouts, placing centerpieces, etc), click on the *Pre-Event* and *Post-Event* editors and add the appropriate number of minutes or hours desired.

### Date Restrictions

Event occurrences that you create are restricted to:

- At least 7 days from today
- No more than 365 days from today

Select the dates and times of the **actual** event.

Enter actual event start date/time and actual event finish date/time.



### Event Start:

Mon Oct 08, 2018



8:00am

If your event spans more than one day, uncheck the box.



### Event End:

Mon Oct 08, 2018

9:00am

The event begins and ends on the **same day**.

Total event run time will be automatically calculated in the gray box.



Event Duration: **1 Hour**



# EVENT WIZARD 5

Here is the section where you enter any additional time needed before and/or after the event.

“Pre-Event” and “Post-Event” are times when you have access to the room. This would be used, for example, to set out pamphlets, stage pull-up banners, or decorate.

*Do not* include an allowance for Service providers to rearrange the room, set up AV or plate catering, as they can adjust those times on their end if needed.

Your total reservation time will auto-tally in the gray box.

## Additional Time

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

**Pre-Event:**  Days  Hours  Minutes

Reservation Start: **7:00am**

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

**Post-Event:**  Days  Hours  Minutes

Reservation End: **9:30am**




Reservation Duration: **2 Hours, 30 Minutes**

# EVENT WIZARD 6

A repeating event always takes place at the same time, but not necessarily in the same space. The repeating option is ideal for standing meetings – such as a monthly department meeting.


## Event Repeats



**Weekly Repeats** 

Repeats every













Repeats on  Mon  Tue  Wed  Thu  
 Fri  Sat  Sun

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**Repeats through**  
 

**Ends after**    **iterations**

Select from the drop-downs whether or not your event repeats and at what frequency.

| Occurrence List  |                      |  |
|------------------|----------------------|--|
| Date             | Comments             | Status   |
| Mon Oct 8, 2018  | <input type="text"/> | Active    |
| Tue Oct 9, 2018  | <input type="text"/> | Active    |
| Mon Oct 15, 2018 | <input type="text"/> | Active    |
| Tue Oct 16, 2018 | <input type="text"/> | Active    |
| Mon Oct 22, 2018 | <input type="text"/> | Active   |
| Tue Oct 23, 2018 | <input type="text"/> | Active  |
| Mon Oct 29, 2018 | <input type="text"/> | Active  |
| Tue Oct 30, 2018 | <input type="text"/> | Active  |
| Mon Nov 5, 2018  | <input type="text"/> | Active  |
| Tue Nov 6, 2018  | <input type="text"/> | Active  |
| Mon Nov 12, 2018 | <input type="text"/> | Active  |
| Tue Nov 13, 2018 | <input type="text"/> | Active  |

Depending on the selections made above, your dates will appear here. Note each day of the week is a different color so you can easily see the pattern.

If you know a meeting will not occur, change the drop-down for that date from “active” to “cancelled.”

# EVENT WIZARD 7

## Locations

### Instructions

Select the Location(s) for your event from the list of favorite locations or search by location name. Multiple Locations can be requested.

**Note:** If the search does not return the expected result, try limiting the search term to a key word in the location name such as the building name.

Start typing the room or building you wish to use. 25Live will pre-populate the available spaces.

Search for Locations

tms

- TMS-270**  
Thomas Hall 270 Yoga room  
Max Capacity: 30
- TMS-272**  
Thomas Hall 272 Classroom  
Max Capacity: 49
- TMS-363**  
Thomas Hall Tahoma Room  
Max Capacity: 126
- TMS-366**  
Thomas Hall 366 Seminar room  
Max Capacity: 18
- TMS-380**

Notice there is a scroll bar to see more options.

This is simply presenting you with all options that fit under the category of what was entered in the search bar. To make a selection, click on the room.

# EVENT WIZARD 7A

## Locations

### Instructions

Select the Location(s) for your event from the list of favorite locations or search by location name. Multiple Locations can be requested.

**Note:** If the search does not return the expected result, try limiting the search term to a key word in the location name such as the building name.

**TMS-270** ✕ ☆ ▼

Thomas Hall 270 Yoga room  
Max Capacity: 30

Occurrences: [All](#) ⚠️ [View Conflicts](#)

You can “Star” this location if it is a favorite and you request it frequently.

Here, in red, it shows that there are conflicts for that space for one or more of your requested dates or times. To see what the conflict is, click on “View Conflicts.”

# EVENT WIZARD 7B

Here you can see that there are several conflicts. In this case, it may be best to request another space, or change your event times to accommodate.

For this example, we will request Thomas Hall 381 as the alternate location.

Tue Nov 13, 2018

TMS-270

**Conflicts:**

- October 8 Yoga Club
- October 9 Yoga Club
- October 9 THTR 200 BRKA 9534
- October 15 Yoga Club
- October 16 Yoga Club
- October 16 THTR 200 BRKA 9534
- October 22 Yoga Club
- October 23 Yoga Club
- October 23 THTR 200 BRKA 9534
- October 29 Yoga Club
- October 30 Yoga Club
- October 30 THTR 200 BRKA 9534
- November 5 Yoga Club
- November 6 Yoga Club
- November 6 THTR 200 BRKA 9534
- November 12 Yoga Club
- November 13 Yoga Club
- November 13 THTR 200 BRKA 9534

**Locations**

**Instructions**

Select the Location(s) favorite locations or se Multiple Locations can

**Note:** If the search doe result, try limiting the s location name such as

**TMS-270**  
Thomas Hall 270 Yoga roo  
Max Capacity: 30

Occurrences: All

Search for Locations

**Attached Files**

**Instructions**

This is a great place to diagram, or other attac service providers with

You can attach up to 5 files to 25MB. File types accepted:

- PDF, TXT, RTF
- JPG, JPEG, PNG, GIF

TMS-381

Thomas Hall 381  
Max Capacity: 14

Occurrences: All No Conflicts



If you select an alternate location and there are no conflicts, you will see a green checkmark and can proceed to the next step.

# EVENT WIZARD 8

Resources are items that are not a part of the room.


A ceiling-mounted projector is not a Resource since it is part of the room. This would be considered a Feature. A laptop, however, is a Resource since it is not associated to a particular space.

## Resources

### Instructions

Select the Resource(s) for your event from the list of favorite Resources or search by Resource name. Multiple Resources can be requested.

**Note:** If the search does not return the expected result, try limiting the search term to a key word.



The screenshot shows a search interface with a header "Search for Resources" and a search input field containing the text "laptop". A magnifying glass icon is visible in the top right corner of the input field. Below the input field, a list of search results is displayed, with "Media-Laptop" highlighted in a grey background.

# EVENT WIZARD 9

You have the option to attach a file. This is not a mandatory field.

It would be a great place to add a custom floorplan, promotion flyer, logo, etc.

The attachment is seen by all Users who have access to the event.

## Attached Files

### Instructions

This is a great place to upload a flyer, custom layout diagram, or other attachment to assist approvers and service providers with your event.

You can attach up to 5 files to this event. The maximum size for a file is 25MB. File types accepted:

- PDF, TXT, RTF
- JPG, JPEG, PNG, GIF
- DOC, DOCX, CSV
- XSL, XSLX

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Attached Files

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Select File

# EVENT WIZARD 10

Both fields for Event Contacts will default to you—the person logged in.

These fields are helpful in directing any questions to the appropriate person(s) associated with the event.

## Event Contacts

### Instructions

Scheduler is the person entering the information. The Requestor is the primary organizer of the event. They may or may not be the same contact.

### Scheduler



Haynes, Sage



shaynes@pugetsound.edu

### Requestor



Search for a Contact





# EVENT WIZARD 11

This is where you let Service Providers know that you need their assistance.

Selecting one of these three options will trigger an alert to the Provider. Ensure the box is checked if you need one of these items and write in your needs such as “Banquet rounds for 40.” The information that would have previously gone in a Work Order should be entered here.

If you don't need any catering, additional AV, staff assistance, or furniture rearranged, select the box “This event requires no additional services.”

## Requirements

### Instructions

Please select any and all additional items applicable to this event.

### For Events that Require Catering:

Fill out the form linked [here](#).

### For Events that Require Technology Services:

Fill out the form linked [here](#).

\* You must select at least one of the Requirements.

- This event requires catering and/or drink service. See Link...**  
Comments:
- This event requires assistance from Tech Services. See Link...**  
Comments:
- This event requires rearrangement of furniture. Provide Details...**  
Comments:
- This event requires another service. Provide Details.**  
Comments:
- This event requires no additional services.**  
Comments:

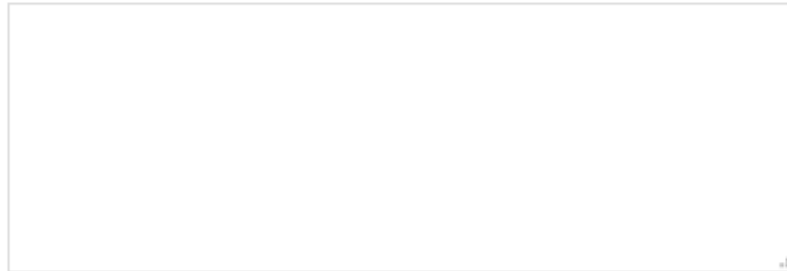
# EVENT WIZARD 12

## Comments


### Instructions

Use this field to provide additional instructions or event information to Location, Resource, and Published Calendar approvers.

This information is only viewable by the Scheduler, Requestor and any service providers or approvers of Locations and Resources assigned to this event.



This is the area to input any information that has not already been entered elsewhere. This is not seen by all.




## Terms and Conditions

By checking this box, I agree that I have read, understand, and agree to terms outlined and will abide by University Policies.

I agree

\*

This is a mandatory field and must be checked to proceed.



# EVENT WIZARD 13

On your far left  
“Shopping Cart,” every  
entry made has been  
added to create a  
summary.

If an adjustment is  
needed, you can click  
on that particular item  
to jump to its field.

## Test for tutorial

Training/Workshop

Sustainability Services

*Additional Organizations*

8 Attendees Expected

This is the Event Description field


**Mon Oct 8, 2018**

**11:00am - 12:00pm**


*Pre-Event: 15 minutes*

*Post-Event: 15 minutes*

Repeats every week on Monday for 3 iterations


 **TMS-381**

All Occurrences

 **Media-Laptop**

All Occurrences

*Attached Files*

 **Haynes, Sage**

Scheduler

*Requirements*

This is the Comments field.

Terms and Conditions

# EVENT WIZARD 14

This is your submission page.  
Note, this is confirming that your *REQUEST* has been submitted.

All events require a separate confirmation to proceed.

**Your request has been successfully submitted. Your event is not confirmed until you receive a confirmation e-mail from the Location Approvers and/or Service Providers associated with your event.**

## What's Next?

### View Details

View the Event Details page for this event. The full range of actions are available to you from there.

### Edit

Need to make some more edits to this event? Click this button to start editing.

### Copy

Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts.