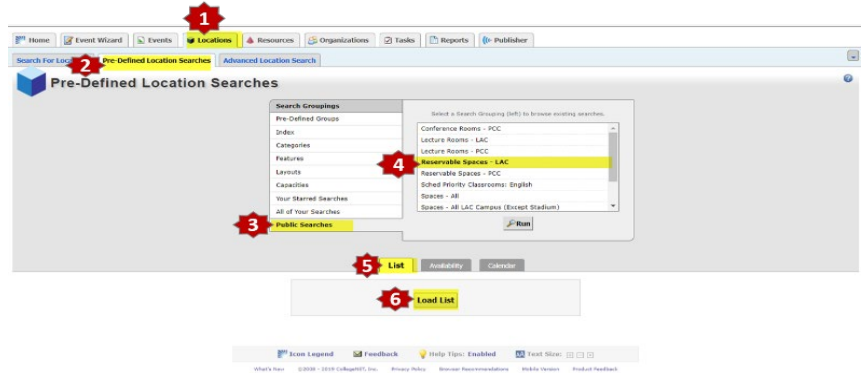


QUICK GUIDE ON HOW TO CREATE AN EVENT IN 25LIVE

Go to <https://25live.collegenet.com/lbcc> (works best in Google Chrome or Mozilla Firefox browsers).
 Only LBCC faculty and staff with LBCC credentials are able to sign in to 25Live.

Step 1 – Locate Potential Spaces using the Pre-Defined Location Searches Tab. For ALL available reservable spaces click On Reservable Space - LAC or PCC.

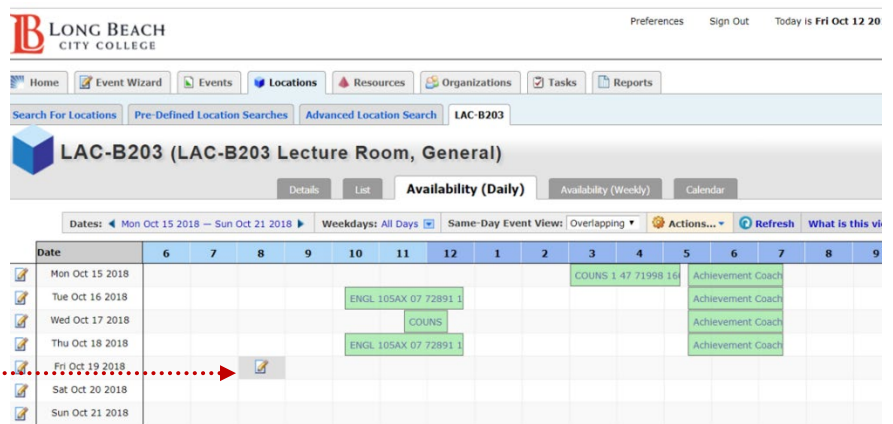


Step 2 – Review Space Details & ensure that your potential space is categorized as 25Live Reservable.

Step 3 – Click on the [blue hyperlink room name](#) you are interested in reserving. The daily and weekly availability view tabs will then come up. Check here to determine if your interested space is open for your date/time of interest.

Name	Formal Name	Categories
LAC-D103	LAC-D103 Lecture Room, Allied Health	25Live Unreservable, Campus - LAC, Control - Academics, S25 LCTR N, Type - Classroom, Type - Classroom / Lecture Auth Req
LAC-D119	LAC-D119 Medical Assisting Classroom	25Live Reservable, Campus - LAC, Control - Academics, S25 LCTR N, Type - Classroom, Type - Classroom / Lecture Auth Req
LAC-D135	LAC-D135 Lecture Hall, Large (140)	25Live Reservable, Campus - LAC, Control - Academics, S25 Assignable, S25 LCTR, Seating - Fixed, Type - Classroom, Type - Classroom / Lecture General, Type - Film/Media Equipped, Type - Large Lecture Hall

Step 4 – Click in the calendar displayed for the day/time you wish to have your event. Doing this will open up the event wizard and allow you to create your event based on the room, date and time selected.



Step 5 – Follow the step-by-step event wizard to enter the event details (required fields are marked with a red asterisk*).

- Click the Next button to move to each subsequent page.
- Click **Save** at the end of all wizard screens.
- You will receive a confirmation email from the space manager once the location has been approved.

For a rundown on each of the wizard fields, please see page two of this document.

- **Basic Event Information**

- Event Name – Enter a name that clearly describes the event, limited to 40 characters.*
- Event Title – Complete this field if publishing your event to a web calendar.
- Event Type – Choose the type that **BEST** matches your event.* This cannot be changed once your event is saved.
- Primary Organization – Input the department, school, organization or club associated with the event. When starting out, the Search tool is best for finding your Organization. Once you select it and it appears on the right you may want to “Star” it so it will appear automatically next time you request an Event.*
- Expected Attendance – Required for reporting, service, capacity, and security purposes. Provide a realistic estimate if uncertain of the exact number.*

- **Additional Information**

- Event Description – A description can be provided for any event. The description will show on events on public calendars and internally within 25Live. Descriptions can provide information about the event and any details necessary for attendees.
- Date/Time– Enter the event date, or the date of the FIRST OCCURRENCE. If the event is reoccurring, you will use the next screen to select the repeating pattern and subsequent occurrence dates. Enter event start and end time (*if the event is repeating, the event start/end times must be the same for all dates*).
- Event Location(s) – If you wish to change from your previously selected location, you can do so here. Use the “Search by Location Name...” box to search for a specific location. Input the full room number without any dashes or spaces and hit enter to yield search results.
 - A green check mark indicates availability and red triangle indicates the opposite.
 - You must click on your location choice for it to populate/add it in the “Selected Locations” area on the right. If the location does not show on the right, the location has not been chosen and notification will not go to any schedulers to process your request.
- Attached Files – If you have pertinent event files you may attach up to 5 supporting documents.
 - *If you will need Facilities to set up your event; this is the page you will attach the Facilities Setup Request Form.*
- Additional Event Information – Answer the provided questions and include explanations where necessary. If the answer to the question is “no”, the question may be skipped.
 - *If you will need Facilities to set up your event; this is the page you will make that request by answering associated questions.*
- Contacts – If you are entering an event per someone else’s request, enter their name in the “requestor” field. *The only available 25Live contacts which will be generated will be those who have signed into 25Live at least once.* If you cannot find their name, insert your name as the requestor and input their name in the comments field located later in the event wizard, using the following format: *First name, last name and full mobile telephone number.*
(EX: John Smith 111-222-3333)
- Event Categories – Check all that apply to your event. These will determine which web calendars will include the event (*when publishing functionality becomes available*).
- Comments – Use this field to provide additional instructions or key event information. This information is viewable by the **Scheduler, Requestor** and any services providers or approvers of **Locations** and **Resources** assigned to your event. If you have added event contact detail you did not enter on the contacts page, you will input that detail here as well.
- Affirmation – Agree to the terms by checking the “I agree” box. *Required for event submission.**
- Click “Save” to submit event – After the event is saved, any errors or pending assignments will be displayed. Make sure the information on the left side of the screen looks correct. You can also email yourself a copy of the reservation for your records by clicking the “Email” box in the middle of the screen.

If you have any questions or need help with creating an event, please contact 25live@lbcc.edu.