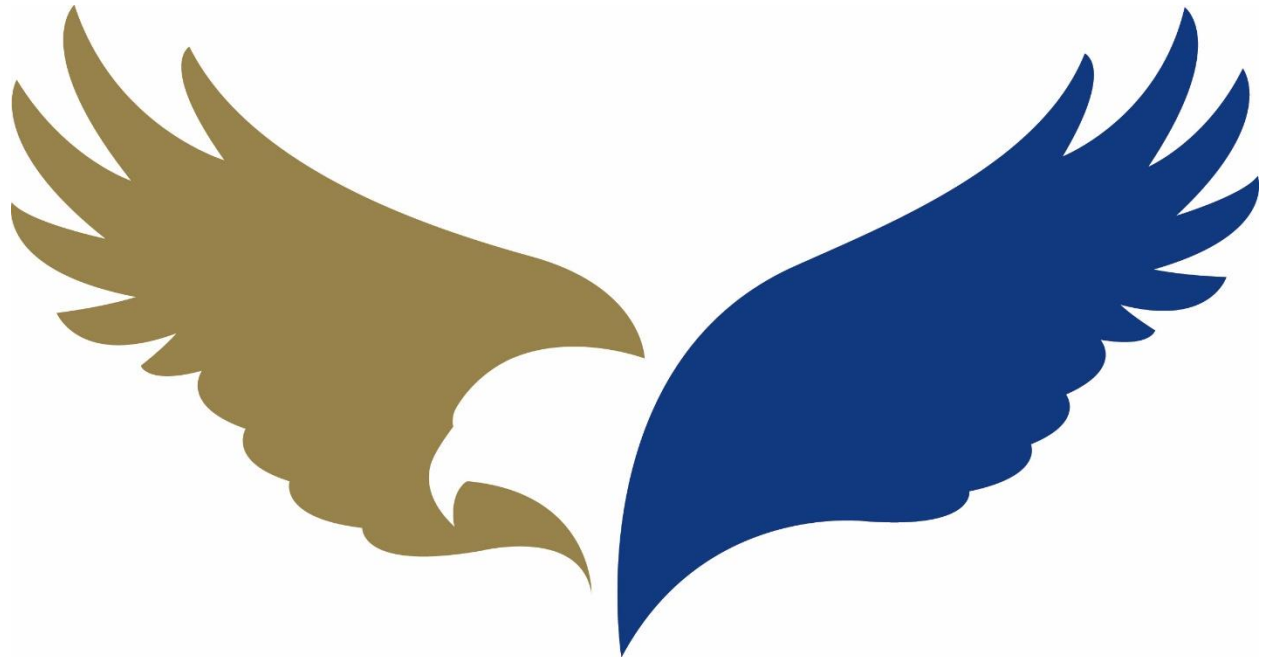


# **25Live Pro Event Scheduling**



**CLARION  
UNIVERSITY**

**Creating a Virtual Event Guide**

## 25Live Pro Creating a Virtual Event

### Ways to Access the Event Form

To begin, sign in using your Clarion account. If you are unsure how to, please refer to the “Getting Started” guide.

There are many different ways to create an event.

#### Option 1:



You can choose to create an event by using the *event form* button on the task bar.

#### Option 2:

A screenshot of the 25Live Pro dashboard. The header is identical to the previous image. Below the header, there are several sections: 'Quick Search' with filters for Events, Locations, Resources, and Organizations; 'Your Starred Event Searches' with a list of searches; 'Your Upcoming Events' showing 8 events; 'Tasks' with a list of task items; 'Your Starred Locations' with a message that no locations are starred; and 'Your Starred Location Searches' with one search item. A large blue 'Create an Event' button is centered below the 'Your Upcoming Events' section. The 'Find Available Locations' section, which includes two options for finding locations based on time or location, is highlighted with a red box.

You can choose to create an event by using the Find Available Locations section on your dashboard.

### Option 3:

The screenshot shows the 25Live Pro interface for Gemmell Student Complex. The top navigation bar includes the Clarion University logo, user name 'Sara Smerkar', and a 'More' menu icon highlighted with a red box. Below the navigation bar, there is a search bar and a 'Recently Viewed' dropdown. The main area displays a calendar for Monday, March 30, 2020, with a legend on the left listing various rooms like GEMML, GEMML 146, GEMML 152, etc. A green event titled 'Faculty Senate - Full - Sp...' is visible on the calendar grid. The right side of the calendar shows a 'Closed' status for each room.

You can choose to create an event by using the *Availability* screen under the *More* section on the task bar.

### Option 4:

The screenshot shows the 25Live Pro interface for GEMML 248 (Gemmell Student Complex Room 248). The top navigation bar is the same as in Option 3. Below the navigation bar, there is a search bar and a 'Recently Viewed' dropdown. The main area displays the details for GEMML 248, including a 'Details' tab selected. The details are organized into sections: Comments, Default Instructions, Features, Layouts, and Categories. The 'Layouts' section shows various room configurations with their capacities. A 'More Actions' dropdown menu is open, and the 'Create an Event in this Location' option is highlighted with a red box. The background image shows a classroom with tables and chairs.

You can choose to create an event when looking at a particular location.


\*Regardless of what option you choose, they will all bring you to the same exact event form.\*

## Moving Through the Event Form

The screenshot shows the Clarion University Event Form interface. The top navigation bar includes the Clarion University logo, user name 'Sara Smerkar', and a 'More' menu. Below the navigation bar, there is a search bar and a 'Recently Viewed' dropdown. The main content area is titled 'Add New' and 'Untitled'. On the left, a sidebar menu lists various form sections, with a red box highlighting the entire menu. The main form area is titled 'This Event Wizard' and contains the following text: '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 \*'. Below this text are three form fields: 'Event Name - Required' (with an information icon), 'Event Title for Published Calendars' (with an information icon), and 'Event Type - Required' (with an information icon and a dropdown menu labeled 'Select an item'). At the bottom right of the form are three buttons: 'Cancel', 'Preview', and 'Save'.

Once this blank event form is loaded, please be as specific as possible.

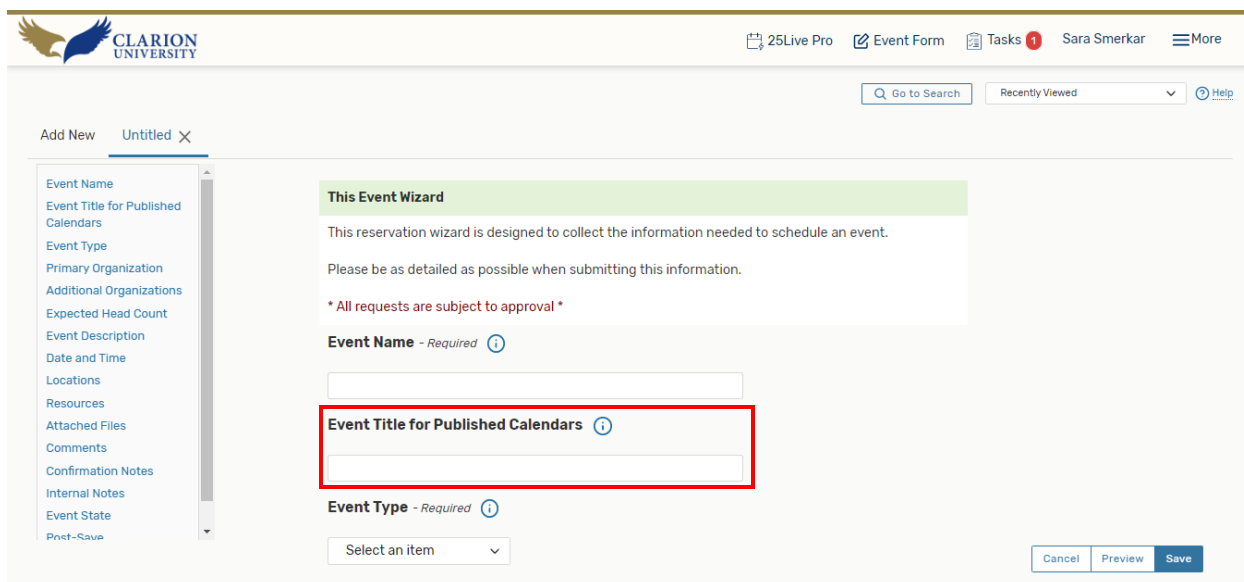
Please note that on the left hand side, there are subcategories that will take you to that part of the form, or you can scroll up and down to find the same information.

If you “click” this  icon, you can learn more information about what is needed in each section.

## Creating a Virtual Event using the Event Form

This screenshot is identical to the previous one, showing the Clarion University Event Form interface. The main difference is that the 'Event Name' input field is now highlighted with a red box, indicating that the user is about to enter the event name.

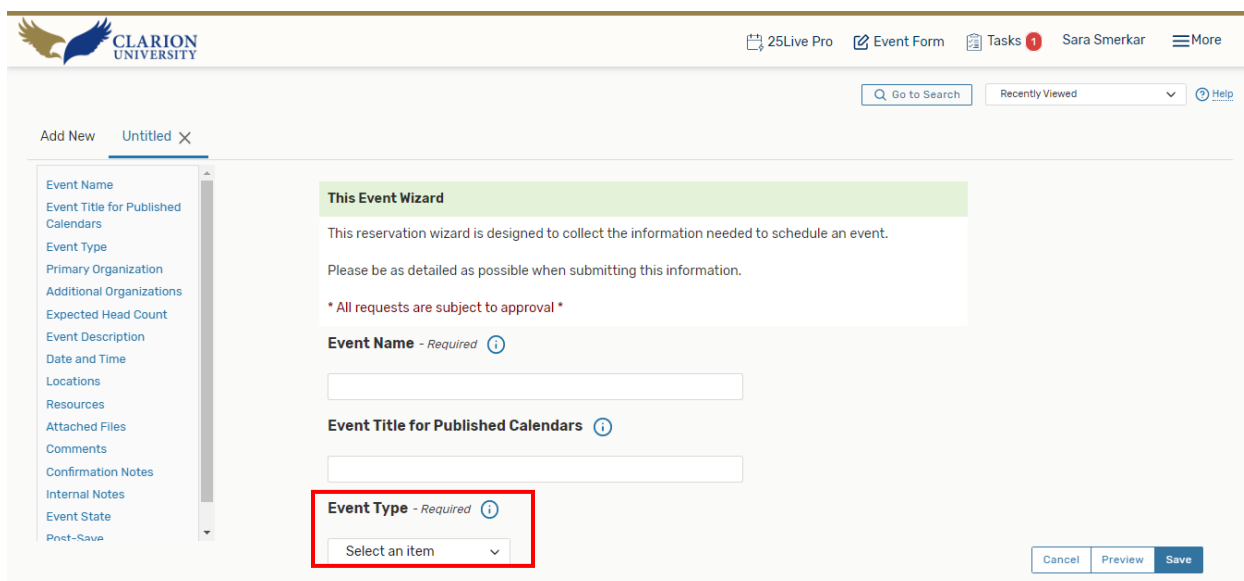
Enter the name of your event.



The screenshot shows the 'This Event Wizard' interface. On the left is a sidebar with a list of fields: Event Name, Event Title for Published Calendars, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Event Description, Date and Time, Locations, Resources, Attached Files, Comments, Confirmation Notes, Internal Notes, Event State, and Post-Save. The main content area has a green header 'This Event Wizard' and introductory text. Below this, there are three required fields: 'Event Name', 'Event Title for Published Calendars' (highlighted with a red box), and 'Event Type'. Each field has an information icon. The 'Event Type' field is a dropdown menu with 'Select an item' as the current selection. At the bottom right are 'Cancel', 'Preview', and 'Save' buttons.

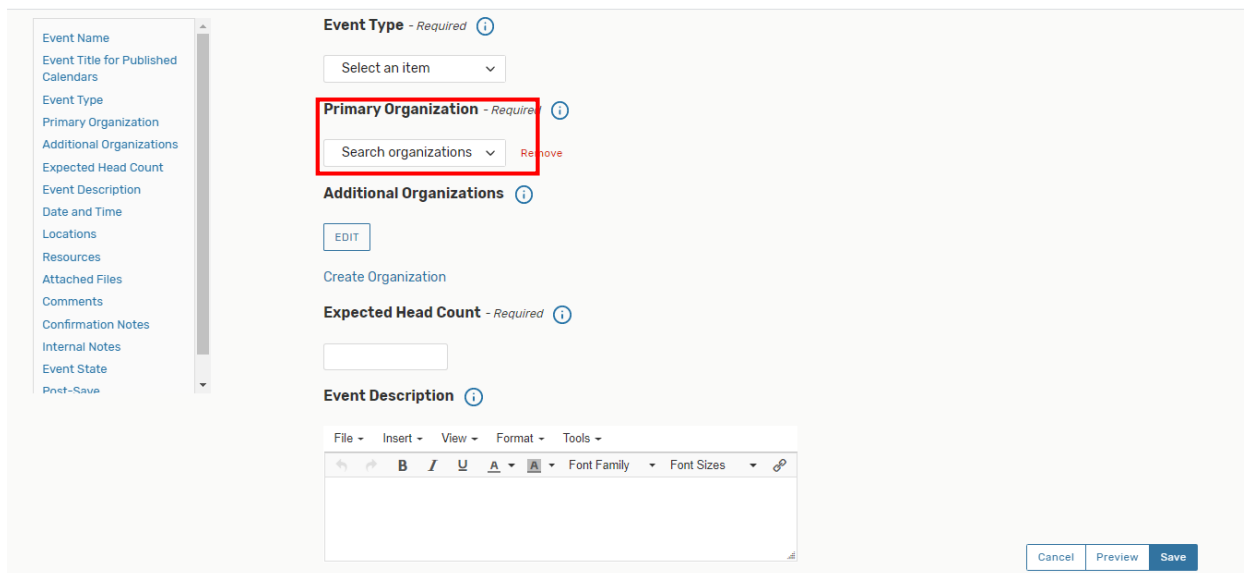
Enter title of event so it can be viewed on the calendar.

The title and name can be the same.



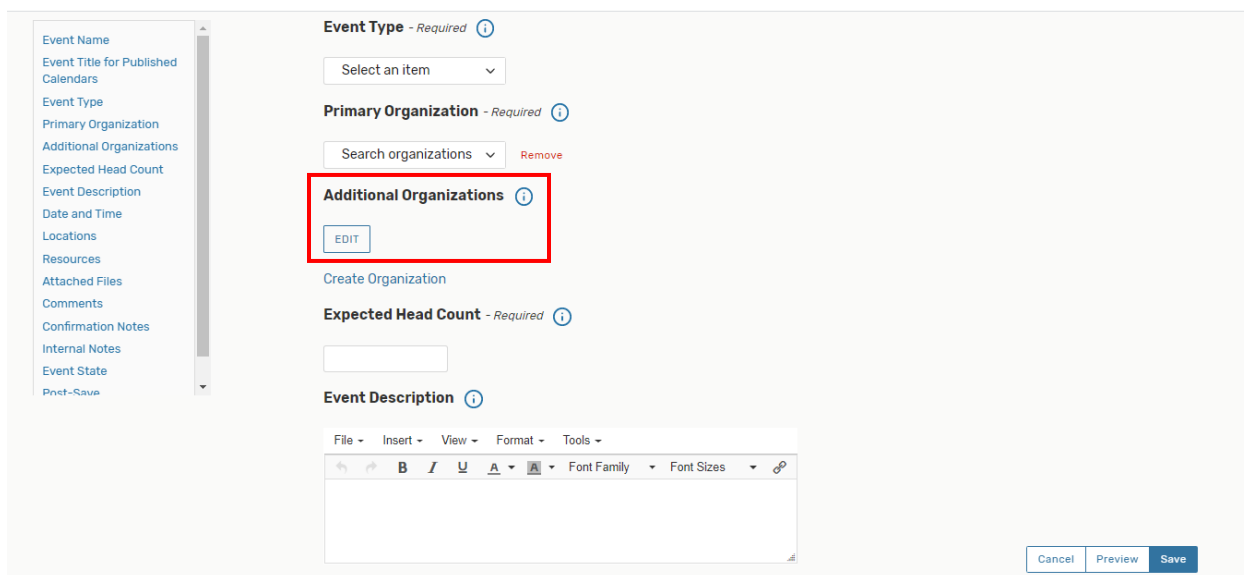
This screenshot is similar to the one above, showing the 'This Event Wizard' form. In this view, the 'Event Type' dropdown menu is highlighted with a red box. The dropdown currently shows 'Select an item'. The rest of the form, including the sidebar and the other fields, remains the same.

Enter what type of event you are hosting. You can click the down arrow to view the event types or begin typing.



The screenshot shows a web form for creating an event. On the left is a vertical navigation menu with items: Event Name, Event Title for Published Calendars, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Event Description, Date and Time, Locations, Resources, Attached Files, Comments, Confirmation Notes, Internal Notes, Event State, and Print-Save. The main form area contains several sections: 'Event Type - Required' with a dropdown menu; 'Primary Organization - Required' with a dropdown menu labeled 'Search organizations' and a 'Remove' link; 'Additional Organizations' with an 'EDIT' button and a 'Create Organization' link; 'Expected Head Count - Required' with an input field; and 'Event Description' with a rich text editor. The rich text editor has a menu with 'File', 'Insert', 'View', 'Format', and 'Tools', and options for bold, italic, underline, text color, background color, font family, and font size. At the bottom right are 'Cancel', 'Preview', and 'Save' buttons. A red box highlights the 'Primary Organization' dropdown menu.

Enter the organization that is hosting the event. You can click the down arrow to view the organizations or begin typing.



This screenshot is identical to the one above, showing the same event creation form. However, a red box now highlights the 'Additional Organizations' section, which includes an 'EDIT' button and a 'Create Organization' link. The 'Primary Organization' dropdown menu is no longer highlighted.

If there is more than one organization, you can add them under the “additional organizations” section.

The screenshot shows a web form for creating an event. On the left is a vertical navigation menu with items: Event Name, Event Title for Published Calendars, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Event Description, Date and Time, Locations, Resources, Attached Files, Comments, Confirmation Notes, Internal Notes, Event State, and Print-Save. The main form area contains the following sections:
 

- Event Type - Required**: A dropdown menu with "Select an item".
- Primary Organization - Required**: A dropdown menu with "Search organizations" and a "Remove" link.
- Additional Organizations**: An "EDIT" button and a "Create Organization" link.
- Expected Head Count - Required**: A text input field, which is highlighted with a red rectangle.
- Event Description**: A rich text editor with a menu bar (File, Insert, View, Format, Tools) and various formatting options.

 At the bottom right of the form are "Cancel", "Preview", and "Save" buttons.

When entering the expected head count, try to enter the closest number of individuals attending.

\*This area is not as important if the event is being held virtually.

This screenshot is identical to the one above, showing the same event creation form. In this version, the **Event Description** section, which includes the rich text editor, is highlighted with a red rectangle.

The event description is not required to be completed. However, it will help individuals who are working with this event an interested knowing more about the event. This section will also be displayed on the calendars, so please be specific about your event and its details.

This area is NOT the area to ask for resources or a specific location set-up.

The screenshot shows a web form for event registration. On the left is a sidebar with a list of menu items: Event Name, Event Title for Published Calendars, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Event Description, Date and Time, Locations, Resources, Attached Files, Comments, Confirmation Notes, Internal Notes, Event State, and Print-Save. The main form area has a section titled "Date and Time - Required" with a help icon. This section contains a date input field with "Thu APR 02 2020", a start time input field with "11:00 am", a "To:" label, an end time input field with "12:00 pm", and a checked checkbox labeled "This event begins and ends on the same day". Below this is a "Duration:" field showing "1 Hour". Further down is an "Additional time" dropdown menu. Below the dropdown is a text instruction: "Click on the calendar below to add dates or click the button below to select a date pattern." At the bottom of this section is a blue "Repeating Pattern" button. At the very bottom of the form are three buttons: "Cancel", "Preview", and "Save".

If your event is repeating, please put in your first event and then use the repeating pattern button placed lower on the form. If you have a repeating event, enter the first date here and then you can enter the rest later on in the form.

Before we cover that, it is important to note that if the box “this event begins and ends on the same day” is NOT checked. It means that if you have a repeating event it will run from the starting time on the first day the entire way to the ending time of the last day. Therefore, if your event does not go continuously throughout the night, make sure that box IS CHECKED. *The majority of the time, this box will need to be checked.*

An example is if you have an event from 8am to 4pm on Wednesday, Thursday, and Friday. If the box is unchecked, it means that you are holding your event from 8am on Wednesday continuously until 4pm on Friday. If the box is checked, the event will be held between 8am and 4pm on Wednesday, Thursday, and Friday. It will not run continuously through the night, if the box is checked.



- Event Name
- Event Title for Published Calendars
- Event Type
- Primary Organization
- Additional Organizations
- Expected Head Count
- Event Description
- Date and Time
- Locations
- Resources
- Attached Files
- Comments
- Confirmation Notes
- Internal Notes
- Event State
- Print-Save

**Date and Time** - Required ⓘ

Thu APR 02 2020

11:00 am

To:

12:00 pm

This event begins and ends on the same day

Duration:  
**1 Hour**

Additional time ▾

Click on the calendar below to add dates or click the button below to select a date pattern.

Repeating Pattern

Cancel Preview Save

This area will not be used if your event is being held virtually.

- Event Name
- Event Title for Published Calendars
- Event Type
- Primary Organization
- Additional Organizations
- Expected Head Count
- Event Description
- Date and Time
- Locations
- Resources
- Attached Files
- Comments
- Confirmation Notes
- Internal Notes
- Event State
- Print-Save

Additional time ▾

**Setup Time**

0 Days 0 Hours 0 Minutes

**Pre-Event Time**

0 Days 0 Hours 0 Minutes

**Post-Event Time**

0 Days 0 Hours 0 Minutes

**Takedown Time**

0 Days 0 Hours 0 Minutes

Reservation Start:  
**Thu APR 02 2020 11:00 am**

Reservation End:  
**Thu APR 02 2020 12:00 pm**

Reservation Duration:  
**1 Hour**

Click on the calendar below to add dates or click the button below to select a date pattern.

Repeating Pattern

Cancel Preview Save

The repeating pattern button is where you can choose if your event is weekly, monthly, etc. The calendar below allows for you to do the same thing.

- Event Name
- Event Title for Published Calendars
- Event Type
- Primary Organization
- Additional Organizations
- Expected Head Count
- Event Description
- Date and Time
- Locations
- Resources
- Attached Files
- Comments
- Confirmation Notes
- Internal Notes
- Event State
- Print-Save

Reservation Start:  
**Thu APR 02 2020 11:00 am**

Reservation End:  
**Thu APR 02 2020 12:00 pm**

Reservation Duration:  
**1 Hour**

Click on the calendar below to add dates or click the button below to select a date pattern.

Repeating Pattern

April 2020

S	M	T	W	T	F	S
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02
03	04	05	06	07	08	09

View All Occurrences

Cancel

Preview

Save

The calendar allows for you to select the days you would like for your event.

**All Date Occurrences** ✕

Dates	Times	Comment	State	Remove
Thu APR 02 2020	11:00 am - 12:00 pm	<input type="text"/>	Active	Remove
Thu APR 09 2020	11:00 am - 12:00 pm	<input type="text"/>	Active	Remove

Close

View All Occurrences

**Locations** ⌵

**Locations Search** ⌵

Auto-Load Starred: No  Yes

Hide Conflicts  Enforce Headcount

Cancel

Preview

Save

Once you select your days, you can “click” the *View All Occurrences* button to see the days and times of your event.

If you notice, you are able to change the times of the specific day. You may need to do this when you are having a meeting that is ending early the last day or something of that nature.

For a virtual event, you can simply skip by this section. You will not need to enter a location, since it's virtual.

Add	Name	Quantity Available	Conflict Details
1 <input type="button" value="Reserve"/>	<a href="#">Table Linens</a>	Unlimited	None
1 <input type="button" value="Reserve"/>	<a href="#">Table Linens, Gold</a>	Unlimited	None

You will most likely NOT need a resource, if the event is being held virtually. However, if you do, you can search for resources and check to see if they are available. Resources include tech, zoom, catering, linens, Minor Registration, etc.

The screenshot shows a sidebar on the left with a list of event-related fields: Event Name, Event Title for Published Calendars, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Event Description, Date and Time, Locations, Resources, Attached Files, Comments, Confirmation Notes, Internal Notes, Event State, and Print-Save. The main content area contains several sections: 'Attached Files' (highlighted with a red box and containing an 'Upload a file' button), 'Comments' (with a text input field), 'Confirmation Notes' (with a text input field), 'Internal Notes' (with a text input field), and 'Event State' (with a dropdown menu currently set to 'Tentative'). At the bottom right, there are three buttons: 'Cancel', 'Preview', and 'Save'.

The attached files section is a place where you can upload your meeting agenda, etc.

This screenshot is identical to the one above, showing the same sidebar and main content area. The 'Attached Files' section is still present. The 'Comments' section is now the focus, showing a text input field for adding comments. The 'Confirmation Notes' and 'Internal Notes' sections remain below it, along with the 'Event State' dropdown set to 'Tentative' and the 'Cancel', 'Preview', and 'Save' buttons.

The comments section will look different. This is where you can add comments about the event.

The event state will remain tentative until everything is approved including locations and resources.

The screenshot shows a web form for creating an event. On the left is a vertical sidebar with a list of fields: Event Name, Event Title for Published Calendars, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Event Description, Date and Time, Locations, Resources, Attached Files, Comments, Confirmation Notes, Internal Notes, Event State, and Post-Save. The main form area contains several input fields: a large text box at the top, an 'Internal Notes' section with an information icon and a text box, and an 'Event State' section with a dropdown menu currently set to 'Tentative'. A red rectangular box highlights a dialog box titled 'After Saving This Event...' which contains five radio button options: 'Go To Event Details' (selected), 'Create Another Related Event', 'Create A Related Copy of This Event', 'Continue Editing Event', and 'Create Another Event'. At the bottom right of the form are three buttons: 'Cancel', 'Preview', and 'Save'.

After you completed the event form. You can save the event. The *After Saving This Event* section will tell you where you will be prompted to after saving.

The *Go to Event Details* will take you to the event that was just created and its details.

The *Create Another Related Event*, it will take you to a new event form and then relate this event to the new event. This may be used if you have more than one thing going on with your complex event.

The *Create A Related Copy of This Event* means that it will create a copy of this current event, take you to the event form, and relate the two.

The *Continue Editing Event* will allow you to save the event while you can edit the event.

*Create Another Event* option means that it will take you to a new event form.

Event Name  
Event Title for Published Calendars  
Event Type  
Primary Organization  
Additional Organizations  
Expected Head Count  
Event Description  
Date and Time  
Locations  
Resources  
Attached Files  
Comments  
Confirmation Notes  
Internal Notes  
Event State  
Post-Save

Internal Notes ⓘ

Event State ⓘ  
Tentative ▾

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

Cancel Preview Save

Once you decide where you would like to be taken after you “save” the event.

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25Live Pro Event Form Tasks 4 Sara Smerkar More

Go to Search Recently Viewed Help

**Virtual Test** Tentative 2020-AAPTJS Fri JUN 19 2020 9:00 am - 10:00 am On: 6/19, 6/22

Details Occurrences Calendar Schedule Task List Audit Trail

Edit Event Tentative More Actions

**General** ^

Event Name: Virtual Test

Event Title: Virtual Test

Event Type: Meeting

Organization: Conference & Event Services

Scheduler: Smerkar, Sara

**Event Categories** ^  
Add

**Custom Attributes** ^  
Add a Custom Attribute

**Event Info** ^

You can then view the event and its details through the calendar or through the event details page.

Please note, you will not have a location for this event, since it is being held virtually.