Create an Event

You can create and submit your event request from your 25Live Pro Dashboard. Keep in mind that same day requests cannot be submitted! Advanced notice (1-3 days depending on your college) is required for all event reservations.

**Note:** The term “Organization” is used for department, program, or external organization.

1. Go to the 25Live Login page:
   25live.collegenet.com/pro/maricopa#/1/home/dashboard
2. Log in with your MEID and password.

3. Each time you login, you will see the Welcome Message which contains the College Leads whom you contact to request an event at their college.

4. Click Close.
   - Uncheck “Show on Login” to turn off Welcome Message.
   - To turn ON Welcome Message follow steps on the next column:

Click More in the upper right corner.

Click About, then select Welcome Message.

- The 25Live Pro Home/Calendar page Displays.
5. In the upper-right corner, click 25Live Pro.

- The 25Live Pro button is the “Return to Dashboard” button.
6. Right in the middle, click Create an Event.

Technology Training Services
August 21, 2019
• The Event Wizard (request form) displays.
• There are helpful instructions and tips on both sides of the Event Wizard.
  o The left side of the screen displays information that you have entered regarding your event in the form.
  o The right side of the form are instructions for each field.

7. In Event Name, enter your event name.
• The name field is limited to 40 characters.
  
  Start by entering the basic event information.

  Event Name
  This field is required

  o Enter a descriptive event name.
  o Event name will display in published listings.
  o Event name will display in two additional areas on the left side of your Event Wizard.

• To return to this page (to edit event name or type, etc.), click the event name on the left.

8. Click in Event Type, and select the appropriate option.
• You may have to scroll down in the Type field to see all of the options.

9. Click in Primary Organization for this Event, and click on Browse to search by College and Type.
• OR Type keyword of Organization to search.

10. On the left, in the Find By column, select an option; then in the middle column select a Type; then on the right, select your choice.

• Colleges are listed under the Types option.

11. Click Next.
12. In Expected Head Court, enter the maximum number of expected participants.

Enter additional basic event information.

**Expected Head Count**

13. Click in Event Description, and enter a detailed description of your event.

14. Click Next.
15. Is this a repeating event? Click No or Yes.

* Is this a repeating event?
  
  No
  This event happens only once.
  Any other related events are separate and distinct.

  Yes
  This event occurs multiple times
  It repeats daily, weekly, monthly, or irregularly (ad hoc).

* Repeating events are addressed later.

16. In the Event Start/End date and time fields, use the Calendar icons to enter the appropriate dates, and then click in the fields below the dates to select and enter the correct times.

- If this is a repeating event, enter the information for the first event date. All event times are for the same time.
- If the occurrence does not end on the same day, uncheck the checkmark box, and the Event End date will become available for editing. Use the Calendar to enter the correct end date, then enter the correct end time.

17. If you do not need any additional time before or after your event, skip the Additional Time section and click Next, and go to step #25.
18. If you need additional time before or after the event, in the Additional Time section, click Yes.

* Please note this is for your prep or set up time – not the time for facilities setup.
• Fill out the necessary information for the Pre-Event and/or Post-Event fields.

For example, your official event starts at 9:00am, but you need to enter the room one hour before to distribute your materials and to get your presentation squared away on the computer at the presenting station.

• **Do NOT use** Set-up and Takedown fields! They are for staff who prepare your room!

<table>
<thead>
<tr>
<th>Additional Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does this event require additional time before the event? <em>Yes</em> No</td>
</tr>
<tr>
<td><strong>Setup:</strong></td>
</tr>
<tr>
<td>Days</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td><strong>Pre-Event:</strong></td>
</tr>
<tr>
<td>Days</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>Reservation Start: 9:00 am</td>
</tr>
<tr>
<td>Does this event require additional time after the event? <em>Yes</em> No</td>
</tr>
<tr>
<td><strong>Post-Event:</strong></td>
</tr>
<tr>
<td>Days</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>Reservation End: 4:00 pm</td>
</tr>
</tbody>
</table>

• The additional time needed will not appear as actual event times for participants.

• The room reservation time for your event, including times for pre-event and post-event, will show as unavailable.

19. Click Next.

20. If this is **NOT** a Repeating Meeting, go to step #25.

21. If this **IS** a Repeating Meeting, go to the next step.

22. If you answered Yes to this being a Repeating Meeting, select Ad Hoc Repeats.

• It is recommended to always use Ad Hoc Repeats since the other options do not check if the college will be open on the repeating days. (For example, holidays or weekends)

23. Use the calendar to select all repeating date(s).

![Calendar Image]

• All repeating dates will be listed in the Occurrence List section below the calendar.

<table>
<thead>
<tr>
<th>Occurrence List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Wed May 15 2019</td>
</tr>
<tr>
<td>Fri May 17 2019</td>
</tr>
<tr>
<td>Tue May 28 2019</td>
</tr>
</tbody>
</table>

24. When finished selecting all repeating dates, click Next.
25. In Search by Location Name, enter a keyword for a room, and press Enter.
   - It is recommended to enter the building ID followed by a dash to narrow the search (i.e., AP- for APBuilding) or keyword found in the formal name of the building.

26. If you have a Repeating Meeting and would like to use the same room, unchecked the no time conflicts and head count checkbox, then click back in the location field, and press Enter.
   - This way all rooms will show and you can see which locations have conflicts or not.
   - The official room name(s) displays below.

27. Hover over the room name to get information related to the room.

28. Click on the official room name to select it.

Icon Legend:

- The room is available for selected dates.
- The room is not available for one or more of the selected dates.
- Hover over the icon to see the conflicting date(s).

The room’s scheduled events are viewable, but the location isn’t available to be scheduled through 25Live Pro. Please contact the Location Scheduler to schedule.

Please see the icon legend on the next page.
• Your selected location(s) display in the lower-right corner of the page.

• If you clicked on multiple room names, you selected multiple room locations. You may have to scroll down to see them.

• Click the X to deselect any location you will not be using after all.

• If you have a conflicting date(s), you can deselect this location option or you must modify your request before you can proceed. See the modify steps below:
  o Click View and Modify Occurrences.
  o In the Modify window, in the Assign column, uncheck the date(s) that conflict with the room, and click Save Changes.
  o Keep in mind, if you selected multiple rooms, and you have all dates checked as seen below, all selected rooms will be reserved.

29. To request a different room layout, for a single occurrence event, return to the Selected Locations section in the lower-right corner, and include your specific instructions.

![Selected Locations](Image)

- Most rooms come “As Is,” meaning you cannot change the layout. However, for some rooms such as the DO Employee Lounge, you can request a specific layout.

30. If it’s a Repeating Meeting with the same setup instructions, click View and Modify Occurrences; enter the instructions for the first date; then click the blue arrow to copy the instructions to the remaining dates; then click Save Changes.

31. When finished with room(s), click Next.

32. If you have attachments for your event, go to the next column. If not, click Next and go to step #37.
Attachments

You can attach documents such as flyers, registrations forms, and setup diagrams that are related to your event request.

All attachments are viewable to all users! Be especially careful if your college posts events to a public page.

33. Click Select File to locate and upload your document(s).

- Your document is now attached.

34. To view your document, click Download; then open, view, and close your document.

35. To delete document, click the X next to Download.

36. When finished with attachments, click Next.
   - Note: Some colleges will be prompted with a Custom Attributes page. If you do, please enter information into the required fields and include any additional information which applies to your event.

37. In Additional Notes, enter specific instructions for the Scheduler; such as set-up or event details.
   - At some colleges, this field may appear as “Notes to Scheduler.”

38. When finished with your request, click Next.

39. To submit your event request, acknowledge that this is a request that has not yet been approved or scheduled, by clicking the checkmark box for “I agree.”

- The screen will display a green checkmark.

40. Click Save.
• A summary page of your event request displays with your event ID and additional options. (For example, you can email details of your request to yourself and/or anyone else).

• Keep in mind that although you saved and submitted your request, it is still considered in "Draft" status while it's pending approval.

• Click the Close button at the top-right corner to return to your Dashboard.

• Your Event Draft will display on your Dashboard under Your Event Drafts.

41. To sign out, click the More menu click Sign Out.

Help & Support
Below are the College Leads for each college:
• CGC: Robert Contreras
• EMC: Nadine Johnson
• GCC: Catherine Crawford
• GWC: Dan Johnson
• MCC: Angela Cissell
• PC: Priscilla Gonzales
• PVC: Jeanette Saxon
• SCC: Patti McNeill
• SMC: Diana Daddo
• DO Rooms: Sean Grady, Veronica Mioni
• EP Rooms: Teri Usky
• EP Foundation Rooms: Mary Mickels
• District System Analyst: Teresa Summers