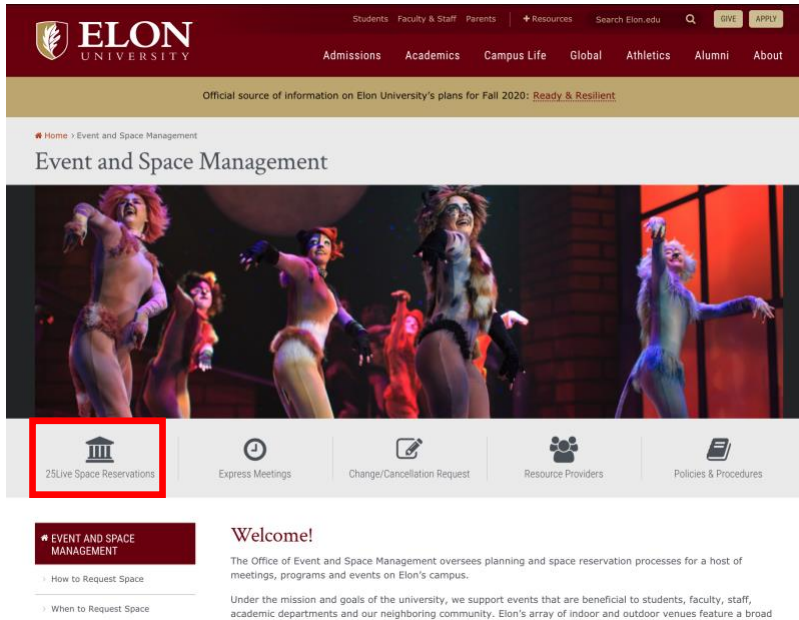


*A guide for submitting Level II and III event requests*

## Get Started

**1.) Access:** Navigate to the [Event and Space Management website](#), and select the **25Live Space Reservations** icon under the image slideshow.



The screenshot shows the top navigation bar of the Event and Space Management website. The '25Live Space Reservations' icon, which features a building silhouette, is highlighted with a red rectangular box. Other icons include 'Express Meetings', 'Change/Cancellation Request', 'Resource Providers', and 'Policies & Procedures'. Below the navigation bar, there is a 'Welcome!' message and a brief description of the office's role in planning and space reservation processes.

**2.) Sign In:** Sign in using your Elon email username and password. You may be prompted to complete multi-factor authentication (MFA) using DUO Security.

**25LIVE**

**Username:**

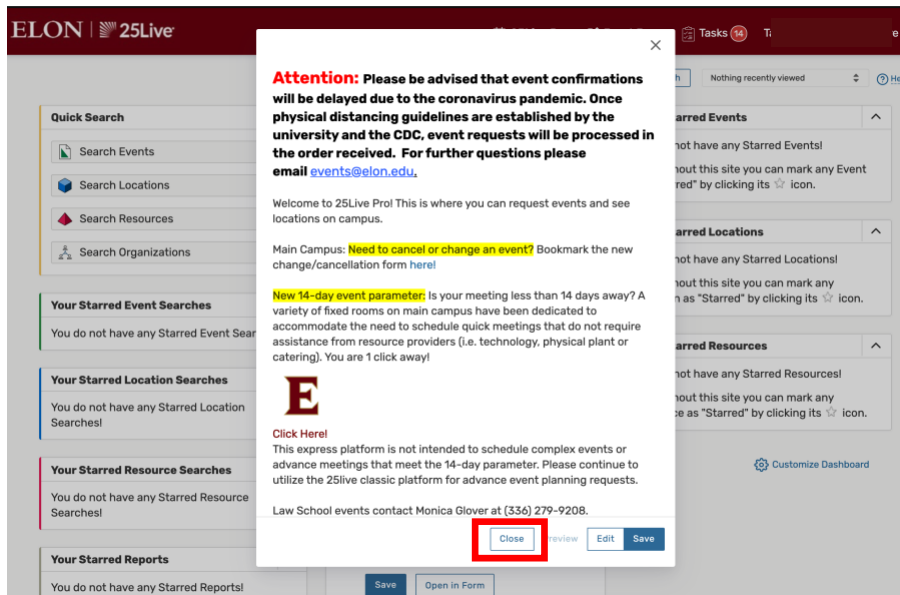
**Password:**

**Login**

- [Forgot your password?](#)
- When you are finished with your session, close your browser window(s) to log off.

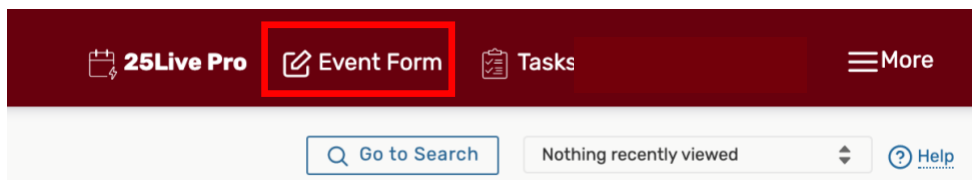
Session Timeout: 141 seconds

**3.) Review Announcements:** An announcement about events will appear. Please review the announcement, then select **Close** to continue.



## Create an Event Request

**1.) Open Event Form:** Select **Event Form** along the navigation at the top of the screen to open a new 25Live Pro Scheduling Event Form.



**2.) Basic Details:** Starting at the top of the form, enter event details. You **must complete all required fields** to save your request. Some fields may search ahead as you type in them.

- **Event Name:** Used to display your event on the University Events Calendar
- **Event Type:** Determines other choices in the Event Form, e.g. attributes
- **Primary Organization:** Indicates the event host, e.g. your department and additional organizations may be added
- **Event Description:** Details about your event, which will appear on the University Events Calendar to publish this event

**Event Name - Required**

Please enter a value for required fields

**Event Type - Required** ⓘ

Workshop/Training/Speaker ☆ ▾

**Primary Organization for this Event - Required** ⓘ

Event and Space Management ☆ ▾ Remove

**Additional Organizations**

EDIT


[Create Organization](#)

**Expected Head Count - Required** ⓘ

Required fields are labeled as such alongside field titles.

If a required field is empty when you select "Save," your request will not be submitted. Instead, a label with red text will appear.

Planning a virtual event? View our one-page Virtual Event Request Guide.

 **Tip: The Information Icon**

Select the information icon ⓘ for help or instructions for any field that displays it. Some help sections may be open by default.

**3.) Attendance & Details:** Enter an *Expected Head Count* for the event. Then, add an *Event Description* details.

- *Event Description:* Field allows you to format text with a variety of options

**Expected Head Count - Required** ⓘ

**Event Description** ⓘ

File Insert View Format Tools

↶ ↷ B I U A ▾ [color] ▾ System Font ▾ 12pt ▾ [link]

**4.) Date & Time:** Next, specify the date and time of the event. If the event occurs on multiple days, you will enter details in the next step.

- **“The event begins and ends on the same day”:** Your event will always start and end on the same day. Never uncheck this selection.

The screenshot shows a form titled "Event Date and Time - Required". It contains three input fields: "Fri Aug 28 2020", "1:00 pm", and "To: 2:00 pm". Below these fields is a checked checkbox labeled "This event begins and ends on the same day". Further down, there is a box labeled "Duration: 1 Hour" and a dropdown menu labeled "Additional time".

- **Additional Time:** You may add extra time for pre- or post-event activities. These activities do not include set-up and breakdown, which are added as **Custom Attributes** later in the form.

The screenshot shows a form titled "Additional time". It has two sections: "Pre-Event Time" and "Post-Event Time". Each section has three input fields for "Days", "Hours", and "Minutes". In the "Pre-Event Time" section, the values are 0 Days, 0 Hours, and 30 Minutes. In the "Post-Event Time" section, the values are 0 Days, 0 Hours, and 30 Minutes. Below these sections, there is text indicating "Reservation Start: Thu Jul 30 2020 7:30 am" and "Reservation End: Thu Jul 30 2020 9:30 am". At the bottom, there is a box labeled "Reservation Duration: 2 Hours".

**5.) Multi-Day Events:** In the calendar, the date you specified in the previous section will appear. If your event occurs on more than one day, please use the calendar to select additional dates. A list of your selections will appear alongside the calendar. If necessary, you may adjust event hours for any date.

The screenshot shows a 'Repeating Pattern' section on the left, which includes a calendar for August 2020. The date August 28th is highlighted in blue. Below the calendar is a 'View All Occurrences' button. To the right is a 'Date Occurrences (Fri Aug 28 2020)' table with columns for Dates, Times, Comment, State, and Remove. The table contains one row for 'Fri Aug 28 2020' with a time range of '1:00 pm' to '2:00 pm', a comment field, a state dropdown set to 'Active', and a 'Remove' button. At the bottom right of the table are 'Close' and 'Add Occurrence' buttons.

**6.) Location Search:** Specify a location or search *Public* or *Saved* to search available event spaces.

The screenshot shows the 'Event Locations - Required' search interface. It features a 'Locations Search' section with a search input field containing 'Search Locations'. Below the search field are 'Reset' and 'Search' buttons. A dropdown menu is open, showing a list of search categories and results. The categories are 'Saved Searches (optional)', 'Pre-Defined Groups', 'Your Starred Locations', and 'Public Searches'. The 'Public Searches' category is highlighted in red and contains three items: '[Copy] Law Main Bldg Rooms 1', 'Alamance Building', and 'All Locations on 25Live'. Each item has a star icon to its right. There are also checkboxes for 'Auto-Load Starred' (set to 'No'), 'Hide Conflicts', and 'Enforce Headcount'. A hint icon and text 'Hint! Type :: to use SeriesQL.' are also visible.

- **Keyword search:** Select **More Options** to add additional parameters if you want to identify locations that include specific features, layouts or capacities.
- **Hide Conflicts & Enforce Headcount:** These options must ***always*** remain unchecked as they will significantly limit the list of available locations shown.

Event Locations - Required ⓘ

**Locations Search** ^

Auto-Load Starred: No  Yes

Hide Conflicts  Enforce Headcount

Saved Searches (optional) ▾ Search Locations

ⓘ Hint! Type :: to use SeriesQL.

▾

- As you search, 25Live Pro will check venue availability based on the dates and times specified. Select linked titles to view location details. If applicable, select **Conflict Details** to view related information.

Event Locations - Required ⓘ

**Locations Search** ^

Auto-Load Starred: No  Yes

Hide Conflicts  Enforce Headcount

Belk Library ▾ Belk Library

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Reserve"/>	<a href="#">Belk Library 108.1</a>	Belk Library Study Room 108.1	7	1/1	None
<input type="button" value="Reserve"/>	<a href="#">Belk Library 108.2</a>	Belk Library Study Room 108.2	4	1/1	None
<input type="button" value="Reserve"/>	<a href="#">Belk Library 108.3</a>	Belk Library Study Room 108.3	2	1/1	None
<input type="button" value="Reserve"/>	<a href="#">Belk Library 108.4</a>	Belk Library Study Room 108.4	4	1/1	None
<input type="button" value="Reserve"/>	<a href="#">BELK*102</a>	Belk Library 102	22	1/1	None
<input type="button" value="Reserve"/>	<a href="#">BELK*113</a>	Belk Library 113	34	1/1	None

**BELK\*114** Belk Library 114 **Capacity: 12** ☆

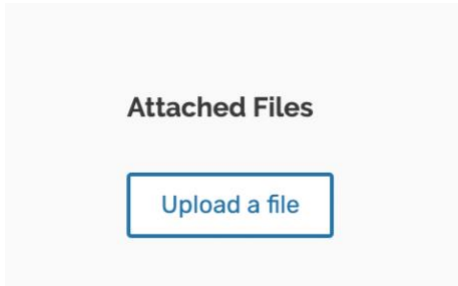
Date Time Conflicts Shared Layout Instructions Attendance

Fri Aug 28 2020 1:00 pm - 2:00 pm  Conferenc

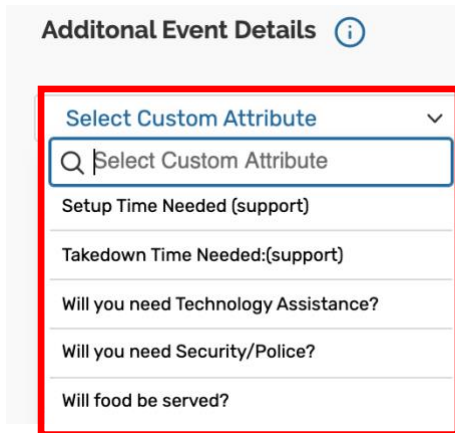
Select the title to view location details.

Search available spaces on campus. To quickly clear results and begin another search, select "Reset."

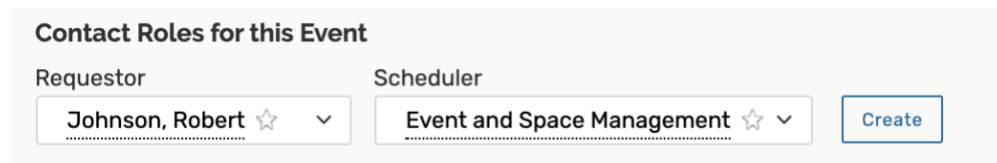
**7.) Attach Files:** Select **Upload a File** to attach a *JPEG or PNG* file from your computer to the form. You can include up to five files, which cannot exceed 25MB.



**8.) Custom Attributes:** Select **Additional Event Details** to add custom attributes relative to the event, e.g. private event, alternate date or location, catering needs, additional setup time, additional takedown time, etc.



**9.) Event Contact:** The **Contact Roles for this Event** section is automatically completed based on your login credentials. You should **only** edit these details if you are submitting the event request on behalf of someone else.





### Note: Default Schedulers

The scheduler will automatically be assigned to your event for processing purposes. Please ***do not*** change this section to ensure your event is processed in a timely manner.

**10.) Event Comments:** You may leave additional notes about your event for Event and Space Management staff in the ***Event Comments*** box.

Event Comments ⓘ

Please include event comments or any special notes.

**11.) Save Event Draft:** In the section ***After Saving This Event***, you may choose the area of 25Live Pro where you want to be taken after saving the event form draft. Then, select ***Preview*** to view a draft of the form draft before saving or select ***Save*** to submit the form.

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

## Tips

- The option to ***Cancel*** the event form is always available in the bottom right corner of the page, alongside options to ***Preview*** and ***Save***. If you select Cancel, be aware that your selections or changes will not save.
- The event request reference number is displayed after the event is saved. You can use this number later to quickly find the event in 25Live Pro.



## Next Steps

Visit the [How to Request Space page](#) on the Event and Space Management website to review information about event types, the space request process and general policies and procedures for university events.

## Get Help

For additional assistance, explore how-to articles in the [25Live Pro Knowledge Base](#) or contact the Office of Event and Space Management at (336) 278-EVNT (3868) or [events@elon.edu](mailto:events@elon.edu) to inquire about training sessions.

