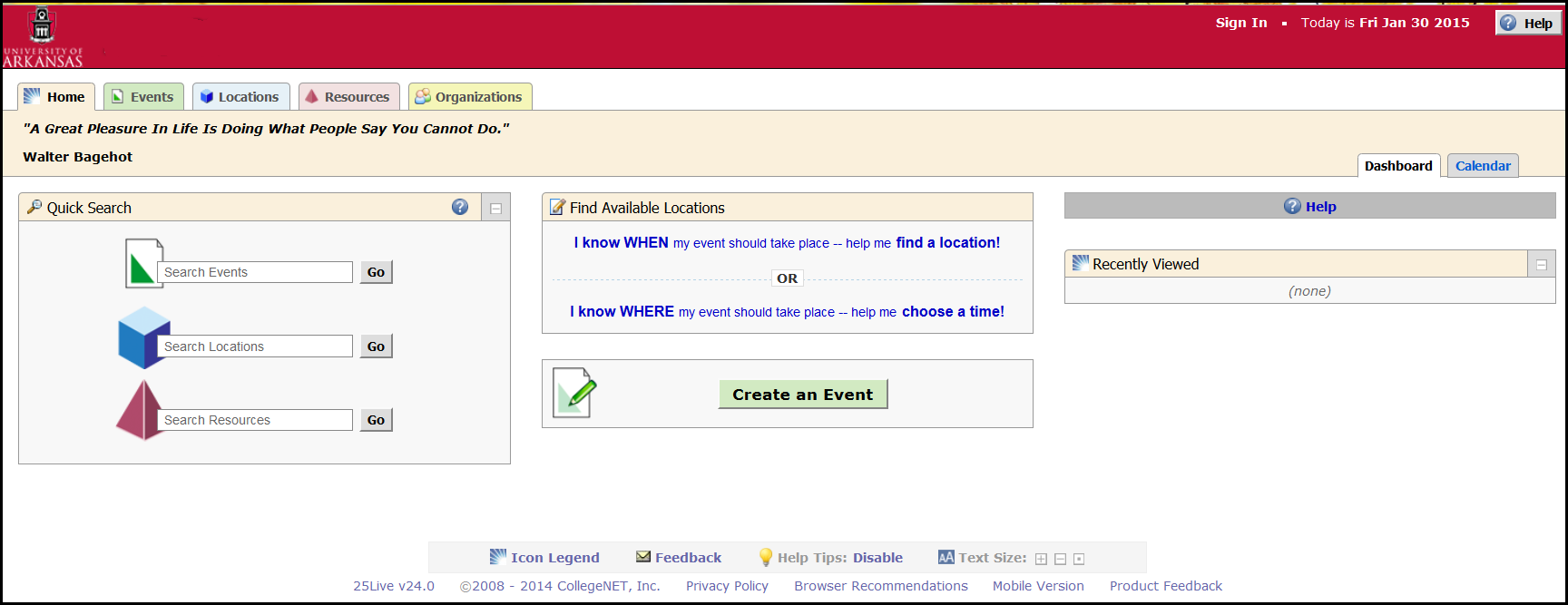
**Creating an Event in 25Live**

1. Log in to 25Live at <https://25live.collegenet.com/uark>



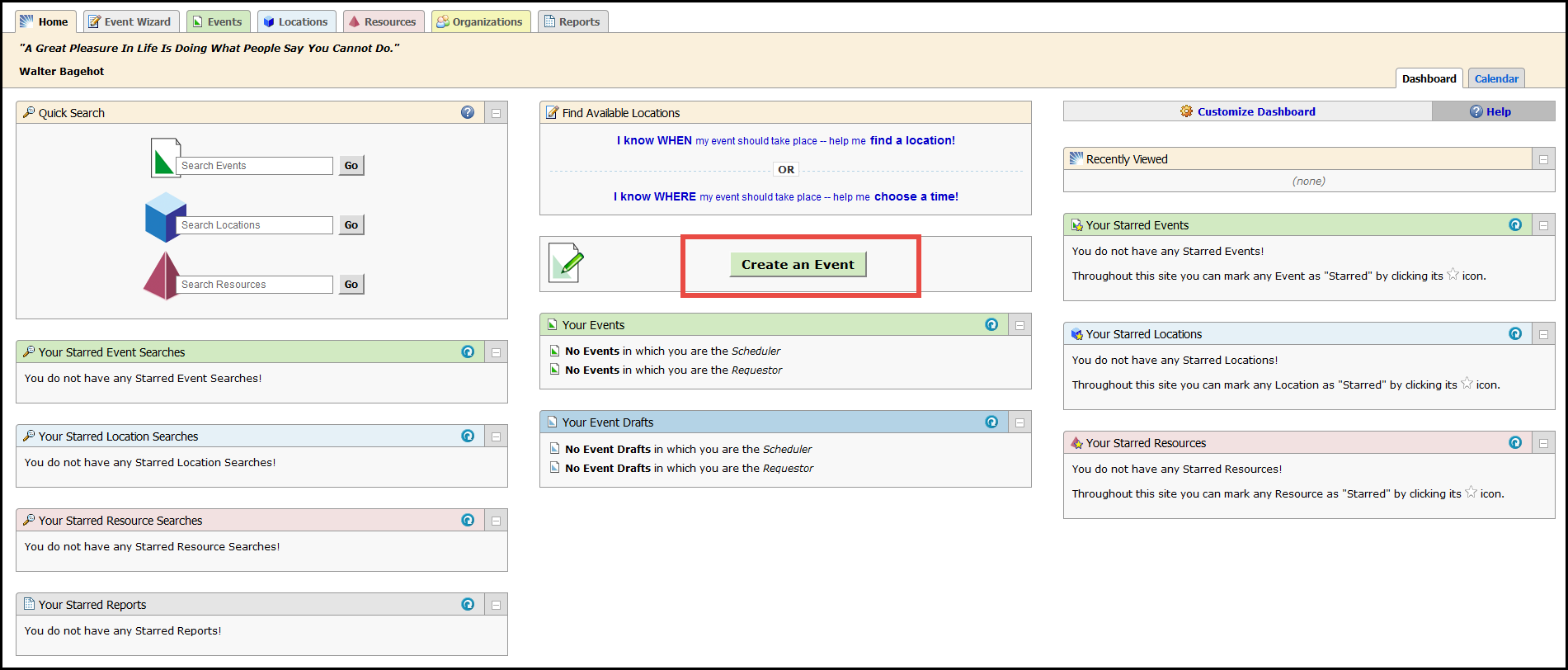
1. Click the **Sign In** Link in the upper right corner.



1. Enter your **UARK username** and **Password**.



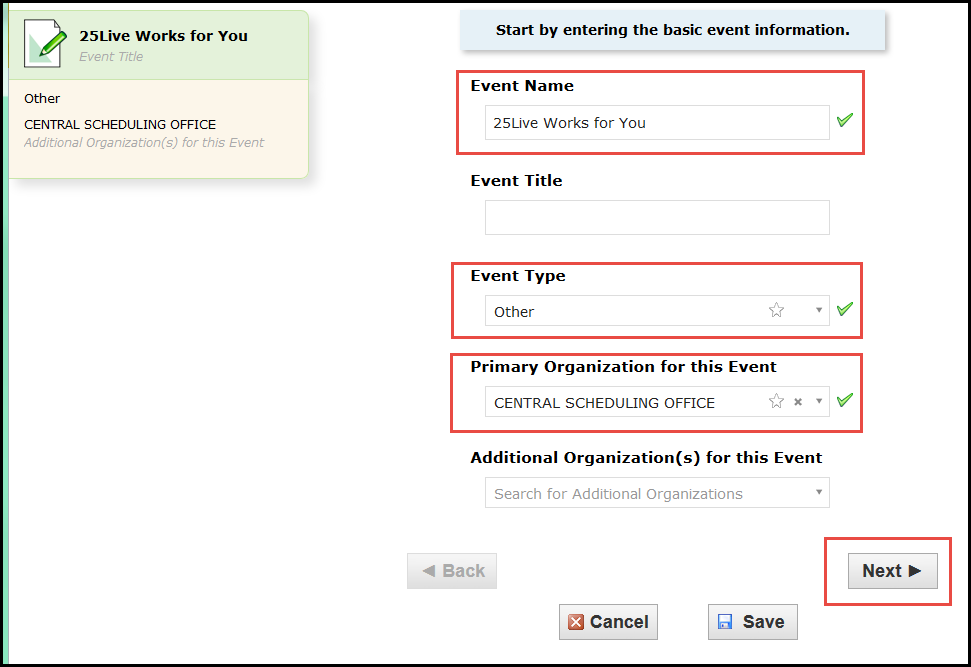
1. Click **Log in**.
2. Your **Home** page is displayed.
3. Click the **Create an Event** button to open the **Event Wizard**.



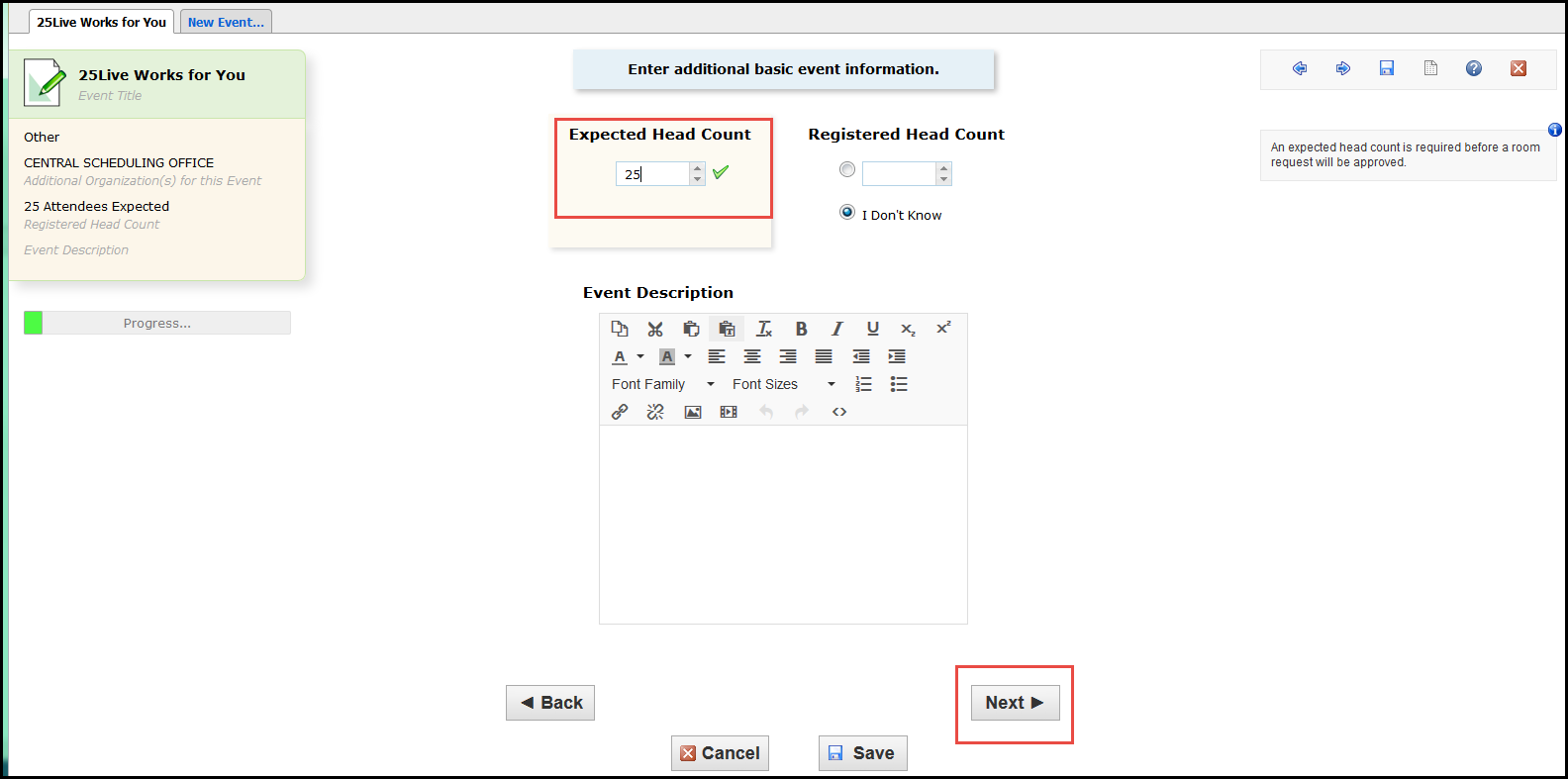
***The Events Wizard***

The asterisk (C:\Users\kjenning\AppData\Local\Temp\SNAGHTML4e1de421.PNG) indicates a required field. If any required fields are left blank, the message **“Events cannot be submitted unless all required fields are completed** displays.

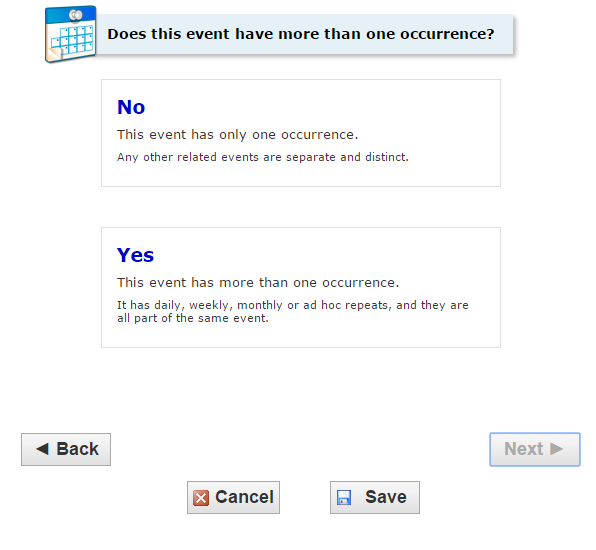
1. Type the name of the event you are creating in the **Event Name** field. Use a name that is logical and relevant
2. The **Event Title** is not required but we enter the event requestor’s name in this field for tracking purposes.
3. Enter the **Event Type**. The event type should be “OTHER”.
4. Enter the **Primary Organization** for this event. Select **College of Business.**
5. Click **Next.**



1. Enter **Expected Head Count** information. Enter the number that you expect will attend your event. Example: *if you plan for 25 to attend, even though you actually expect only 15 will show up, enter 25.*
2. Click **Next**.



1. Enter **Event Occurrences**.
   1. Click the box that is appropriate for your event.
   2. Click **Next**.

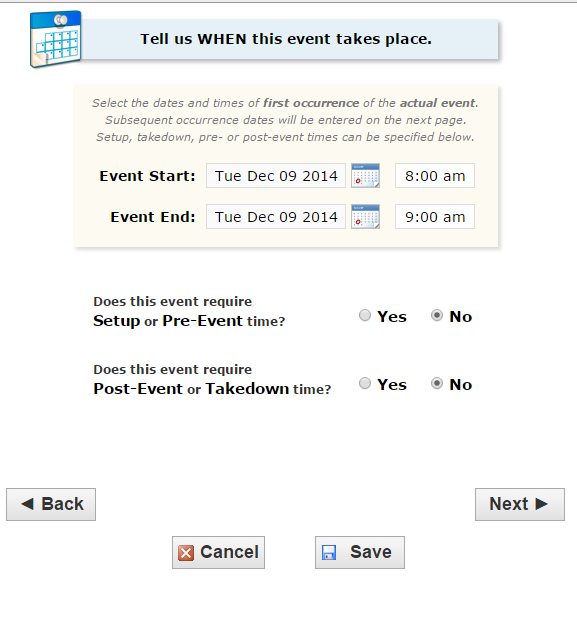


Click **No** if there are no other occurrences for your event and then move to the next screen.

Click **Yes** if you will be meeting multiple times. *Example: once a week for 4 weeks*.

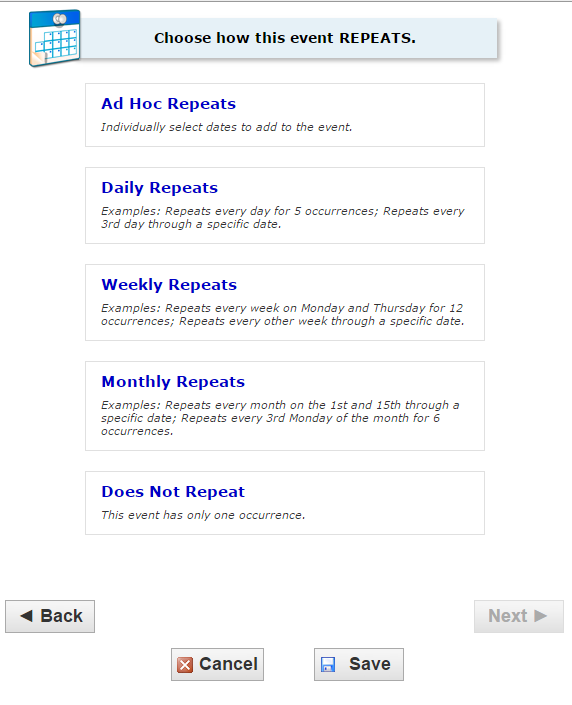
**Note:** new fields will open if you are meeting multiple times.

* 1. The **Event Start** and **Event End** date and time fields are automatically populated.
* If necessary, change the dates and times for your event.
  1. Select the **Setup** or **Takedown** time requirements.
  2. Click **Next**.



Checking **Yes** for the **Setup** or **Takedown** times will open additional dialog boxes.

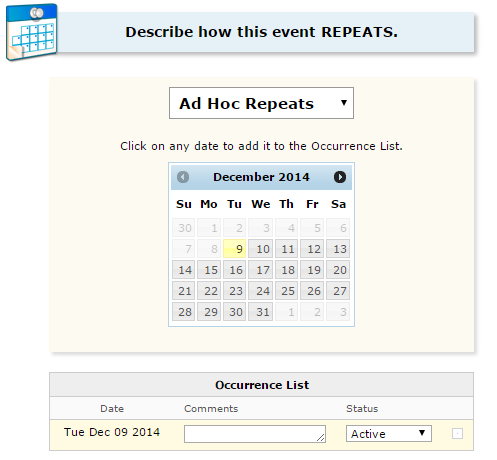
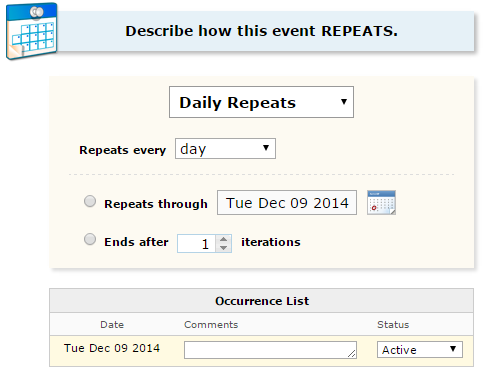
1. Choose how the event **Repeats**.
   1. Click the box that fits your event.



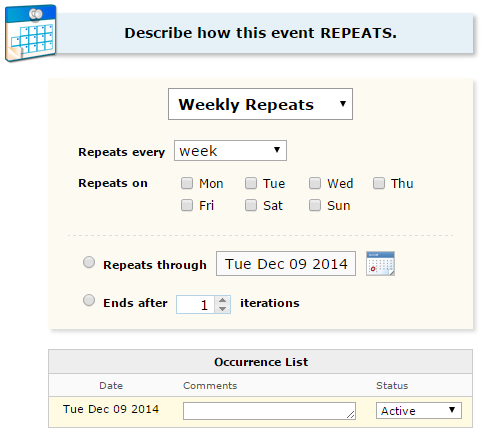
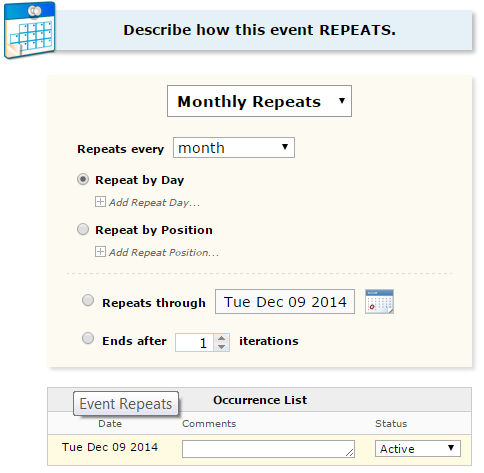
The dialog box that appears next is determined by the selection made here.

***Repeat Schedule Options***

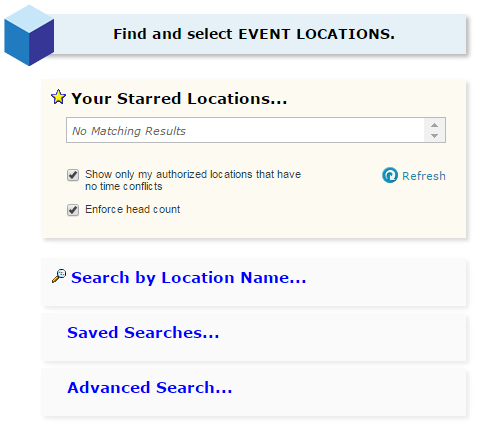
**Ad Hoc** **Daily**

**Weekly** **Monthly**

1. Select the Event Location



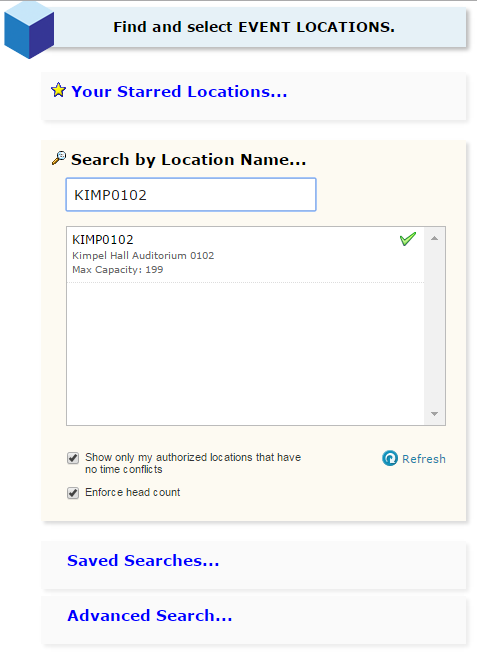
Make sure the **SHOW ONLY…** and **ENFORCE HEAD COUNT** check boxes are selected.

Click one of the search options to continue.

*The dialog box that appears next is determined by the selection you make here.*

*ENFORCE HEAD COUNT ensures that the room will hold the number of attendees that was entered in the Expected Head Count box at the beginning of the process.*

* 1. Click **Search by Location Name** to search by a building code or specific room.

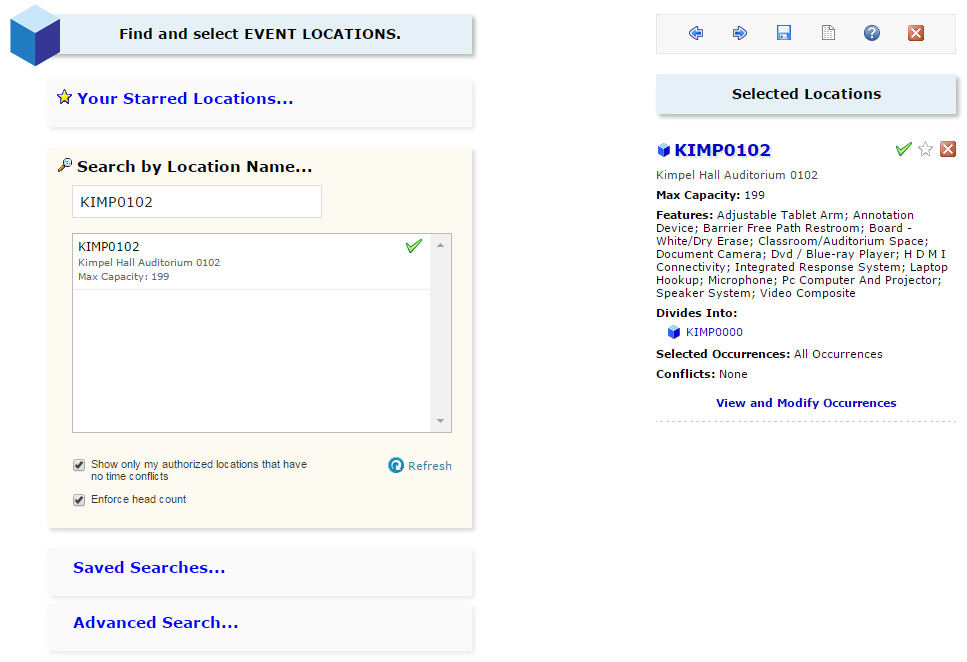


Search by Building Code – (example) Kimpel Hall = **KIMP**.

Search by Specific Room - (example) **KIMP0102**. *There are no spaces between the building code and the room number.*

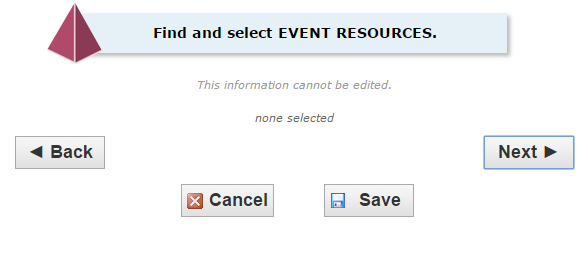
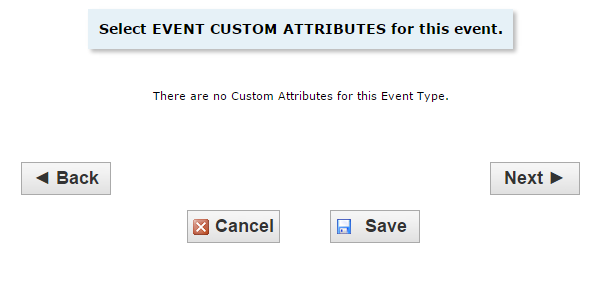
*The dialog box that appears next is determined by the selection you make here.*

* 1. Click the room name to select it for your event.

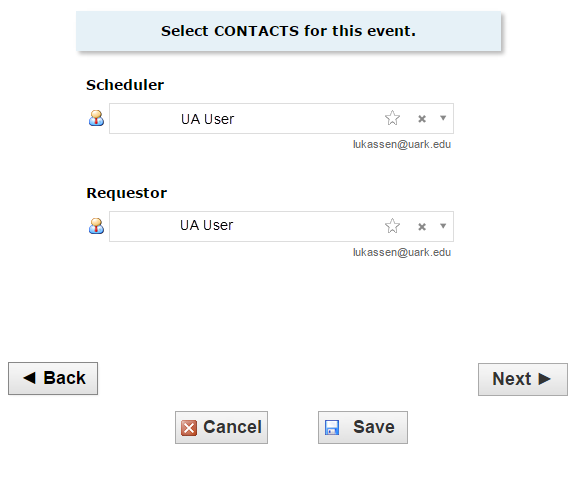


The selected room is now displayed under **Selected Locations**. This section provides information regarding this room; Capacity, Features, and Conflicts.

**NOTE:** The UA does not currently use either **Event Resources** or **Event Custom Attributes** at this time. Click **NEXT** to move through these screens.

1. Select Event Contacts

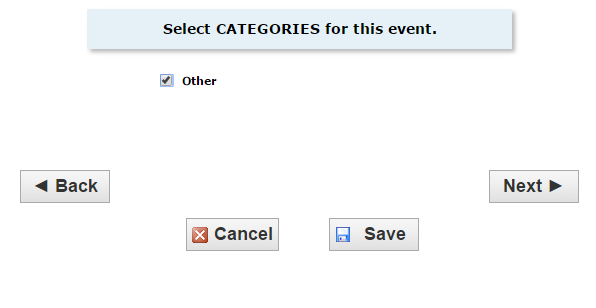


Contact fields are automatically filled in with the user’s name.

* If this information is correct, click **NEXT**.
* To edit the information, click within the box to access a drop-down menu to select a different scheduler or requestor.

1. Select **CATEGORIES** for this event.

The user’s security access determines the categories that may be selected here.

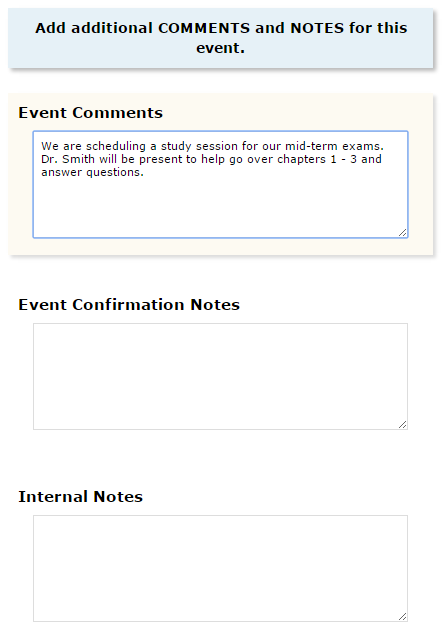


In this example, the only category that can be selected is **Other**.

Click the check box to select that category.

Click **NEXT** to continue.

1. Add Event Comments and Notes



Select **Draft** or **Tentative** for your event state.

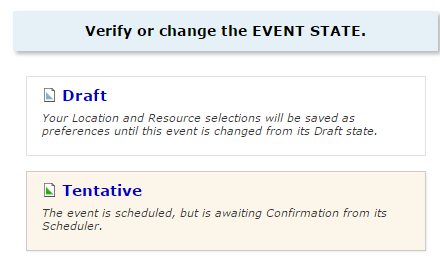
**Draft**-if you have entered most of your information, but need to stop for any reason, save your entries by clicking **DRAFT**. You may come back later to finish entering your information.

Draft events are not in the workflow for approval and specific room requests may not be saved. When the draft is reopened, verify that the room you need is still open. Enter your additional changes. Then select **Tentative** and **SAVE**.

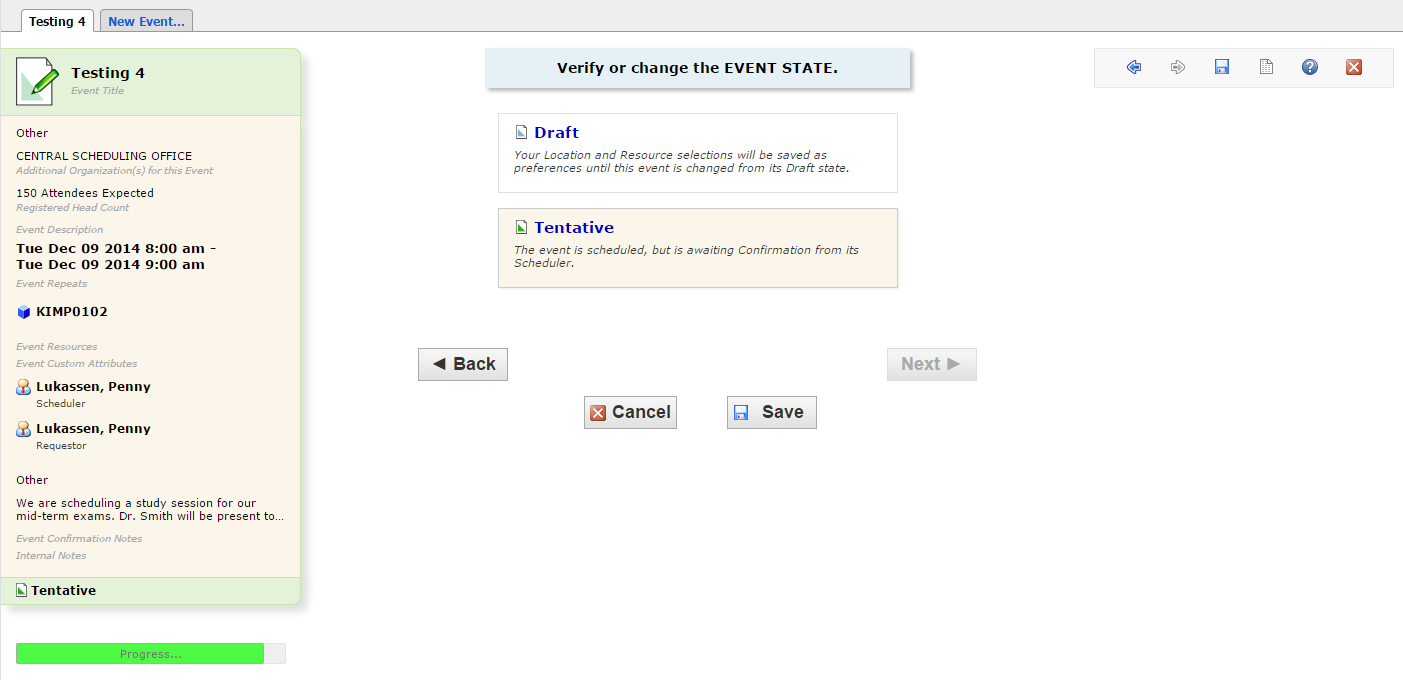
Enter any information that might be useful to the office that assigns rooms or the person that will be approving the event.

1. Verify or Change the Event State

The system is set for a default of Tentative.



* 1. Verify that your information is correct by checking the summary on the left side of the screen.
  2. If everything is correct, click **SAVE**.



* 1. It may take several seconds for the event to save.
  2. A new screen opens and indicates the event is successfully saved.
  3. Click the **Close** button to close out this event.

