

# Creating Events With the 25Live Event Form

You need to sign in to 25live with your portal username/password to create an event. You can log in to 25live one of 2 ways – from the Pace homepage, click on the “Events” tab on the top navigation bar. Once you are in the calendar, scroll to the bottom of the university calendar and click on “Book an Event.” Or you can go directly to the 25live main log in page by typing [25live.collegenet.com/pro/pace](https://25live.collegenet.com/pro/pace) into a web browser.

## Accessing the Online Event Form

Take one of the following actions to start creating an event:

- Use the **Event Form** link in the [top navigation bar](#)



Image: Use the Event Form link in the top navigation bar to start creating an event.

**OR**

- Use the **Create an Event** button on your [25Live home dashboard](#)

### . 1. Enter Basic Information

Enter an Event Name, Event Title, select an Event Type, and complete the Primary Organization. All required fields are labeled as such.

**Event Name** - Required

**Event Title**

**Event Type** - Required

**Primary Organization** - Required


Remove

**Additional Organizations**

[Create Organization](#)

You can Edit or Remove the Primary Organization or Secondary Organization if displayed. If you cannot find the right organization, use the **Create Organization** button, if you have security permissions to do so. A warning may appear if an organization's rating has restrictions. An organization rating may also prevent an event from being submitted.

**Tip: The Information Icon**

Use the information  icon to view additional help and/or instructions for any field that displays it.

**2. Enter Attendance Information and Description**

- **Expected Head Count**
- **Registered Head Count**

- 25Live can use the expected or registered head count to find locations that can hold your event.
- **Event Description**
  - The Event Description appears on events so follow university relations guidelines (<https://www.pace.edu/drupal/editing-tips-and-tricks>) for posting descriptions if you intend to publish your event. Otherwise you would select “do not publish” from the Categories section of the form (below).

**Expected Head Count** - Required

**Event Description**

File	Insert	Table	View	Format	Tools
↶	↷	<b>B</b>	<i>I</i>	<u>U</u>	<span style="border: 1px solid black; padding: 2px;">A</span> ▼ <span style="border: 1px solid black; padding: 2px;">✎</span> ▼           System Font ▼ 12pt ▼ <a href="#">Link</a>

**Registered Head Count**

The Event Description field allows you to format text with a variety of options.

**Tip: Use the Left Side Navigation to Move Around**

The Event Form features convenient side navigation to the left of the sections and fields.

Event Name

Event Type

Primary Organization

Additional Organizations

Expected Head Count

Registered Head Count

Event Description

Date and Time

Locations

Resources

Attached Files

Comments

Confirmation Notes

Internal Notes

Event State

Room Use Agreement

Create Another and Relate

**Event Name** - Required

**Event Type** - Required

Select an item ▼

**Primary Organization** ⓘ

Search organizations ▼ Remove

**Additional Organizations**

EDIT

Create Organization

**Expected Head Count**

**Registered Head Count**

Use the navigation along the left side of the screen to move between sections of the Event Form.

### 3. Enter Date/Time Information About Your Event's First Occurrence

Specify the date and times of the first occurrence of the event. If your event occurs on multiple days, you'll describe how it repeats in the next section.

#### Event Date and Time - Required ⓘ

Mon Jul 17 2023

☐ All Day

12:00 am

To:

Mon Jul 17 2023

11:59 pm

☐ This begins and ends on the same day



Warning: every single occurrence will now have the same duration you select from these initial date pickers.

Duration:

**23 Hours, 59 Minutes**

Event Date and Time fields.

- **All Day** - If checked, will set the event to take place over the entire day. Start and end time fields will be hidden.
  - Note: This option will only display if [Show All Day Toggle](#) is set to **Yes** in the security group's event form configurations.
- **This event begins and ends on the same day** - When checked, this option will create a single occurrence of a multi-day event. DO NOT UNCHECK THIS AS ALL OF OUR SPACES HAVE OPEN/CLOSE TIMES AND CANNOT SPAN 24 HOUR PERIODS.

Additional time

**Setup Time**

0
Days
1
Hours
0
Minutes

**Pre-Event Time**

0
Days
0
Hours
0
Minutes

**Post-Event Time**

0
Days
0
Hours
30
Minutes

**Takedown Time**

0
Days
0
Hours
0
Minutes

Reservation Start:  
**Thu Apr 16 6:00 pm**

Reservation End:  
**Thu Apr 16 9:30 pm**

Reservation Duration:  
**3 Hours, 30 Minutes**

Additional time is added to total  
Reservation Duration.

Use the Additional Time section to add extra time to events – for setups and breakdowns or for pre-event registration, etc.

**Tip: Added Additional Time is Indicated by the Icon**

When editing an event, before you use the arrow icon to expand the Additional Time section, you can see if any additional time has already been saved for the event by looking at the bookmark icon (🔖) to see if it's filled in.

Additional time

The bookmark icon is empty when no time has been added.

Additional time

The icon is filled in when time has been added.

Time added is indicated by the icon next to the section title.

If the event requires Setup/Pre-Event and/or Post-Event/Takedown time, fill in times for the number of days, hours, or minutes needed. The Event Form displays the Event Duration as well as the total Reservation Duration if you add additional time.

#### 4. Optionally Choose How Your Event Repeats

If your event has more than one occurrence, select how the event repeats. 25Live allows you to create repeating events defined as either ad hoc/random dates or as a pattern (daily, weekly, monthly).

- Tap or click on dates on the calendar to create random (or ad hoc) repeat occurrences
  - You can also add additional, random dates after selecting and defining a pattern
- **Or** use the **Repeating Pattern** button to select the pattern type (including ad hoc dates) and complete its options, then use the **Select Pattern** button to save your choices

##### Pattern Picker



How does this event repeat? Weekly

Repeats every

week

Repeats on

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☒ Sat

☒ Repeats through

Fri Dec 18

☐ Ends after 1 iterations

Cancel Select Pattern

Choosing the repeat pattern for your event determines additional options.

If you need to remove all repeat occurrences, use the **Repeating Pattern** button then choose **Does Not Repeat**.

*View All Occurrences*

The screenshot shows a web browser window with the URL `gauss.unival.com/25power-dev/burnside#/home/event/form`. On the left is a sidebar menu with options: Event Name, Event Type, Expected Head Count, Registered Head Count, Event Date and Time, Locations, Resources, Attached Files, Event Custom Attributes, Event Contacts, Categories, Event Comments, Confirmation Notes, Internal Notes, Event State, Affirmation, and Post-Save. The main content area has a calendar view for the month of May, with dates 25 through 31. A 'View All Occurrences' button is located below the calendar. A 'Locations - Required' modal is open, titled 'Locations Search'. It includes a toggle for 'Auto-Load Starred' (set to 'Yes'), checkboxes for 'Hide Conflicts' and 'Enforce Headcount', and two search input fields labeled 'Your Starred Locations'. Below the search fields are 'Reset' and 'Search' buttons. At the bottom of the modal is a table with columns: Add, Name, Title, Default Capacity, Availability, and Conflict Details. The table contains one entry: a green 'Reserve' button, the name '11 2324', the title '112324 Earth Science Classroom', a default capacity of 40, an availability of 3/3, and conflict details of 'None'. At the bottom right of the modal are 'Cancel', 'Preview', and 'Save' buttons.

*Select the View Occurrences button to view dates, times, states, locations, and resources*

*Using the View All Occurrences button, you can see a list of event occurrences with options to:*

- **Include Only Missing Locations** View only occurrences that don't have locations requested or reserved
- **Include Only Missing Resources** View only occurrences that don't have resources requested or reserved
- **View Included** View only occurrences that are marked to include in location and resource searches
  - By unchecking the **Include In Search** checkboxes in the list of occurrences, you can remove an occurrence from your location search to help find locations without conflicts for that date and time
- **View All** to return to the default view that shows all event occurrences

This view also gives you options for:

- Adjusting occurrence **Times**
- Adding a **Comment** to each occurrence
- Changing the **State** to *Active* or *Cancelled*
- Using the **Remove** button for occurrences

## 5. Select Location(s)

### Tip: Location and Resource Section Can Collapse

To help you view information more efficiently, you can expand or collapse the Location and Resource sections.

The screenshot displays the 25Live interface. The top section is titled 'Locations Search' and features a toggle for 'Auto-Load Starred' set to 'Yes'. Below this are checkboxes for 'Hide Locations with Conflicts' (checked) and 'Enforce Headcount' (unchecked). There is a 'Saved Searches (optional)' dropdown menu, a 'Search Locations' input field with a clear button, and a hint: 'Hint! Type :: to use SeriesQL'. At the bottom of this section are 'More Options', 'Reset', and 'Search' buttons. The bottom section is titled 'Resources' and contains a 'Resources Search' dropdown. Below this, a search result for 'AV - Laptop - Mac' is shown, including a star icon, a 'Remove from favorites' link, a 'Remove' button, and a 'View Occurrences' button.

Viewing occurrences that are missing locations or resources.

You can choose whether to **Auto-Load Starred** searches or not. It's often easier to start with a Saved Search, or you can perform a search for suitable locations by entering individual location names.

- Check the **Hide Locations with Conflicts** or **Enforce Headcount** boxes to narrow results
  - These options are checked by default and will remember your setting to check or uncheck them

As you search, 25Live checks for the availability of location(s) at your specified dates/times.

### Tip: If You Don't See Your Desired Location

- Use the **Conflict Details** link to view more information about location conflicts
- The links on location names allow you to view location details



**Tip: The Event Form Can Search by Capacity**

The Default Capacity field is now primarily displayed in the Event Form location search results and can be used when enforcing headcount in order to make it more useful when searching for locations.

### Locations Search

Auto-Load Starred:
No
☒
Yes

☐ Hide Conflicts
☒ Enforce Headcount

ALL LOCATIONS
ALL LOCATIONS

Reset
Search

Reserve	ARTS 108	Davis Arts Center - Art Studio Room 108	7	1/1	None
Reserve	ARTS 109	Davis Arts Center - Art Studio Room 109	7	1/1	None
Reserve Available	ARTS 110	Davis Arts Center - Art Studio Room 110	2	0/1	<a href="#">Conflict Details</a>
Reserve	ARTS 200	Davis Arts Center - Rehearsal Hall Room 200	5	1/1	None
Reserve	ARTS 201	Davis Arts Center - Rehearsal Hall	50	1/1	None

Return to Top

Checkboxes can narrow or filter results

Use the checkboxes above the search options to narrow results.

If a location is available to **Reserve**, a green button is displayed. For locations that need extra approvals or permissions (such as ones that can only be requested or have conflicts), an olive-

colored button displays. You may choose one or more available locations for your event. A selected location appears as a pending assignment in event details and in the location availability grid until you save the event.

### Location Occurrence Editing

25Live allows you to adjust settings per occurrence for each requested or reserved location. After adding a location, the reserved/requested item appears below the search (which you can collapse). For events with a single occurrence, location details can be edited directly on the tile. For events with multiple occurrences, use the **View Occurrences** link to add instructions, specify layouts, and additional options.

The screenshot shows a card for 'ARTS 102' at 'Davis Arts Center - Practice Room 2' with a 'Capacity: 5'. Below the header is a table with columns: Date, Time, Conflicts, Shared, Layout, Instructions, and Attendance. One occurrence is listed for 'Fri Oct 08' from '12:00 pm - 1:00 pm'. The 'Shared' column has a checkbox, and the 'Layout' column has a dropdown menu set to 'As Is (5)'. Below the table are two buttons: 'Remove' (red) and 'View Occurrences' (blue).

Viewing the location occurrence.

The 'All Date Occurrences' modal window has a close button (X) in the top right. Below the title is a note: 'You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.' There are three buttons: 'Include Only Missing Locations' (selected), 'Include Only Missing Resources', and 'View Included'. Below these is a table with columns: Include In Search, Dates, Times, Comment, State, Locations, Resources, and Remove. Three occurrences are listed for dates Jul 14, Jul 15, and Jul 16, all from 9:00 am to 10:00 am. Each row has a checkbox in the 'Include In Search' column, a dropdown for 'State' set to 'Active', and a dropdown for 'Locations' set to 'AC 107'. The 'Resources' column shows 'AV - DVD Player' for Jul 14 and Jul 16, and 'AV - Blu-ray Player' and 'AV - DVD Player' for Jul 15. Each row has a 'Remove' button. A 'Close' button is at the bottom right.

Settings for location per occurrence.

If you would like to set different locations for different dates, you can select only the occurrences you want to include for each location. For example, if the event repeats every Tuesday, Wednesday, and Thursday and you want to set a specific location for the Tuesday/Thursday occurrences, check only those dates, then use the **Search** button to reserve for just the selected dates.

### Ensuring All Occurrences Have Locations and Resources

Please enter a value for required fields (Locations). Click 'View All Occurrences' to find dates with a missing location.

#### Resources - Required

**Resources Search**

Auto-Load Starred: ☐ No ☒ Yes

Saved Searches (optional)  av

Hint! Type :: to use SeriesQL.

**When Locations and/or Resources are required, a reminder will request you enter for all occurrences.**

A message displays when required locations and/or resources are missing from occurrences. Note Resources and locations are not required fields currently.

### Occurrences For Either Locations or Resources

Event Name  
Event Type  
Expected Head Count  
Registered Head Count  
Event Date and Time  
Locations  
Resources  
Attached Files  
Event Custom Attributes  
Event Contacts  
Categories  
Event Comments  
Confirmation Notes  
Internal Notes  
Event State  
Affirmation  
Post-Save

25 26 27 28 29 30 31  
01 02 03 04 05 06 07

[View All Occurrences](#)

**Locations - Required**

**Locations Search**

Auto-Load Starred: ☐ No ☒ Yes

☐ Hide Conflicts ☐ Enforce Headcount

Your Starred Locations  Your Starred Locations

Add	Name	Title	Default Capacity	Availability	Conflict Details
<input type="button" value="Reserve"/>	11 2324	11 2324 Earth Science Classroom	40	3/3	None

Viewing occurrences that are missing resources and locations.

You can include or exclude occurrences from your location and/or resource searches by opening the **View All Occurrences** display in the event date and time section of the event form. You can also see the list of event occurrences with options to:

- **Include Only Missing Locations** View only occurrences that don't have locations requested or reserved

- **Include Only Missing Resources** View only occurrences that don't have resources requested or reserved
- **View Included** View only occurrences that are marked to include in location and resource searches.
  - By unchecking the **Include In Search** checkboxes in the list of occurrences, you can remove an occurrence from your location search to help find locations without conflicts for that date and time
- **View All** to return to the default view that shows all event occurrences

This view also gives you options for:


- Adjusting occurrence **Times**
- Adding a **Comment** to each occurrence
- Changing the **State** to *Active* or *Cancelled*
- **Remove** occurrences

## 6. Select Resource(s)



You can perform a search for suitable resources by name (Catering, Security, Ed Media, Facilities)


- As you search for them, 25Live checks automatically for the availability of the resource(s) at your specified dates/times
  - Use the **Conflict Details** link to view more information about resource conflicts
- The search may not be available if your administrator(s) have limited the resource choices based on the selected location(s) or other criteria
- Columns are also displayed for Stock Total and Availability
- The links on resource names allow you to view resource details

## Resources

Resources Search 

Auto-Load Starred:    No ☐ Yes ☒

Test Resource Search  

Test Resource Search 

Reset

Add		Name	–	Quantity Available	Conflict Details
<input type="text" value="1"/>	<input type="button" value="Reserve"/>	AV - Blu-ray Player		4 / 4	None
<input type="text" value="1"/>	<input type="button" value="Reserve"/>	AV - Data Projector		10 / 10	None
<input type="text" value="1"/>	<input type="button" value="Reserve"/>	AV - DVD Player		7 / 7	None
<input type="text" value="1"/>	<input type="button" value="Reserve"/>	AV - Extension Cord		60 / 60	None
<input type="text" value="1"/>	<input type="button" value="Reserve"/>	AV - Laptop - Mac		17 / 17	None
<input type="text" value="1"/>	<input type="button" value="Reserve"/>	AV - Laptop - PC		17 / 17	None

Extra information about resources is shown in columns.

Use the green **Reserve** button (or olive-colored button for resources that need other approvals or permission) to make selections. You may choose one or more available resources for your event.

### Note: Overlapping Resource Dates

The application will restrict overlapping resource dates in order to ensure the clarity of which stock total is active.

### Resource Occurrence Editing

25Live allows you to adjust settings per occurrence for each requested or reserved resource. After adding a resource, the reserved/requested item appears below the search

(which you can collapse). For events with a single occurrence, resource details can be edited directly on the tile. For events with multiple occurrences, use the **View Occurrences** link in the resource block below to add instructions, adjust the quantity, and change occurrence information. A selected resource appears as a pending assignment in event details and in the resource availability grid until you save the event.

**AV - Data Projector**

Date	Time	Conflicts	Instructions	Quantity	Available
<b>Fri Oct 08</b>	12:00 pm - 1:00 pm			1	5/5

Remove
View Occurrences

*There is a View Occurrences button on every requested/reserved location block.*

**All Date Occurrences**
×

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

Include Only Missing Locations
Include Only Missing Resources
View Included

Include In Search	Dates	Times	Comment	State	Locations	Resources	Remove
<input checked="" type="checkbox"/>	Wed Jul 14	9:00 am 10:00 am		Active	AC 107	AV - DVD Player	<span>Remove</span>
<input checked="" type="checkbox"/>	Thu Jul 15	9:00 am 10:00 am		Active		AV - Blu-ray Player AV - DVD Player	<span>Remove</span>
<input checked="" type="checkbox"/>	Fri Jul 16	9:00 am 10:00 am		Active	AC 107	AV - DVD Player	<span>Remove</span>

Close

Settings for resource per occurrence.

If you would like to set different resources for different dates, you can select only the occurrences you want to include for each resource. For example, if the event repeats every Tuesday, Wednesday, and Thursday and you want to set a specific resource for the Tuesday/Thursday occurrences, check only those dates, then use the **Search** button to reserve for just the selected dates.

## 7. Attach File(s)

You can have file attachments for events that you would like contained in your record – such as diagrams, flyers, etc. Use the **Choose File** button to optionally attach one or more files.

- You can attach up to 5 files
- Files may not exceed 25MB
- Allowed file types:
  - PDF, TXT, RTF
  - JPG, JPEG, PNG, GIF
  - DOC, DOCX
  - XSL, XSLX, CSV
  - MSG

You may also use this section to remove previously attached files from the event.

## 8. Enter Custom Attributes

Select and enter values for any available custom attributes that are pertinent to your event (School, Registration website, etc).

Required items will display at the top of the list.

Some custom attributes such as “School” have discrete dropdown options to choose from.

**Additional Event Information** ⓘ

✕ School

College of Health Profes ▾

\* Campus

Pleasantville ▾

Add a Custom Attribute



## 9. Select Contacts

### Contact Roles

Requestor

Sergio Olivera ☆ ▼

Scheduler

Hobbs, Daryl ☆ ▼

Maintenance Person

Search contacts ▼

Remove

Student Organizer

Search contacts ▼

Remove

Create

**You can change existing contacts in roles, remove unneeded contacts, or create new contacts. Please do not change the “scheduler” role. That must be left as the eweb role to route to Special Events.**

Select the contacts associated with the event using the dropdown menus for event contact and event requestor. To search, enter a few letters of the contact’s name, and select it when the full name displays. Contact fields for other roles defined for this event type may also be displayed. If a contact is no longer needed, use the **Remove** link.

## 10. Complete Categories

Please assign any relevant categories to your event as this will help to display your event on the university calendar when visitors are searching through the event filters “by type”.

categories

✓ Select All

✗ Select None

<input type="checkbox"/> Admission and Financial Aid	<input type="checkbox"/> Do not use	<input type="checkbox"/> Arts, Culture, and Performances
<input type="checkbox"/> Alumni	<input type="checkbox"/> Dyson College of Arts and Sciences	<input type="checkbox"/> School of Education
<input type="checkbox"/> Athletics	<input type="checkbox"/> Faculty	<input type="checkbox"/> Elisabeth Haub School of Law
<input type="checkbox"/> Staff	<input type="checkbox"/> Featured Event	<input type="checkbox"/> Seidenberg School of Computer Science and Information Systems
<input type="checkbox"/> College of Health Professions	<input type="checkbox"/> Career Services	<input type="checkbox"/> Current Students
<input type="checkbox"/> Multicultural and Diversity	<input type="checkbox"/> Global and Civic Engagement	<input type="checkbox"/> Open to the Public
<input type="checkbox"/> Pace Community Only	<input type="checkbox"/> Lubin School of Business	<input type="checkbox"/> Commencement
<input type="checkbox"/> Academic	<input type="checkbox"/> Professional Programs	

## 11. Comments, and Notes

Please enter in any information in the comments section that you would like to communicate to your event scheduler that you could not enter in any other section of the form, or if you did not have a

location and needed assistance with room recommendations. Confirmation notes are notes from your scheduler that will appear in the final confirmation when your scheduler sends you the PDF confirmation for your event. Internal notes are notes that schedulers and service providers may enter to communicate to each other.

**Comments**

**Confirmation Notes**

**Internal Notes**

## 11. Event State

- You will save your event as a Draft, in which case any locations and/or resources you've requested will be saved as preferences, not assignments

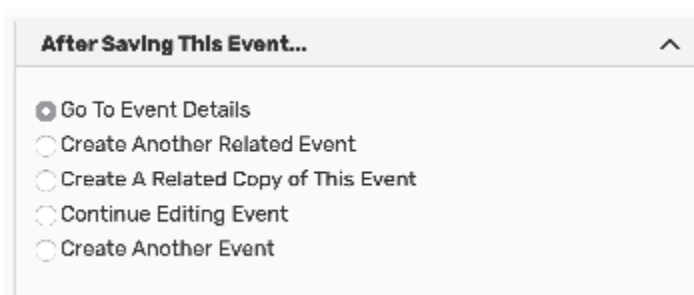
## 12. Agree to Terms and Conditions

Check the agreement box. You must agree to your institution's terms and conditions (if presented) before your event can be saved.

### Tip: Preview Your Event

The **Preview** button is available to see a summary of your event at any time, except during saving. The preview also allows you to jump to different Event Form sections to edit information and settings.

## 14. Choose Post-Saving Options

A screenshot of a web-based dialog box titled "After Saving This Event...". The dialog box has a light gray border and a small upward-pointing arrow in the top right corner. Inside the dialog, there are five radio button options. The first option, "Go To Event Details", is selected with a filled radio button. The other four options—"Create Another Related Event", "Create A Related Copy of This Event", "Continue Editing Event", and "Create Another Event"—are unselected, showing empty radio buttons.

A number of options are available after you save your event.

Convenient options are presented to allow you to choose your next action after saving your event in the **After Saving This Event** section.

- Go to Event Details
- Create Another Related Event
- Create a Related Copy of This Event
- Continue Editing Event (
- Create Another Event

## 15. Save Your Event

Use the **Save** button to complete event creation.

### Warning: The Cancel Button Will Not Save Changes

The **Cancel** button is always available at the bottom of the Event Form alongside **Preview** and **Save**, but be aware that using **Cancel** will not save any completed fields or changes.

## Additional Tips

- When you submit an event with a location or resource that you don't have permission to assign, the Event Preferences area in the Occurrences area of the event details view lets you know that the assignment has been saved as a preference and an assignment task request has been issued for the item.
- When you save an event in the Draft state, any location or resource assignments are saved as event preferences only.
- The event reference number is displayed when the event is saved. You can use this later to quickly find the event.
- Once you have submitted your event request, Special Events will follow up within 24/48 hours with an event confirmation (or to reach out to find alternate dates, times or locations if we were not able to accommodate your request).

