The 25Live Event Wizard is used for creating events and requesting rooms for those reservations. Once the wizard is submitted, a request is then routed to the appropriate space controller for approval processing. For example, requesting Hipp Hall 206 will be routed to Business and Accounting for approval while general classroom spaces go to the Registrar.

1. Connect to 25Live via the MyFurman (my.furman.edu) portal.
   a. Click on the “25Live Event Scheduling” link under the “My Apps” section.
   b. Log in using your Furman NetID.
2. Once logged in, you can access the Event Wizard by either clicking on the “Event Wizard” tab or the “Create an Event” button.

3. When the Event Wizard loads, you will be presented with several pages, which contain all fields available to you for event creation. Once all fields marked with a red asterisk “*” (required) are filled out, you can proceed to the next page by clicking on the next button at the bottom of the page.

   a. The event title is the name of your event. It must be 40 characters or less in length and is required. It is also what displays on any calendars on the Furman website. This field is required.

      Event Title

      [Field]

   b. You can use the subtitle field for longer titles. It provides an additional 120 characters and is displayed when someone details into an event on the calendar.

      Subtitle

      [Field]
c. There are many event types available to use for describing events. Select which one best fits your event. These will also drive which sub-calendar the event will appear on for the University Calendar. It is required and once your event is saved, it cannot be changed.

![Event Type]

d. By default, your starred organizations will appear in the drop box for you to choose from. If the group you are looking for does not appear in here, you can begin typing the group name in the input box just above the options or by clicking on the “Browse…” button for more search options as shown below.

![Primary Organization for this Event]
e. If you want your event to appear on the University Calendar, you must submit a description. If you do not enter a description your event will not appear on the University calendar.

f. At this point, you will be asked if your event has more than one occurrence. For this guide, we are going to say, “No.” However, if you need additional help for events occurring on multiple days, see "Advanced Event Wizard Options."
g. The dates and time for your event. The start and end date should typically remain the same. If they are different, then 25Live will assume you want your event to span across midnight. This may make it difficult to find rooms on campus since most do not stay open overnight.

![Tell us WHEN this event takes place.]

- Event Start: Fri Nov 21 2014 12:00 pm
- Event End: Fri Nov 21 2014 1:00 pm

- Does this event require Setup or Pre-Event time? [ ] Yes [ ] No
- Does this event require Post-Event or Takedown time? [ ] Yes [ ] No

h. You can use this field to find a location for your event. Several search options are available for your use. Simply typing in a portion of the room name (Ex. Johns Hall) and pressing enter will return all spaces that contain those keywords.

Also provided are a large number of pre-defined location searches to help narrow down the listing. You can find these under the “Saved Searches…” box and then by clicking on “Public Searches.”

![Find and select LOCATIONS.]

- Your Starred Locations...
- Search by Location Name...
- [ ] Show only my authorized locations that have no line conflicts
- [ ] Export head count
- Saved Searches...
- Advanced Search...
HOW TO USE THE 25LIVE EVENT WIZARD

i. The contact roles define who is responsible for this particular event. By default, you are listed as both the “Requestor” and the “Reservationist.” If you are submitting an event for someone else, you will want to change the “Requestor” to that person.

People who belong to the selected organization are listed in the drop down menu for quick selection; however, you can still search for someone else by typing their name into the input box shown just above the list.

j. There are only a few categories available for events and are used to help determine how an event should appear on various calendars. If you select the “Don't Show in Web Search” option, the event will not appear on any website calendars.

The “Open to the Public” option indicates that you want your event to appear on the University Calendar. Please contact Marketing & Public Relations for additional details about having your event appear on the calendar.
k. Finally, you can add additional comments and notes to an event. These notes do not show up on calendars; however, anyone with access to 25Live will be able to read these.

4. Once all the required fields are filled out, you are ready to save the event. Scroll to the bottom of the last page and click “Save.”

5. You will then be asked to select an event heading. Pick the option that best fits and then click “Save.” If you select the “I Don’t Know” option, your room request will NOT be submitted for approval and your event will be saved as a draft.
6. At this point, you will be presented with a screen that lets you know your event has been saved successfully. Additionally, you will see a message that changes were made to your event and it will list the room you requested. This message lets you know that your request has been submitted to the appropriate space controller, who will then notify you once a decision has been reached.

If you do not see this screen your event has not been saved.

This event has been successfully saved.

... But We Had to Make Some Changes
Locations Requested
Location "TUR*204" requested for Sep 25 2014 09:00 AM.