Create an Event: Event Wizard

- The **Event Wizard** is the tool through which requests are placed.
- Required fields are indicated with a red asterisk.
- Fill in all fields to advance to the next page of the Event Wizard.
- **Instructions** and **Hints** will appear in the right column explaining how each field should be used.
- **Event details** will appear in the left column as the fields are filled in.
After completing the Event Name and Event Title fields, **Select the option that best describes the Event**

- Event Types are available in a drop down list
- Definitions for each Event Type are provided in the right column
Event Wizard: Organizations

- When selecting the **Organization or Department Hosting the Event**, search for the organization name or select from the list of favorites.

- If the search does not return the expected result, try limiting the search term to a key word in the organization name.

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[Image of Event Wizard interface]
Event Wizard: Attendance and Description

■ When entering an Expected Attendance be as accurate as possible

■ The Event Description should be a summary of the event. Include details about content and intended audience

*Do not include comments for the Location Approver here
Event Wizard: Repeating Event

- Before specifying the event date and time, 25Lives provides an option to identify if the event **Repeats**
- Selecting **No** will automatically default the event as one time event
- Selecting **Yes** on this page will lead to more options of how this event repeats
Event Wizard: WHEN event takes place

- Start Date, Start Time, End Date and End Time fields should indicate the **ACTUAL** event start and end time.
- If **additional time** is needed beyond event time, use Pre-Event and Post-Event time accordingly.
- Total Reservation Duration will populate in upper right corner.

*Location approvers will add Setup and/or Takedown time when necessary to accommodate auxiliary services.*
Event Wizard: WHEN event takes place

- **Note:** Event should **ALWAYS** begin and end on the same day
- If an event spans multiple days, requests should indicate the event repeats daily
- If start time and end time differ from day to day, complete the reservation for Day 1 and use the **Copy** function at the conclusion of the Event Wizard to enter Day 2, etc.
Event Wizard: Repeating Event

- This page appears after choosing the Event Date and Time – if Yes was selected for the prior question “Is this a repeating event?”
- Page provides a list of repeating pattern options
- Definitions for each repeating pattern are provided beneath each term
- **Ad Hoc Repeats** gives the greatest flexibility to customize repeating event patterns
Event Wizard: Repeating Event

- **Daily, Weekly and Monthly** repeating event patterns allow a “Repeats through” date to be selected
- **Ad Hoc** allows a Calendar to be used to select the dates
- The repeating event dates will appear in the Occurrence List below
- Event Dates listed on the Occurrence List should ALWAYS be in an Active Status. DO NOT indicate Cancelled here
Event Wizard: Location

- When selecting a **Location**, search for the Location name or select from the list of favorites.

- If the search does not return the expected result, try limiting the search term to a key word in the location name such as the building name.

*Multiple locations can be requested on a single request, but for most effective scheduling, it is recommended to create separate requests for each building.*
Event Wizard: Location

- The **Search by Location Name**... tool has two modifiers; enable or disable to support the search

1) **Show only my authorized locations that have no time conflict** – this will remove any rooms with conflicts from the search

2) **Enforce head count** – this will remove any rooms too small for the event from the search

*Any location with a green check mark is available ✓*

*Any location with the red triangle is NOT available for the event time ⚠*
Event Wizard: Location

- To select a Location, click on it.
- Clicking on the Location in the center column will register it as selected and it will appear in the right column.
- Use the View and Modify Occurrence tool to eliminate specific dates from a recurring reservation pattern.
Event Wizard: View and Modify Occurrences

- Selecting the **View and Modify Occurrence** Tool will generate a pop-up.
- Remove the check mark from the **Assign?** column to eliminate specific dates from a recurring reservation pattern.
- Click the **Save Changes** button to exit the pop-up.
Event Wizard: Additional Information

- The fields visible on this page will vary based on the event type selected on page 1 of the Event Wizard
- Provide additional information applicable to the event
Event Wizard: Contacts

- The fields on the **Contact** page are dependent on the Event Type selected on page 1 of the Event Wizard.
- Definitions for each **Contact Role** are provided in the right column.
- Provide a name for any and all fields applicable to this event.
  
  *Contact must be an active 25Live user*

  *The same person can be any number of roles*
**Event Wizard: Requirements**

- **Requirements** are intended to communicate additional event needs and logistics.
- Select any and all additional items applicable to the event and provide corresponding notes in the comments field.
- Links to separate work order systems will be provided via email when the request is confirmed.
Event Wizard: Comments

- Use this field to provide any additional information that would be helpful for the Location Approver in completing the reservation
- Do not include event description information here
Event Wizard: Terms and Conditions

- Users must select “I Agree” to complete the Event Wizard request and successfully save.
Event Wizard: After Saving

- **Note:** Successfully saving is NOT a confirmation for the location. A follow-up email will be sent letting you know if your request was Confirmed or Denied.

- The **Copy** button can be used to duplicate the event information. *Use this as a shortcut to create a Day 2 for an event that has a start/end time that differs from Day 1.*

- The **Add to Starred?** tool can be used to save this event as a favorite.