

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

The screenshot displays the 'Event Wizard' interface. At the top, a navigation bar includes 'Home', 'Event Wizard' (highlighted with a red box), 'Events', 'Locations', 'Resources', 'Organizations', 'Tasks', and 'Reports'. Below this, a 'New Event...' button is visible. The main content area is divided into three columns:

- Left Column:** Contains a 'User Event Wizard' section with instructions and a note: '** All requests are subject to approval **'. Below this is a section for selecting the event type and hosting organization.
- Center Column:** Contains the main form with the following fields:
 - 'Event Name' (text input, marked with a red asterisk and 'This field is required.')
 - 'Event Title' (text input, marked with a red asterisk)
 - 'Select the option that best describes the Event:' (dropdown menu, marked with a red asterisk)
 - 'Organization or Department Hosting this Event' (dropdown menu, marked with a red asterisk)
 - 'Additional Organization or Department involved with this Event' (dropdown menu)
- Right Column:** Contains 'Instructions' and 'Hint' sections.

At the bottom of the form, there are buttons for '< Back', 'Next >', 'Cancel', and 'Save'. A red vertical box highlights the red asterisks next to the 'Event Name', 'Event Title', 'Select the option that best describes the Event:', and 'Organization or Department Hosting this Event' fields.

Event Wizard: Event Type

- 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

The screenshot displays the 'Event Wizard' interface. The top navigation bar includes 'Home', 'Event Wizard', 'Events', 'Locations', 'Resources', 'Organizations', 'Tasks', and 'Reports'. The main content area is titled 'Start by entering the basic event information.' and contains the following fields:

- Event Name:** Input field with 'Example Name' and a green checkmark.
- Event Title:** Input field with 'Example Title' and a green checkmark.
- Select the option that best describes the Event:** A dropdown menu with 'Special Event' selected, highlighted by a red box.
- Organization or Department Hosting this Event:** A dropdown menu with 'Conference Events and Special Progra...' selected and a green checkmark.
- Additional Organization or Department involved with this Event:** A search input field with 'Search for Additional Organizations'.

At the bottom of the form are buttons for '< Back', 'Next >', 'Cancel', and 'Save'.

On the right side, a 'Definitions' panel is visible, also highlighted by a red box. It contains the following definitions:

- Course Related:** Use for meetings/events that are ancillary to a credit earning course or field of study. Request should deviate from regularly scheduled date/time/location/capacity. Examples include study sessions, guest lecturer, make-up exams, dissertations, etc.
- Group Study:** Use for academic purposes. Location intended to be used as-is. Auxiliary Services will not support this event type. Examples include study groups, class project meetings, etc.
- Meeting:** Use for University Business. Request can be for a single occurrence or repeating. May or may not require assistance from Auxiliary Services. Examples include Department staff meetings, Student Org meetings, Committee Meeting etc.
- Special Event:** All requests that deviate from the above list of event types. Event audience internal or external. Generally

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

The screenshot displays the 'Event Wizard' interface. On the left, a sidebar contains a 'User Event Wizard' section with instructions and a note: '** All requests are subject to approval **'. Below this is a 'Special Event' section with a dropdown menu. The main area is titled 'Start by entering the basic event information.' and contains several input fields: 'Event Name' (Example Name), 'Event Title' (Example Title), and a dropdown for 'Select the option that best describes the Event:' (Special Event). The 'Organization or Department Hosting this Event' dropdown is highlighted with a red box. Below it is a search field for 'Additional Organization or Department involved with this Event'. At the bottom, there are 'Back', 'Next', 'Cancel', and 'Save' buttons. On the right, an 'Instructions' panel explains the role of the 'Host' and includes a 'Hint' section with advice on search terms.

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

The screenshot displays the 'Event Wizard' interface. At the top, there is a navigation bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. Below this, a breadcrumb trail shows 'Example Name' and 'New Event...'. The main content area is divided into several sections:

- Example Name:** A green header with 'Example Name' and 'Example Title' below it.
- Special Event:** A yellow box containing 'Conference Events and Special Programs' and 'Additional Organization or Department Involved with this Event'.
- 15 Attendees Expected:** A yellow box with the text '15 Attendees Expected' and 'Event Description (HTML-Enabled)' below it.
- Progress...:** A grey progress bar.
- Enter additional basic event information:** A blue header for the 'Expected Attendance' section, which has a text input field containing '15' and a green checkmark.
- Event Description (HTML-Enabled):** A red-bordered box containing a rich text editor with various formatting options (bold, italic, underline, font family, font size, list, link, image, etc.) and a text area.
- Instructions:** A green box with text: 'Provide a description of your event as you would like it to appear on the University of Denver Calendar. Include the intended audience and a point of contact.'
- Example Audience:** A yellow box with a list of options: 'Open to the public', 'Open to DU community', 'Open to undergraduate/graduate students only', and 'Open to faculty and staff only'.
- Hint:** A yellow box with text: 'Do not include comments for the Location Approver or auxiliary services here.'

At the bottom of the form, there are four buttons: 'Back', 'Next', 'Cancel', and 'Save'.

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

The screenshot shows a web-based event creation interface. On the left, a sidebar contains a header 'Example Name' with a 'New Event...' button, a green box for 'Example Name' with 'Example Title' below it, a 'Special Event' section with 'Conference Events and Special Programs' and 'Additional Organization or Department involved with this Event', '15 Attendees Expected', and an 'Event Description (HTML-Enabled)' field. Below this is a 'Progress...' indicator. The main content area is titled 'Is this a repeating event?' and features two radio button options: 'No' (selected) and 'Yes'. The 'No' option is described as 'This event happens only once. Any other related events are separate and distinct.' The 'Yes' option is described as 'This event occurs multiple times. It repeats daily, weekly, monthly, or irregularly (ad hoc)'. At the bottom, there are four buttons: 'Back', 'Next', 'Cancel', and 'Save'.

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

The screenshot shows the 'Event Wizard' interface for setting the event date and time. The main heading is 'Tell us WHEN this event takes place.' Below this, there are fields for 'Event Start' (Wed Jan 01 2020, 12:00 pm) and 'Event End' (Wed Jan 01 2020, 1:00 pm). A checkbox is checked for 'The first occurrence begins and ends on the same day.' Below these fields is a section titled 'Additional Time' with two questions: 'Does this event require additional time before the event?' (Yes selected) and 'Does this event require additional time after the event?' (No selected). There are input fields for 'Pre-Event' (0 Days, 1 Hours, 0 Minutes) and 'Reservation Start' (11:00 am). At the bottom, there are 'Back', 'Next', 'Cancel', and 'Save' buttons. On the right side, there are sections for 'Date Restrictions' (At least 1 day from today), 'Event Duration' (1 Hour), and 'Reservation Duration' (2 Hours). A 'Hint' section at the bottom right provides instructions on how to use Pre-Event and Post-Event time and mentions 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.

The screenshot shows the 'Event Wizard' interface with the 'WHEN' step selected. The main heading is 'Tell us WHEN this event takes place.' Below this, there are fields for 'Event Start' (Wed Jan 01 2020, 12:00 pm) and 'Event End' (Wed Jan 01 2020, 1:00 pm). A red box highlights the checkbox 'The first occurrence begins and ends on the same day.' which is checked. Below this, there are sections for 'Additional Time' with radio buttons for 'Yes' and 'No', and a 'Pre-Event' field set to 0 Days, 1 Hour, and 0 Minutes. A 'Reservation Start' field is set to 11:00 am. At the bottom, there are 'Back', 'Next', 'Cancel', and 'Save' buttons. On the right side, there are 'Date Restrictions' (At least 1 day from today), 'Event Duration' (1 Hour), and 'Reservation Duration' (2 Hours) sections. A 'Hint' section at the bottom right provides additional instructions and a note about auxiliary services.

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

The screenshot displays the 'Event Wizard' interface for configuring a repeating event. The main heading is 'Choose how this event REPEATS.' The interface is divided into a left sidebar and a main content area. The sidebar, titled 'Example Name', provides event details: 'Special Event', 'Conference Events and Special Programs', '15 Attendees Expected', and the event date and time: 'Wed Jan 01 2020, 12:00 pm - 1:00 pm'. The main content area lists five repeating patterns, each with a brief definition: 'Ad Hoc Repeats' (highlighted with a red border), 'Daily Repeats', 'Weekly Repeats', 'Monthly Repeats', and 'Does Not Repeat'. At the bottom, there are four buttons: 'Back', 'Next', 'Cancel', and 'Save'.

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

The screenshot shows the 'Event Wizard' interface for creating a repeating event. On the left, a sidebar displays event details: 'Example Name', 'Example Title', 'Special Event', 'Conference Events and Special Programs', 'Additional Organization or Department involved with this Event', '15 Attendees Expected', 'Event Description (HTML-Enabled)', 'Wed Jan 01 2020 12:00 pm - 1:00 pm', 'Pre-Event: 1 hour', and 'Repeats on 1/3, 1/9'. The main area is titled 'Describe how this event REPEATS.' and shows 'Ad Hoc Repeats' selected. A calendar for January 2020 is displayed, with the date 'Thu Jan 09 2020' selected. Below the calendar is an 'Occurrence List' table with three rows, all marked as 'Active'. At the bottom, there are navigation buttons: 'Back', 'Next', 'Cancel', and 'Save'. A 'Date Restrictions' box on the right indicates 'Event occurrences that you create are restricted to: At least 1 day from today'.

| Date | Comments | Status |
|-----------------|----------|--------|
| Wed Jan 01 2020 | | Active |
| Fri Jan 03 2020 | | Active |
| Thu Jan 09 2020 | | Active |

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

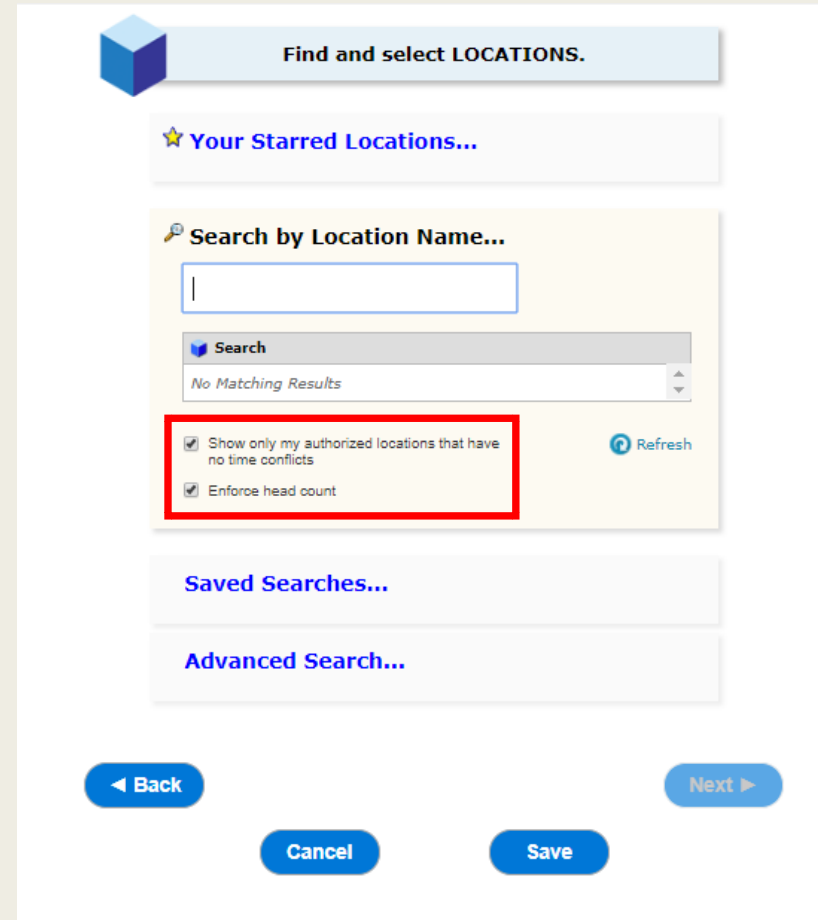
The screenshot shows the 'Find and select LOCATIONS.' step of the Event Wizard. On the left, a summary card for 'Example Name' displays event details: 'Special Event', 'Conference Events and Special Programs', '15 Attendees Expected', 'Wed Jan 01 2020 12:00 pm - 1:00 pm', and 'Repeats on 1/3, 1/9'. The main area features a search box labeled 'Search by Location Name...' with a red border, a search button, and a dropdown menu showing 'No Matching Results'. Below the search box are checkboxes for 'Show only my authorized locations that have no time conflicts' and 'Enforce head count', along with a 'Refresh' button. At the bottom, there are 'Back', 'Cancel', 'Save', and 'Next' buttons. On the right, an 'Instructions' panel explains that users should search for location names or select from favorites, and a 'Hint' panel notes that multiple locations can be requested but separate requests are recommended for each building. A 'Selected Locations' section at the bottom right shows 'none selected'.

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 



Find and select LOCATIONS.

★ Your Starred Locations...

🔍 Search by Location Name...

🔍 Search

No Matching Results

Show only my authorized locations that have no time conflicts

Enforce head count

Refresh

Saved Searches...

Advanced Search...

◀ Back

Next ▶

Cancel

Save

Event Wizard: Location

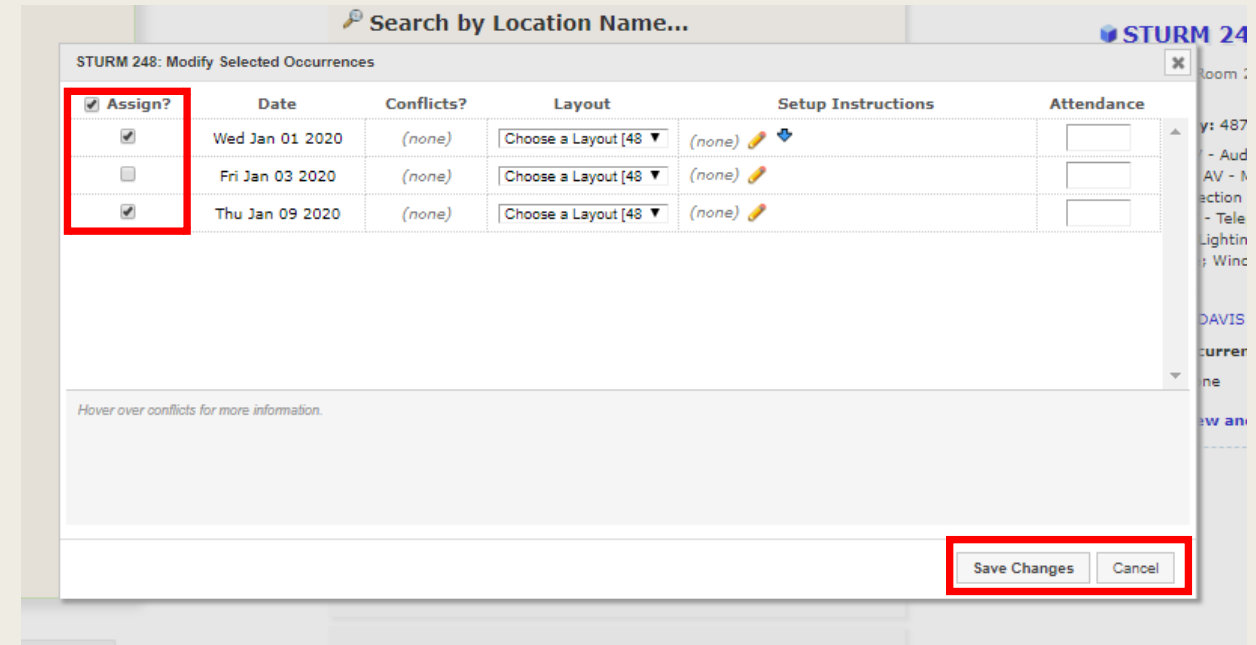
- To select a Location, click on it
- Clicking on the Location in the center column will register it as selected and it will appear in the right column
- Use the **View and Modify Occurrence** tool to eliminate specific dates from a recurring reservation pattern

The screenshot displays the 'Event Wizard' interface for selecting a location. On the left, a sidebar shows event details for 'Example Name', including the date 'Wed Jan 01 2020' and time '12:00 pm - 1:00 pm'. The main area is titled 'Find and select LOCATIONS.' and features a search bar with 'Sturm' entered. Below the search bar, a list of locations is shown, with 'STURM 248' highlighted in a red box. The right sidebar shows the 'Selected Locations' section, where 'STURM 248' is listed with its details, including 'Max Capacity: 487'. A red box highlights the 'View and Modify Occurrences' button at the bottom of the right sidebar. Navigation buttons for 'Back', 'Next', 'Cancel', and 'Save' are located at the bottom of the interface.

| Location Name | Room | Max Capacity | Status |
|---------------|------------------------------------------------------|--------------|----------|
| STURM 234 | Sturm Hall - Room 234 - Classroom | 30 | Selected |
| STURM 235 | Sturm Hall - Room 235 - Seminar Room | 22 | Selected |
| STURM 248 | Sturm Hall - Room 248 - Sam & Freda Davis Auditorium | 487 | Selected |

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

The screenshot displays the 'Additional Information' step of an event wizard. On the left, a sidebar provides event details: 'Example Name' (Example Title), 'Special Event', 'Conference Events and Special Programs', 'Additional Organization or Department involved with this Event', '15 Attendees Expected', 'Event Description (HTML-Enabled)', 'Wed Jan 01 2020 12:00 pm - 1:00 pm', 'Pre-Event: 1 hour', 'Repeats on 1/3, 1/9', and 'STURM 248 All Occurrences'. The main form area is titled 'Select ADDITIONAL INFORMATION for this event.' and contains a checkbox for 'Budget # (Fund, Org, Acct)' with an adjacent text input field, which is highlighted with a red border. Navigation buttons include 'Back', 'Next', 'Cancel', and 'Save'. An 'Instructions' panel on the right states: 'Please provide additional information applicable to this 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

Example Name New Event...

Example Name
Example Title

Special Event
Conference Events and Special Programs
Additional Organization or Department involved with this Event

15 Attendees Expected
Event Description (HTML-Enabled)
Wed Jan 01 2020
12:00 pm - 1:00 pm
Pre-Event: 1 hour
Repeats on 1/3, 1/9

STURM 248
All Occurrences

Budget # (Fund, Org, Acct)

Office of the Registrar
Scheduler

Office of the Registrar
Requestor

Adams, Sarah
Event Manager

Select CONTACTS for this event.

Scheduler
Office of the Registrar

Requestor
Office of the Registrar

Event Manager
Adams, Sarah
Sarah.J.Adams@du.edu

Back Cancel Save Next

Instructions
Contact fields are dependent on the Event Type selected. Provide a user name for any and all fields applicable to this event.

The same person can be any number of roles.

Definitions

- **Scheduler:** is used to identify the primary representative from the Organization hosting the event
- **Requestor:** is used to identify the person entering THIS event into 25Live
- **Event Manager:** is used to identify the person responsible for auxiliary service logistics
- **Instructor:** is used to identify the Faculty leading the credit earning course

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

The screenshot displays the 'Event Wizard: Requirements' interface. On the left, a sidebar provides event details: 'Example Name', 'Example Title', 'Special Event', 'Conference Events and Special Programs', '15 Attendees Expected', 'Wed Jan 01 2020 12:00 pm - 1:00 pm', 'STURM 248', 'Office of the Registrar', and 'Adams, Sarah'. The main area is titled 'Select REQUIREMENTS for this event.' and contains a list of nine requirements, each with a checkbox and a comments field. Requirements 03, 04, and 05 are checked. A red box highlights the entire requirements list. On the right, an 'Instructions' section states: 'Please select any and all additional items applicable to this event and provide corresponding notes in the attached comments field.' Below it, a 'NOTE' section states: 'Work Orders must still be submitted for Technology, Setup, Custodial and Catering.' and '*Links to separate work order systems will be provided with your confirmation email.'

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

The screenshot displays the 'Event Wizard' interface for the 'Comments' step. On the left, a sidebar provides event details: 'Example Name', 'Example Title', 'Special Event', 'Conference Events and Special Programs', '15 Attendees Expected', 'Wed Jan 01 2020 12:00 pm - 1:00 pm', 'Pre-Event: 1 hour', 'Repeats on 1/3, 1/9', 'STURM 248 All Occurrences', 'Office of the Registrar Scheduler', 'Office of the Registrar Requestor', and 'Adams, Sarah Event Manager'. The main area features a header 'Add additional COMMENTS and NOTES for this event.' and a large text input field labeled 'Comments', which is highlighted with a red border. Below the text field are navigation buttons: 'Back', 'Next', 'Cancel', and 'Save'. On the right, an 'Instructions' box states: 'Use this field to provide any additional information that would be helpful for the Location Approver in completing your 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

The screenshot displays the 'DU Terms and Conditions' screen in the Event Wizard. On the left sidebar, event details are listed: 'Example Name', 'Example Title', 'Special Event', 'Conference Events and Special Programs', '15 Attendees Expected', 'Wed Jan 01 2020 12:00 pm - 1:00 pm', 'STURM 248', 'Office of the Registrar', and 'Adams, Sarah'. The main content area shows the terms and conditions text. A red rectangular box highlights the 'I agree' checkbox, which is currently unchecked. Below the checkbox are three buttons: 'Back', 'Cancel', and '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

The screenshot displays the 'Event Wizard' interface after an event has been saved. On the left, a sidebar shows event details: 'Example Name', 'Special Event', '15 Attendees Expected', 'Wed Jan 01 2020 12:00 pm - 1:00 pm', 'Pre-Event: 1 hour', and 'Repeats on 1/3, 1/9'. It also lists roles: 'Office of the Registrar Scheduler', 'Office of the Registrar Requestor', and 'Adams, Sarah Event Manager'. A 'Done!' button is at the bottom of the sidebar. The main content area features a green confirmation message: 'This request has been successfully submitted. This is not a confirmation of the location. You will receive an email once your event is confirmed or denied.' Below this, there are sections for 'Here's Some Information About Your Event' (listing 'Location Requests Pending Approval'), 'What's Next?' (with buttons for 'View Details', 'Edit', 'Copy', and 'Email'), and 'More Event Options' (with buttons for 'Print Confirmation', 'Manage Relationships', 'Manage Bindings', 'Take Ownership of this Event', and 'Add to Starred?'). The 'Copy' and 'Add to Starred?' buttons are highlighted with red boxes. At the bottom, an 'Event Preferences' section shows 'STURM 248' as a requested location.