

25LIVE Quick Reference Guide – Requesting an Event

Mozilla Firefox is the recommended browser for accessing 25LIVE. Users are strongly discouraged from using Internet Explorer.

To Request an Event

Step 1: Access 25LIVE at

<http://25live.collegenet.com/stanford>

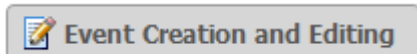
Step 2: Sign in to 25LIVE by clicking on the *Sign In* link at the top.

Sign In to 25Live

Stanford students, staff and faculty can sign in with their Stanford SUNet ID's and passwords.

Individuals without a Stanford SUNet ID can view the 25Live website, but need to have a Stanford sponsor in order to request an event.

Step 3: Click on the *Event Creation and Editing* tab to load the Event Wizard.



Step 4: Complete the following fields:

Event Name

Choose a name that is descriptive, yet concise (e.g. – Economics Staff Meeting Autumn 2011)

Event Date and Time

Select the start and end dates and times (include setup and takedown) for each event. For one-day events with multiple occurrences (e.g., weekly meetings at the same time), users will enter the date and time of the first occurrence, then select Daily, Weekly, Monthly or *Ad Hoc Repeat* from the drop down box and select the appropriate pattern or dates.

Event Head Count

If known, enter the estimated number of attendees for your event.

Event Locations

Choose “Search” and type in the full or partial location or building name. You can select *location(s)* for your event from this list. More than one location can be selected for an event.



Means that the location is available for the date and time you have selected.



Means there is a conflict. Either choose a different location or change the time or date of your event.



Means that this location cannot be requested through 25Live. Refer to the Comments section in the Details of this location for instructions on how to submit a request.

Starred Locations

Before creating an event, you can star your favorite locations:

Click the light-blue Locations Tab → Your Location Searches → Public Searches

Choose the location grouping you desire. For the locations you use the most often, click on the hollow star in the second column of the list. The star will turn yellow and these locations will appear in your Event Wizard as a location choice without having to perform a search.

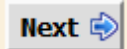
Primary Organizations for this Event

Users should select the organization or department responsible for the event. Click on Index and choose the organization from the box that appears below.

Note: DO NOT use orgs that are in only CAPS.

Starred Organizations

Once you have chosen your organization in the Event Wizard, star your favorite organization by clicking on the hollow star icon. In future event creations, you can choose from a list of your starred organizations without performing a search.

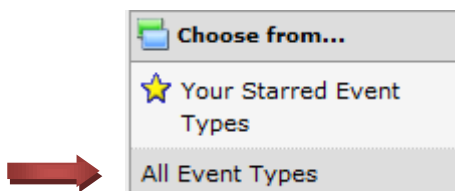
**Select  to save current information and move onto the next page.

Event Description

Information entered here will appear in the 25LIVE *Event Detail* view. You can enter additional information you want others to see, including the event website URL, contact information or key event details. Enter N/A if no further description is needed.

Event Type

Click on All Event Types and select the type of event such as meeting, office hour or seminar. Event Types can be starred.



Event Custom Attributes (optional)

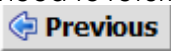
A list of Custom Attributes will appear depending on the Event Type that has been chosen. Fill these out only if you want to as a reminder to yourself.

Event Comments

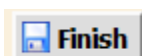
This field is designed to give you an opportunity to send additional instructions or comments to schedulers about an event. This information is viewable by schedulers and administrators only.

Event State

The default event state will be **Draft**.

*If you need to return to the previous page, select  instead of using the browser's Back button.

Step 5: Save and finish by clicking on

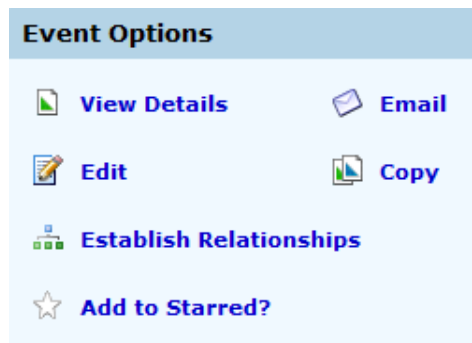


Step 6: You will know that your event has been successfully created and saved when the following message is displayed at the top of the event summary page.

Your event has been successfully saved!

Your event has been sent to the appropriate schedulers for approval.

Now that you have created an event, you have the option of performing one of the following actions. Simply click on the blue wording.



Starred Event

In Event Options, click on "Add to Starred?" and the hollow star will turn yellow. This event will now appear in the "Your Starred Events" section on your Homepage.

If you have any questions or suggestions for improvement, please email Sarah Cho at sarah.cho@stanford.edu