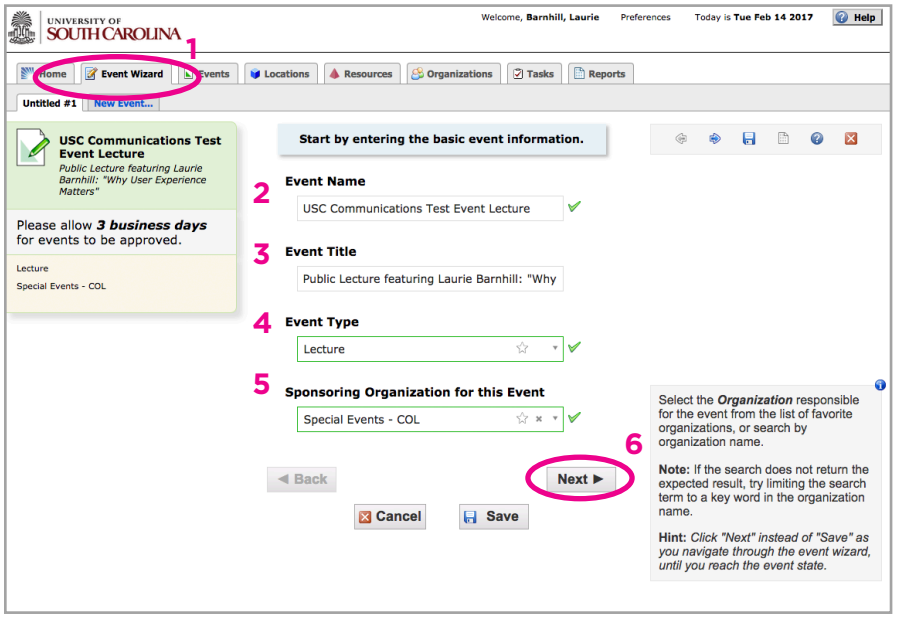
25Live Events
Creating Calendar-Ready Events

When you begin entering a space request, keep in mind that this will be the same listing used to display your event on a web calendar if you want your event published. In order to ensure that your event submission meets requirements for calendar display, there are certain fields that must be completed. The following guide will help you make sure you've done all the necessary steps to get your event on the selected UofSC calendar.



Start by clicking the **Event Wizard Tab (1)** and fill out all the fields clicking through the screens using the next button.

Event Name (2): ideally, this will show a short version of the full event title. Type of event and subject matter are a good place to start.

Event Title (3): this is what people will see on the front page of a calendar. If it is a lecture, the speaker and title of the talk should be included.

Event Type (4): Choose the event type that best describes your event. This field is just for the 25Live system and is not displayed anywhere on the published calendar pages. Your user permissions determine which Event Types you can choose from.

Sponsoring Organization for this Event (5): Choose the organization or responsible unit for this event. This field is just for the 25Live system and is not displayed anywhere on the published calendar pages.

If fields are mandatory, an asterisk will appear to the right of it. Once mandatory fields are entered, the asterisk becomes a check mark.

Click **Next (6)** when done.

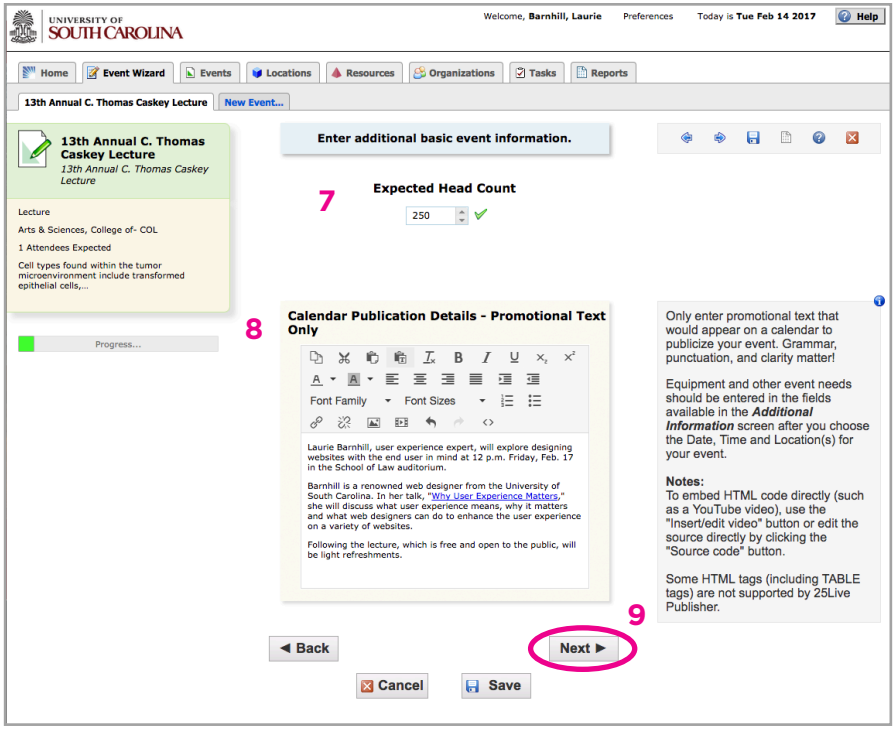
Enter an **Expected Head Count (7)**. This will be used to find locations that can hold your event.

Fill out the **Calendar Publication Details (8).**

This is what people will see on a web calendar. This is among the most important boxes to complete in order to get your event on a calendar. Here you should include the time, date, location and a brief description of the event content. Your goal is to give potential attendees a brief overview of what they might expect if they choose to go to your event. If it is a lecture, the speaker and title of the talk should be included. If you want to include box office information for a ticketed event, this is the place to do so.

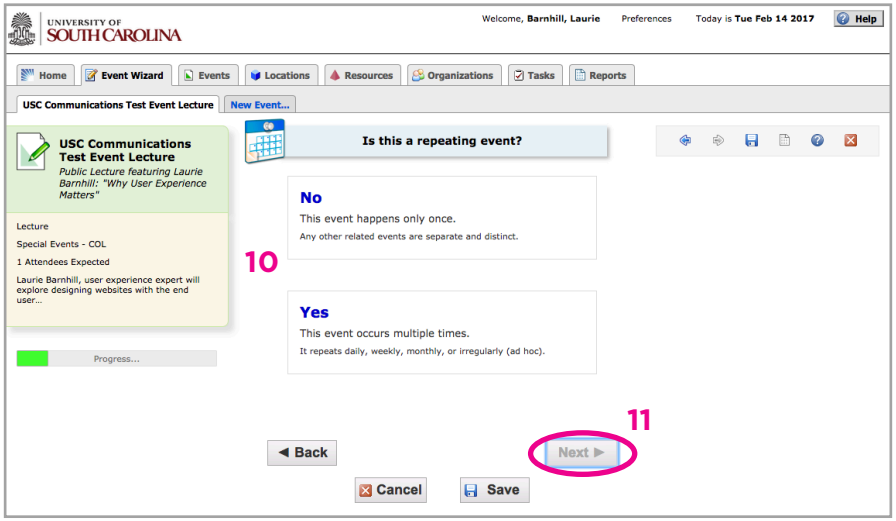
Links to more information are encouraged, and can be included by hyperlinking related phrases. Avoid using URLs or “Click Here” language in your links; instead, work the link into the natural flow of the sentence.

Click **Next (9)** when done.



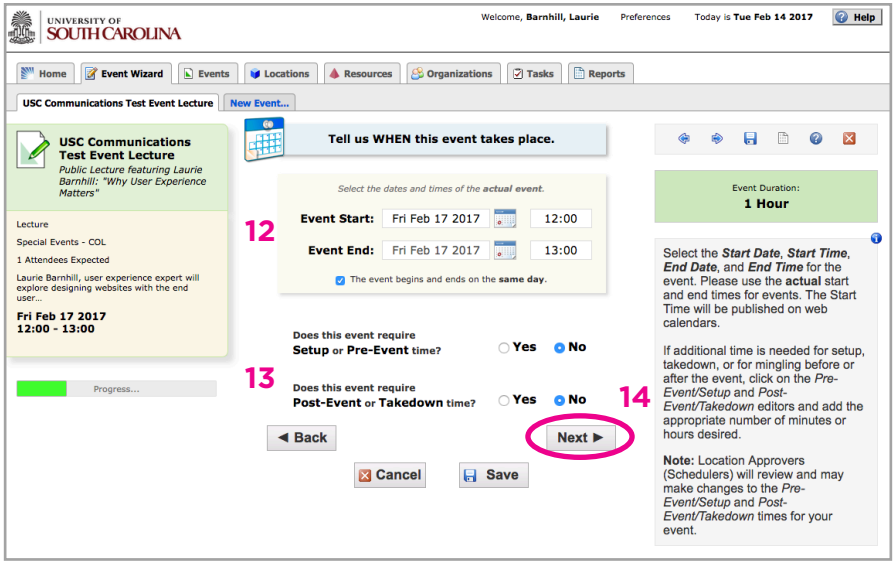
Repeating Events (10): If the event has more than one occurrence, select “Yes;” if it has a single occurrence, select “No.”

Click **Next (11)** when done.



Enter the **Event Start and Event End times (12)**. These will be the times that display on the calendar, so you should enter the true start and end times of the event. If you require extra time to set up or break down your event, add that time in the **Pre-Event or Post-Event time (13)**.

Click **Next (14)** when done.

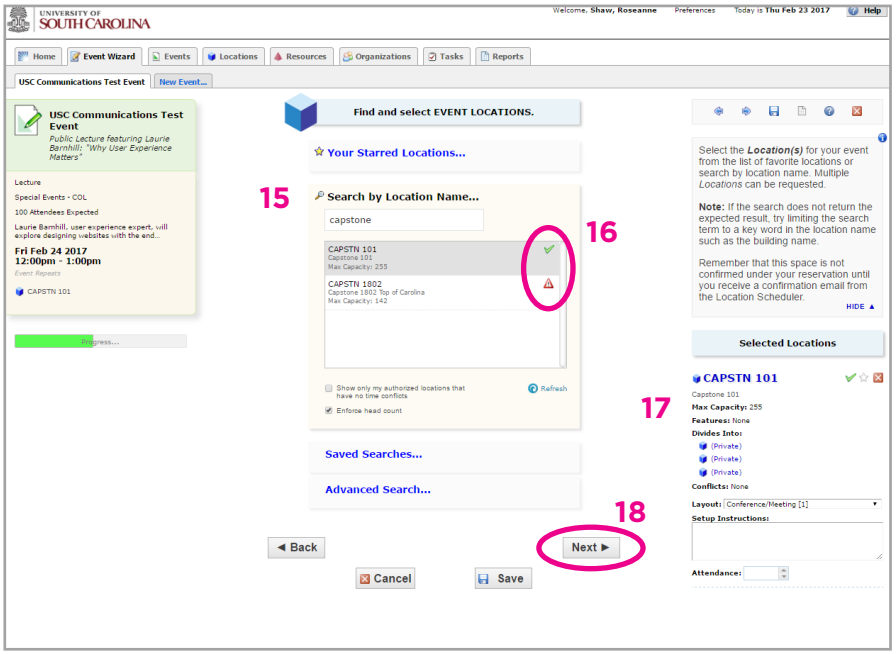


Search for suitable **Event Locations (15)** by location name, saved search or advanced search. Locations that best fit your head count will appear higher in the list.

A **red triangle or gray "x" (16)** means the location is not available. A **green check mark (16)** means the location is available.

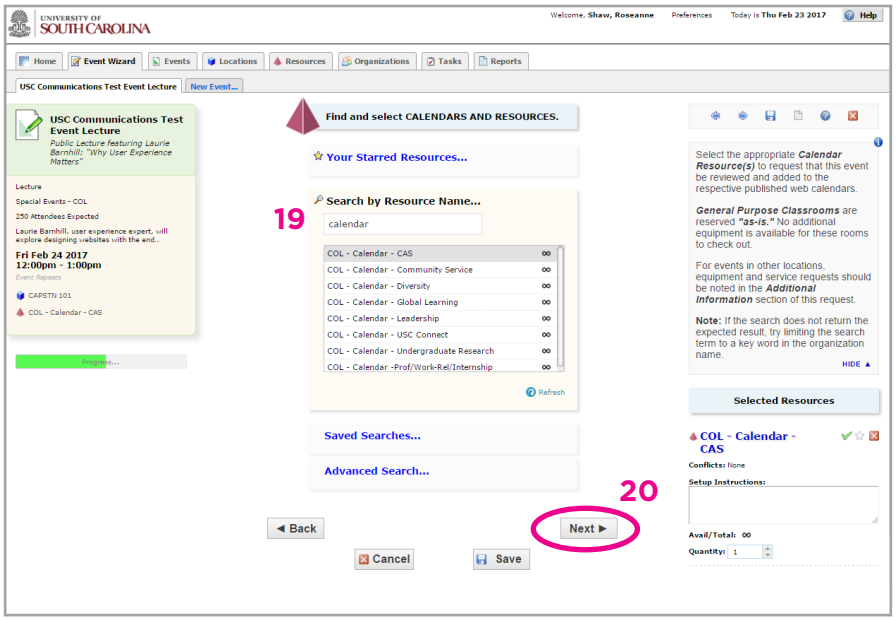
Once you select a location, it will appear in the **right-hand sidebar (17)**.

Click **Next (18)** when done.



Calendars and Resources (19) is the area in which you will select the calendars on which you would like your event to appear (if any). Your user permissions determine which resources you can choose from. The calendar manager for your unit will determine if your event is appropriate for the unit calendar and for consideration for the main university calendar. Once you select a calendar, it will appear in the right-hand sidebar.

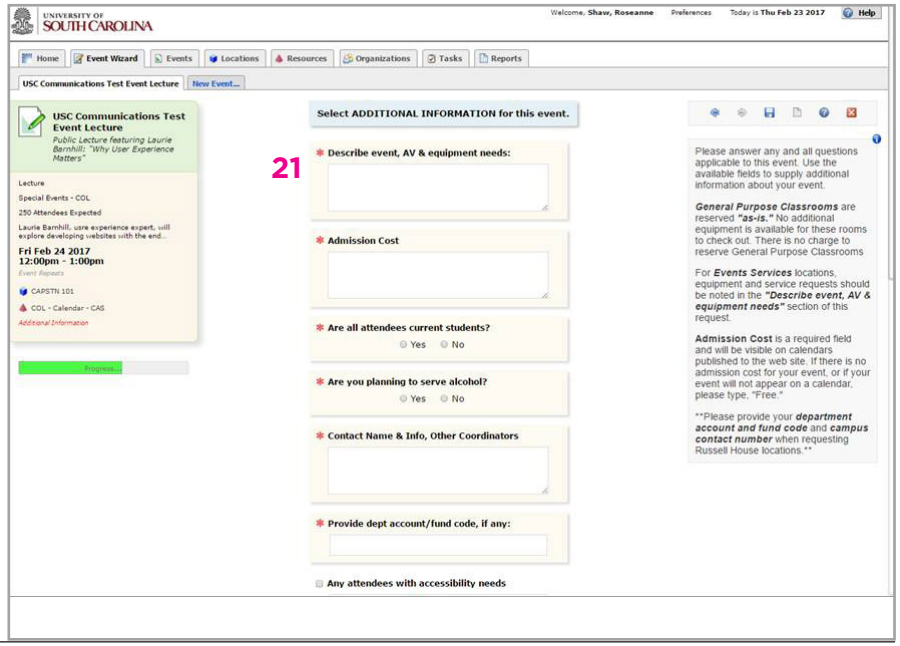
Click **Next (20)** when done.



The Additional Information page has many questions related to the logistics of your event. Please answer them as required and appropriate for your event, but the only information that will appear on your calendar listing is the **Admission Cost (21)**.

> If your event does not have an admission cost, simply enter "Free" in the Admission Cost box. If there is a charge for the event, enter the dollar amount only; information about how to purchase tickets should go in the Calendar Publication Details box.

Click **Next** when done.

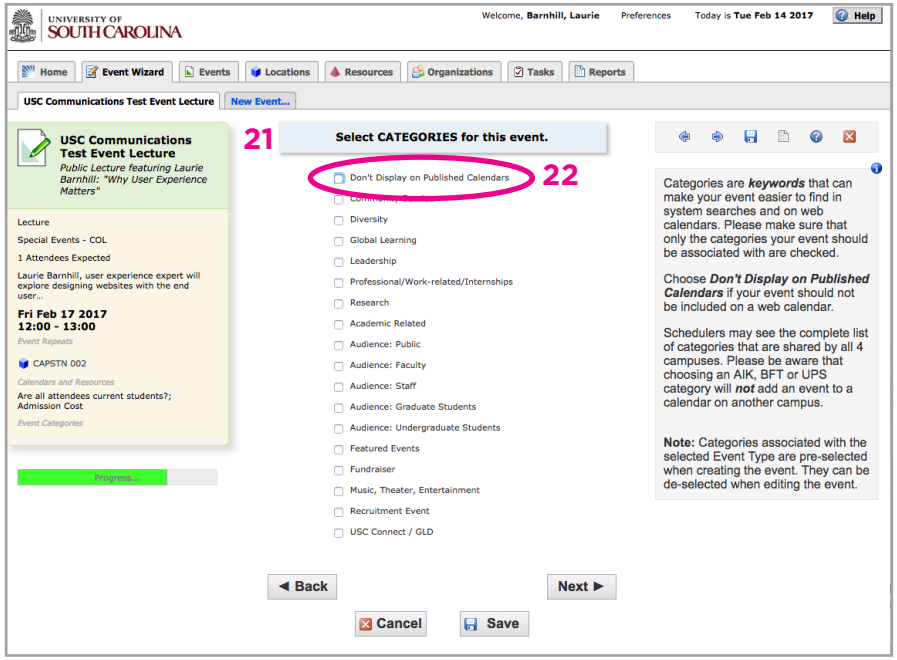


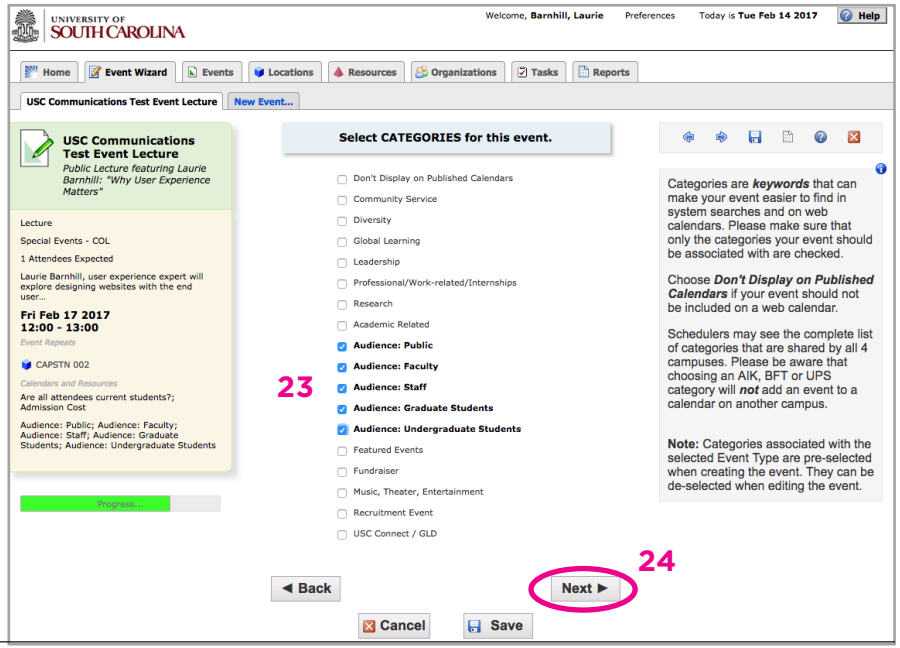
Categories (21) are used as search tools. This field is just for the 25Live system and is not displayed anywhere on the published calendar pages; however, if a calendar visitor enters one of the categories as a search term, any event associated with the category will display. Your user permissions determine which Categories you can choose from.

If you do not want your event to display on published calendars, you can select **Don't Display on Published Calendars (22)**. If you later decide that your event is ready to be published, you can go back and uncheck this box.

The **Audience categories (23)** can be used by calendar administrators to determine where your event should be displayed to reach your intended audience.

Click **Next (24)** when done.





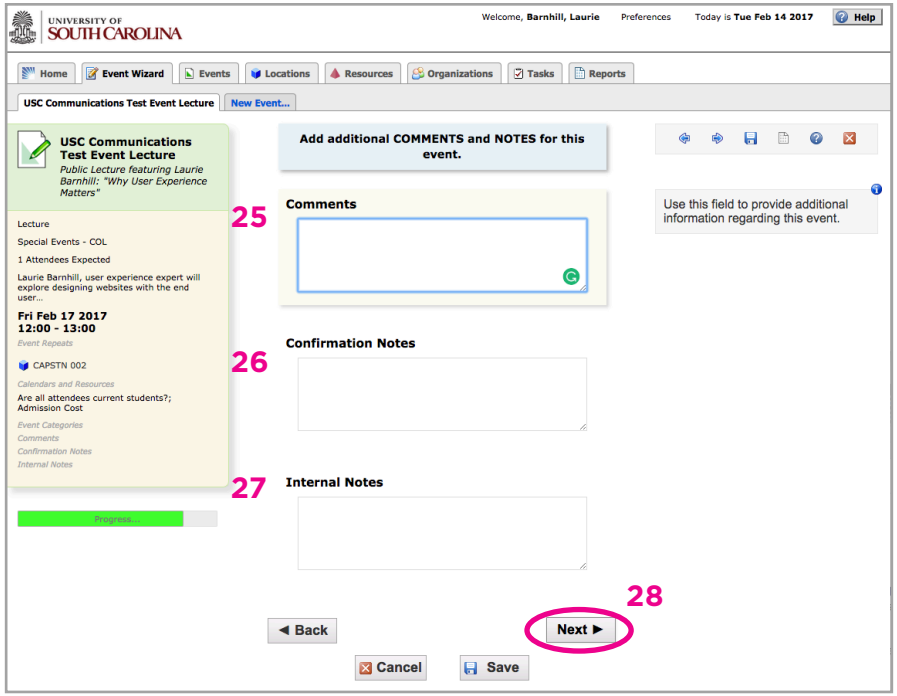
Additional Comments and Notes are just for the 25Live system and are not displayed anywhere on the published calendar pages.

Event Comments (25) can be seen by most users.

Confirmation Notes (26) are shown in Confirmation Reports.

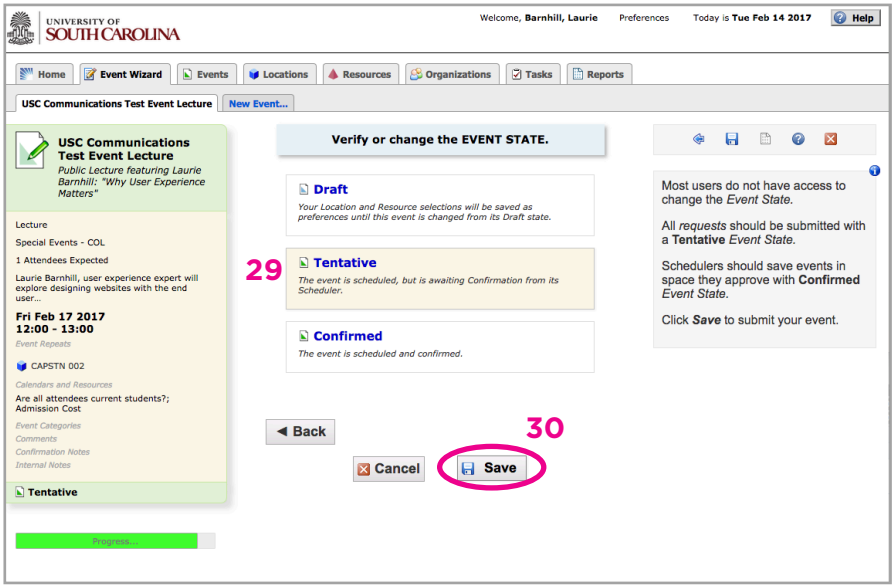
Internal Notes (27) can be seen only by people who are event contacts, like Requestor and Scheduler.

Click **Next (28)** when done.



Event State reflects the status of your space request. Your user permissions determine which Event State you can choose from.

All space requests must be submitted as **Tentative (29)**. Only space schedulers are able to change the Event State from Tentative to Confirmed, and only Confirmed events will be displayed on a calendar.

To finish your event request, click **Save (30)**.

Once you are finished entering your event, the system will send a notification to the space scheduler and the calendar manager to approve.