

## 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.

The screenshot shows the University of South Carolina 25Live Event Wizard interface. The top navigation bar includes the university logo, user name 'Barnhill, Laurie', and date 'Today is Tue Feb 14 2017'. The sidebar on the left has tabs for 'Home', 'Event Wizard' (1), 'Events', 'Locations', 'Resources', 'Organizations', 'Tasks', and 'Reports'. The main content area is titled 'Start by entering the basic event information.' and contains four numbered fields: 2. 'Event Name' with the value 'USC Communications Test Event Lecture' and a green checkmark; 3. 'Event Title' with the value 'Public Lecture featuring Laurie Barnhill: "Why User Experience Matters"'; 4. 'Event Type' with a dropdown menu showing 'Lecture' and a green checkmark; 5. 'Sponsoring Organization for this Event' with a dropdown menu showing 'Special Events - COL' and a green checkmark. Below these fields are 'Back', 'Cancel', 'Save', and 'Next' (6) buttons. A note on the right side of the form states: 'Select the Organization responsible for the event from the list of favorite organizations, or search by organization name. Note: If the search does not return the expected result, try limiting the search term to a key word in the organization name. Hint: Click "Next" instead of "Save" as you navigate through the event wizard, until you reach the event state.'

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.

The screenshot shows the 'Event Wizard' interface for the '13th Annual C. Thomas Caskey Lecture'. The 'Expected Head Count' is set to 250. The 'Calendar Publication Details - Promotional Text Only' section is highlighted with a pink box and labeled '8'. It contains a rich text editor with the following text: 'Laurie Barnhill, user experience expert, will explore designing websites with the end user in mind at 12 p.m. Friday, Feb. 17 in the School of Law auditorium. Barnhill is a renowned web designer from the University of South Carolina. In her talk, "Why User Experience Matters," she will discuss what user experience means, why it matters and what web designers can do to enhance the user experience on a variety of websites. Following the lecture, which is free and open to the public, will be light refreshments.' A pink circle highlights the 'Next' button, labeled '9'. Other buttons include 'Back', 'Cancel', and 'Save'.

The screenshot shows the 'Event Wizard' interface for the 'USC Communications Test Event Lecture'. The 'Is this a repeating event?' section is highlighted with a pink box and labeled '10'. It contains two options: 'No' (This event happens only once. Any other related events are separate and distinct.) and 'Yes' (This event occurs multiple times. It repeats daily, weekly, monthly, or irregularly (ad hoc)). A pink circle highlights the 'Next' button, labeled '11'. Other buttons include 'Back', 'Cancel', and 'Save'.

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.

This screenshot shows the 'Tell us WHEN this event takes place' step of the event creation process. The interface includes a sidebar on the left with event details, a main form area, and a right-hand sidebar with additional instructions. Numbered callouts 12, 13, and 14 highlight specific elements.

- 12** points to the 'Event Start' and 'Event End' date and time selection fields.
- 13** points to the 'Does this event require Setup or Pre-Event time?' and 'Does this event require Post-Event or Takedown time?' checkboxes.
- 14** points to the 'Next' button.

The main form area shows the event title 'USC Communications Test Event Lecture', the date 'Fri Feb 17 2017', and the time '12:00 - 13:00'. The duration is set to '1 Hour'. The right-hand sidebar contains instructions on how to select the start date, start time, end date, and end time for the event, and a note about location approvers.

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.

This screenshot shows the 'Find and select EVENT LOCATIONS' step of the event creation process. The interface includes a sidebar on the left with event details, a main form area, and a right-hand sidebar with additional instructions. Numbered callouts 15, 16, 17, and 18 highlight specific elements.

- 15** points to the 'Search by Location Name...' search bar.
- 16** points to the green check mark and red triangle icons next to the location results.
- 17** points to the 'Selected Locations' sidebar on the right.
- 18** points to the 'Next' button.

The main form area shows the event title 'USC Communications Test Event', the date 'Fri Feb 24 2017', and the time '12:00pm - 1:00pm'. The location search results show 'CAPSTN 101' and 'CAPSTN 1802'. The right-hand sidebar contains instructions on how to select the location(s) for the event and a note about the location scheduler.

**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 screenshot shows the 'Calendars and Resources' page in the University of South Carolina Event Wizard. The page is titled 'Find and select CALENDARS AND RESOURCES.' and includes a search bar and a list of resources. The 'Next' button is circled in red and labeled with a red '20'.

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.

The screenshot shows the 'Additional Information' page in the University of South Carolina Event Wizard. The page is titled 'Select ADDITIONAL INFORMATION for this event.' and includes several sections for providing event details. The 'Admission Cost' field is highlighted with a red '21'.

**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.

UNIVERSITY OF SOUTH CAROLINA

Welcome, Barnhill, Laurie | Preferences | Today is Tue Feb 14 2017 | Help

Home | Event Wizard | Events | Locations | Resources | Organizations | Tasks | Reports

USC Communications Test Event Lecture | New Event...

**21** Select CATEGORIES for this event. **22**

☒ Don't Display on Published Calendars

☐ Community Service

☐ Diversity

☐ Global Learning

☐ Leadership

☐ Professional/Work-related/Internships

☐ Research

☐ Academic Related

☐ Audience: Public

☐ Audience: Faculty

☐ Audience: Staff

☐ Audience: Graduate Students

☐ Audience: Undergraduate Students

☐ Featured Events

☐ Fundraiser

☐ Music, Theater, Entertainment

☐ Recruitment Event

☐ USC Connect / GLD

Categories are **keywords** that can make your event easier to find in system searches and on web calendars. Please make sure that only the categories your event should be associated with are checked.

Choose **Don't Display on Published Calendars** if your event should not be included on a web calendar.

Schedulers may see the complete list of categories that are shared by all 4 campuses. Please be aware that choosing an AIK, BFT or UPS category will **not** add an event to a calendar on another campus.

**Note:** Categories associated with the selected Event Type are pre-selected when creating the event. They can be de-selected when editing the event.

Back | Next | Cancel | Save

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Back | Next | Cancel | Save

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.

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USC Communications Test Event Lecture | New Event...

**USC Communications Test Event Lecture**  
Public Lecture featuring Laurie Barnhill: "Why User Experience Matters"

Lecture  
Special Events - COL  
1 Attendees Expected  
Laurie Barnhill, user experience expert will explore designing websites with the end user...

**Fri Feb 17 2017**  
**12:00 - 13:00**

Event Repeats  
CAPSTN 002

Calendars and Resources  
Are all attendees current students?  
Admission Cost

Event Categories  
Comments  
Confirmation Notes  
Internal Notes

**25** Add additional COMMENTS and NOTES for this event.

**26** Confirmation Notes

**27** Internal Notes

**28** Next

Back | Cancel | Save

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.

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**29** Verify or change the EVENT STATE.

**Draft**  
Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state.

**Tentative**  
The event is scheduled, but is awaiting Confirmation from its Scheduler.

**Confirmed**  
The event is scheduled and confirmed.

**30** Save

Back | Cancel | Save