Do you need to request an event on the go? You can access 25LIVE from your tablet or smartphone. Simply log in and click "Create an event"!

https://25live.collegenet.com/sc/scheduling.html





Event Name (1): 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 (2): 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 (3): 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.

Sponsoring Organization for this Event (4):

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. Starred organizations will appear at the top of the list.

Enter an **Expected Head Count (5)**. This will be used to find locations that can hold your event.

Fill out the Calendar Publication Details (6). 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.

Please allow 3 business days for events to be approved.

Event Name 1

Please enter a brief name (limit is 40 characters) that clearly describes the event.

Create an Event

Help

Tasks

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This field is required.

Event Title 2

The *Event Title* will replace the *Event Name* (above) on all published calendars on the **University of South Carolina** website. Grammar, punctuation, and clarity matter!

Event Type 3

Select the *Event Type* that best describes the event. Only one event type may be selected per event.

Note: Once the event has been saved, the Event Type cannot be changed.

Note: Changing the Event Type may update selections for the following: Custom Attributes, Categories, Contact Roles, Requirements, Publish to Calendar.

Search for an Event Type

Sponsoring Organization for this Event $oldsymbol{4}$

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.

Search for an Organization *

Expected Head Count 5

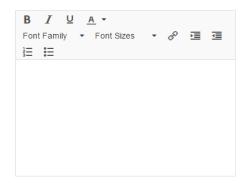
Please enter the expected attendance for the event.

÷ *

Calendar Publication Details - Promotional

Only enter promotional text that would appear on a calendar to publicize your event. Grammar, punctuation, and clarity matter!

Equipment and other event needs should be entered in the fields available in the *Additional Information* screen after you choose the Date, Time and Location(s) for your event.



Enter the **Event Date and Time (7)**. These will be the times and date 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 (8)**.

Repeating Events (9): If the event has more than one occurrence, select the date(s) here;" if it has a single occurrence, select "Does Not Repeat."

Search for suitable **Event Locations (10)** by location name, saved search or advanced search. Starred locations will appear at the top of the list.

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

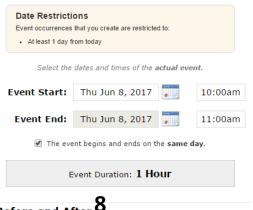
Once you select a location, it will appear in the event locations section.

Event Date and Time 7

Select the *Start Date*, *Start Time*, *End Date*, and *End Time* for the event. Please use the *actual* start and end times for events. The Start Time will be published on web calendars.

If additional time is needed for setup, takedown, or for mingling before or after the event, click on the *Pre-Event/Setup* and *Post-Event/Takedown* editors and add the appropriate number of minutes or hours desired.

Note: Location Approvers (Schedulers) will review and may make changes to the *Pre-Event/Setup* and *Post-Event/Takedown* times for your event.



Before and After 8

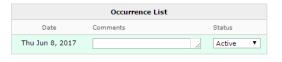
Select the Start Date, Start Time, End Date, and End Time for the event. Please use the actual start and end times for events. The Start Time will be published on web calendars.

If additional time is needed for setup, takedown, or for mingling before or after the event, click on the *Pre-Event/Setup* and *Post-Event/Takedown* editors and add the appropriate number of minutes or hours desired.

Note: Location Approvers (Schedulers) will review and may make changes to the *Pre-Event/Setup* and *Post-Event/Takedown* times for your event.



Does Not Repeat 🔻



Event Locations 10

Select the *Location(s)* for your event from the list of favorite locations or search by location name. Multiple *Locations* can be requested.

Note: 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.

Remember that this space is not confirmed under your reservation until you receive a confirmation email from the Location Scheduler.



Calendars and Resources (11) is the area in which you will select the calendars on which you would like your event to appear (if any). The calendar manager for will receive a task notification to determine if your event is appropriate for the unit calendar.

The Additional Information (12) section has many questions related to the logistics of your event. Please answer them as required and appropriate for your event. All questions marked with a red asterisk are required, but the only information that will appear on your calendar listing is the Admission Cost (13).

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.

Calendars and Resources 11

Select the appropriate *Calendar Resource(s)* to request that this event be reviewed and added to the respective published web calendars.

General Purpose Classrooms are reserved "as-is."

No additional equipment is available for these rooms to check out.

For events in other locations, equipment and service requests should be noted in the *Additional Information* section of this request.

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

Additional Information	12	
Search for Resources		w

Please answer any and all questions applicable to this event. Use the available fields to supply additional information about your event.

General Purpose Classrooms are reserved "as-is."
No additional equipment is available for these rooms to check out. There is no charge to reserve General Purpose Classrooms

For **Events Services** locations, equipment and service requests should be noted in the **"Describe event, AV & equipment needs"** section of this request.

Admission Cost is a required field and will be visible on calendars published to the web site. If there is no admission cost for your event, or if your event will not appear on a calendar, please type, "Free."

Please provide your *department account and fund code* and *campus contact number* when requesting Russell House locations.

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uo all attendes	
re an attendees cu	rrent students?
O Yes	O No
Yes	O NO
ontact Name & Info	o, Other Coordinators
rovide dept accoun	t/fund code, if any:
ny attendees with	accessibility needs
	43
re you sponsoring	a vendor?
Yes	○ No
corving food, plaza	so provido info:
serving roou, preas	se provide illio.
	re you planning to Yes Ontact Name & Info rovide dept account ny attendees with re you serving food Yes re you sponsoring

○ Yes ○ No

Categories (14) 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.

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

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

Event Comments (15) can be seen by most users. This field is not required, but can be used to communicate additional details to the space scheduler.

Confirmation Notes (16) are shown in Confirmation Reports and can only be edited by the location approver.

Check the "I agree" box in the **affirmation (17)** section to agree to USC Policies for space usage.

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. Only approvers 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 (18).

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

Event Categories 14

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.

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

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

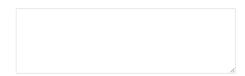
Music, Theater, Entertainment

Recruitment Event

USC Connect / GLD

Comments 15

Use this field to provide additional information regarding this event.



Confirmation Notes 16

This text will appear at the top of confirmation reports.

This information cannot be edited.

Affirmation 17

By checking the box below you agree to adhere to all University policies while using University space.



Event State 18

Most users do not have access to change the *Event* State.

All requests should be submitted with a **Tentative** *Event State*.

Click Save to submit your request



This information cannot be edited.



