

Scheduling and Events: Guide to 25Live



<https://25live.collegenet.com/pro/wittenberg#!/home/dash>

Use your Wittenberg credentials to sign in, then click on "Event Form" in the upper right corner of the screen to begin

1. Name the event you want to have

2. Title the event, sometimes also the name of the event

3. Click the dropdown button and select the type of event you wish to have

4. Click the dropdown button and select the organization you are scheduling the event for

5. Type the amount of people expected

Event Name - Required ⓘ

Event Title - Required ⓘ

Event Type - Required ⓘ

Select an item ▼



Primary Organization for this Event - Required ⓘ

Search organizations ▼



Expected Head Count - Required ⓘ

Registered Head Count

Event Description ⓘ

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6. Type the amount of people registered for your event, sometimes similar to the headcount

7. Describe your event in as much detail as possible in the box provided, and what is to be expected to occur during

Event Date and Time - Required 

Sat Jul-17-2021

11:00 am

To:

12:00 pm

This begins and ends on the same day

Duration:
1 Hour



Additional time



8. Select the Date and Time of your event

Note: Event forms must be submitted at least 5 days before event is set to occur

9. If additional time is needed for the event such as set-up or tear-down, please indicate that by using the Additional Time dropdown

Repeating Pattern



Calendar for July 2021:

S	M	T	W	T	F	S
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

10. If your event is a repeating one, and needs to be continually scheduled please indicate this

by pressing the repeating pattern button and selecting the date of repetition

Event Locations

Locations Search

Auto-Load Starred: **No** **Yes**

Hide Conflicts Enforce Headcount

Saved Searches (optional)

Hint! Type :: to use SeriesQL.

11. If there is a specific location you wish to hold your event. You can request so by typing in the location and pressing the search button.

Resources ⓘ

Event Comments ⓘ

12. Lastly, in the event comments section please indicate any other items needed for your event. This can be room set-up preferences, if you need any catering or dining services, etc.

This indicates to the Events/Scheduling Director who they need to contact to ensure your event is the way you envision it.

Upon agreeing to the terms and sending in the form you should receive an automatic email indicating that the event form was received and will receive another email when it has been approved.

Affirmation - Required

I understand I am submitting a request for a meeting/event and that my use of the requested space is not yet guaranteed. I will not advertise, sign any contracts or invite guests to the meeting or event prior to receiving official confirmation from Central Scheduling notifying me that my reservation has been confirmed.



I agree