25Live Guidebook
Step 1:

- Log onto WaveNet
- Under “Staff Resources”, click on “25Live Event Scheduling”
Once logged in through Wavenet, it will bring you to the homepage.
Step 2:

Select the “Event Wizard” Tab

1. **Fill in with Event Name**
2. Event Title for Published Calendars
3. Event Type
4. Primary Organization for this Event
5. Additional Organization(s) for this Event

Next ➤
Step 3: Estimate how many people will be in the meeting/event.
Step 4:

**Fill in with Event Name**

Meeting
GSBM

Additional Organization(s) for this Event
10 Attendees Expected
Event Description

Choose one

Is this a repeating event?

No
This event happens only once.
Any other related events are separate and distinct.

Yes
This event occurs multiple times.
It repeats daily, weekly, monthly, or irregularly (ad hoc).

Progress...

Back
Next
Cancel
Save
Step 5:

**Fill in with Event Name**

Meeting

GSBM

Additional Organization(s) for this Event

10 Attendees Expected

Event Title for Published Calendars

Event Description

Thu Jul 13 2017

5:00pm - 6:00pm

Tell us WHEN this event takes place.

Event Start: Thu Jul 13 2017 5:00 pm

Event End: Thu Jul 13 2017 6:00 pm

Select the dates and times of the actual event.

The event begins and ends on the same day.

Before and After

Does this event require additional time before the event? [ ] Yes [ ] No

Does this event require additional time after the event? [ ] Yes [ ] No

Progress...
Step 6:

- Type “WLA” followed by ENTER key
- Available rooms will show a green check
- Occupied rooms will show a red x
- Selected room(s) will appear on the right side
Step 7:

- You can skip this section and continue to click “next”
Step 8:

- Continue to click "next"
Step 9:

- Continue to click “next”
Step 10:

- Scheduler will always be Chaundra Pierce
- Enter your name or whoever wants to receive the confirmation email
Step 11:

**Fill in with Event Name**

Meeting
GSSM
Additional Organization(s) for this Event
10 Attendees Expected
Event Description
Thu Jul 13 2017
5:00pm – 6:00pm
Event Repeats
Weekly
Resources
Attached Files
Additional Event Information
Pierce, Chesundra
Sponsor
Location
Publish to Calendar

Select which CALENDARS should publish this event.

There are no Calendars to Publish for this Event Type.

- Continue to click “next”

Progress...
Step 12: Continue to click “next”
Step 13:

• Check the “I agree” box and then save.
• Click “next” to complete the room booking
Step 14:

- You have finished requesting a room!
- Please wait for Chaundra’s email for confirmation of room booking
- If you need to cancel or make edits to the request, please contact Chaundra at x5717