

# Introducing 25Live Pro New Event Form

25Live has been updated with a new name **25Live Pro**, new look and new functionality.

Use this URL to access 25Live Pro: <https://25live.collegenet.com/pro/pepperdine>

25Live and 25Live Pro are connected to the same database, so Pepperdine users are encouraged to start using 25Live Pro, and become familiar with the new navigation.

WaveNet credentials are required to access 25Live Pro.

The final switch to 25Live Pro will take place November 5<sup>th</sup>, 2019.

This user's guide documents the main changes to the Event Request Form in 25Live Pro.

The screenshot displays the 25Live Pro web application interface. At the top, a dark blue header contains the 25Live logo, navigation links for '25Live Pro', 'Event Wizard', 'Tasks', and the user name 'Anne Burkholder', along with a 'More' menu icon. Below the header is a search bar with the text 'Go to Search' and a dropdown menu showing 'Nothing recently viewed'. The main content area is divided into several sections:

- Quick Search:** A vertical list of search filters including 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations', each with a search icon.
- Find Available Locations:** A section with two options: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. An 'OR' separator is between them.
- Your Starred Events:** A section stating 'You do not have any Starred Events!' and explaining that users can mark events as 'Starred' by clicking a star icon.
- Your Starred Locations:** A list of starred locations, each with a location icon, name, and star icon. The list includes: 'AC Balcony - Patio', 'AC215', 'AC261', 'AC290', 'AC298', and 'Amphitheater'.
- Your Starred Event Searches:** A list of starred search terms, each with a search icon and star icon. The list includes: 'Calabasas Events (non-class)', 'Calabasas Grad Campus Events', 'Campus Rec Events', 'CCB140', 'Classes Missing Space Assignments', 'Daily Activity', and 'Events in CAL Study Rms May 2019'.
- Create an Event:** A prominent blue button with a pencil icon and the text 'Create an Event'.
- Your Upcoming Events:** A section showing '12 Events in which you are the Requestor' and '12 Events in which you are the Scheduler'.
- Tasks:** A section showing 'You have No Tasks on Today's Agenda' and '32 Outstanding Tasks'.

# New Event Request Form

## Whole Event Form is on one page

The request form is now on one long page. No need to click forward to next page. Just scroll down until all required elements are plugged in.

Required items are identified with "Required" mention next to them. This applies to Event Name, Event Type, Organization, Expected Headcount, etc.

The screenshot shows the PEPPERDINE event request form. The header includes the PEPPERDINE logo, navigation links for 25Live Pro, Event Form, Tasks, and the user name Anne Burkholder. Below the header, there are buttons for 'Switch Back to Old Wizard (reloads app)', 'Go to Search', and 'Recently Viewed'. The main content area is titled 'Add New' and shows the current event 'Anne is testing new request form'. A sidebar on the left lists various form sections: Event Name, Event Title for Published Calendars, Event Type, Primary Organization for this Event, Additional Organization(s) for this Event, Expected Head Count, Event Description, and Event Date and Time. The main form area contains the following fields: 'Event Name - Required' (with a red box around the label and a red arrow pointing to it), 'Event Title for Published Calendars', 'Event Type - Required' (with a red box around the label and a red arrow pointing to it), and 'Primary Organization for this Event - Required'. A large red arrow points downwards from the top right of the form area.

Each element of the form can be accessed via short cut located on left margin of the event form, for quick access.

This quick access would be most useful while "editing" an already existing event.

The screenshot shows the PEPPERDINE event request form, similar to the one above. The header and navigation are the same. The main content area shows the event 'Anne is testing new request form'. The sidebar on the left is highlighted with a red box, and a red arrow points to it from the left margin. The main form area contains the same fields as the previous screenshot: 'Event Name - Required', 'Event Title for Published Calendars', 'Event Type - Required', and 'Primary Organization for this Event - Required'.

## Set up/Take Down

### Additional Time: Set up/Take Down

Set up/Take down are located under "Additional Time". Click on down arrow to access dialog box with input fields

**Event Date and Time - Required**

Event Name  
Event Title for Published Calendars  
Event Type  
Primary Organization for this Event  
Additional Organization(s) for this Event  
Expected Head Count  
Event Description  
Event Date and Time  
Locations  
Resources

**Start Date and Time:**  
Wed Sep 18 2019  
5:30 pm  
To  
6:00 pm

This event begins and ends on the same day

**Additional time**

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

## Repeating Patterns

Repeating patterns are accessed from the "Repeating Pattern" link. Select the type of pattern relevant for event being created. If the event is not repeating, this step can be skipped; No pattern is necessary.

To access each event occurrences, click on "View All Occurrences".

**Repeating Pattern**

Event Name  
Event Title for Published Calendars  
Event Type  
Primary Organization for this Event  
Additional Organization(s) for this Event  
Expected Head Count  
Event Description  
Event Date and

How does this event repeat?  
Ad hoc  
Ad hoc  
Daily  
Weekly  
Monthly

View All Occurrences

## Event with Multiple Occurrences

Events with multiple occurrences can now be created with occurrences on different days and different start and end times.

Comments can be added for each individual occurrence

Each occurrence can then be set to Active/Cancelled

Or Removed

### All Date Occurrences

18 September 2019 5:30 pm - 6:00 pm Setup Time - Sep 18, 5:15 PM

Comment

State Active

CAL103A

Remove Occurrence

20 September 2019 3:00 pm - 3:30 pm Setup Time - Sep 20, 2:45 PM

Close

## Event with Multiple Occurrences

Location Search: Either search using saved Searches,

Or enter Location name in Search Location.

If starting Event request from Availability, the Location will already be selected

- Additional Organization(s) for this Event
- Expected Head Count
- Event Description
- Event Date and Time
- Locations
- Resources
- Attached Files
- Additional Event Information
- Contact Roles for this Event
- Categories
- Publish to Calendar

### Locations - Required

#### Locations Search

Hide Locations with Conflicts  Enforce Headcount

Saved Searches (optional)

Search Locations

More Options

Reset Search

CAL103A

Add to favorites

Location Title: Calabasas Grad Campus - CAL103A - Study Room

Capacity: 6

Remove

View Occurrences

## Review Occurrences

In "View Occurrence", each occurrence can be modified:  
 It can be shared with another event  
 Comment may be modified  
 Attendance can be updated

CAL103A							
Date	Time	Conflicts	Included	Shared	Instructions	Attendance	Layout
Set For All			<input type="checkbox"/>	<input type="checkbox"/>		0	
Wed Sep 18 2019	5:30 pm - 6:00 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Individual comments for specific occurrence	3	Study Room
Fri Sep 20 2019	3:00 pm - 3:30 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	set up as usual	2	Study Room
Mon Sep 23 2019	2:00 pm - 2:30 pm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	bring water	3	Study Room
Thu Sep 26 2019	5:00 pm - 5:30 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	may be noisy	5	Study Room

## Preview Event Request

Once request is completed, it can be reviewed for accuracy before saving.

Select "Preview" link next to "Save".  
 Review request.

Then click on "Save" to submit the event request.

Request will be submitted to appropriate scheduler for processing.

### Preview

**Event Name (Required):** Anne is testing new request form

**Event Title for Published Calendars:** Do not pay attention to this event. Thank you!

**Event Type (Required):** Testing

**Primary Organization for this Event (Required):** POC

**Additional Organization(s) for this Event:**

**Expected Head Count (Required):** 1

**Event Description:**

testing new event form, with multiple occurrences

**Event Date and Time (Required):**

Wed Sep 18 2019  
 5:30 pm - 6:00 pm  
 Locations: CAL103A

Fri Sep 20 2019  
 3:00 pm - 3:30 pm