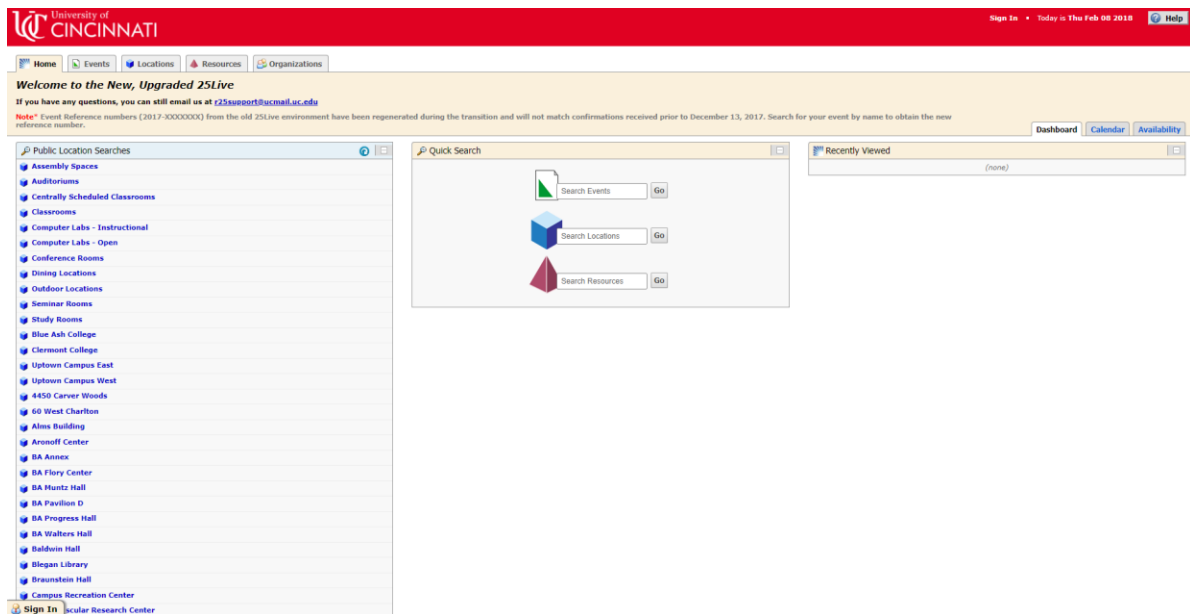


Using the 25Live Event Scheduling System

Instructions for Requesting an Event/Location in 25Live

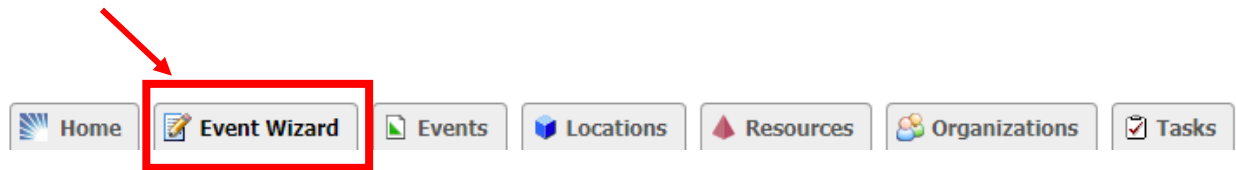
Accessing 25Live

- Access the university's 25Live service at: <https://schedule.uc.edu/>
- Recommended browsers are Mozilla Firefox and Google Chrome.
- Select the option to Sign In located in either the top right or lower left of the screen.
- You will be prompted to login: use your UC username and password.



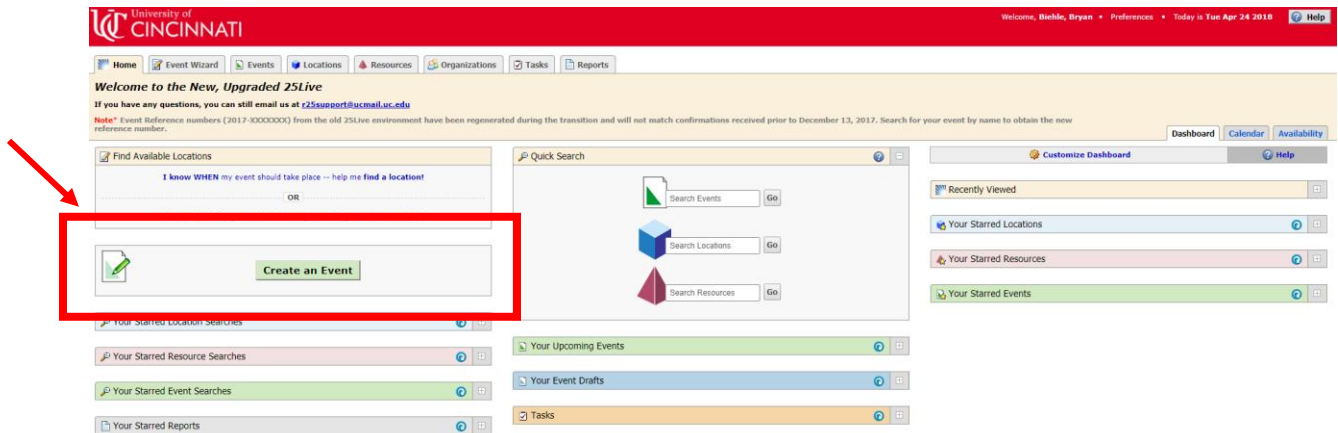
Create an Event

- Click the Event Wizard tab



Or

- Click the “Create an Event” button on the Home tab.




Stepping through the Event Wizard

- As you step through the Event Wizard, items marked with a red asterisk are required.
- As event information is entered, it is displayed on the left side of the screen. Each item in the list is a clickable link that will return you to the page where the information was entered.
- Events can only be entered through the end of the current academic year. In March of each year, the next academic year becomes available to enter events.

Start by entering the basic event information

- *Event Name – Enter a name that clearly describes the event.
- Event Title for Published (Web) Calendars – The Event Title will replace the Event Name (above) on all published calendars on the University of Cincinnati website.
- *Event Type – Select the Event Type that best describes the event.
- *Sponsoring Organization for this Event – Use a key word to search for the organization responsible for the event.
- Additional Organization(s) for this Event – Use a key word to search for any additional organization(s) that may be involved with the event.
- Click Next to proceed to next page.

 **Date Restrictions**
Event occurrences that you create are restricted to:

- No later than 2018-08-11

[CLOSE](#)

Start by entering the basic event information.

Event Name

 *

This field is required.

Event Title for Published (Web) Calendars

Event Type

 *

Sponsoring Organization for this Event


 *

Additional Organization for this Event

[◀ Back](#)

[Next ▶](#)

 **Cancel**

 **Save**

Enter additional basic information

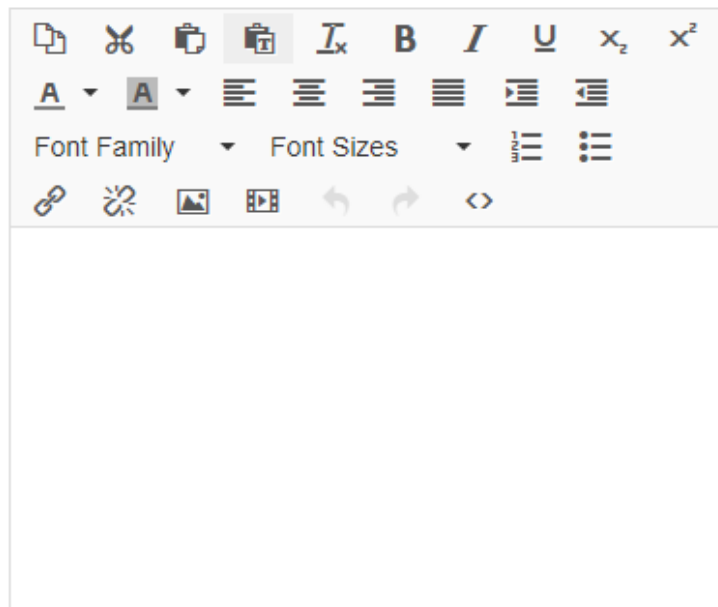
- *Expected Attendance – Enter the expected attendance for the event.
- Event Description – Enter additional information about the event. This information will appear in the 25Live event detail view. This information will also be displayed on published calendars. Grammar, punctuation and clarity matter. The event description allows for formatting of your text, but it is recommended that you do not use these features.
- Click Next to proceed to next page.

Enter additional basic event information.

Expected Attendance

*

Event Description



A rich text editor toolbar with the following icons: Copy, Paste, Undo, Redo, Italic, Bold, Strikethrough, Underline, Subscript, and Superscript. Below the toolbar are two rows of text alignment and list creation icons. The first row includes font color, background color, left-align, center-align, right-align, justify, bulleted list, and numbered list. The second row includes font family, font size, bulleted list, and numbered list. Below the toolbar is a large empty text area for entering the event description.

Is this a repeating event?

- If your event has only one occurrence, select No.
- If your event has more than one occurrence, select Yes. These occurrences must be at the same time for all days. If your event has multiple occurrences that happen at different times, you will need to create separate events for each time.
- Click Next to proceed to next page.



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).


Tell us when this event takes place

- Select the date and times of the FIRST OCCURRENCE of the event. Use the actual start and end times for the event.
- If your event occurs on multiple days, you will describe how it repeats later.
- If your event has multiple occurrences that happen at different times, you will need to create separate events for each time.
- If your event requires pre-event or post-event time (time required by event organizer before or after the event), select the option you need, then set the number of days, hours, or minutes needed. This time does not appear on the calendar; the Event Start and Event End times appear on the calendar.
- Click Next to proceed to next page.



Tell us WHEN this event takes place.

Select the dates/times for the *initial event* in the *repeating series*.
Subsequent occurrence dates will be entered on the next page.

Event Start: Thu Feb 08 2018  8:00 am

Event End: Thu Feb 08 2018  9:00 am

The first occurrence begins and ends on the same day.

Additional Time

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

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

Choose how this event repeats (this screen will not appear if you have selected No for a repeating event)

- If you have selected Yes for a repeating event, the following screen will need to be completed.
- If your event has more than one occurrence, select how the event repeats: Ad Hoc Repeats, Daily Repeats, Weekly Repeats, Monthly Repeats, Does Not Repeat.
- Choosing the repeat pattern for your event determines what you see on later Event Wizard screens.
- Click Next to proceed to next page.



Choose how this event REPEATS.

Ad Hoc Repeats

Individually select dates to add to the event.

Daily Repeats

Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats

Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats

Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Does Not Repeat

This event has only one occurrence.

Describe how this event repeats

- Use the repeat date screen to define the event's repeating pattern or ad hoc dates. Once defined, you will see the dates in an occurrence list at the bottom of the page.
- Click Next to proceed to next page.



Describe how this event REPEATS.

Ad Hoc Repeats ▾

Click on any date to add it to the Occurrence List.

Feb 2018

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3

Occurrence List


Date	Comments	Status
Thu Feb 08 2018	<input type="text"/>	Active ▾ <input type="checkbox"/>
Thu Feb 15 2018	<input type="text"/>	Active ▾ <input type="checkbox"/>
Thu Feb 22 2018	<input type="text"/>	Active ▾ <input type="checkbox"/>

Find and select locations

- Search by location name, if you know the location you want for your event.
- Search by Saved Searches and select Public Searches to search by a defined set of locations.
- A red triangle means the location is **not available**.
- A green checkmark means the location is **available**.
- If “Show only my authorized locations that have no time conflicts” is checked, only available locations will be shown.
- If “Enforce head count” is checked, only locations that will accommodate your head count will be shown.

Find and select LOCATIONS.

★ [Your Starred Locations...](#)

 **Search by Location Name...**

TUC 411 Tangeman University Cntr 411 - Conference Max Capacity: 14	✓
TUC 413 Tangeman University Cntr 413 - Conference Max Capacity: 14	✓
TUC 415 Tangeman University Cntr 415 - Conference Max Capacity: 40	⚠
TUC 417 Tangeman University Cntr 417 - Conference	⚠

Show only my authorized locations that have no time conflicts [Refresh](#)

Enforce head count

[Saved Searches...](#)

[Advanced Search...](#)

- Once you click on the location selected, it will move to the right side of the screen. If the location has multiple layouts, choose a layout and enter setup instructions if needed.

TUC 465
✓ ☆ ✕

Tangeman University Cntr - Assembly - Great Hall

Max Capacity: 800

Features: Windows; Stage/Riser/Dais; Seating: Flexible/Movable; Flooring: Flat; A/V: Built-in Tech-Computer/Proj/Screen; A/V: Audio

Conflicts: None

Layout: Please Select a Layout... [800] ▼

Setup Instructions:

Attendance:

- If multiple locations are required for your event, search for the location(s) and add to the right side of the screen.
- If multiple dates are being requested, a location may be available for some of the dates.
 - Hover over the red triangle next to the location and conflicts for dates chosen will be shown.
 - If you would like that location for some of the dates, click on the location to bring it to the right side of the screen. Click on View and Modify Occurrences and the screen below appears. Uncheck the dates not available and Save Changes.
 - Repeat for additional locations for this event.

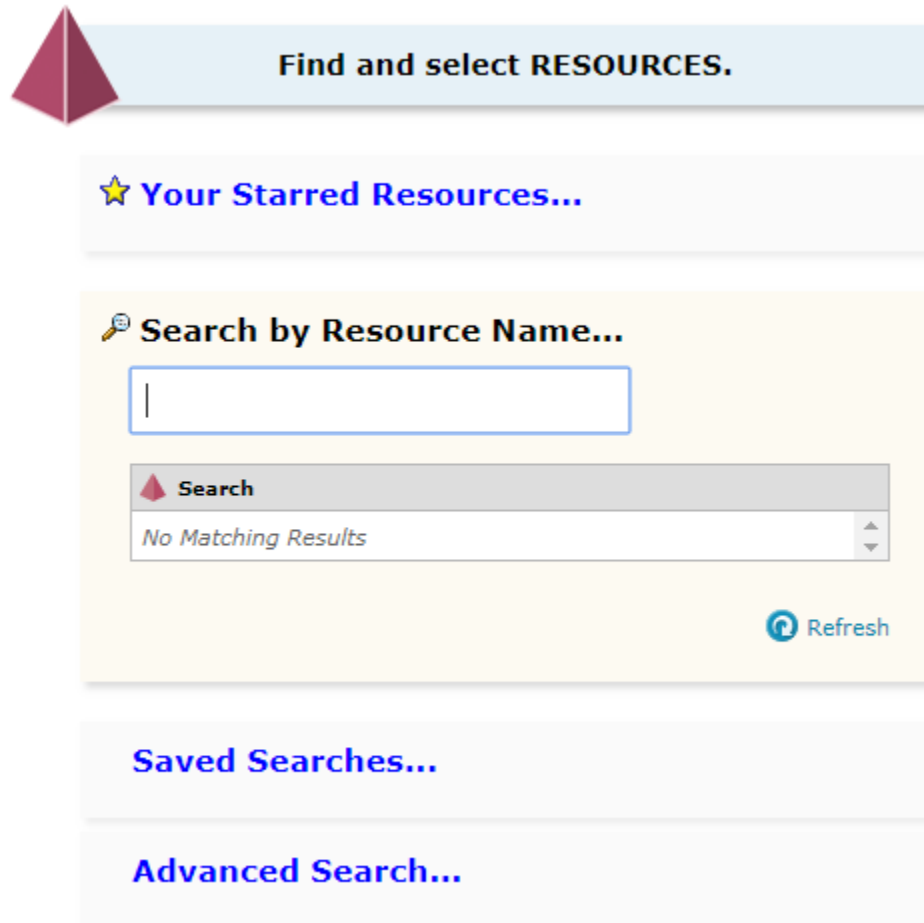
TUC 415: Modify Selected Occurrences						
<input checked="" type="checkbox"/> Assign?	Date	Conflicts?	Layout	Setup Instructions	Attendance	
<input checked="" type="checkbox"/>	Tue Apr 24 2018	(none)	Please Select a La ▼	(none) ✎ ⚙	<input type="text"/>	
<input checked="" type="checkbox"/>	Wed Apr 25 2018	(none)	Please Select a La ▼	(none) ✎ ⚙	<input type="text"/>	
<input type="checkbox"/>	Thu Apr 26 2018	📌	Please Select a La ▼	(none) ✎ ⚙	<input type="text"/>	
<input type="checkbox"/>	Fri Apr 27 2018	📌	Please Select a La ▼	(none) ✎ ⚙	<input type="text"/>	

Hover over conflicts for more information.

- Click Next to proceed to next page.


Find and select resources

- At this time, the only resources available are related to:
 - TUC locations, which are scheduled by Conference and Event Scheduling.
 - Resources with a room number noted are specific to that location.
 - A red triangle means the resource is **not available**.
 - A green checkmark means the resource is **available**.
 - Publish to calendars – If you would like your event published to a university website calendar, choose the calendar.
- Click Next to proceed to next page.




Find and select RESOURCES.

[★ Your Starred Resources...](#)

 **Search by Resource Name...**

Search

No Matching Results


 Refresh

[Saved Searches...](#)

[Advanced Search...](#)

Add or remove attached files

- Upload any attachments pertaining to this event request here. Attachment examples – agenda for event, route for a race event, diagram for event location layout.

 **Add or remove ATTACHED FILES.**

Attached Files

You can attach up to 5 files to this event. The maximum size for a file is 25MB. File types accepted:

- PDF, TXT, RTF
- JPG, JPEG, PNG, GIF
- DOC, DOCX, CSV
- XSL, XSLX


Attached Files




Select contacts for this event

- The Scheduler is the person (you) entering this request into 25Live, who will receive all communication regarding the event.
- The Requestor is an additional contact for the event, who will be copied on all communication regarding the event.
- The Scheduler and the Requestor may be the same person.

Select CONTACTS for this event.


Scheduler




Tiernan, Lois

25L-AF Administration Finance
tiernala@ucmail.uc.edu

Requestor

Tiernan, Lois

25L-AF Administration Finance
tiernala@ucmail.uc.edu

Add additional comments and notes for this event

- Use this field to provide additional instructions or event information.
- Click Next to proceed to next page.

Add additional COMMENTS and NOTES for this event.

Comments

Terms and Conditions

- *Read associated document and click I agree.
- Click Save.

Terms and Conditions

By selecting this, you agree to the University of Cincinnati's policies in regards to using university spaces and resources.
[UC's Use of Facilities Policy.](#)
[CES Agreement](#)

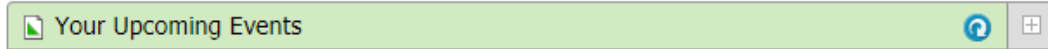
I agree *

Congratulations! You have now successfully requested an event using the 25Live scheduling system!

In the current 25Live system, you will not receive an automatic email after you save your request. All events are saved in a tentative state, until you will receive an email when your event and location(s) have been confirmed from the approver of the location(s) requested. The event will then be in confirmed state.

To view your upcoming events

- Your upcoming events will be listed on your home page (after you sign in to 25Live) under the below header:



Changes to events scheduled in 25Live

- Once your event and location(s) have been confirmed by the approver of the location(s) for your event, you will receive an email from the approver.
- If any changes are needed to your event, contact the approver directly via email to request changes. Include the reference number (2018-XXXXXX) and the name of your event.
- If you do not know who the approver of your event is, email r25support@ucmail.uc.edu and your email will be forwarded to the approver of your event. Include the reference number (2018-XXXXXX) and the name of your event.

Questions

- Email r25support@ucmail.uc.edu