Creating Events With the Event Form

You need to sign in with your BU login and Kerberos password to create an event. As the creator of an event, you may be performing either of these roles:

- *The Requestor* with limited permissions to complete the event, who can expect, for example, that location assignments (and the event itself) might be submitted to others for completion. Most staff, faculty, and student organization representatives at BU will fall into this role.

  OR

- *The Scheduler* with specific security permissions to save the event to the database and assign locations (and possibly request certain locations). These individuals at BU are often referred to as space owners and are responsible for managing specific locations listed in 25Live.
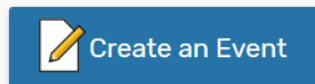
Accessing the Online Event Form

You can start creating an event by taking one of the following actions:

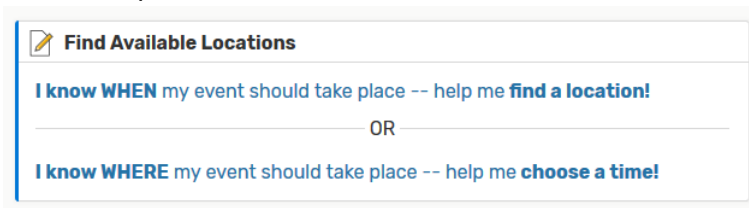- Using the **Event Form** link in the top navigation bar

  OR

- Using the **Create an Event** button on your 25Live home dashboard

  OR

- Clicking an option in the Find Available Locations area of the 25Live home dashboard to start from a required time or location


  OR

- Starting the scheduling process from a specific context by making an initial selection in a 25Live view; for example, by selecting the event edit icon:

    o On a date in a calendar view of events *(such as within search results or details views)*

o   In a time slot in a location availability grid *(such as within search results or details views)*

OR

- Using the **Create an Event in this Location** option in the More Actions menu when Viewing Location Details.
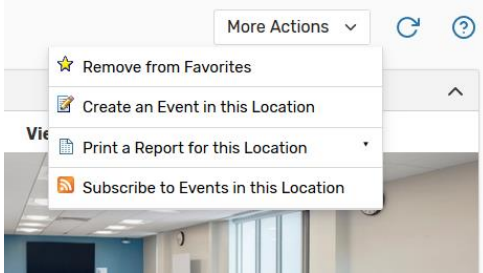
Stepping Through the Event Form

Note: Your Event Form May Differ
Your version of the Event Form may not include all the fields mentioned below, or include others not mentioned, depending on how 25Live has been set up for your security group.

1. Enter Basic Information

Enter an Event Name and select an Event Type and Primary Organization. The Event Name is how the event will appear in searches. Some fields in this section will search ahead as you type in them. If any of these fields are required, they are labeled as such.

Tip: The Information Icon
Use the information ⓘ icon to view additional help and/or instructions for any field that displays it.

Event Type - *Required* ⓘ

Select the **Event Type** that best describes the event.

Select an item ⌄

2. Enter Attendance Information and Description

Enter the event's Expected Attendance, and if you know it, an Event Description. The expected attendance will be used by 25Live to find locations that can hold your event.

Expected Attendance - *Required* ⓘ

Event Description ⓘ

File ▾   Insert ▾   View ▾   Format ▾   Tools ▾

↶ ↷ **B** *I* U A ▾ A ▾ Font Family ▾ Font Sizes ▾ 🔗

Tip: Use the Left Side Navigation to Move Around
The Event Form features convenient side navigation to the left of the sections and fields. You can click on any of the headings in the side navigation to jump ahead or back in the Event Form.

Event Name
Event Type
Primary Organization for this Event
Additional Organization(s) for this Event
Expected Attendance
Event Description
Event Date and Time
Locations
Services that you will Order
Contact Roles for this Event
Comments
Policies and Responsibilities
Create Another and Relate

This reservation wizard is designed to collect the information needed to schedule an event.
Please be as detailed as possible when submitting this information.
* All requests are subject to approval *

Event Name - *Required* ⓘ

Staff Meeting

Event Type - *Required* ⓘ

Meeting ☆ ⌄

Primary Organization for this Event - *Required* ⓘ

CAS History ☆ ⌄ [Remove]

Additional Organization(s) for this Event ⓘ

[EDIT]

3. Enter Information About Your Event's First Occurrence

Specify the date and times of the first occurrence of the event. If your event occurs on multiple days, you'll describe how it repeats in the next section.

You have the option to create a single occurrence of a multi-day event by using the checkbox for **This event begins and ends on the same day**. When the box is unchecked, you can choose an **End Date**, however, be aware that if this is a repeating event every subsequent occurrence will have the same multi-day duration. You should only be unchecking this box when your event actually goes past midnight. If your event is repeating for multiple days, you need to pick a repeating pattern.

If the event requires Pre-Event and/or Post-Event time, select the option you need, then set the number of days, hours, or minutes needed. The Event Form displays the Event Duration (actual event times) as well as the total Reservation Duration (event times plus pre-event, post-event, setup, and takedown times). The space owner will add in the appropriate amount of Setup and Takedown time based on the type, size, and location of your event.

4. Choose How Your Event Repeats

If your event has more than one occurrence, select how the event repeats. 25Live allows you to create repeating events/meetings defined as either ad hoc/random dates or as a pattern (daily, weekly, monthly).

- Tap or click on dates on the calendar to create random (or ad hoc) repeat occurrences.

    - You can also add additional, random dates after selecting and defining a pattern.

- *Or* use the **Repeating Pattern** button to select the pattern type (including ad hoc dates) and complete its options, then use the **Select Pattern** button to save your choices.

Pattern Picker   ✕

How does this event repeat? Weekly ⬍

Repeats every

week ⬍

Repeats on
☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☑ Sat

◉ Repeats through

Wed Sep 18 2019

◯ Ends after 1 iterations

Cancel   **Select Pattern**

If you need to remove all repeat occurrences, use the **Repeating Pattern** button then choose **Does Not Repeat**.

## 5. Select Location(s)

Tip: Locations Section Can Collapse
To help you view information more efficiently, you can expand or collapse the Locations section by using the up and down arrows.

Locations ⓘ

Locations Search   ⌃

Auto-Load Starred: No ⬤ Yes

☐ Hide Locations with Conflicts   ☐ Enforce Headcount

Saved Searches (optional) ⌄   Search Locations   ✕

More Options ⌄   Reset **Search**

Locations ⓘ

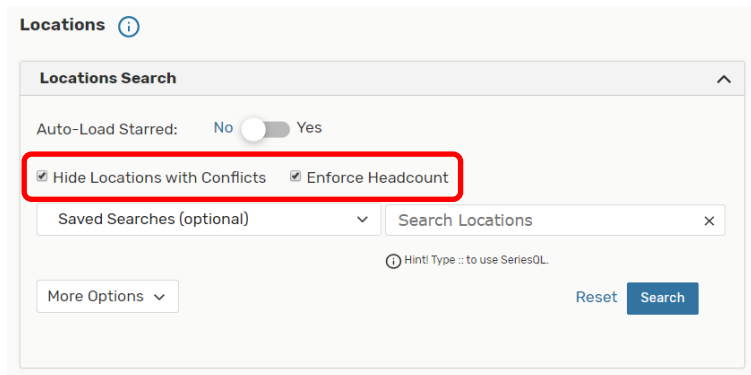Locations Search   ⌄

Select one or more favorite (or starred) locations, or search for suitable locations by location name, saved search, or advanced search by adding additional search parameters. If you've searched, choose one or more available locations for your event. As you search for them, 25Live checks automatically for the availability of location(s) at your specified dates/times.

You can choose whether to **Auto-Load Starred** searches or not. It's often easier to start with a Saved Search, or you can perform a search for suitable locations by location name. Remember, you can type in a building code, such as GSU or CAS, to bring up a list of locations in that building if you don't know the specific location you want or you aren't sure of the full location name.

If performing a keyword search, you can use the **More Options** dropdown menu to add additional search parameters, such as Categories, Features, Layouts, and Capacity.
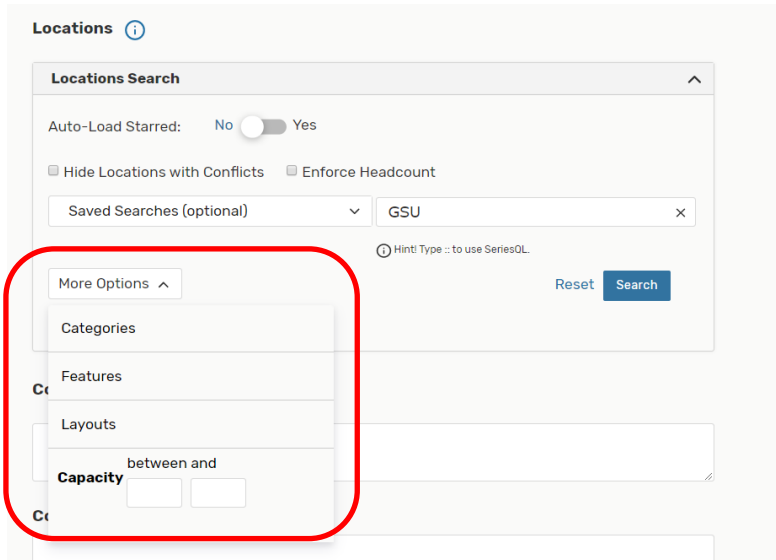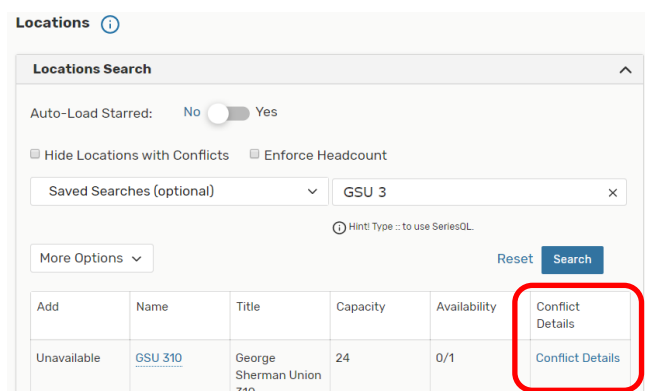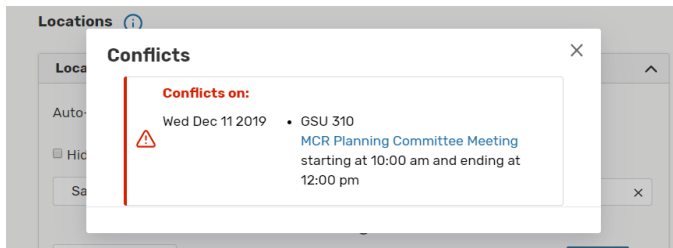

Check the **Hide Locations with Conflicts** or **Enforce Headcount** boxes to narrow results.
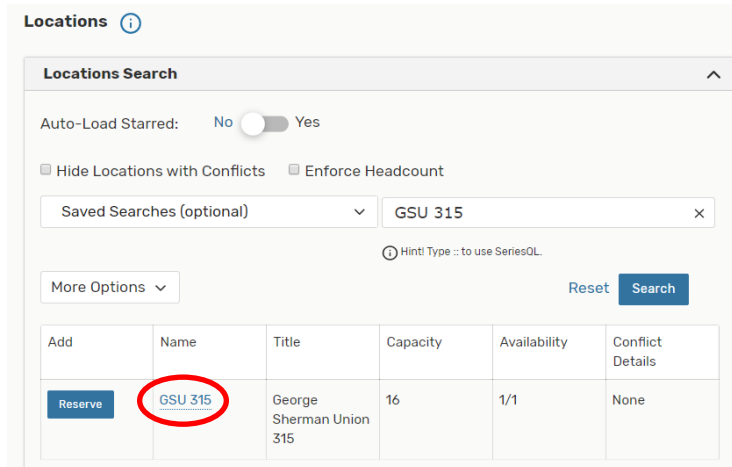

To use SeriesQL for an advanced search, start typing two colons **::** in the search box.

Use the **Conflict Details** link to view more information about location conflicts.

The links on location names allow you to view location details so you can determine if the location you are requesting is actually appropriate for your event.

Use the **Reserve** button to make selections. You may choose one or more available locations for your event. The location(s) you select will appear below the Locations Search section. A selected location appears as a pending assignment in event details and in the location availability grid until you save the event.
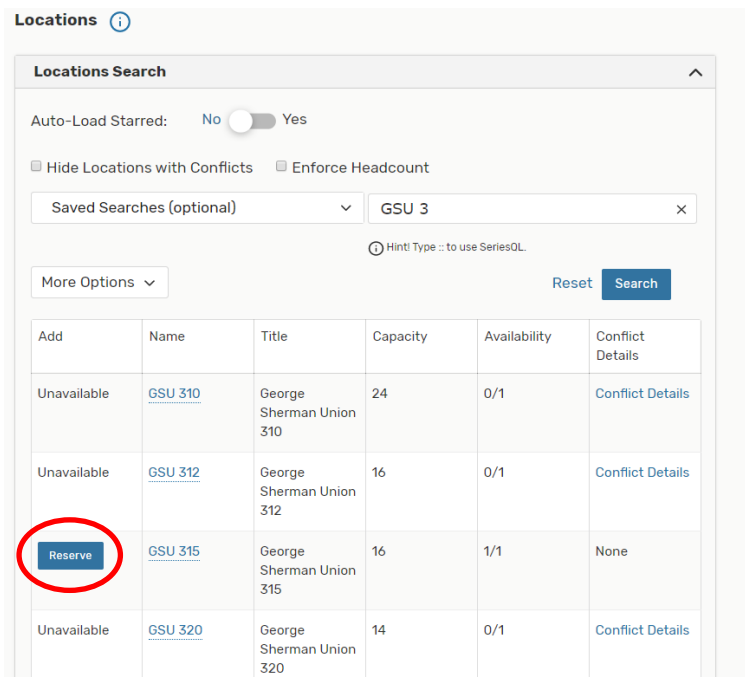
Location Occurrence Editing

25Live allows you to adjust settings per occurrence for each requested or reserved location. After adding a location, collapse the search, then use the **View Occurrences** link to add instructions, specify layouts, and additional options.

## 6. Enter Services That You Will Order

Select and enter values for any services that are pertinent to your event. Knowing this information will assist the space owner in determining if the location you are requesting is appropriate for your event. **NOTE:** if your location is approved, you must still contact the campus service provider departments directly to arrange for these services for your event.

Click on **Add a Custom Attribute** to display the list of services.
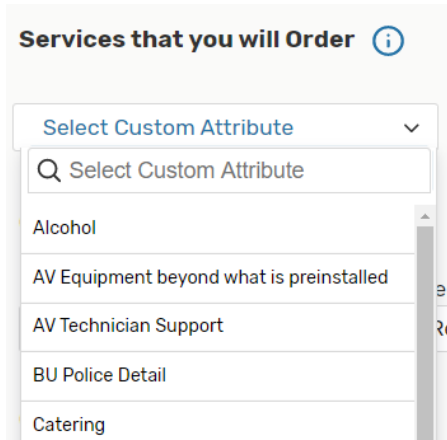
Add the services and select either yes or no for each one.
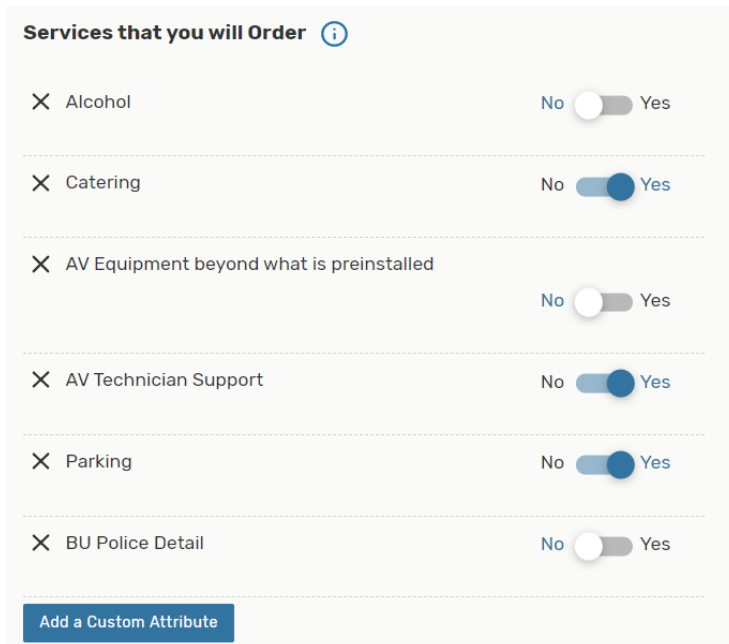
Note: Some Sections Need an Event Type to Display
If you do not see the Services (Custom Attributes) or the following Contact Roles sections, make sure you have selected an Event Type for your event.

7. Select Contacts

Select the contacts associated with the event. You should see your name listed as the Requestor. If you're not the primary contact for the event, you can change who it is. To change the Requestor, click on the down arrow next to your name, enter a few

letters of the contact's name you want on the event, and select it when the full name displays.

The Scheduler contact is the person or office – the space owner – responsible for the location you have requested. Do not change the contact listed in this field.

Contact Roles for this Event ⓘ

Requestor

Vigue, Andrew L ☆ ⌄

Scheduler

E&C Rooms ☆ ⌄

Note: Requesting a location for your event should automatically assign the "Location Scheduler" to the Scheduler contact role for the event, or a Default Scheduler may be assigned based on your security group.

8. Add Comments

Here you can add comments and notes to your request that may impact the assigning of a location. Include details such as special requests or specifics about your event that are not flexible. Or, if you have selected multiple locations for your event, indicate this in the comments so we won't wonder if your selections are in error and thus delay the processing of your request.

Comments ⓘ

9. Agree To Policies and Responsibilities

Check the "I agree" box. You must agree to the conditions before your event can be saved.

Policies and Responsibilities - *Required*

All persons using University locations are expected to adhere to the laws of the Commonwealth of Massachusetts, all local and federal laws, and all policies, regulations, and guidelines of Boston University.
The Requestor is expected to leave the location in the same condition in which it was found. The Requestor will be held financially responsible for any damage and/or additional cleanup required to assigned locations.
The Requestor must also adhere to any specific terms of use policies set forth by the respective location owner.
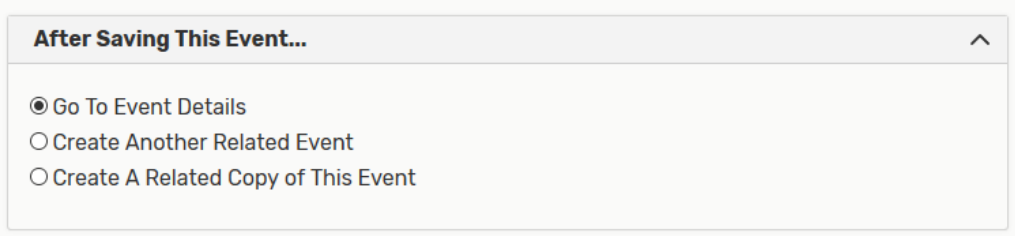
☐ I agree

Tip: Preview Your Event
The **Preview** button is available to see a summary of your event at any time, except during saving. The preview also allows you to jump to different Event Form sections to edit information and settings.

10. Choose Post-Saving Options

Convenient options are presented to allow you to choose your next action after saving your event in the **After Saving This Event** section:

- Go to Event Details
- Create Another Related Event
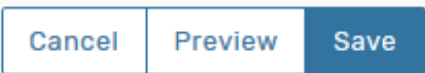- Create a Related Copy of This Event

After Saving This Event... ⌃

◉ Go To Event Details
○ Create Another Related Event
○ Create A Related Copy of This Event

11. Save Your Event

Use the **Save** button to complete event creation.

The **Cancel** button will not save changes. The **Cancel** button is always available at the bottom of the Event Form alongside **Preview** and **Save**, but be aware that using **Cancel** will not save any completed fields or changes.

Cancel | Preview | Save

Additional Event Creation Tips

- You can only create requests up to 365 days in advance of today's date (the date you are in 25Live creating your request). If your request is several months away, it may not be responded to immediately. Each space owner has different timelines for when spaces are available to be reserved. While your request may not be responded to immediately, it is waiting in the queue in the order it was received. Academic classrooms requested for non-academic events can only be responded to after each semester's class schedule is finalized.

- The event reference number is displayed when the event is saved and you are viewing event details. You can use this later to quickly find the event again.

- When you submit an event with a location that you don't have permission to assign, the Event Preferences area in the Occurrence area of the event details view lets you know that the assignment has been saved as a preference and an assignment task request has been issued for the location.

- If your event has multiple occurrences, you can customize location assignments by removing the selection from specific date(s) or by specifying location layout by date.

- After saving your event, the notifications box will display the location or locations you have requested as well as the message, "**Your request has been successfully submitted. Your event is not confirmed until you receive a confirmation email from a University Scheduler/Location Approver.**" At this point, your request is just a request and a location has not been reserved. Your request will be reviewed by a University Scheduler/Location Approver who will either assign or deny the location.