



25Live Pro

Event Wizard Manual

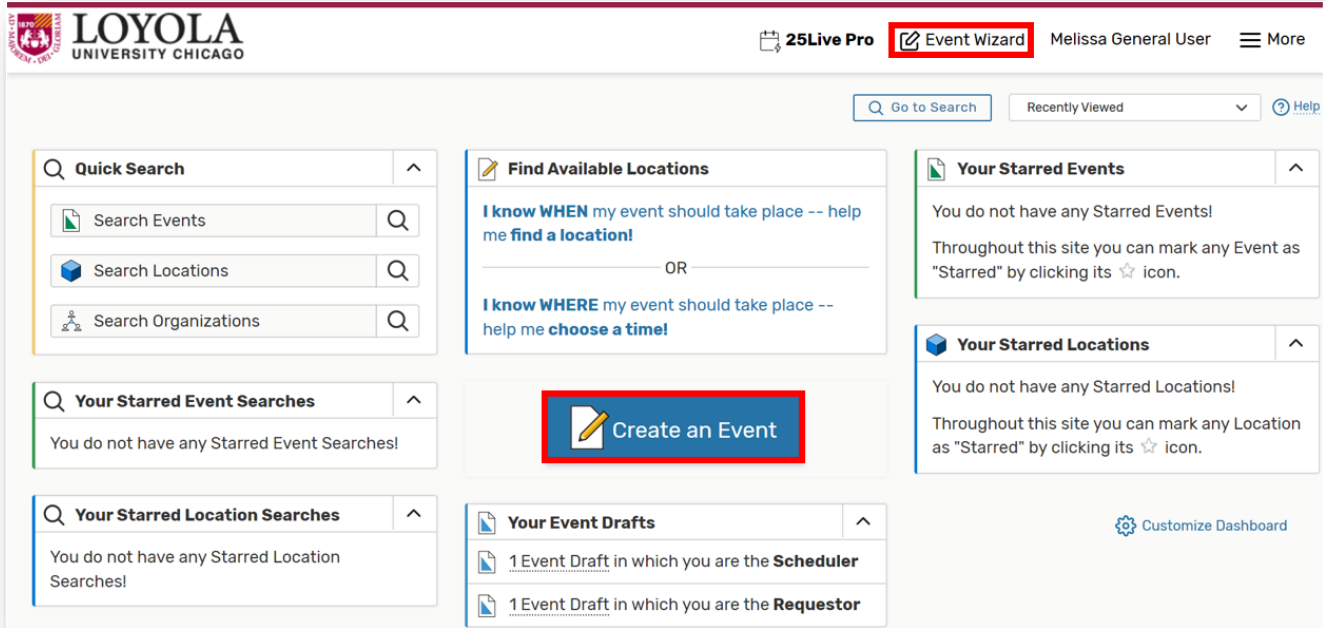
A Guide for Utilizing 25Live PRO



Creating a Request in 25Live Pro

Log in to [25Live Pro](http://luc.edu/campus_reservations) (luc.edu/campus_reservations) using your University ID or student org's credentials.

1. Click on the **Event Wizard** tab (upper right-hand corner) or the **Create an Event** button located in the middle of the homepage.



2. **Title your event.** Title your event in the **Event Name** box. This title will show up on our internal reports, so make sure it is descriptive and appropriate to the event you're creating (e.g., "Halloween Dance").
3. **Select your Event Type.** Click on the drop-down arrow and try to find an event type that most closely resembles the event you are planning.
 - Click on the event type you wish to select. You can change the event type by clicking on the drop-down arrow and selecting a different event type.
 - You can "star" event types you use most often by clicking on the star icon next to the event type name. Once starred, these will show up at the top of the **Event Type** list, which will speed up navigating through the **Event Wizard** in the future.
4. **Select your Primary Organization.** Click on the drop-down arrow and a search box will appear.
 - Enter the name of your department/organization. Once you see the name of your department/organization, click on it. Once all three fields are complete, click "**Next.**"

Start by entering the basic event information.

Event Name
*
This field is required.

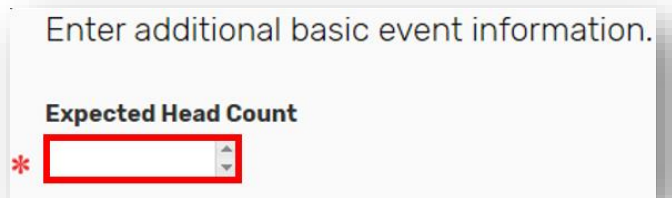
Event Type
Selected Type *

Primary Organization for this Event
Search for an Organization *

← Back Next →

5. Enter Your Expected Head Count.

- Type the number of expected attendees in the **Expected Head Count** box and click **"Next."**



Enter additional basic event information.

Expected Head Count

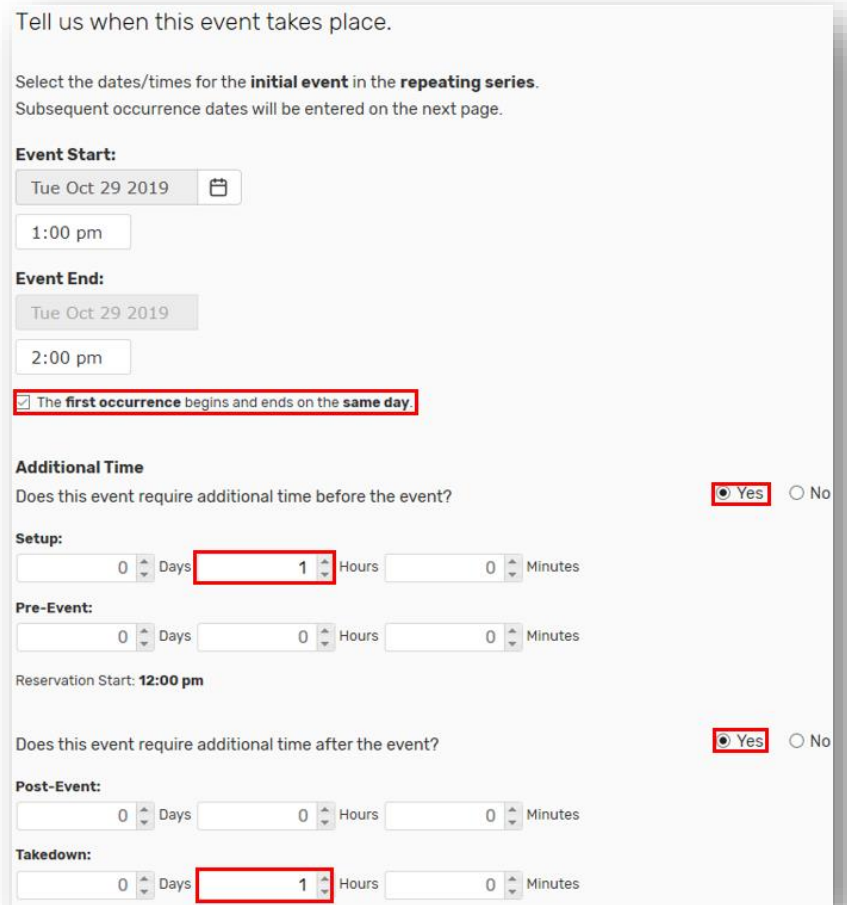
*

6. Enter Your Event Date and Time.

- Determine whether your event has one occurrence or multiple occurrences and select the appropriate option.
- Add the start date, start time, end date, and end time of your event. For repeating events, only enter information that pertains to the first occurrence of your event.
 - Note:** your start and end dates should always be the same.

- If you need additional setup time for your event, click the **Yes** bubble where the form asks, "Does this event require additional time before the event?" Enter the amount of setup time you need in the **Setup** drop-down option. We recommend adding **at least one** hour of setup time for any space requiring custom arrangements. For these events, please also add **one** hour of takedown time by following the same process in the **Takedown** section, after selecting the **Yes** bubble where the form asks, "Does this event require additional time after the event?"
- Click **"Next."**

- If your event repeats**, you will be forwarded to a page that will allow you to select a repeating pattern. Campus Reservations recommends utilizing the **Ad Hoc** option. After selecting **Ad Hoc**, click on the calendar to add additional dates to your request. You will notice that as you add dates, they will show up in the **"Occurrence List"** below the calendar. You can remove these dates by clicking the small **"x"** icon next to the dates' Status drop-down menus. When you have finished, click **"Next."**



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:
Tue Oct 29 2019
1:00 pm

Event End:
Tue Oct 29 2019
2:00 pm

The first occurrence begins and ends on the same day.

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

Setup:
0 Days Hours 0 Minutes

Pre-Event:
0 Days 0 Hours 0 Minutes

Reservation Start: 12:00 pm

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

Post-Event:
0 Days 0 Hours 0 Minutes

Takedown:
0 Days Hours 0 Minutes

7. Select Your Event Locations.

- You can search for locations by name or use the public or category searches available to you. Click on the **Saved Searches** link and select **Public Searches** to view a list of popular search criteria that may help you find an appropriate space for your event. Additionally, select the **Advanced Search** link to utilize category searches.
- Once you select your criteria, a box will appear in the bottom part of this field.
 - Note:** next to each location there will either be a **green check mark** or a **red triangle** with an exclamation point inside. The green check mark means that the space is currently available. The red triangle means the space is not available. You will not be able to submit your request with an unavailable space listed as your **"Selected Location."**
- If you select a space, it will show up to the right as your **"Selected Location."**
 - Note:** you can choose to "Show only my authorized locations that have no time conflicts" and "Enforce head count" to limit your options to available rooms that can accommodate your head count. This will speed up your location search. If you are hosting an event that repeats or has multiple occurrences, spaces will show up with the **red triangle** even if they are unavailable for only some of the dates you are requesting.
- You can still select this space assignment for all available dates by selecting the space and clicking on the **"View and Modify Occurrences"** link (located below the **"Selected Locations"** menu to the right of the search field).
- Uncheck the dates when there are events listed in the **"Conflicts?"** column, and you will be able to process the room as your space preference.
 - Note:** if you uncheck dates with conflicts, please be sure to indicate whether or not you would like Campus Reservations to look for an alternate room on those dates.

Find and select event locations.

Your Starred Locations...

Search by Location Name...

DSC

DSC North Lawn
Damen Student Center North Lawn
Max Capacity: 100

DSC Sr Jean MPR North
Damen Student Center Sr Jean Dolores Schmidt BVM Multipurpose Room North
Max Capacity: 200

DSC Sr Jean MPR South
Damen Student Center Sr Jean Dolores Schmidt BVM Multipurpose Room South
Max Capacity: 250

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

Enforce head count

Saved Searches...

Advanced Search...

Selected Locations

LT Ballroom(Beane Hall) ✓ ☆ ✕

Lewis Towers - 13th Floor Beane Hall

Max Capacity: 120

Features: ITS - Multipurpose Room with Video and Sound; Handicap Accessible; Reception Room; Water Tower Campus

Blocked By:

University-Wide (WTC)

Selected Occurrences: All Occurrences

Conflicts: None

[View and Modify Occurrences](#)

8. Entering Layout and Setup instructions.

- You must enter your room setup and AV information in these fields.
- If we run into an issue confirming the room you are requesting and need to assign a different space, please be sure to provide us with any setup or AV modifications that the new room assignment might require by emailing us at campus-reservations@luc.edu.
- We will be compiling reports for campus partners using the information in these fields. If you need to modify this information after receiving your room confirmation, email us with the reference number (e.g., 2019-ABCDEF) of your request and we will modify it for you.
- Please refrain from changing your room setup or AV information within **3** business days of your event.
 - Note:** if you are requesting a setup configuration in the room you are requesting, you must allocate an appropriate amount of setup and takedown time. If this time is not allocated, your room will come "**as-is.**" Please see step 6 of this section for more information.

Selected Locations

 DSC Sr Jean MPR North ✓ ☆ ✕

Damen Student Center Sr Jean Dolores Schmidt BVM Multipurpose Room North

Max Capacity: 200

Features: ITS - Multipurpose Room with Video and Sound; Handicap Accessible; Lake Shore Campus; Reception Room

Blocked By:

 University-Wide (LSC)

Conflicts: None

Layout:

Round Tables and Chairs [120]

Setup Instructions:

I will need access to speakers and a microphone, please.

Attendance:

LT Ballroom(Beane Hall): Modify Selected Occurrences

<input checked="" type="checkbox"/> Assign?	Date	Conflicts?	Layout	Setup Instructions
<input checked="" type="checkbox"/>	Mon Oct 28 2019	(none)	Round Tables a	5 rounds with 8 chairs. I will need speakers and a
<input checked="" type="checkbox"/>	Tue Oct 29 2019	(none)	Conference Styl	Aramark will provide catering.
<input checked="" type="checkbox"/>	Wed Oct 30 2019	(none)	Theater Style [:	Theater style for 15, please.

9. Finish Your Request.

- Once you are done entering your layout and setup/AV instructions, click the "**Next**" button. You will then answer additional questions related to your event.
- The final step of your request is to select the "**I Agree**" box on the **Affirmation** page. Once you agree, click the "**Save**" button, located in the center of the screen. You will be forwarded to a summary page.

Summary Page

Review your event details.

Click on the **View Details** button in the center of the event summary page.

What's Next?

View Details	View the Event Details page for this event. The full range of actions are available to you from there.
Edit	Need to make some more edits to this event? Click this button to start editing.
Copy	Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts.
Email	Email the details of this event to its stakeholders or anyone else.

You will be forwarded to the event **Details** sub-tab. Review these details thoroughly and make sure that all information is accurate. If Campus Reservations has processed your request, you can also double-check that the space has been properly assigned by reviewing the **Occurrences** sub-tab (next to the **Details** sub-tab).

If you have any questions or feedback about the material contained in this manual, please contact Melissa at campus-reservations@luc.edu.