

Do you need to request an event on the go? You can access 25LIVE from your tablet or smartphone. Simply log in and click “Create an event”!
<https://25live.collegenet.com/sc/scheduling.html>



Event Name

Event Title

Event Type

Sponsoring Organization for this Event

Expected Head Count

Calendar Publication Details - Promotional Text Only

Thu Jun 8, 2017

10:00am - 11:00am

Event Repeats

Event Locations

Calendars and Resources

Additional Information

Event Categories

Comments

Confirmation Notes

Affirmation

Tentative

Please allow **3 business days** for events to be approved.

Event Name (1): ideally, this will show a short version of the full event title. Type of event and subject matter are a good place to start.

Event Name1

Please enter a brief name (limit is 40 characters) that clearly describes the event.

This field is required.

Event Title2

The **Event Title** will replace the **Event Name** (above) on all published calendars on the **University of South Carolina** website. Grammar, punctuation, and clarity matter!

Event Type3

Select the **Event Type** that best describes the event. Only one event type may be selected per event.

Note: Once the event has been saved, the Event Type cannot be changed.

Note: Changing the Event Type may update selections for the following: Custom Attributes, Categories, Contact Roles, Requirements, Publish to Calendar.

Search for an Event Type

Sponsoring Organization for this Event4

Select the **Organization** responsible for the event from the list of favorite organizations, or search by organization name.

Note: If the search does not return the expected result, try limiting the search term to a key word in the organization name.

Hint: Click "Next" instead of "Save" as you navigate through the event wizard, until you reach the event state.

Search for an Organization

Expected Head Count5

Please enter the expected attendance for the event.

Calendar Publication Details - Promotional Text Only6

Only enter promotional text that would appear on a calendar to publicize your event. Grammar, punctuation, and clarity matter!

Equipment and other event needs should be entered in the fields available in the **Additional Information** screen after you choose the Date, Time and Location(s) for your event.

B

I

U

A

Font Family

Font Sizes

Event Title (2): this is what people will see on the front page of a calendar. If it is a lecture, the speaker and title of the talk should be included.

Event Type (3): Choose the event type that best describes your event. This field is just for the 25Live system and is not displayed anywhere on the published calendar pages.

Sponsoring Organization for this Event (4): Choose the organization or responsible unit for this event. This field is just for the 25Live system and is not displayed anywhere on the published calendar pages. Starred organizations will appear at the top of the list.

Enter an **Expected Head Count (5)**. This will be used to find locations that can hold your event.

Fill out the **Calendar Publication Details (6)**. This is what people will see on a web calendar. This is among the most important boxes to complete in order to get your event on a calendar. Here you should include the time, date, location and a brief description of the event content. Your goal is to give potential attendees a brief overview of what they might expect if they choose to go to your event. If it is a lecture, the speaker and title of the talk should be included. If you want to include box office information for a ticketed event, this is the place to do so.

Links to more information are encouraged, and can be included by hyperlinking related phrases. Avoid using URLs or “Click Here” language in your links; instead, work the link into the natural flow of the sentence.

Enter the **Event Date and Time (7)**. These will be the times and date that display on the calendar, so you should enter the true start and end times of the event.

If you require extra time to set up or break down your event, add that time in the **Pre-Event or Post-Event time (8)**.

Repeating Events (9): If the event has more than one occurrence, select the date(s) here;” if it has a single occurrence, select “Does Not Repeat.”

Search for suitable **Event Locations (10)** by location name, saved search or advanced search. Starred locations will appear at the top of the list.

A red triangle or gray “x” means the location is not available. A green check mark means the location is available.

Once you select a location, it will appear in the event locations section.

Event Date and Time **7**

Select the ***Start Date***, ***Start Time***, ***End Date***, and ***End Time*** for the event. Please use the **actual** start and end times for events. The Start Time will be published on web calendars.

If additional time is needed for setup, takedown, or for mingling before or after the event, click on the *Pre-Event/Setup* and *Post-Event/Takedown* editors and add the appropriate number of minutes or hours desired.

Note: Location Approvers (Schedulers) will review and may make changes to the *Pre-Event/Setup* and *Post-Event/Takedown* times for your event.

Date Restrictions

Event occurrences that you create are restricted to:

At least 1 day from today

Select the dates and times of the ***actual event***.

Event Start:

Thu Jun 8, 2017

10:00am

Event End:

Thu Jun 8, 2017

11:00am

☒ The event begins and ends on the **same day**.

Event Duration: **1 Hour**

Before and After **8**

Select the ***Start Date***, ***Start Time***, ***End Date***, and ***End Time*** for the event. Please use the **actual** start and end times for events. The Start Time will be published on web calendars.

If additional time is needed for setup, takedown, or for mingling before or after the event, click on the *Pre-Event/Setup* and *Post-Event/Takedown* editors and add the appropriate number of minutes or hours desired.

Note: Location Approvers (Schedulers) will review and may make changes to the *Pre-Event/Setup* and *Post-Event/Takedown* times for your event.

Does this event require additional time before the event?

Yes

No

Does this event require additional time after the event?

Yes

No

Event Repeats **9**

Does Not Repeat ▾

Occurrence List		
Date	Comments	Status
Thu Jun 8, 2017		Active ▾

Event Locations **10**

Select the ***Location(s)*** for your event from the list of favorite locations or search by location name. Multiple *Locations* can be requested.

Note: If the search does not return the expected result, try limiting the search term to a key word in the location name such as the building name.

Remember that this space is not confirmed under your reservation until you receive a confirmation email from the Location Scheduler.

Search for Locations

*

Calendars and Resources (11) is the area in which you will select the calendars on which you would like your event to appear (if any). The calendar manager for will receive a task notification to determine if your event is appropriate for the unit calendar.

The **Additional Information (12)** section has many questions related to the logistics of your event. Please answer them as required and appropriate for your event. All questions marked with a red asterisk are required, but the only information that will appear on your calendar listing is the **Admission Cost (13)**.

If your event does not have an admission cost, simply enter “Free” in the Admission Cost box. If there is a charge for the event, enter the dollar amount only; information about how to purchase tickets should go in the Calendar Publication Details box.

Calendars and Resources 11

Select the appropriate *Calendar Resource(s)* to request that this event be reviewed and added to the respective published web calendars.

General Purpose Classrooms are reserved **"as-is."** No additional equipment is available for these rooms to check out.

For events in other locations, equipment and service requests should be noted in the **Additional Information** section of this request.

Note: If the search does not return the expected result, try limiting the search term to a key word in the organization name.

Search for Resources

Additional Information 12

Please answer any and all questions applicable to this event. Use the available fields to supply additional information about your event.

General Purpose Classrooms are reserved **"as-is."** No additional equipment is available for these rooms to check out. There is no charge to reserve General Purpose Classrooms

For *Events Services* locations, equipment and service requests should be noted in the **"Describe event, AV & equipment needs"** section of this request.

Admission Cost is a required field and will be visible on calendars published to the web site. If there is no admission cost for your event, or if your event will not appear on a calendar, please type, "Free."

****Please provide your *department account and fund code* and *campus contact number* when requesting Russell House locations.****

* Describe event, AV & equipment needs:

* Admission Cost 13

* Are all attendees current students?

Yes

No

* Are you planning to serve alcohol?

Yes

No

* Contact Name & Info, Other Coordinators

* Provide dept account/fund code, if any:

Any attendees with accessibility needs

Are you serving food?

Yes

No

Are you sponsoring a vendor?

Yes

No

If serving food, please provide info:

Is event on behalf of non-univ org?

Yes

No

Categories (14) are used as search tools. This field is just for the 25Live system and is not displayed anywhere on the published calendar pages; however, if a calendar visitor enters one of the categories as a search term, any event associated with the category will display.

If you do not want your event to display on published calendars, you can select Don’t Display on Published Calendars. If you later decide that your event is ready to be published, you can go back and uncheck this box.

The Audience categories can be used by calendar administrators to determine where your event should be displayed to reach your intended audience.

Event Comments (15) can be seen by most users. This field is not required, but can be used to communicate additional details to the space scheduler.

Confirmation Notes (16) are shown in Confirmation Reports and can only be edited by the location approver.

Check the “I agree” box in the **affirmation (17)** section to agree to USC Policies for space usage.

Event State reflects the status of your space request. Your user permissions determine which Event State you can choose from.

All space requests must be submitted as Tentative. Only approvers are able to change the Event State from Tentative to Confirmed, and only Confirmed events will be displayed on a calendar.

To finish your event request, click **Save (18)**.

Once you are finished entering your event, the system will send a notification to the location scheduler and the calendar manager to approve.

Event Categories 14
Categories are **keywords** that can make your event easier to find in system searches and on web calendars. Please make sure that only the categories your event should be associated with are checked.

Choose **Don’t Display on Published Calendars** if your event should not be included on a web calendar.

Note: Categories associated with the selected Event Type are pre-selected when creating the event. They can be de-selected when editing the event.

- ☐ Don't Display on Published Calendars
- ☐ Community Service
- ☐ Diversity
- ☐ Global Learning
- ☐ Leadership
- ☐ Professional/Work-related/Internships
- ☐ Research
- ☐ Academic Related
- ☐ Audience: Public
- ☐ Audience: Faculty
- ☐ Audience: Staff
- ☐ Audience: Graduate Students
- ☐ Audience: Undergraduate Students
- ☐ Featured Events
- ☐ Fundraiser
- ☐ Music, Theater, Entertainment
- ☐ Recruitment Event
- ☐ USC Connect / GLD

Comments 15
Use this field to provide additional information regarding this event.

Confirmation Notes 16
This text will appear at the top of confirmation reports.

This information cannot be edited.

Affirmation 17
By checking the box below you agree to adhere to all University policies while using University space.

☐ I agree *

Event State 18
Most users do not have access to change the **Event State**.
All requests should be submitted with a **Tentative Event State**.
Click **Save** to submit your request.

 Tentative

This information cannot be edited.

 Cancel

 Save