

## 25Live: Guide to Creating a Reoccurring Event Request

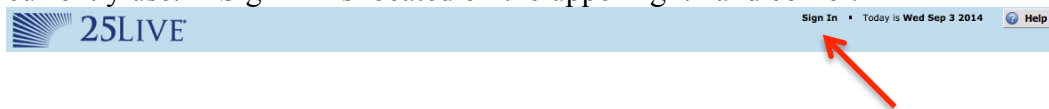
What is 25Live?

25Live is a web based software tool used to schedule spaces around campus and to manage events. 25Live can be accessed from any computer or tablet.

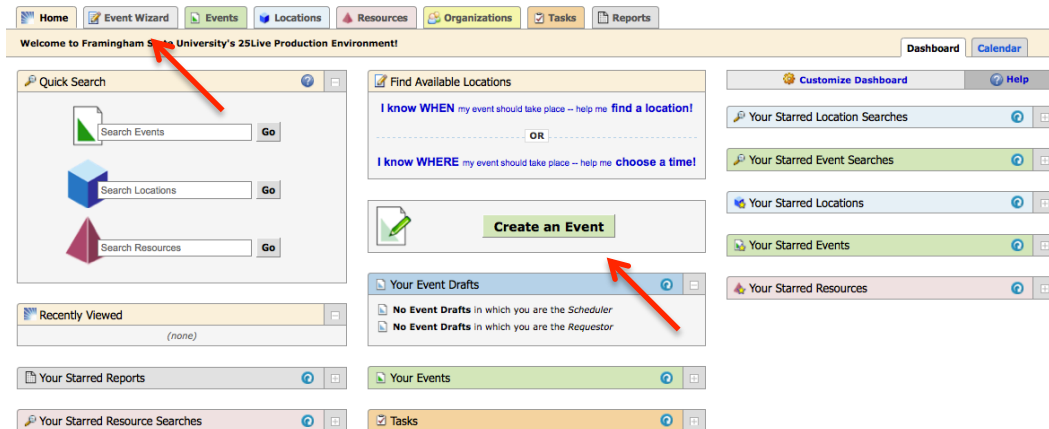
Mozilla Firefox is the recommended web browser.

<https://25live.collegenet.com/framingham>

- 1) To sign in to 25Live you will use your current Framingham State credentials that you currently use. “Sign in” is located on the upper right hand corner.

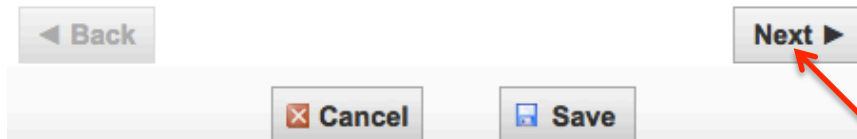


- 2) Click “Create an Event” or the “Event Wizard” tab. Both of these buttons will bring you to the Event Wizard, which is 25Live’s built-in event scheduling request



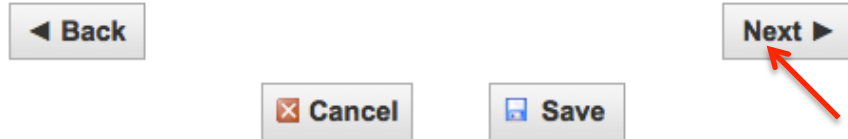
- 3) Fill out the “Event Name”, “Event Type”, and “Primary Organization for this Event”.

- 4) Click “Next” to go to the next section of the form.




5) Fill out the Expected Head Count and the Event Description. Please see the “[25Live: Event Management and Scheduling System](#)” for more information on basics of creating an “Event” in 25Live.

6) Click "Next" to go to the next section of the form.



7) Next, you will be asked if your event has more than one occurrence. Click “YES”




**Does this event have more than one occurrence?**


**No**  
This event has only one occurrence.  
Any other related events are separate and distinct.


**Yes**  
This event has more than one occurrence.  
It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.

- 8) Next you will enter the date and time for the first occurrence of your event. *This includes the “Pre-Event/Setup durations?” and “Post-Event/Takedown durations?”.* As a reminder, requestors need not enter Setup and Takedown times. **Please Note: All subsequent occurrences must be at the same time as the initial date. If the time of the event differs from date to date, you will need to create a separate reservation for each time**

 **Tell us WHEN this event takes place.**

Select the dates and times of **first occurrence** of the **actual event**.  
Subsequent occurrence dates will be entered on the next page.  
Setup, takedown, pre- or post-event times can be specified below.





**Event Start:** Thu Dec 11 2014  2:00 pm

**Event End:** Thu Dec 11 2014  3:00 pm

Does this event require  
**Setup or Pre-Event** time?  Yes  No


Does this event require  
**Post-Event or Takedown** time?  Yes  No

- 9) Click "Next" to go to the next section of the form.

10) Select one of the four “Event Repeats?” options and select the preferred dates

- Repeats Ad Hoc
- Repeats Daily
- Repeats Weekly
- Repeats Monthly



**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.*

- All occurrence dates will appear in the “Occurrence List”. It is possible to add notes to specific event dates in addition to cancelling individual occurrences within the “Occurrence List”



**Describe how this event REPEATS.**


**Weekly Repeats** ⌵

Repeats every  ⌵

Repeats on  Mon  Tue  Wed  Thu  
 Fri  Sat  Sun

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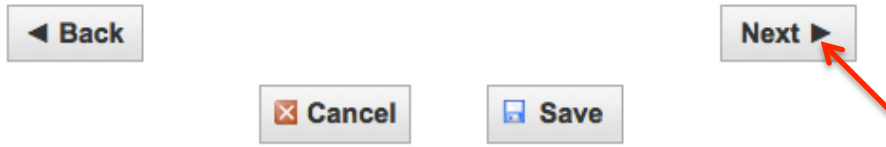
Event Repeats

Repeats through  

Ends after  iterations

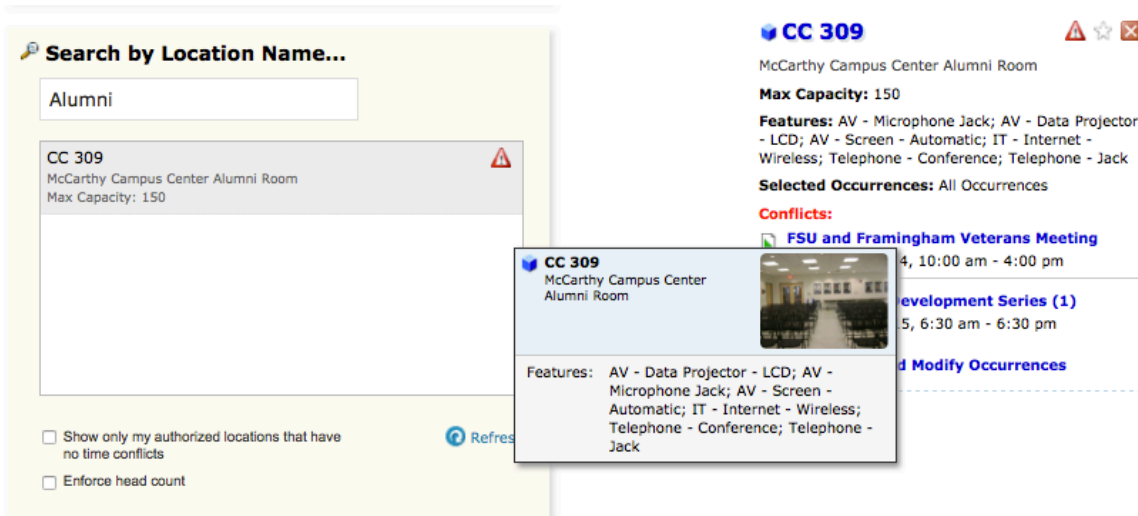
Occurrence List		
Date	Comments	Status
Thu Dec 11 2014	<input type="text" value="Office Meeting"/>	Active ⌵
Thu Dec 18 2014	<input type="text" value="Office Meeting"/>	Active ⌵
Thu Dec 25 2014	<input type="text" value=""/>	Active ⌵
Thu Jan 01 2015	<input type="text" value="Office Meeting"/>	Active ⌵
Thu Jan 08 2015	<input type="text" value="Office Meeting"/>	Active ⌵

11) Click "Next" to go to the next section of the form.

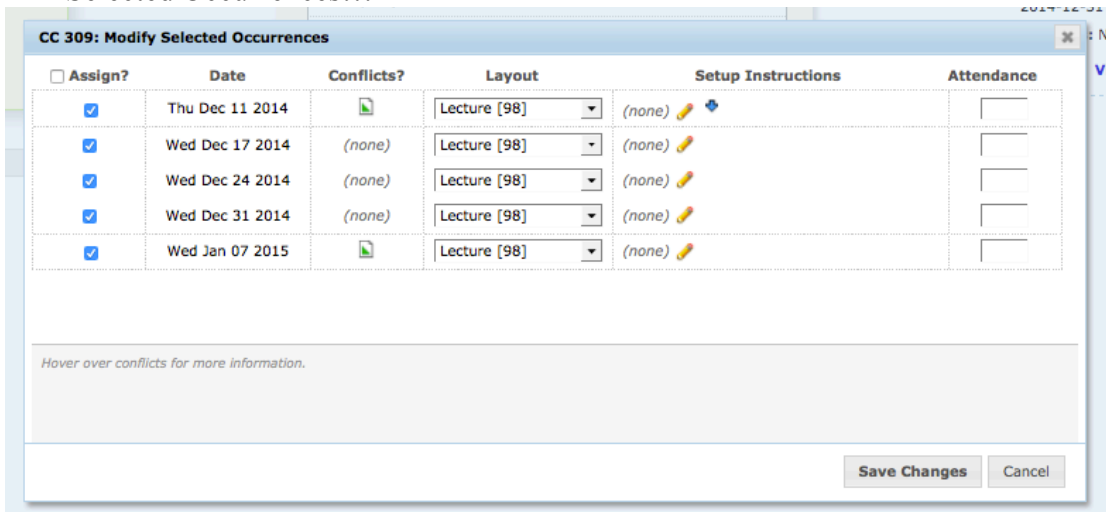


9) Search for the desired event location. 25Live will automatically search for any possible conflicts. If a space is available on all of the preferred dates, a green checkmark will appear. You can then select the space and complete the event request.

- a) If there is a conflict on any of the dates, a red triangle will appear. You can hover the mouse cursor over the red triangle to view the dates with conflicts.
- b) To reserve the space on the available dates, select the space from the "Choose from..." field so that it appears in the "Selected Locations" column on the right.



c) To remove the conflicted dates from that particular space request click "Modify Selected Occurrences..."



d) The conflicted dates will appear with an icon. Click the check box in the “Assign?” column to remove the conflicted date.  
*Please disregard the “Layout” and “Setup Instructions” options at this time. We hope to offer that functionality in the future.*

<input type="checkbox"/> Assign?	Date	Conflicts?	Layout	Setup Instructions	Attendance
<input type="checkbox"/>	Thu Dec 11 2014		Lecture [98]	(none)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wed Dec 17 2014	(none)	Lecture [98]	(none)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wed Dec 24 2014	(none)	Lecture [98]	(none)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wed Dec 31 2014	(none)	Lecture [98]	(none)	<input type="checkbox"/>
<input type="checkbox"/>	Wed Jan 07 2015		Lecture [98]	(none)	<input type="checkbox"/>

Hover over conflicts for more information.

Save Changes Cancel

10) Repeat Step 9 to find a location for all event dates.

11) Click “Save Changes”.

Save Changes Cancel

12) Click "Next" to go to the next section of the form

◀ Back      Next ▶

Cancel      Save

12) Enter “Event Resources”, “Event Custom Attributes”, “Contacts”, “Categories”, and “Event Comments”

13) In the “Affirmation” read the Terms and Conditions and select “I Agree”.

**Affirmation**

**Office of Campus Events**

**Terms & Conditions**

*Failure to return a signed contract will result in automatic cancellation.*

**Terms**

**Construction**  
I. In the event of construction in the room you have requested, dates and/or room locations are subject to change.

**Classrooms**  
I. Furniture is not permitted to be moved. Food is also not allowed.

**Faculty/Staff Dining Room**  
I. Furniture is not permitted to be moved.  
II. In order to reserve the space, food must be present and catered through dining services. You are not permitted to bring your own food into the room.

**Conditions**

I. Framingham State University is a tobacco free campus.

II. All reservation requests are subject to administrative approval.

III. Framingham State University provides reasonable accommodations to persons with disabilities in accordance with the ADA. For accommodation assistance, please contact Shana Calvao, Coordinator of Campus Events at 508-626-4092 or by email at scalvao@framingham.edu. Requests should be made as soon as possible prior to event. For more complex requests such as sign language of CART, requests should be made at least 10 business days in advance.

IV. Standard set-up and clean-up will be provided. Exceptional requirements or services are subject to be charged to the sponsoring organization.

V. Requests for audio/visual equipment must be made through Chris Wallace, Audio/Visual Technician at 508-626-4092 or cwallace2@framingham.edu, and follow the Office of Campus Events policies and procedures.

**Please contact our Office with any questions or concerns.  
Thank You**

I agree ✓

14) The final step is to click “Save”.

