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”
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*

![Image of event form]

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

- 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”
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.*

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

11) Click “Save Changes”.

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

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

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