

25Live: Event Management and Scheduling System

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.

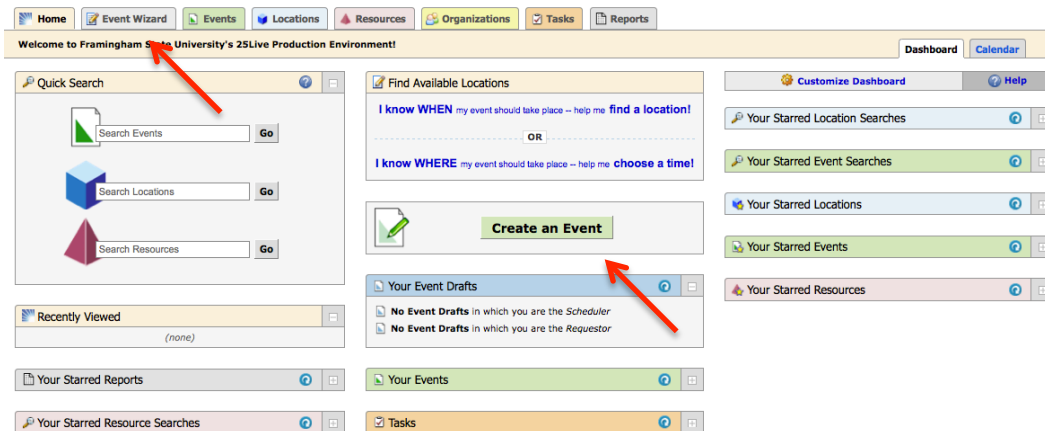
Mozilla Firefox is the recommended web browser.

<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) Enter the “Event Name”.

Start by entering the basic event information.

Event Name

Office Meeting



- 4) Select the “Event Type” options. This is the activity that closely relates to the event you are requesting; choose an option.

Event Type

Meeting

CELTSS

Ceremony

Fundraiser

Information Session

Lecture

Luncheon

Maintenance

MC - Challenger Learning Center

- 5) Search for your organization or department name. Searches can be performed by entering the full name or a portion of the name, please be aware that abbreviations are not in this system.

pol

All Policy Committee

Dept of Political Science

FSU Police Department

Browse...

FSU Police Department

- If there are any other organizations sponsoring the event, select the organizations name in the “Additional Organization(s)” field.

Additional Organization(s) for this Event

Search for Additional Organizations

- 6) Click “Next” to go to the next section on the form.

Back

Next

Cancel

Save

- 7) Enter the maximum number of people expected to attend the event. If you are unsure about the number of people you can enter unknown, although a rough head count will help decide room selection.

Enter additional basic event information.

Expected Head Count


25

I Don't Know

- 8) Click “Next” to go to the next section on the form.



- 9) Next, you will be asked if your event has more than one occurrence. Click “YES” or “NO”.



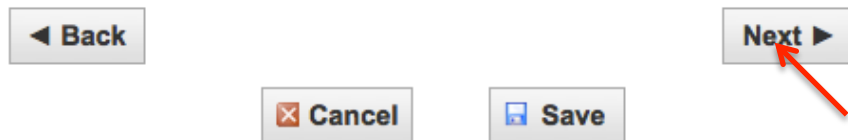
Does this event have more than one occurrence?

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.

- Keep in mind all occurrences must be the same exact time if they aren't you must create a new event and relate it.

- 10) Click “Next” to go to the next section on the form.



- 11) Enter the start date and time for the event. Select a date by clicking the calendar icon. Then type the start time into the corresponding field. Please enter the actual event time only.

Tell us WHEN this event takes place.

Select the dates and times of the **actual event**.
Setup, takedown, pre- or post-event times can be specified below.

Event Start: Fri Dec 05 2014 10:00 am

Event End: Fri Dec 05 2014 11:00 am

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

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

- Please ignore the “Pre-Event/Setup durations?” and “Post-Event/Takedown durations?”. The Office of Campus Events will figure in your set up and breakdown times for your given request and/or location.

- 12) Click “Next” to go to the next section on the form.

◀ Back

Cancel Save

Next ▶

- 13) In this section you are able to search for your desired event location. You can search for a particular location by typing the space name into the search field and clicking “Search”. You can search by using a phrase of the name of the space (1839), the building name and room number (CC 311). You can also search all the rooms in the entire building by entering the building name or code (McCarthy Campus Center or MCC & CC). The search field is not case sensitive.

Find and select EVENT LOCATIONS.

★ Your Starred Locations...

🔍 Search by Location Name...

1839

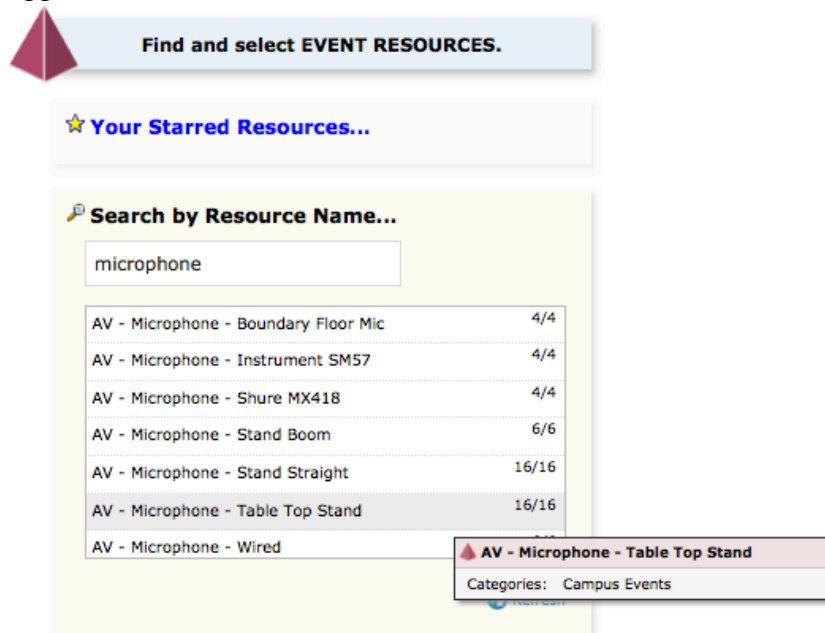
CC 311
McCarthy Campus Center 1839 Room
Max Capacity: 25

Show only my authorized locations that have no time conflicts Enforce head count Refresh

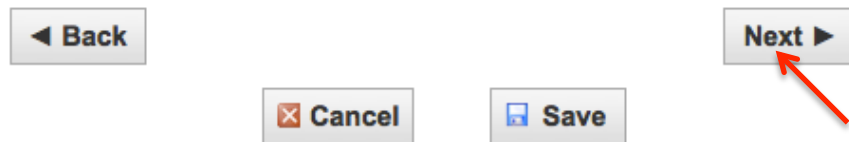
14) Click “Next” to go to the next section on the form.



15) In this section you will add the resources you will need for your event, note that some rooms come as is for setup. If you need for example a wireless microphone, catering table, round tables, chairs, etc. you will search for the equipment in the “Event Resources” section. You can search for the resources required for your event by typing in what is necessary (Microphone). In the “Choose from...” field it will show all the available microphones (AV- Microphone- Table Top Stand 16/16). Your selected resources will appear under “SELECTED RESOURCES” on the column on the right.



16) Click “Next” to go to the next section on the form.



17) If you have a custom setup then this is where you would add it, however, if you do not you may skip this step.

Select **EVENT CUSTOM ATTRIBUTES** for this event.

Detail Image

Event Image - Attachment
No Image Selected
[EDIT](#)

Hot Event Image

Web Site

18) Click “Next” to go to the next section on the form.

19) Here you will select the contacts for your event. Please do not make any changes to the scheduler field, leave as Events, reservations.

Select **CONTACTS** for this event.

Scheduler
 reservations@hartingham.edu

Requestor

Additional Contact

Driver

Driver - Additional

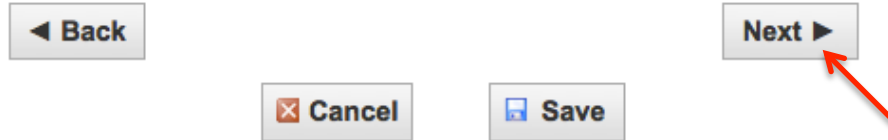
Emergency Contact

Event Service Manager - 1 (ESM)

Student Organizer

Technician

20) Click “Next” to go to the next section on the form.



21) Next, you will select all categories that apply to your event.

Select CATEGORIES for this event.

- Commencement Event
- Community Event
- Cultural Event
- Diversity Event
- Featured Event
- Fine Arts Event
- Homecoming Event
- McAuliffe Event
- Music, Theater, Entertainment
- Open to the Public
- Revenue Producing
- University Co-Sponsored
- University Recruitment Event

22) Click “Next” to go to the next section on the form.



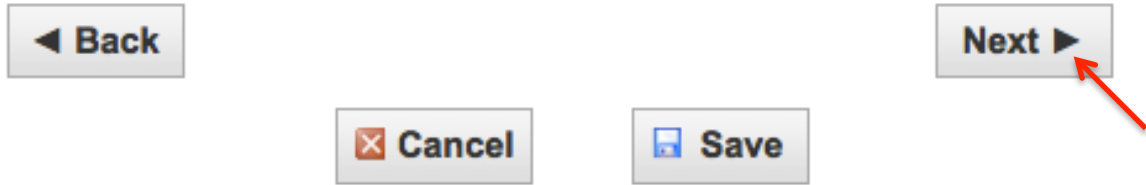
23) In this section, you will explain in detail your event description in the “Event Comment”.
The “Event Comments” are public and can be viewed by anyone.

Add additional COMMENTS and NOTES for this event.

Event Comments

Office meeting where we will discuss the new version of 25Live.

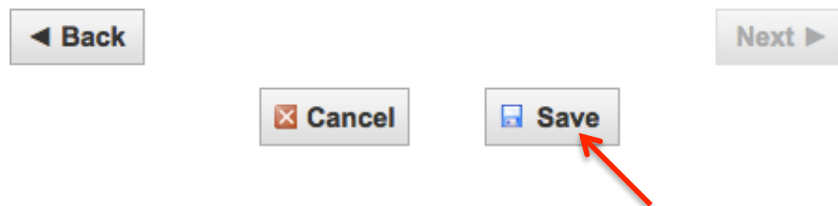
24) Click “Next” to go to the next section on the form.



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

A screenshot of the "Affirmation" section of a form. The section is titled "Affirmation" in a light blue header. Below it, the text reads "Office of Campus Events" and "Terms & Conditions". A paragraph states: "Failure to return a signed contract will result in automatic cancellation." The "Terms" section includes: "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." The "Conditions" section includes: "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." At the bottom of the section, there is a checkbox labeled "I agree" with a green checkmark next to it. A red arrow points to the "I agree" checkbox.

26) The final step in the draft process is to click “Save”



- Once you have submitted your draft to reservations@framingham.edu we will review your draft for conflicts and any missing information. Reservations will then email you a **Tentative Contract** stating any missing information.

Upon receiving your tentative contract, you as the requester need to review and confirm via email in order for the event to become **Confirmed**.

(Your event will not be confirmed until this step is completed)

Once you receive your email from Reservations stating your event has been confirmed you have successfully completed all steps in the reservation process.