



25Live Pro

Event Form Manual

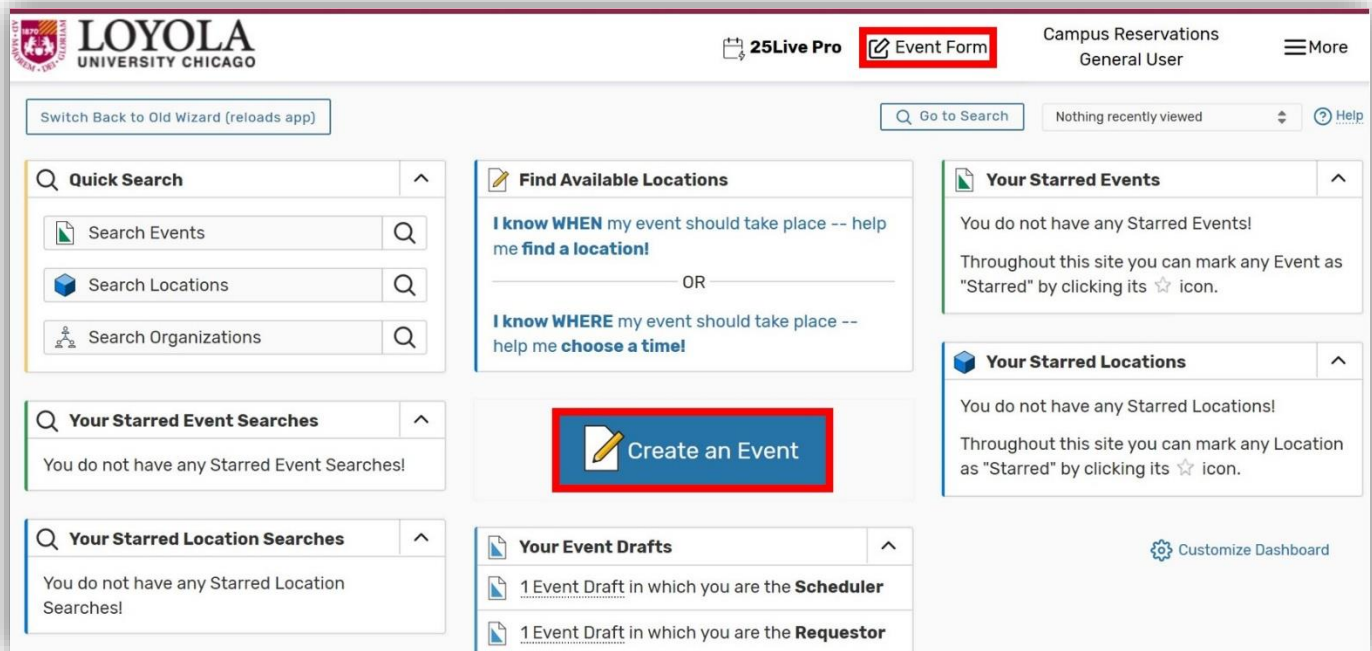
A Guide for Utilizing 25Live PRO



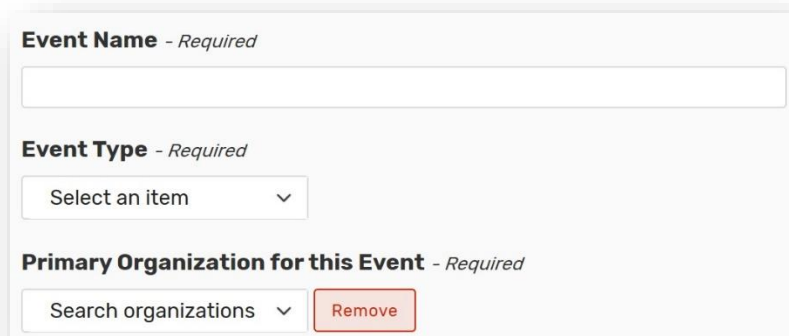
Creating a Request in 25Live Pro

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 Form** 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 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 Form** 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.
 - You can also "star" the primary organization you use most often by clicking on the star icon next to the organization name.

The image shows a close-up of the event form input fields. The first field is 'Event Name - Required' with an empty text input box. The second field is 'Event Type - Required' with a dropdown menu showing 'Select an item'. The third field is 'Primary Organization for this Event - Required' with a dropdown menu showing 'Search organizations' and a red 'Remove' button to its right.

5. Enter Your Expected Head Count.

- Type the number of expected attendees in the **Expected Head Count** box.

Expected Head Count - Required

6. Enter Your Event Date and Time.

- Add the start date, start time, and end time of your event. For repeating events, only enter information that pertains to the first occurrence of your event.

⊗ *Note: the event duration will default to one hour.*

- If you need additional setup time for your event, enter the amount of setup time you need in the **Additional Time** 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 *at least one* hour of takedown time by following the same process in the **Takedown Time** section.
- If your event repeats, click on the **Repeating Pattern** button and select the appropriate option for your event. 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 select dates, they will reflect as blue squares on the calendar.
- To undo selected dates, click on the **View All Occurrences** button, then select the **remove** button for the date you wish to remove. After you have made your changes, click the **Close** button.

Event Date and Time - Required ⓘ

To:

Event Duration:
1 Hour

Additional time

Setup Time

 Days Hours Minutes

Pre-Event Time

 Days Hours Minutes

Post-Event Time

 Days Hours Minutes

Takedown Time

 Days Hours Minutes

Reservation Start: **Fri Dec 13 2019 1:00 pm**

Reservation End: **Fri Dec 13 2019 4:00 pm**

Reservation Duration:
3 Hours

Repeating Pattern

<< < December 2019 > >>

S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

View All Occurrences

7. Locations, Layout, and Setup Instructions.

- You can search for locations by name or use the public or category searches available to you. Click on the **Saved Searches (optional)** drop-down option to view a list of popular search criteria that may help you find an appropriate space for your event. Additionally, select the **More Options** drop-down arrow to utilize categories, features, layouts or capacity searches.

Add	Name	Title	Capacity	Availability	Conflict Details
Request	CLC Kasbeer Hall	Corboy Law Center - Kasbeer Hall 15th Floor	228	1/1	None

- Once you select your criteria, a list of possible locations will appear.
 - Note: next to each location name there will either be a **Request** blue button or an "Unavailable" label. The **Request** blue button means that the space is currently available. The "Unavailable" label means the space is not available. You will not be able to submit your request with an unavailable space listed as your **"Selected Location."**
 - You can choose to check the box "Hide Locations with Conflicts" and "Enforce Headcount" to limit your options to available rooms that can accommodate your head count. This will speed up your location search.
- After you select a space, it will show up on the bottom of the list.
- If you are hosting an event that repeats or has multiple occurrences, spaces will show up with the **Request Available** brown button even if they are unavailable for only some of the dates you are requesting.

- Note: You can still select this space assignment for only available dates by navigating to the location **View Occurrences** button and checking the appropriate box under the **"Included"** column.

LT Regents Hall
Add to favorites
Location Title: Lewis Towers Regents Hall 16th Floor
Capacity: 172
Remove View Occurrences

- 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.

8. Entering Layout and Setup instructions.

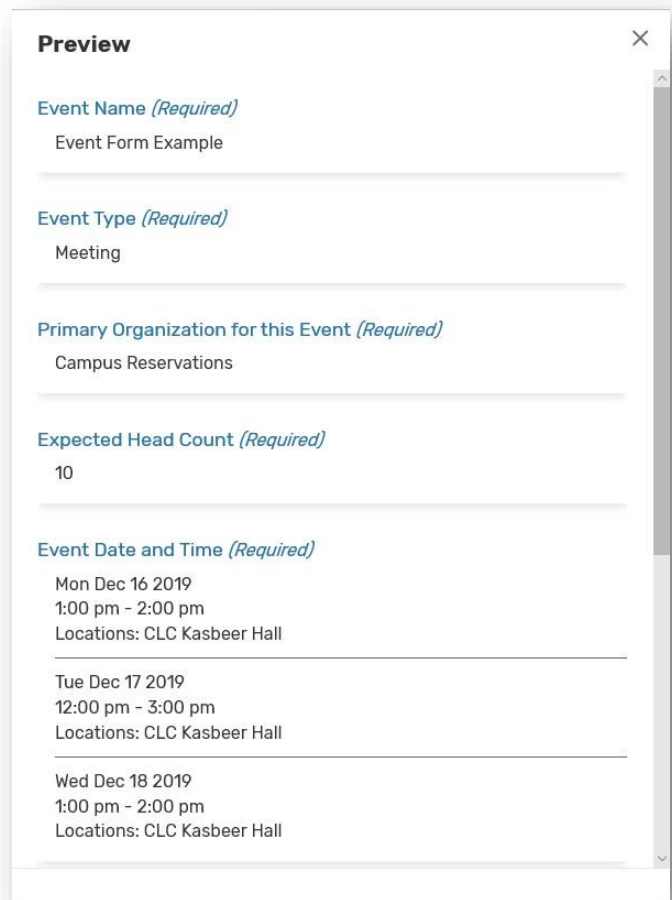
- After you select a space, click on the **View Occurrences** button, located on the bottom of the **Locations Search** list, to enter your layout and setup instructions.
- You must enter any additional room setup and AV information in the **"Instructions"** column.
- For multiple occurrences, you have the option to choose different layout and setup instructions.

Date	Time	Conflicts	Included	Layout	Instructions	Attendance
Set For All			<input checked="" type="checkbox"/>	Round Tables and Chairs (170) Open Floor (172) Classroom Style (120) Conference Style (0) (60) Theater Style (172)	I would like two tables for refreshments.	<input type="text"/>
Thu Dec 12 2019	12:00 pm - 1:00 pm		<input checked="" type="checkbox"/>	Round Tables and Chairs (170)	I would like two tables for refreshments.	<input type="text"/>
Sat Dec 14 2019	12:00 pm - 1:00 pm		<input checked="" type="checkbox"/>	Round Tables and Chairs (170)	I would like two tables for refreshments.	<input type="text"/>
Sun Dec 15 2019	12:00 pm - 1:00 pm		<input checked="" type="checkbox"/>	Round Tables and Chairs (170)	I would like two tables for refreshments.	<input type="text"/>

- 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.
- If your setup instructions are not confirmed at least 3 business days prior to your event, the room will come **"as is"** for your event.
 - ⊗ *Note: Also, please refrain from changing your room setup or AV information within 3 business days of your event. 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.*

9. Finish Your Request.

- Once you are done entering your layout and setup/AV instructions, 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** field. Once you agree, click on the **"Preview"** button, located on the bottom, right of the screen, to review your request information.
- Once you are done reviewing your request, you will then click the **Save** button to submit your request.



The screenshot shows a 'Preview' window with the following information:

- Event Name (Required):** Event Form Example
- Event Type (Required):** Meeting
- Primary Organization for this Event (Required):** Campus Reservations
- Expected Head Count (Required):** 10
- Event Date and Time (Required):**
 - Mon Dec 16 2019
1:00 pm - 2:00 pm
Locations: CLC Kasbeer Hall
 - Tue Dec 17 2019
12:00 pm - 3:00 pm
Locations: CLC Kasbeer Hall
 - Wed Dec 18 2019
1:00 pm - 2:00 pm
Locations: CLC Kasbeer Hall

Summary Page

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.