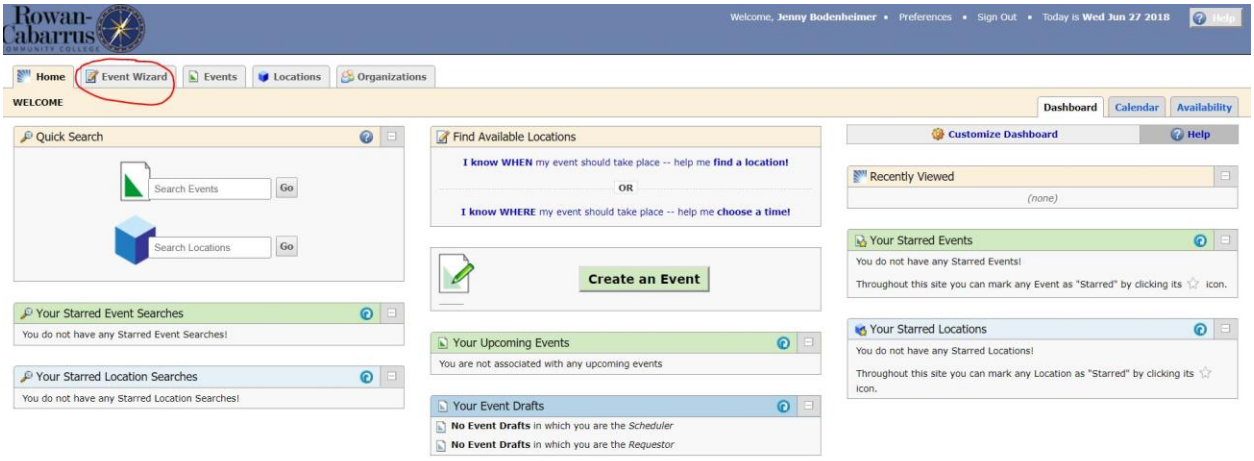
25Live Using the Event Wizard:

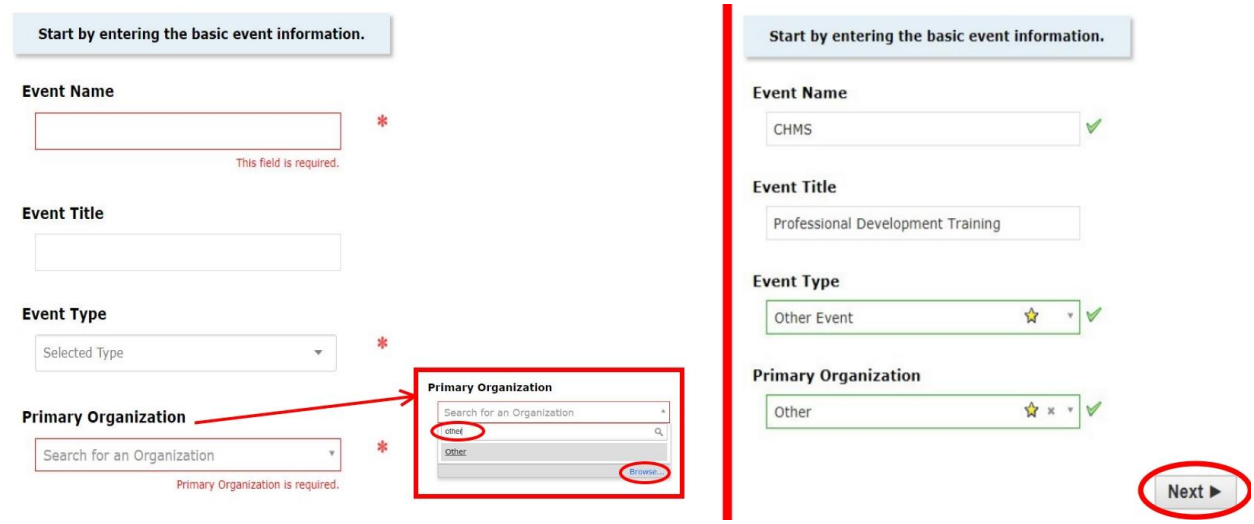
The Event Wizard will allow you to find a space and create a request at the same time.

Select the Event Wizard tab to begin:

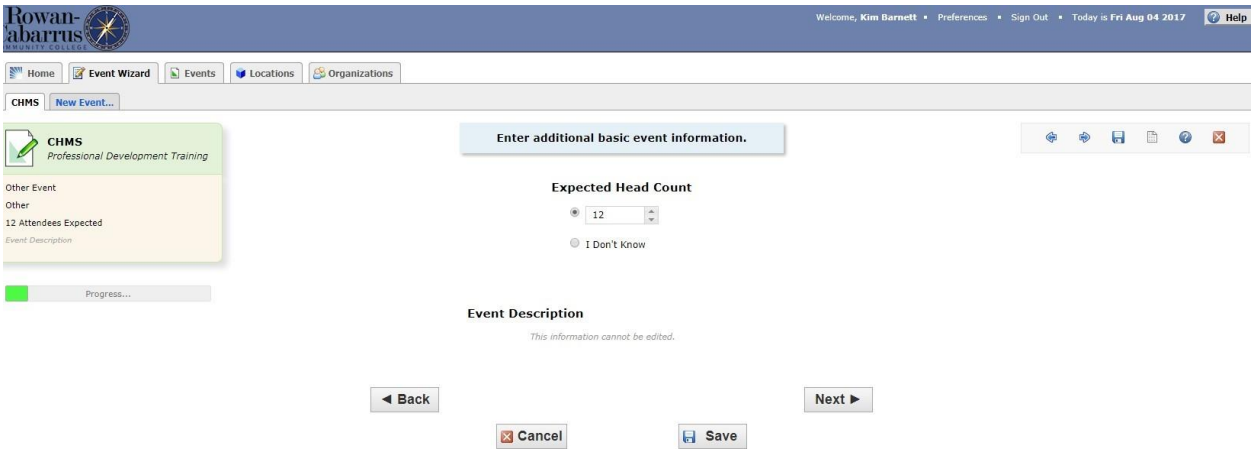


Screen 1:

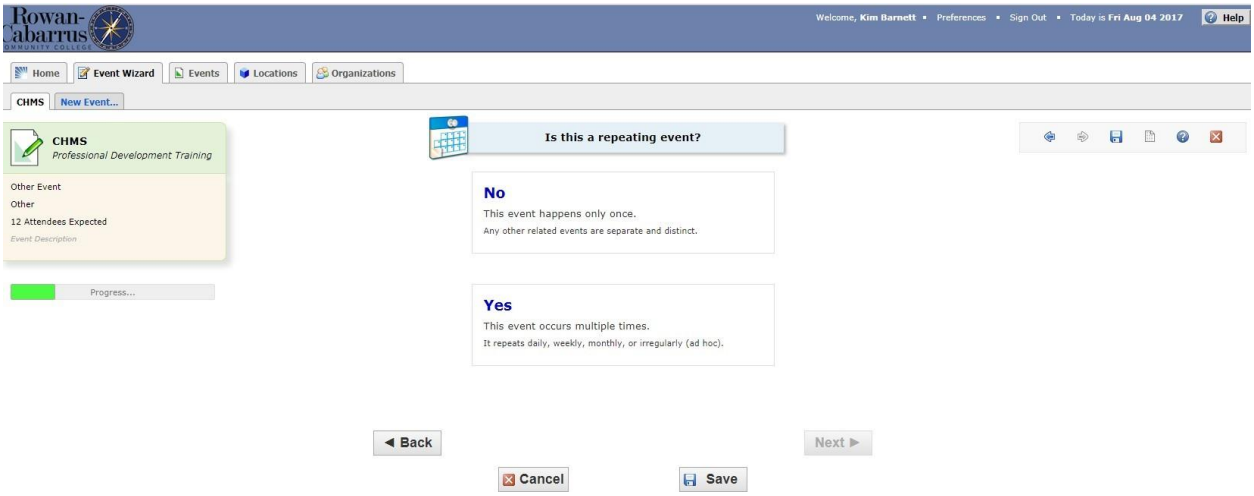
- Any item with an * is required.
- The Event Type has a drop down selection. If the Event Type is one that you use regularly, move your cursor to the right and select the <star> to make it yellow. This will make the Event Type a favorite. Favorites appear at the top of lists for easier selection in the future.
- The Primary Organization does not offer a drop down. You can start typing to populate a select list or you can select Browse for more options. Follow this same process as before to favorite an item.
- Click **<Next>** at the completion of this screen.



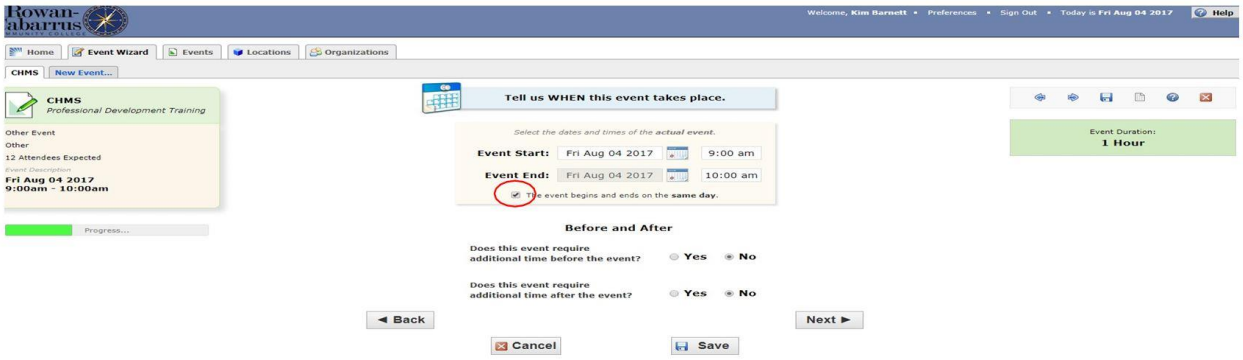
Screen 2: Select the Head Count you expect for the event then click **<Next>**



Screen 3: Select <**No**> or <**Yes**> for a repeat event and then click <**Next**>

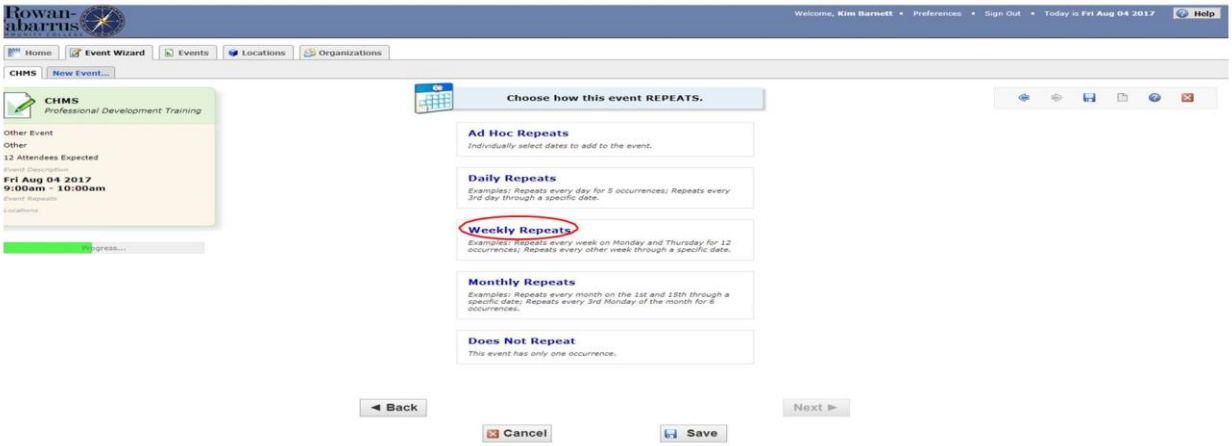


Screen 4: The screen below represents **'no'** repeat. Please leave the **default** selected. **Start** and **End** should **always remain** the same with 'no' or 'yes' repeat. Click <**Next**>

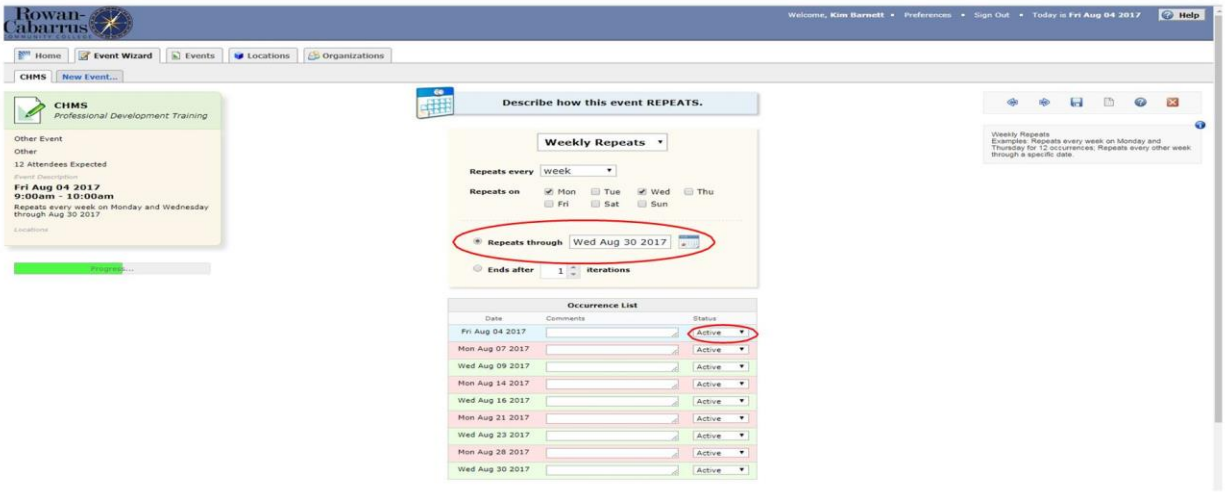


Screen 5: If you select 'repeat', choose the best option that coincides with your event repeat and then click

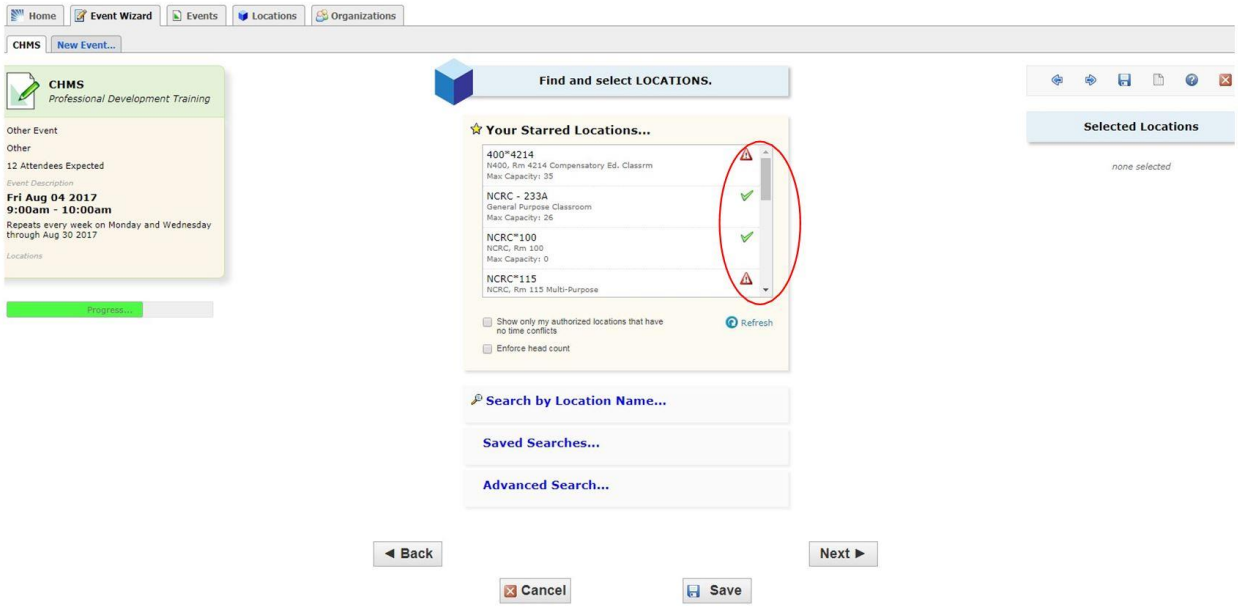
<**Next**>



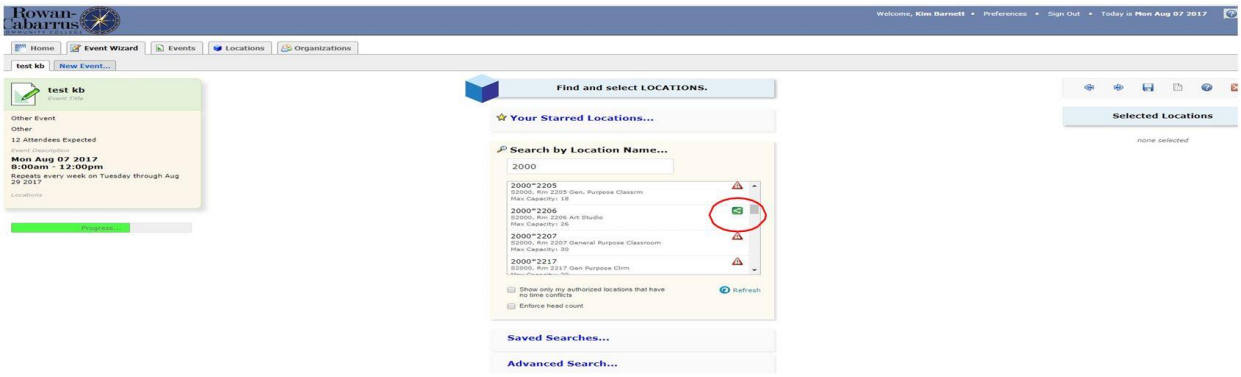
Screen 6: Select the days of the week for the repeat and then select <**Repeats through**> with the Calendar. Once you have selected the repeats end date, please review to make sure all the dates show under the **Occurrence List**. You may select **Active**, which will give you the opportunity to cancel a date (such as holidays or college breaks). Your request will not process with a conflict during a holiday or break. Click <**Next**>



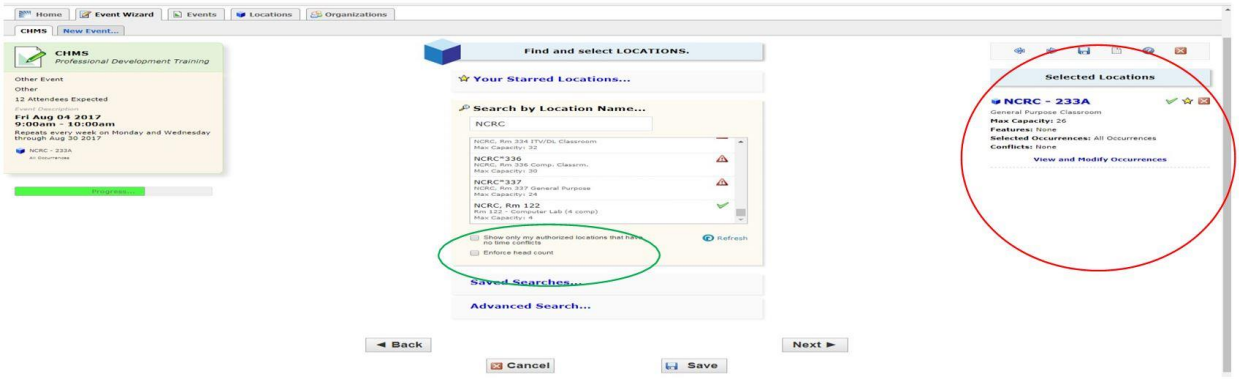
Screen 7: This is the 'Key' screen that eliminates using the previous WebViewer to find a space. 25Live will find it for you. If you have a favorite location that you use frequently, use the process to star the location so that it will be a favorite and populate your dashboard. To find a Location select **<Search by Location Name>** (If you are looking for a room at NCRC, CBTC, or West Ave, those are one building campuses so use the campus as the search. North and South with multi- buildings must be selected for example by***: building # 400*** and hit **<enter>** and it will show you all available rooms in that building with a **green check mark.** The **Red Triangle** indicates a conflict. You may hover over it with your mouse to see the days conflicted. There is an additional symbol (see below cont'd screen) which indicates an Academic class share, this means the room **cannot** be requested. **The software will not let you process a request with a conflict.** If you know your location, you may type it in. For example NCRC*115 and if you get the **green check mark** select by clicking your mouse over the room. This will request the space and your screen will show the room to the right of the screen. You may select the room and view the features and images. If this is going to be a favorite location, star the room. This process eliminates the need to search for a room and then process your request. Now you can do it all at the same time.



Screen 7 (cont'd): Red Circled symbol represents a shared space for an 'academic class' you are **not** allowed to request this space.

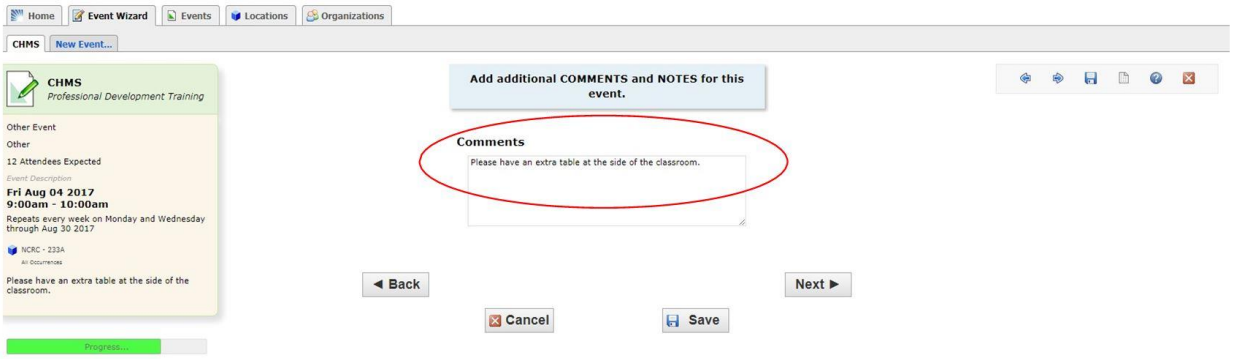


Screen 8: This shows the Selected Location to the right of the screen. If you don't see this, you haven't actually selected a space. Click **<Next>**

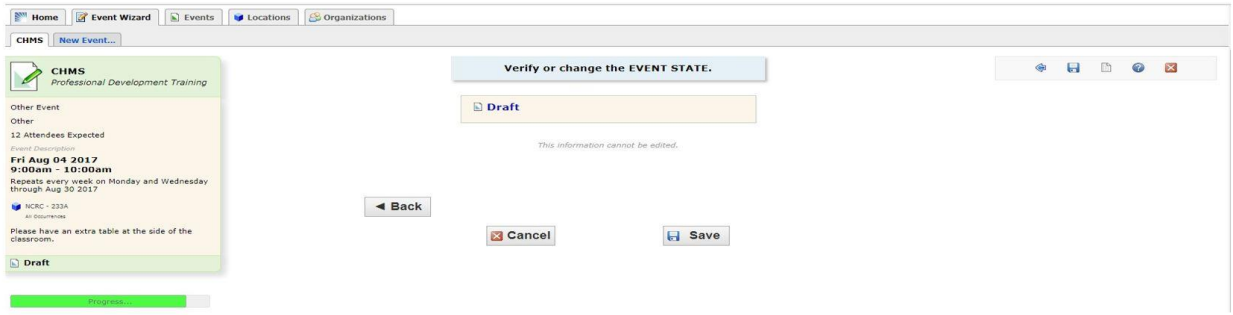


The **green circled** area above defaults to 'checked'. **Show only** selection will **not** bring any space as an option with a **'conflict'**. **Enforce head count** will review your expected head count entry and will **not** bring in a space that will not meet your capacity.

Screen 9: Add any special requests in the comments section if needed and Click <**Next**>



Screen 10: Select **<Save>** to complete your Draft. This will route your request to the 25Live Administrator for review and approval. You will receive an email for receiving and confirmation.



After saving the event, you may **close** or select '**new event**'.