15 Steps to
25Live

A guide to scheduling events at PLU through the program 25Live.

getting started

- Go to the PLU website: www.plu.edu.
- At the top of the webpage, select **"Calendar"**.

- From the menu underneath the "Campus Calendar" page title, select **"Schedule My…"**

- Click on **"Event Wizard"** from the tabs at the top of the page and sign in using your ePass and password. You are now ready to customize your on-campus event.

book your event

1. **Name:** Enter the name of your event. An Event Subtitle is not required but can be added if you want to include additional information
2. **Event Description:** Add a short description to be included in the campus calendar. This description will be published on the PLU Campus Calendar.
3. **Event Type:** Is your event a meeting? A lecture? A student event? Select the appropriate descriptor.
4. **Primary Organization:** Search for the on-campus club or organization that is hosting the event. If you would like to use the same organization again in the future, click the star and it will come up in your Starred
5. Organizations every time you create a new event. **Contact Roles for this Event:** Check the "Requestor" box. If your name is not already listed under "Selected Contact", search for your name in the search box.
6. Click **Next**.
7. **Event Date and Time:** Enter the date and time of your event.

8. **Event location:** Click on **"Index"** to search for rooms by building.
   - ✔ Any room with a green check mark is available. To select a space, click on it. If you would like to use the same room again in the future, click the star and it will come up in your Starred Locations every time you create a new event.
   - ⚠ Any Room with the red triangle is NOT available for your event time. Try searching for another space.
     - From the "Layout" dropdown menu, select the appropriate room arrangement.
     - **Setup Instructions: Please include the setup instructions in the comments section at the bottom of the screen. CollegeNet (25Live) has reported that the setup instructions field in the location area has a bug. This field DOES NOT save your setup instructions.
9. **Event Head Counts**: Input the number of people you expect to attend.
10. **Additional Booking Information**: Check the desired boxes to include your event in campus calendars.
11. **Calendar(s):** Check boxes of any calendars in which to publish your event. Be sure to select LuteCal for single occurrence events that appeal to the general student body.
12. **Event Comments:** Please include your name, contact information, and any instructions for the room layout.
13. **Event Resources:** Please let us know what material resources you need for this event (e.g. media, catering, etc.). You can find them by clicking on their corresponding Categories.
14. Click **Finish**.
15. Click **Save**. Review the event summary page and keep the Event Reference Number on hand when communicating with Conferences and Events.
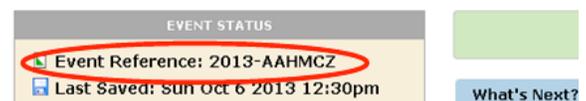
Thank you for your reservation! Your event has been created and you will receive a confirmation email. Please contact the Conference and Events Office at 253-535-7450 with any questions.