25Live Quick Reference Guide

A guide to scheduling events at Pacific Lutheran University through the program 25Live

1. Go to the PLU website www.plu.edu
2. At the top of the webpage, select “Calendar”.
3. From the menu underneath the “Campus Calendar” page title, select “Schedule My…”
4. Click on the “Event Wizard” tab at the top of the page and sign in using your ePass and password. You are now ready to customize your on-campus event.
5. **Name**: Enter the name of your event.
6. **Event Subtitle**: Not required, but can be added if you want to include additional information.
7. **Event Description**: Add a short description of your event here. Note: this description will be published on the PLU Campus Calendar.
8. **Event Type**: Is your event a meeting? A lecture? A student event? Select the appropriate descriptor.
9. **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 Organizations every time you create a new event.
10. **Additional organization**: Not required but can be added if your event is being run by multiple departments.
11. **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.
12. Click **Next**.
13. **Event Date and Time**: Enter the date and time of your event.
14. **Event Location**: Click on “Index” to search for rooms by building.
   a. 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 next to the check mark and it will come up in your Starred Locations every time you create a new event.
   b. Any Room with the red triangle △ is NOT available for your event time. Try searching for another space.
   c. From the “Layout” dropdown menu, select the appropriate room arrangement.
   d. **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.
15. **Event Head Counts**: Input the number of people you expect to attend.

16. **Additional Booking Information**: Check the desired boxes to include your event in campus calendars.

17. **Calendar(s)**: Check boxes of any calendars in which you would like to publish your event. Be sure to select PLU Home Page for single occurrence events that appeal to the general student body.

18. **Event Comments**: Please include your name, contact information, and any instructions for the room layout.

19. Click **Next**.

20. **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.

21. Click **Finish**.

22. 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.

If you have further questions please contact

**Conferences and Events**

253-535-7450

Events@plu.edu