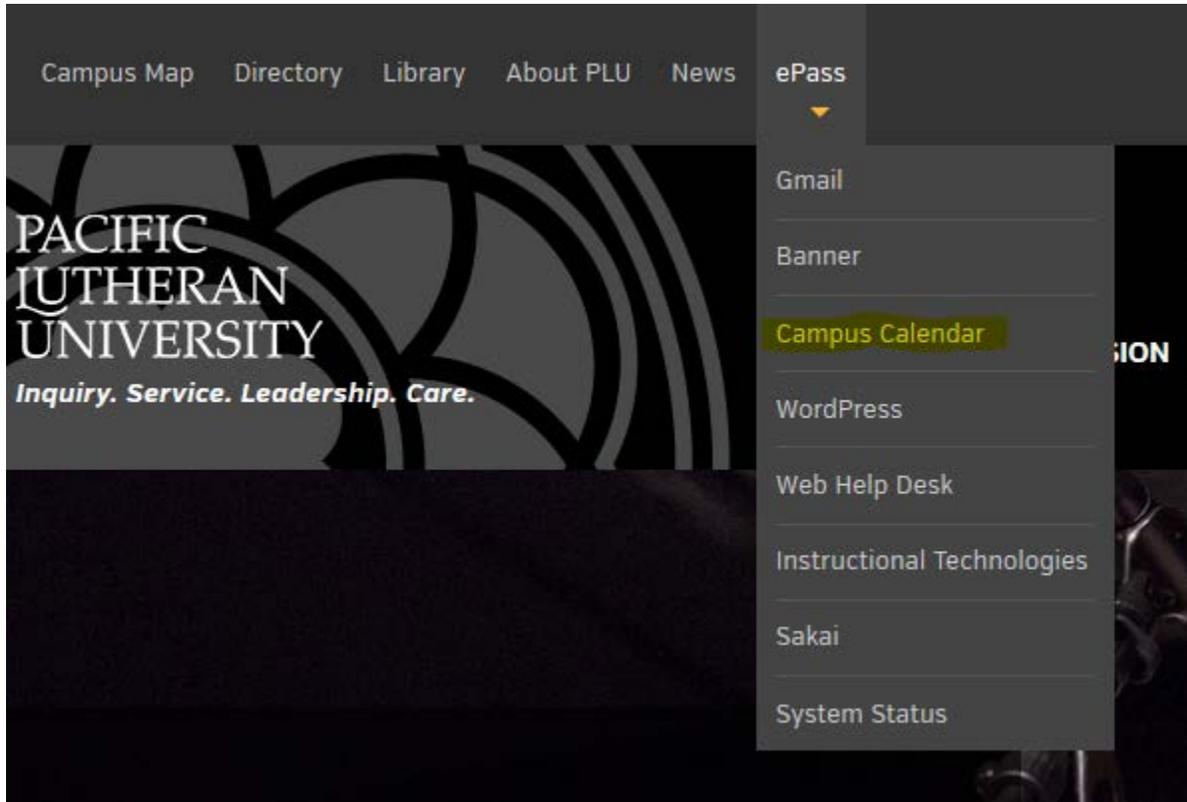


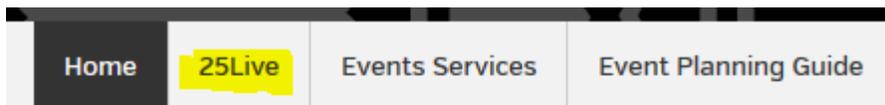
25Live Quick Reference Guide

A quick and easy reference for scheduling events at PLU through 25Live

1. Visit the PLU website: www.plu.edu.
2. In the middle, top of the homepage, put your mouse cursor over the “ePass” drop down menu.
3. Select “Campus Calendar”.



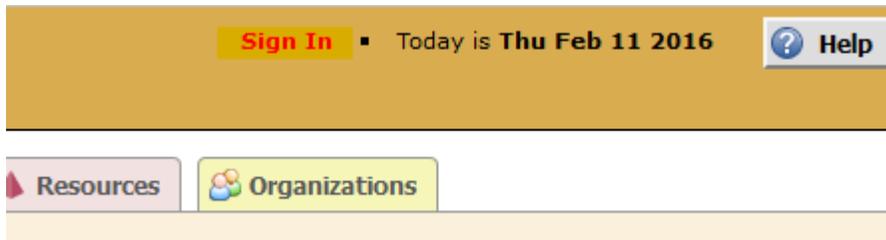
4. Right above the header “Campus Calendar” click on the menu option that says “25Live”.



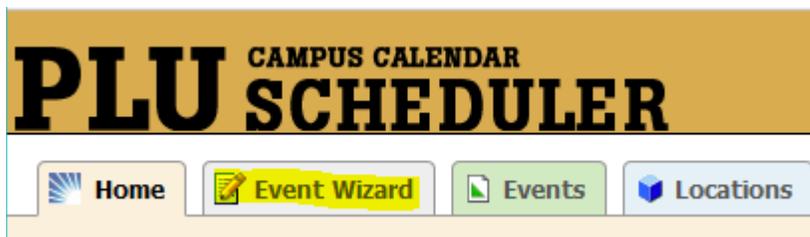
Campus Calendar

[Home](#) // Home

5. You are now at the 25Live homepage! In the top, right-hand corner, click on the red hyperlink that says “sign in”. Here, you will use your ePass, the same log-in as PLU’s email.



6. To book an event and/or request a space for an event, click on the “Event Wizard” tab



7. The Event Wizard will guide you through booking an event. Fields marked by a red asterisk are required.

Start by entering the basic event information.

Event Name
 *

This field is required.

Event Subtitle

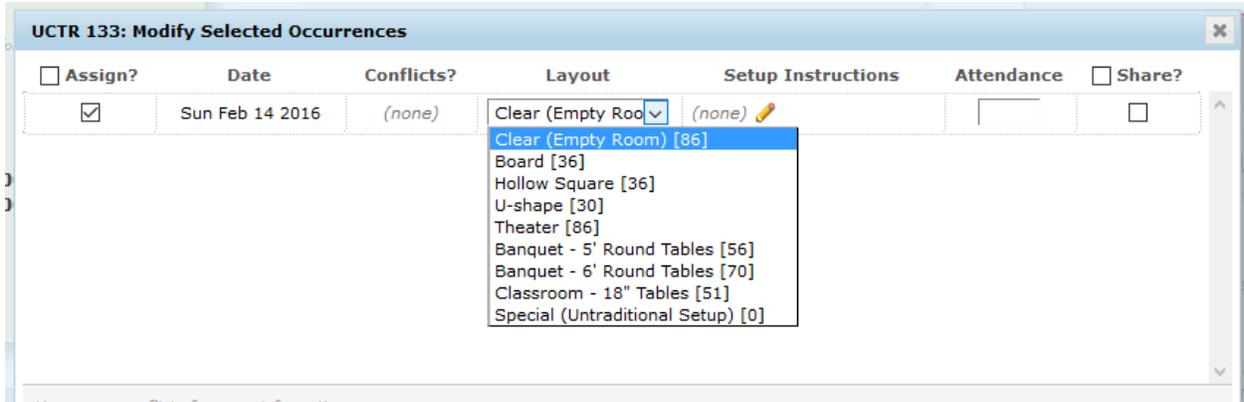
Event Type
 *

Primary Organization for this Event
 *

Additional Organization(s) for this Event

8. **NOTE:** Throughout the booking process, you will see hollow ☆ stars next to event types, organizations, and spaces. These can be used to “star” favorites, which will prioritize them in your lists in 25Live. If you anticipate requesting bookings for the same type of event, org, or space, do use this feature! It is a helpful efficiency measure.
9. Here are the Event Wizard fields in a summary:
 - a. Event Name – the name of your event. Information in this field is published to the Campus Calendar.
 - b. Event Subtitle – other information about your event. Is it part of a series of events? Does it have a longer title than would fit in the name? Put that information here.
 - c. Event Type – what type of event are you hosting? Select the appropriate descriptor. Examples include: meeting, student, etc.
 - d. Primary Organization – the on-campus club, organization, or department who is hosting the event.
 - e. Additional Organization – if your event is sponsored by multiple groups, you can put a secondary one here.
10. After completing this information, click “Next”
 - a. Expected head count – number of persons attending your event.
 - b. Registered head count – disregard this field.
 - c. Event Description – this is an important field! This information is published to the Campus Calendar and is your opportunity to advertise your event to the campus. Please include all necessary information about the event and check for spelling/grammar issues.
11. Click “Next”
 - a. Select “No” or “Yes” for the recurrent event question.
 - b. Enter the date and time of your event.
 - c. Indicate any pre-event, post-event, known setup or teardown time.
12. Click “Next”
 - a. Event Location – type in the name of the building where you would prefer to host your event.
 - i. Rooms with a green check mark ✓ are available.
 - ii. Rooms with a red triangle ⚠ are not available.
 - b. When you select a space, it will move into the right portion of the screen.

- c. From the right area, you can select different layouts for the space by clicking “View and Modify Occurrences”.
- d. In additional “Layout”, you will see a text box that says “Setup Instructions” in this area – **DO NOT USE THIS FIELD**. There is a current bug in 25Live that does not keep those instructions on the event. Please include setup information in the “Event Comments” field, which is on a following screen.



- i. Confirm that the spaces and layouts selected are accurate before moving on.

13. Click “Next”

- a. If you need resources for your event, select them here the same way that you selected a location.

14. Click “Next”

- a. Account Number – include the account number to charge.
- b. Publish to Calendar – we assume that all events will be posted to the calendar. If you do not want your event published, select “No”.
- c. Web Site – list a link someone could visit for more information.

15. Click “Next”

- a. Your contact information will automatically fill in for both scheduler and requestor. The scheduler is the person putting in the request, the requestor is the person who needs the reservation. You are the scheduler. If someone else is the requestor, please include that information here.

16. Click “Next”

- a. By choosing a category, you are choosing a department-specific calendar for your event to display on. If you do not have permission from a department to display your event on their

calendar, please do not select it. Your event will automatically publish to the main campus calendar. Only add more calendars here if you are from the department that hosts that calendar or you have received prior permission.

17. Click “Next”

- a. Event Comments – information in this field will *not* publish to the calendar. Include setup information and any other information that you want CEVT to know about the event.

18. Click “Save”

19. If you see this header, you have successfully requested your event! Click the “Close” button and CEVT will follow-up with you shortly.

This event has been successfully saved.

Close ✕

Here's Some Information About Your Event

 **Locations Saved as Event Preferences**
Location 'RCTR 102' was removed from Feb 14 2016 and converted to a preference.

 **Resources Saved as Event Preferences**
Resource 'Wireless Handheld Microphone' was removed from Feb 14 2016 and converted to a preference.

If you have further questions, please contact:

Conferences & Events for events – 253-535-7450, events@plu.edu

The Registrar’s Office for classes – 253-535-7113, sanderse@plu.edu