25Live Detailed Reference Guide

Your complete reference to all things 25Live

What is 25Live?:

25Live is PLU's room scheduling software. Both Conferences & Events and the Registrar's Office use it to schedule classes, events, meetings, resources, and services for the University. Other campus services like Access, Campus Safety, Catering, and Media Services use it to track and contribute to campus needs, as well.
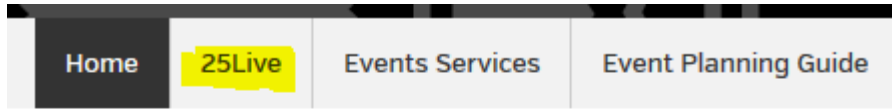
Another important function of 25Live is the population of PLU's Campus Calendar. Through 25Live, Conferences & Events and the Registrar's Office flag and unflag events for publication.

How do I use 25Live?:

1. You can access 25Live two ways:
   a. Visit the PLU webpage: www.plu.edu.
   b. Visit the Banner Web webpage: banweb.plu.edu.
2. *From the PLU webpage*: In the middle, top of the homepage, put your mouse cursor over the "ePass" drop down menu.
3. Select "Campus Calendar".
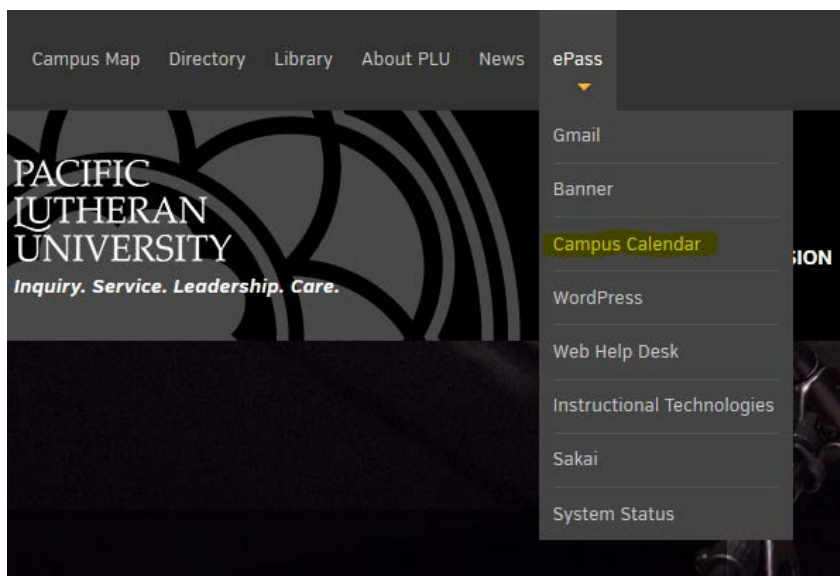
4. Right above the header "Campus Calendar" click on the menu option that says "25Live".

5. *From the Banner Web webpage*: click on the "25Live Menu" option.

6. Next, click on the "25Live – Production" option.

7. 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.
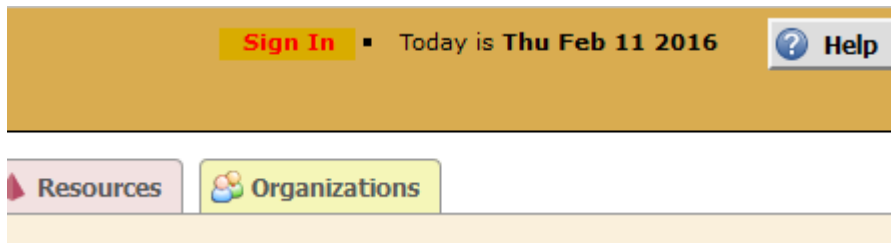
8. To book an event and/or request a space for an event, click on the "Event Wizard" tab
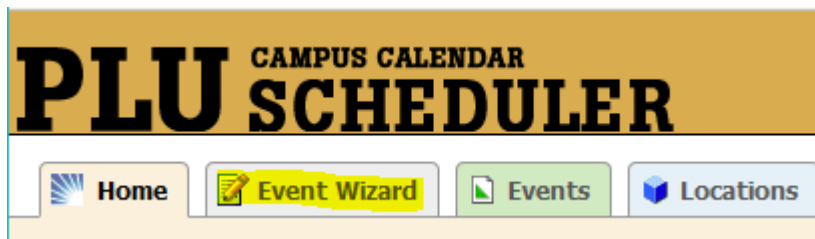
9. The Event Wizard will guide you through booking an event. Fields marked by a red asterisk are required.

10. NOTE: Throughout the booking process, you will see hollow ☆ stars next to event types, organizations, resources, 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, organization, resource, or space, this feature is your best friend!

11. Here are the Event Wizard fields in summary:
    a. Event Name – the name of your event. Information in this field is published to the Campus Calendar. Please be concise and avoid acronyms and abbreviations. Check spelling and grammar. The event name is limited to 40 characters. If your name is longer than 40 characters, use a shortened version here and the full version in the event subtitle field below.
    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.
12. After completing this information, click "Next"
    a. Expected head count – number of persons attending your event.
        i. Overestimating is fine!
    b. Registered head count – disregard. We do not use this field.
    c. Event Description – this is an important field! The information entered in this field 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 (directions, contact info, website links, ticket prices, etc.) and check for spelling/grammar issues.
13. Click "Next"
    a. Select "No" or "Yes" for the recurrent event question.
        i. 25Live explains what makes an event recurrent
    b. Enter the start date and time of your event.
        i. Start time is the time that the event begins. Please be precise. Conferences & Events uses this time to determine the delivery of hot food, media equipment, scheduling of crew, and unlocking of doors – if the time is set too early coordination will not be in sync.
    c. Indicate any pre-event or post-event time by clicking "Yes" and filling in the times.

  i. Pre-event time is any amount of time you will need to accomplish last minute details immediately before an event. Examples include: speaker practicing, equipment checks, or setting out name tags on tables. This is <u>not</u> the amount of time Conferences & Event or Catering needs to setup.

  ii. Similarly, post event time is the time you need to mix and mingle, tear down your own equipment, and clean up after an event.

  iii. Conferences & Event will allot their own setup and takedown time based on the needs of the event.

14. 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.

UCTR 133: Modify Selected Occurrences ✕

☐ Assign?	Date	Conflicts?	Layout	Setup Instructions	Attendance	☐ Share?
☑	Sun Feb 14 2016	(none)	Clear (Empty Roo ⌄	(none) ✏		☐

Clear (Empty Room) [86]
Board [36]
Hollow Square [36]
U-shape [30]
Theater [86]
Banquet - 5' Round Tables [56]
Banquet - 6' Round Tables [70]
Classroom - 18" Tables [51]
Special (Untraditional Setup) [0]
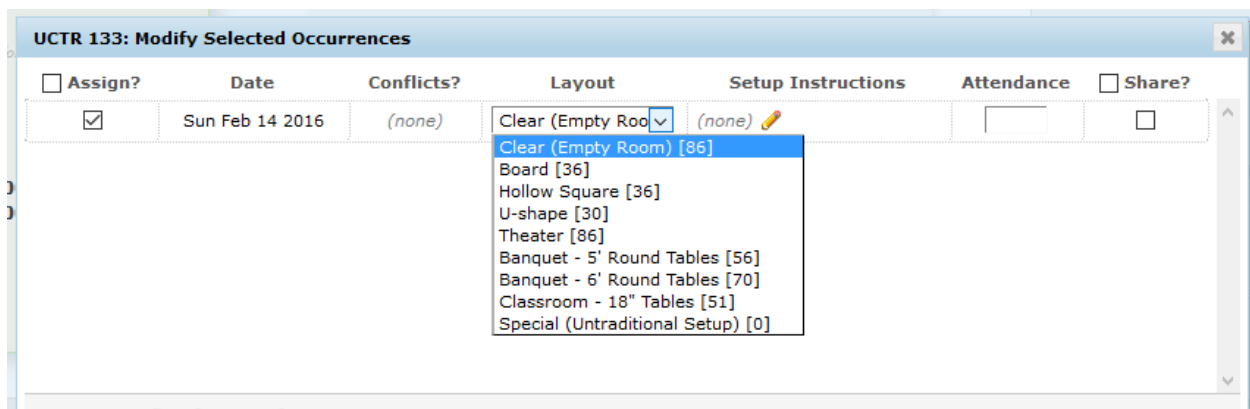
  i. Confirm that the spaces and layouts selected are accurate before moving on.

15. Click "Next"
    a. If you need resources for your event, select them here the same way that you selected a location.
        i. Resources include catering, media, stage services, furnishings, and campus safety.
16. 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 <u>not</u> want your event published, select "No".
    c. Web Site – list a link someone could visit for more information.
17. 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 his or her name here.
18. Click "Next"
    a. By choosing a category, you are choosing a <u>department-specific</u> 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.
19. 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.
        i. Other information could include catering needs, media needs, VIP guests, security, etc.
20. Click "Save"

21. If you see this header, you have successfully requested your event! Click the "Close" button and CEVT will follow-up with you shortly.
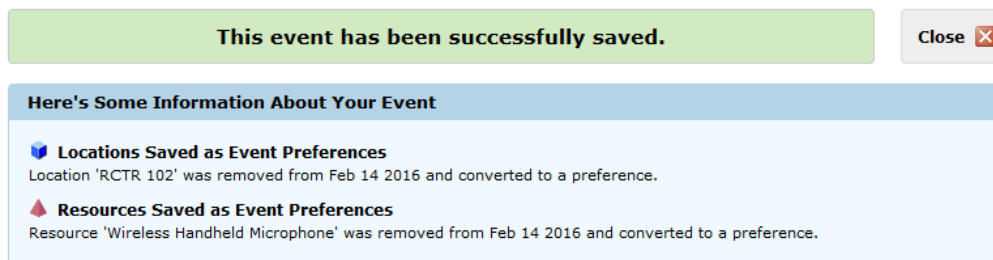
22. You will receive an automated confirmation email from 25Live that you submitted an event request. Take note of the "Event Reference" number in that email. The reference number is in the format: "2016-AAAAAA".
    a. If you have any questions about your event, this reference number will help CEVT look up the event quickly.
23. When the event has been reviewed, you will receive an email confirmation. Please double check all information to make sure that it is correct (days, times, resources, description, head count, etc).
24. Your event will show up as one of two "states":
    a. *Tentative* – event logistics are being coordinated. The requested space and resources are on hold. Tentative events are <u>not</u> published to the Campus Calendar.
    b. *Confirmed* – all requested event logistics, space availability, and resources have been approved. This event will publish to the Campus Calendar unless "No" was selected in the Event Wizard.

If you'd like to review the details of your event, check out the "View Event Details in 25Live" guide.

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, sandersc@plu.edu