25Live Pro

Requesting an Event

Open an internet browser and navigate to http://25Live.collegenet.com/syracuse .
Log in to 25Live Pro with your NetID and password.
Click on the Event Form click on the Event Form Link on the top right of the page.

✍ Event Form

S Syracuse University
Space Reservation System   📅 25Live Pro   ✍ Event Form

The Event Form

The fields below will appear to the left of the event form, not all fields are required, those that are noted, however please complete the form in its entirety.

Event Scheduling
Event Name
Event Type
Primary Organization
Expected Head Count
Event Description
Date and Time
Locations
Attached Files
Affirmation
Comments

Required fields are noted in the title. If any required fields are left blank, the message "Events cannot be submitted unless all required fields are completed." displays.

1. Type the name of the event you are creating in the Event Name field. Use a name that is relevant, there is a 40-character limit.

2. Select Office of the Registrar of Student Engagement from Event Type drop-down men

    *   *Office of the Registrar* should be selected for academic events meeting in Registrar Classrooms only. Examples are but not limited to:

        *   Review Sessions, exams, final exams, office hours, films, or additional class meeting.

    *   *Student Engagement* should be selected by groups or events pertaining to but not limited to

        *   Registered Student Organizations, requests for space in Schine or Goldstein Student Centers, Information Tables, Outdoor Spaces, non-academic events meeting in a Registrar Classroom. Events activity independent of an academic class.

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Primary Organizations: Click on the (i) to view all Org's and select one.

If you haven't completed the form below, type in the pertinent Organizations and then click on the star that appears next to the ORG and it will become a favorite and will appear each time you complete a request.

Name	Organization
ACADEMIC AFFAIRS	OFFICE OF THE REGISTRAR
ACADEMIC DEPT	OFFICE OF THE REGISTRAR
ADMINISTRATIVE DEPT	OFFICE OF THE REGISTRAR
ARCHITECTURE	OFFICE OF THE REGISTRAR
CAMPBELL INSTITUTE	OFFICE OF THE REGISTRAR
CAMPUS PLANNING/DESIGN AND CONSTRUCTION	OFFICE OF THE REGISTRAR
CHEMISTRY	OFFICE OF THE REGISTRAR
FALK	OFFICE OF THE REGISTRAR
GOVERNANCE	OFFICE OF THE REGISTRAR
HENDRICKS CHAPEL	OFFICE OF THE REGISTRAR
LEARNING ENVIRONMENTS	OFFICE OF THE REGISTRAR
LIBRARY	OFFICE OF THE REGISTRAR
MANAGEMENT	OFFICE OF THE REGISTRAR
MATH DEPARTMENT	OFFICE OF THE REGISTRAR
MOYNIHAN INSTITUTE	OFFICE OF THE REGISTRAR
REGISTRAR	OFFICE OF THE REGISTRAR
UNIVERSITY SENATE	OFFICE OF THE REGISTRAR
CLUB SPORTS/INTERESTS/INTRAMURALS	STUDENT ENGAGEMENT
CULTURAL/INTERNATIONAL	STUDENT ENGAGEMENT
ESF STUDENT ORG	STUDENT ENGAGEMENT
MEDIA/PUBLICATION	STUDENT ENGAGEMENT
OUTDOOR EVENTS	STUDENT ENGAGEMENT
PERFORMING/CREATIVE ARTS	STUDENT ENGAGEMENT
PHYSICAL PLANT	STUDENT ENGAGEMENT
PUBLIC COMMUNICATIONS	STUDENT ENGAGEMENT
PUBLIC SERVICE/OUTREACH	STUDENT ENGAGEMENT
SOCIAL GREEK-LETTER	STUDENT ENGAGEMENT
SPECIAL INTEREST	STUDENT ENGAGEMENT

3. Select a category that accurately describes the purpose of your event.

Categories - *Required*

EDIT

4. Enter Expected Head Count information. Enter the anticipated number of participants. Example: if you plan for 25, but expect only 15 will attend, enter 25.

5. Enter an Event Description, this field is optional not required.

6. Enter Event Date and Time. If this is recurring, uncheck the box *This event begins and ends on the*

✓ This begins and ends on the same day

same day.

Enter Additional time as needed if you need setup or addition time to break down your event. Keep in mind, this may make it more difficult if scheduling a Registrar classroom to find an available classroom. The Reservation Start and End dates/time
adjust based on information posted.

Additional time ︿

Setup Time

| 0 | Days | 0 | Hours | 0 | Minutes |

Pre-Event Time

| 0 | Days | 0 | Hours | 0 | Minutes |

Post-Event Time

| 0 | Days | 0 | Hours | 0 | Minutes |

Takedown Time

| 0 | Days | 0 | Hours | 0 | Minutes |

Reservation Start: **Tue Aug 27 2019 1:00 pm**

Reservation End: **Sat Dec 14 2019 2:00 pm**

Reservation Duration:
109 Days, 2 Hours

If your event will meet weekly, ad hoc (same time different days of the week), select the Repeating Pattern box, and complete the pattern, you will be prompted to provide an end date.

Repeating Pattern

| « | ‹ | November 2019 | › | » |

M	T	W	T	F	S	S
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	**12**	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	01
02	03	04	05	06	07	08

View All Occurrences

Pattern Picker

Choose how you would like this to repeat | Does Not Repeat ↕

Does Not Repeat
Ad hoc
Daily
Weekly
Monthly

Weekly:

Pattern Picker   ✕

Choose how you would like this to repeat | Weekly ⬍ |

Repeats every

| week ⬍ |

Repeats on
☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☑ Fri ☐ Sat

🔘 Repeats through

| FRI OCT 07 2022 |

⚪ Ends after | 1 | iterations

Cancel   **Select Pattern**

Adhoc: you will click on the dates that should be included on the calendar, or double click on the first date and a box will appear to add or remove Adhoc dates:

Date Occurrences (FRI OCT 14 2022)   ✕

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

| Include Only Missing Locations | | View Included |

Include In Search	Dates	Times		Comment	State	Remove
☑	FRI OCT 14 2022	8:00 am	9:00 am		Active ⬍	Remove
☑	FRI OCT 14 2022	10:00 am	11:00 am		Active ⬍	Remove

Close   **Add Occurrence**

1. Click the View All Occurrences button. Verify that the dates/times are correct. Click Close to close the window and return to the event.
2. If a new occurrence needs to be added, go back to the repeating Pattern calendar, and click on the calendar to add dates. Verify the dates times until all the necessary date(s) are shown.

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Location Search, If you don't know the abbreviation of the room or building, click on the Circle/i icon and the blue links below will appear.

Locations ⓘ

If a room has not been selected one will be assigned at the schedulers discretion.
Registrar Classroom Guide
Registrar Classroom Abreviations
Schine Student Center Event Rooms
Goldstein Student Center Event Rooms

In the box to the left where you see 113Euc, if you are looking for a specific room, type it in, it's open it will appear, click on the blue Request box. Make sure the "Hide Conflicts" box is checked.

Locations Search

Auto-Load Starred: No ⬤ Yes

☑ Hide Conflicts   ☑ Enforce Headcount

Saved Searches (optional) ⌄   113EUC ✕

ⓘ Hint! Type :: to use SeriesQL.

More Options ⌄   Reset   **Search**

Add	Name —	Title —	Default Capacity —	Availability	Conflict Details
Request	113EUC200	113 EUCLID 200	15	3/3	None
Request	113EUC300	113 EUCLID 300	15	3/3	None

The requested room will appear below:

📦 113EUC200   113 EUCLID 200   **Capacity:** 15

Remove | View Occurrences |

\\hd.ad.syr.edu\03\927a6c\Documents\Downloads\Syracuse University 25livepro-create-an-event Instruction.docx

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Completing the form:

If the type you selected at the beinning of the form was Office of the Registrar to complete the request scroll down to the Affirmation to ensure you are aware of the rules for scheduling, click "OK" then click the save button.

If the type you selected at the beginning of the form was Student Engagement you are required to complete the additional questions by clicking No or Yes, then complete the Affirmation, if there are comments you would like to provide, special instructions, complete this box prior to clicking on the save button.

Comments

Note: *Event Comments* can be seen by anyone that opens the event in 25Live. *Internal Notes* can only be seen by individuals in the approval chain and/or the event creator.

Instructions for the approving department should be noted in the Internal Notes box

Internal Notes ⓘ

Internal notes are not visible to the general public.

Once your request has been saved, you will see the pending request as a Task on your personal page.