25Live Tutorial

Repeating Event
How to Access 25Live

• Myslu.slu.edu
• Tools tab
• “Room/Event Request
Home Page
Quick Search

Helpful if you are trying to find an event and have an event name or reference number

Helpful if you need a location for your event
OR
If you are trying to find an event have a date and location,

“Search Resources” and “Search Organizations” are useful in limited circumstances
If you need assistance, please reach out to Event Services
Location Search

- This is the screen that appears after using the “Search Locations” option on the Home Page
Location Search – View Bar

- This small menu helps to navigate how you want to see room availability
  
- **List**: shows a list of all the spaces in the building you searched, or all of the sections of a room you searched

- **Calendar**: shows a week calendar that has events listed out each date they occur

- **Availability**: shows when a room is available, you will see event times and set-up/take-down times

  - We always recommend checking this out before deciding on an event date as some events are set up the night before (this will not appear on the calendar view)
Calendar View

You can change the viewing dates here

You can change the number of days you are viewing here
Availability View

<table>
<thead>
<tr>
<th>List</th>
<th>Calendar</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Light green on either end of an event are set-up and take-down scheduling,** you cannot host your event during these times.

- **Dark green is the actual event duration.** The event title is listed in this section.

The white/gray spaces show when there is nothing scheduled for a space.

If you search for a specific room, only that room will appear in the list.

*(this picture is a BSC building search)*
25Live Tool Bar
The Tool Bar is located in the top right corner of the page

Click to view Home Screen
Click to create an event
Creating a Repeating Event – Step 1

These buttons will be static for the entire process. Once you complete the current page, the next button will take you to the next step.
Creating a Repeating Event – Step 2

This bar will keep track of all the information you have entered as you continue through your reservation.

If you have a range (15-20) we recommend entering the highest number so we can make sure your space is large enough.
Creating a Repeating Event – Step 3

Use these options to let us know if you need time to set up or clean up* (decorations, materials)

*We will add time for our set-up crew to set up for your event*

Only uncheck this box if you are hosting an overnight event. (Relay for Life) **DO NOT USE THIS FEATURE IF YOUR EVENT IS MULTIPLE DAYS**
Creating a Repeating Event – Step 4

ALWAYS Select “Ad Hoc”

– This makes it easier on our office when a single date is cancelled.

– Selecting a different option will require us to re-select dates every time you cancel or change a date.
Creating a Repeating Event – Step 4.1

Select each date you would like to reserve for your event by clicking the box with the date. It will highlight in blue when selected.

Click View All Occurrences to view all selected dates. Click remove if you would like to delete a date selected.
Creating an Event – Step 5

- This is the step where you will choose your location.
- Always use the "Search Location"
- Make sure the "Enforce head count" Button is unchecked.
- This symbol shows a conflict with an already scheduled event
Creating an Event – Step 5.1

- To fix a conflict you can
  - Find a new date/time
  - Find a new location
- In the column “Conflict Details” it will say “none” if the space is free during that date and time (1)
- A selected location will appear below the search. (2)
  - You select a location by clicking request then it will change to say “Added below” (3)
- If you want to remove a location from your reservation, click the “remove” in red font (4) in the box with the selected location (2)
- Image on next slide
### Saved Searches (optional)

- **Search Term**: Cook hall 234

### More Options

<table>
<thead>
<tr>
<th>Add</th>
<th>Name</th>
<th>Title</th>
<th>Capacity</th>
<th>Availability</th>
<th>Conflict</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>CKH 234</strong></td>
<td>Cook Hall Room 234</td>
<td>28</td>
<td>1/1</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

### 1 Matching Locations

- **Page 1 of 1**

- **Items per page**: 25

#### CKH 234

- **Add to favorites**
- **Location Title**: Cook Hall Room 234
- **Capacity**: 28

#### Options

- **Remove**
- **View Occurrences**

#### Controls

- **Cancel**
- **Preview**
- **Save**
Creating an Event – Step 6

- Files are only required for student groups
- You can attach any previous layouts here if you would like to reuse them
Creating an Event – Step 7

• Your name should appear in both slots
• If you are submitting an event for someone else, please list their name in the “Requestor” Section
Creating an Event – Step 8

• This section is optional. You can leave a note in the “Event Service’s Notes” box for your event planner.
• Notes should include information that is relevant to the event but does not belong in the description.
Creating an Event – Step 9

- Please make sure your request always says “Tentative”
  - You selecting “Confirmed” does not mean that your event is actually confirmed. *Your event is only confirmed once you have heard from our office.*