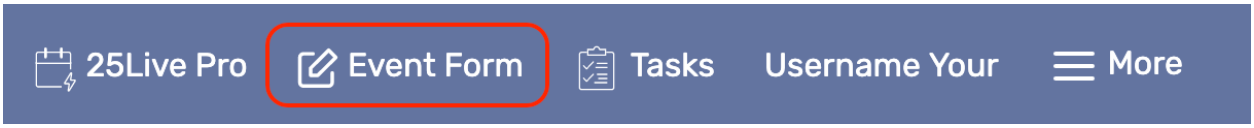
Creating Events With the 25Live Event Form

Sign in to 25live with your Pace Portal username and password to create an event. You can log in to 25live one of two ways: from the Pace homepage, click on "Events" on the top navigation bar, scroll to the bottom of the University calendar and click on "Book an Event." Alternatively, you can go directly to the 25live main log in page by typing 25live.collegenet.com/pro/pace into a web browser.

Accessing the Online Event Form

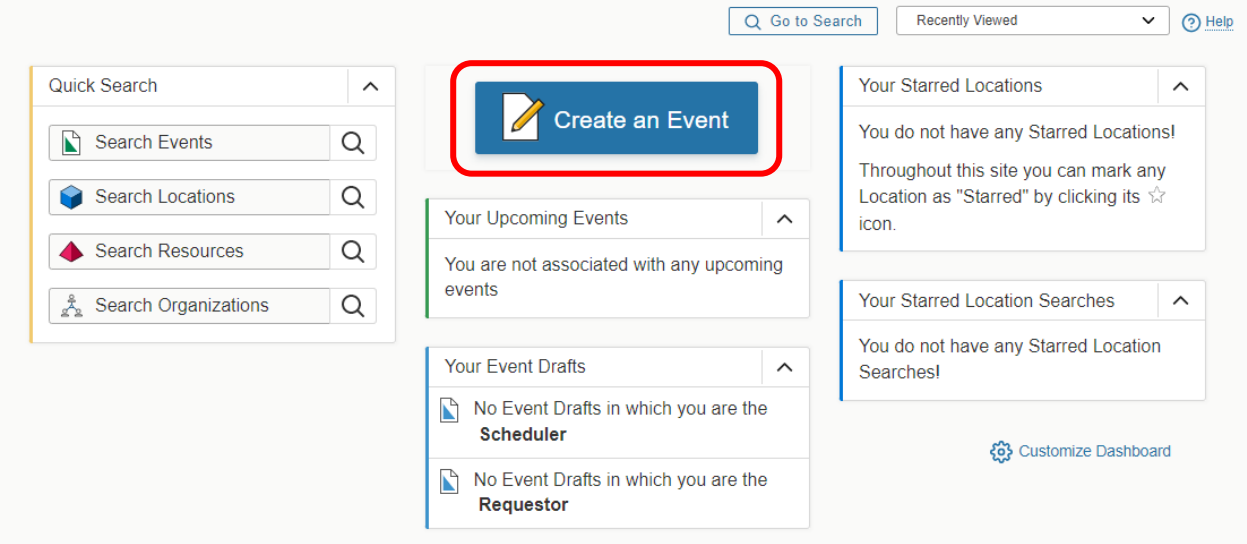
Take one of the following actions to start creating an event:

1. Click the **Event Form** link in the top navigation bar of 25Live



OR

2. Click the Create an Event button on your 25Live home dashboard

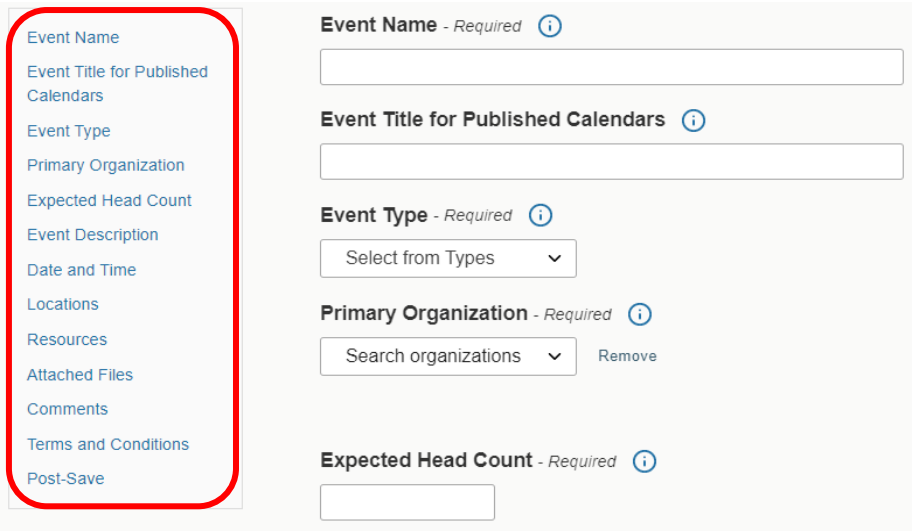


Completing the Online Event Form

Tip: Use the Information Icon

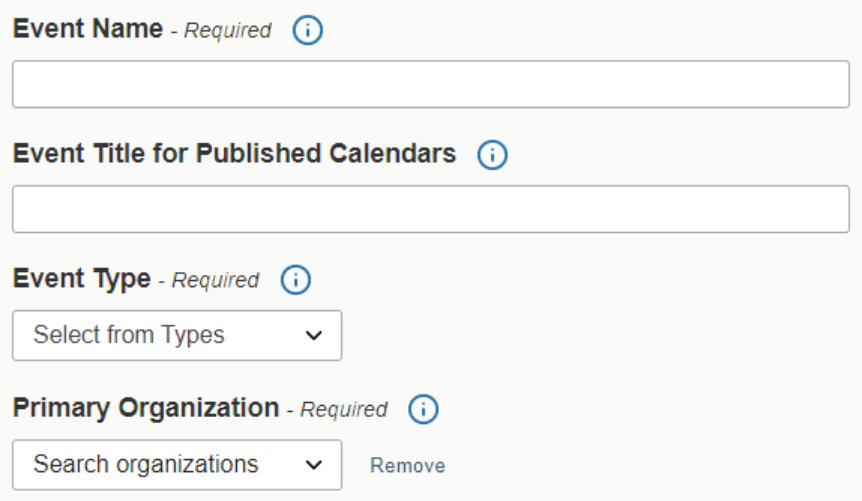
Use the information icon to view or hide additional help and/or instructions for any field that displays it.

Tip: Use the Left Side Navigation to access different sections of the form



1. Enter Basic Information

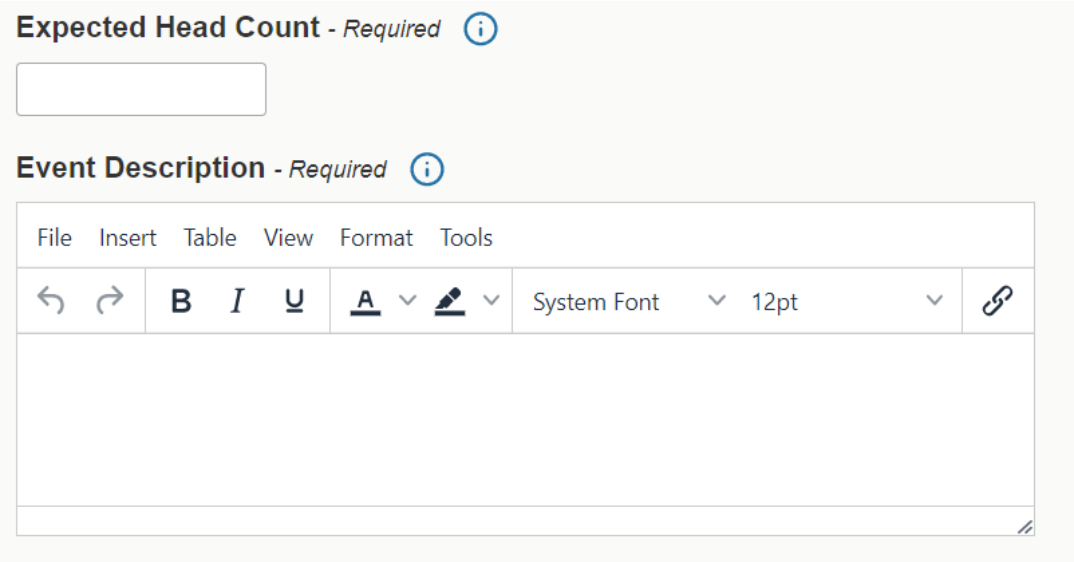
Enter an Event Name, Event Title, select an Event Type, and select the Primary Organization that is hosting the event. All required fields are labeled.



2. Enter Attendance Information and Description

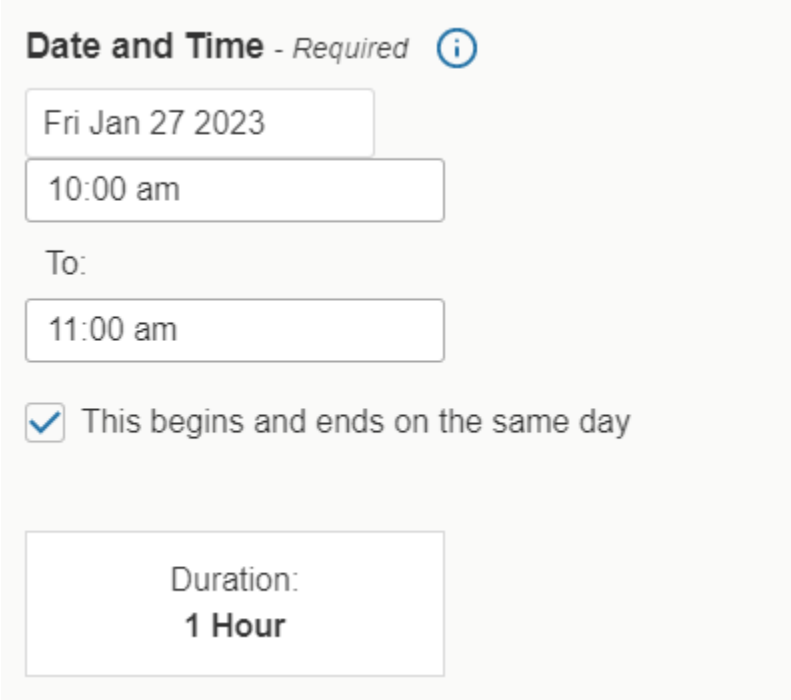
- 25Live can use the expected head count to find locations that can hold your event.
- **IMPORTANT:** The Event Description is very important since it will appear in the public facing events calendar on the Pace website. This is a primary way for audiences to learn about your event and generate interest.
    - Please pay attention to your event descriptions. They should be inviting and descriptive. Text in the event description needs to follow University style. Visit this website to find tips and tricks for writing event descriptions that are in University style and that are accessible for vision impaired web users using screen readers and assistive technology.
    - Only confirmed events are published to the website.

    If you don't want the event to be published on the calendar, pay attention to **step 10** on page 15.



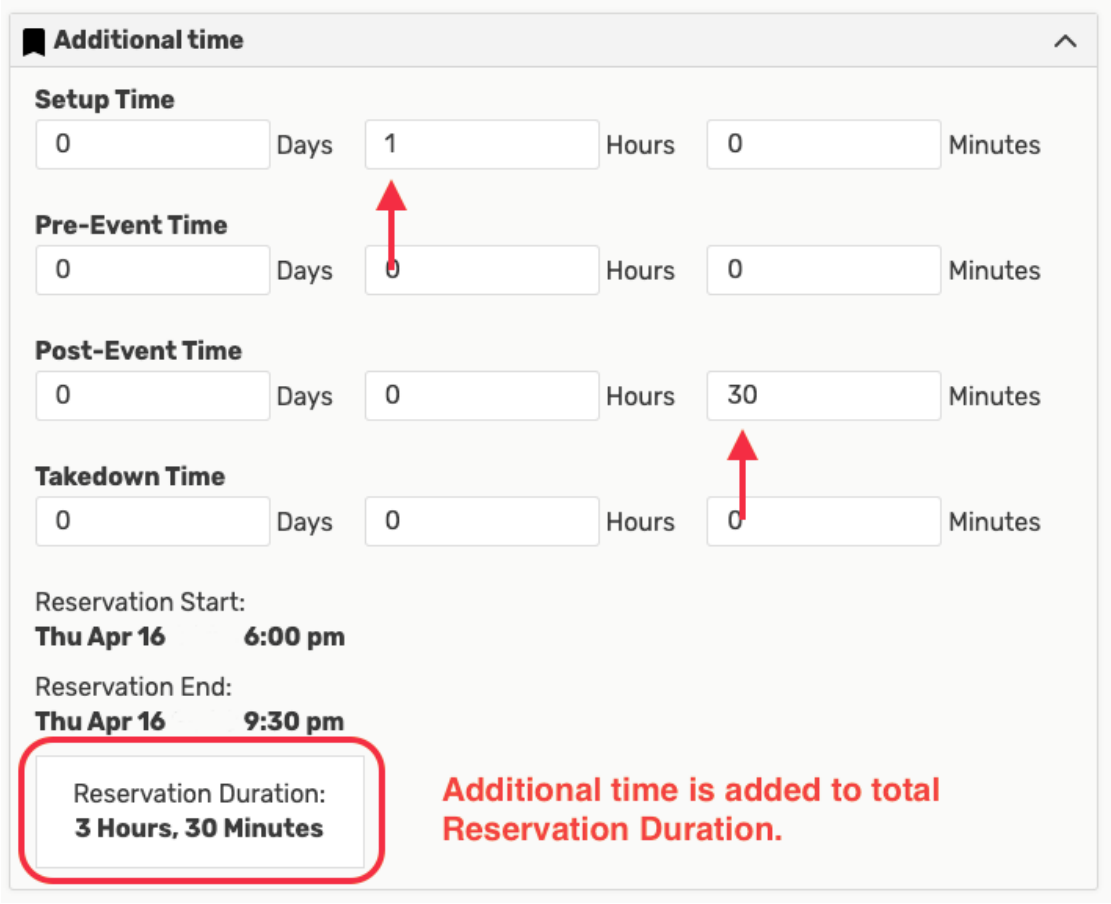
3. Enter Date/Time Information About Your Event's First Occurrence

Specify the date and times of the first occurrence of the event. If your event occurs on multiple days, you'll describe how it repeats in the next section.



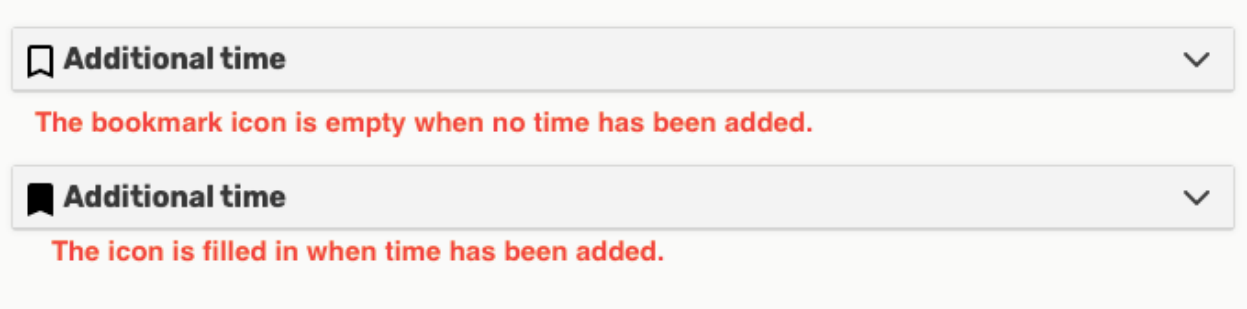
- **This event begins and ends on the same day** - When checked, this option will create a single occurrence of a multi-day event. DO NOT UNCHECK THIS AS ALL OF OUR SPACES HAVE OPEN/CLOSE TIMES AND CANNOT SPAN 24 HOUR PERIODS.

Additional time for set up, pre-event registration, and breakdown should be added here.



Tip: Additional time is indicated by the bookmark icon

When editing an event, before you use the arrow icon to expand the Additional Time section, you can see if any additional time has already been saved for the event by looking at the bookmark icon (🔖) to see if it's filled in.



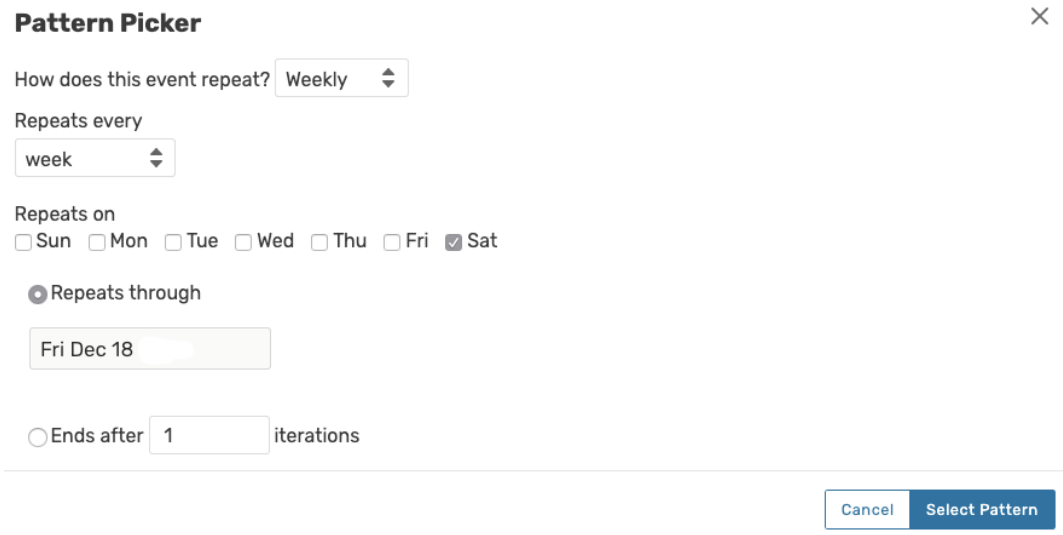
If the event requires Setup/Pre-Event and/or Post-Event/Takedown time, fill in times for the number of days, hours, or minutes needed. The Event Form

displays the Event Duration as well as the total Reservation Duration if you add additional time.

4. For Reoccurring Events, Choose How Your Event Repeats

If your event has more than one occurrence, click the "Repeating Pattern" button and select how the event repeats. 25Live allows you to create repeating events defined as either ad hoc dates (without a pattern) or as a pattern (daily, weekly, monthly).

- For ad hoc reoccurring events, select Ad Hoc from the Pattern Picker dropdown and tap or click on the desired dates on the calendar to create the occurrences
    - You can also add additional, random dates after selecting and defining a pattern
- For a pattern repeating, select the pattern type from the dropdown and fill in with the appropriate information.



If you need to remove all repeat occurrences, use the **Repeating Pattern** button then choose **Does Not Repeat**.

Please note that events that are set as repeating event will appear on the public facing events calendar as a single entry. If you desire for this event to appear on the public calendar, consider creating singular entries for each event.

5. Select Location(s)

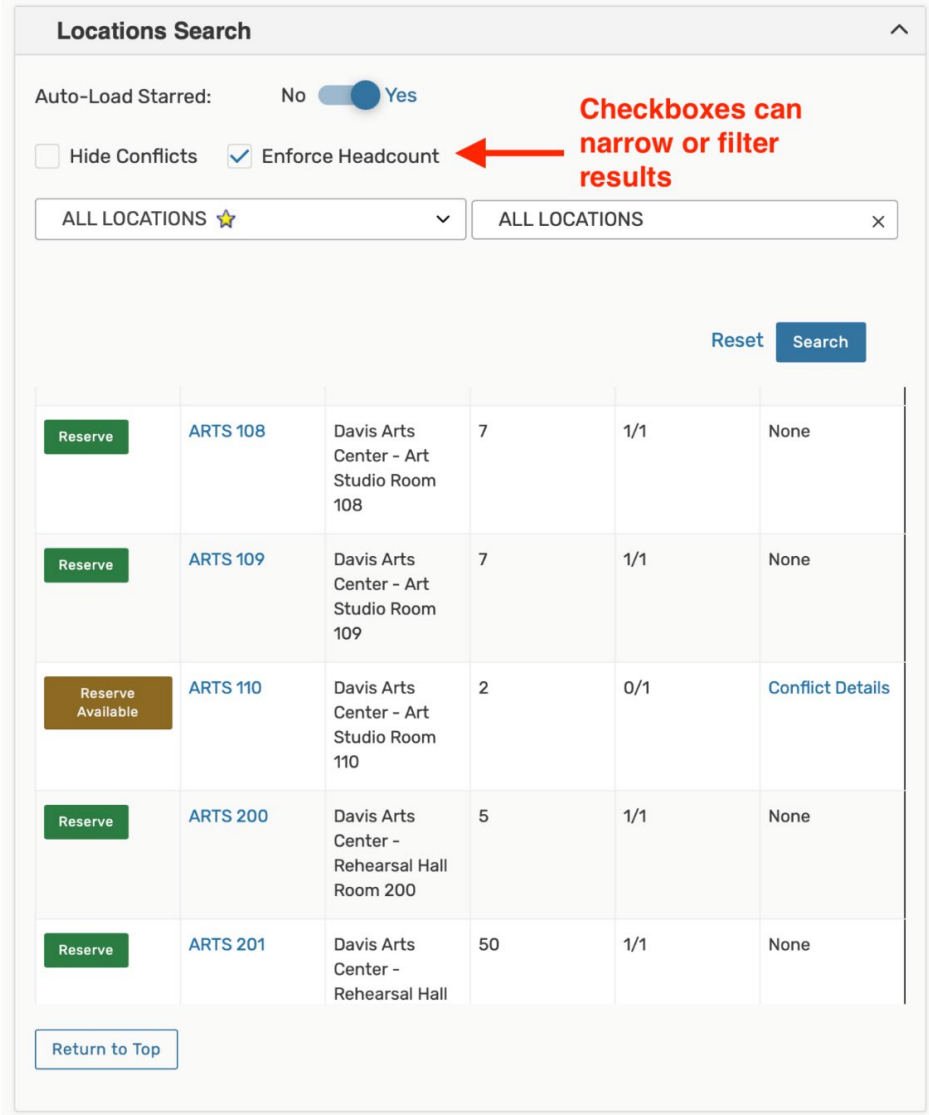
You can choose whether to **Auto-Load Starred** searches or not. It's often easier to start with a Saved Search.

- To create a Saver Search go to “More” at the top right, and select “Search.” Select object “Locations”. Type in your search words in the bar (e.g. Lecture Hall) and execute the search. Click on “Save As” and give the search a name.

You can also perform a search for suitable locations by entering individual location names, without a saved search.

- Check the **Hide Locations with Conflicts** or **Enforce Headcount** boxes to narrow results
    - These options are checked by default and will remember your setting to check or uncheck them

As you search, 25Live checks for the availability of location(s) at your specified dates/times.



Tip: If You Don't See Your Desired Location

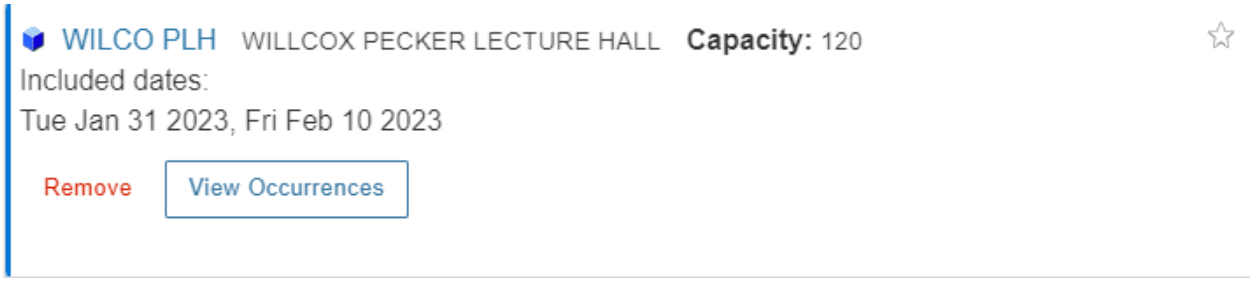
- Use the **Conflict Details** link to view more information about location conflicts
- The links on location names allow you to view location details

Tip: The Event Form Can Search by Capacity

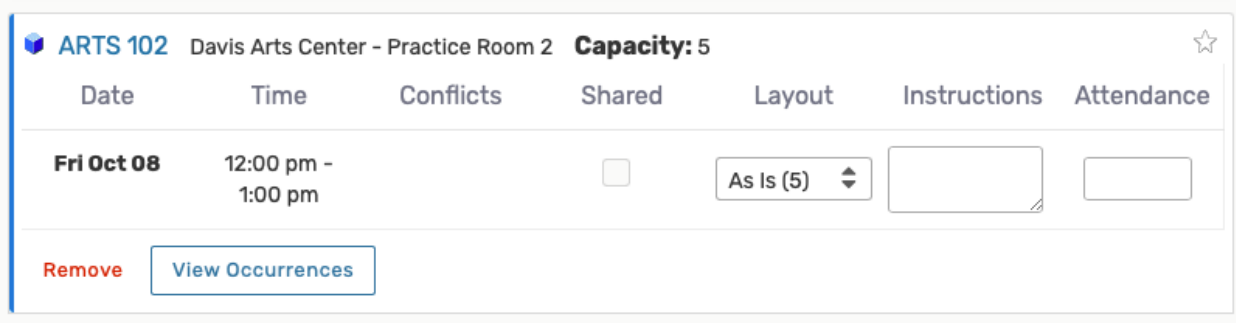
The Default Capacity field is now primarily displayed in the Event Form location search results and can be used when enforcing headcount in order to make it more useful when searching for locations.

If a location is available to **Reserve**, a green displayed. For locations that need extra approvals or permissions (such as ones that can only be requested or have conflicts), an olive-colored button that reads “Reserve Available” or a blue-colored button that reads “Request” displays. You may choose one or more available locations for your event. A selected location appears as a pending assignment in event details and in the location availability grid until you save the event.

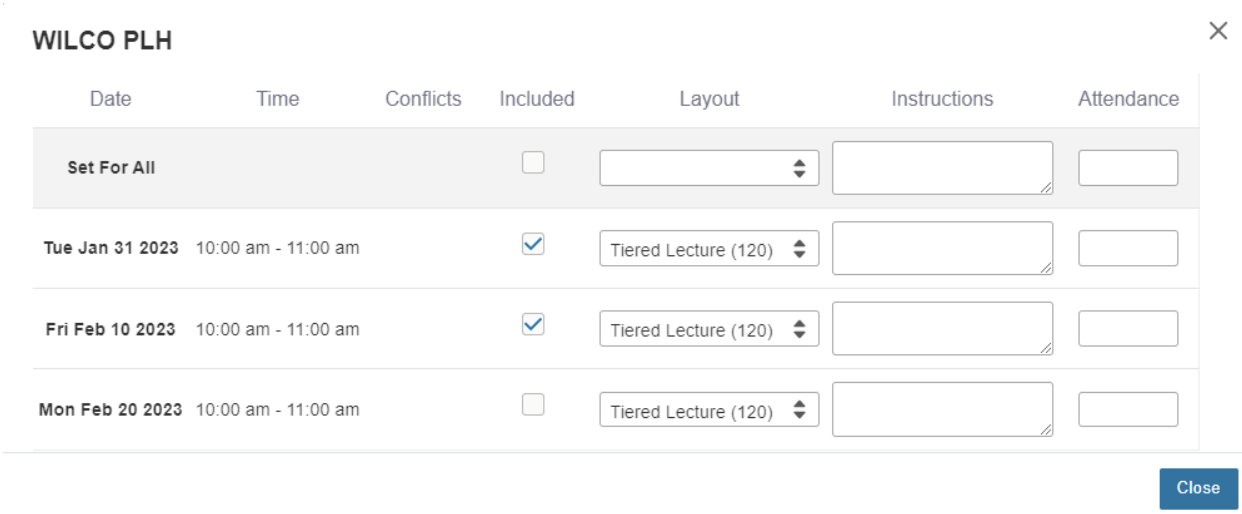
Click one of those buttons to select a location, and a tile will appear underneath the locations list, showing the reserved/requested item.



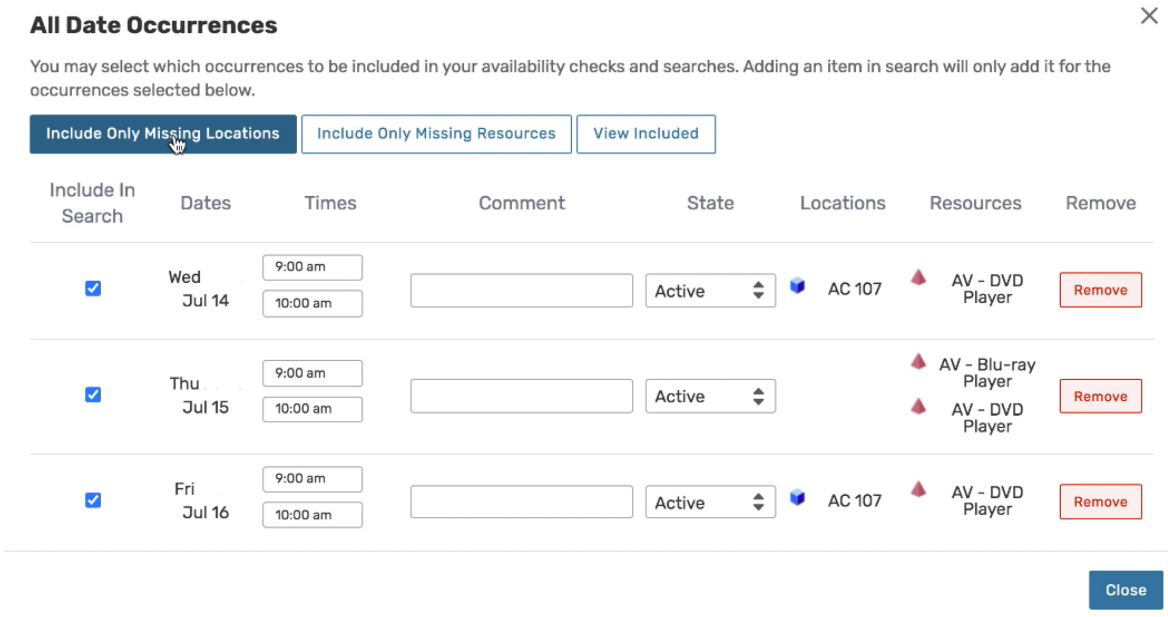
Location Occurrence Editing



25Live allows you to adjust settings per occurrence for each requested or reserved location. For events with a single occurrence, location details like instructions, specify layouts, and conflict details can be edited directly on the tile.



For events with multiple occurrences, use the **View Occurrences** button to add instructions, specify layouts, and additional options.

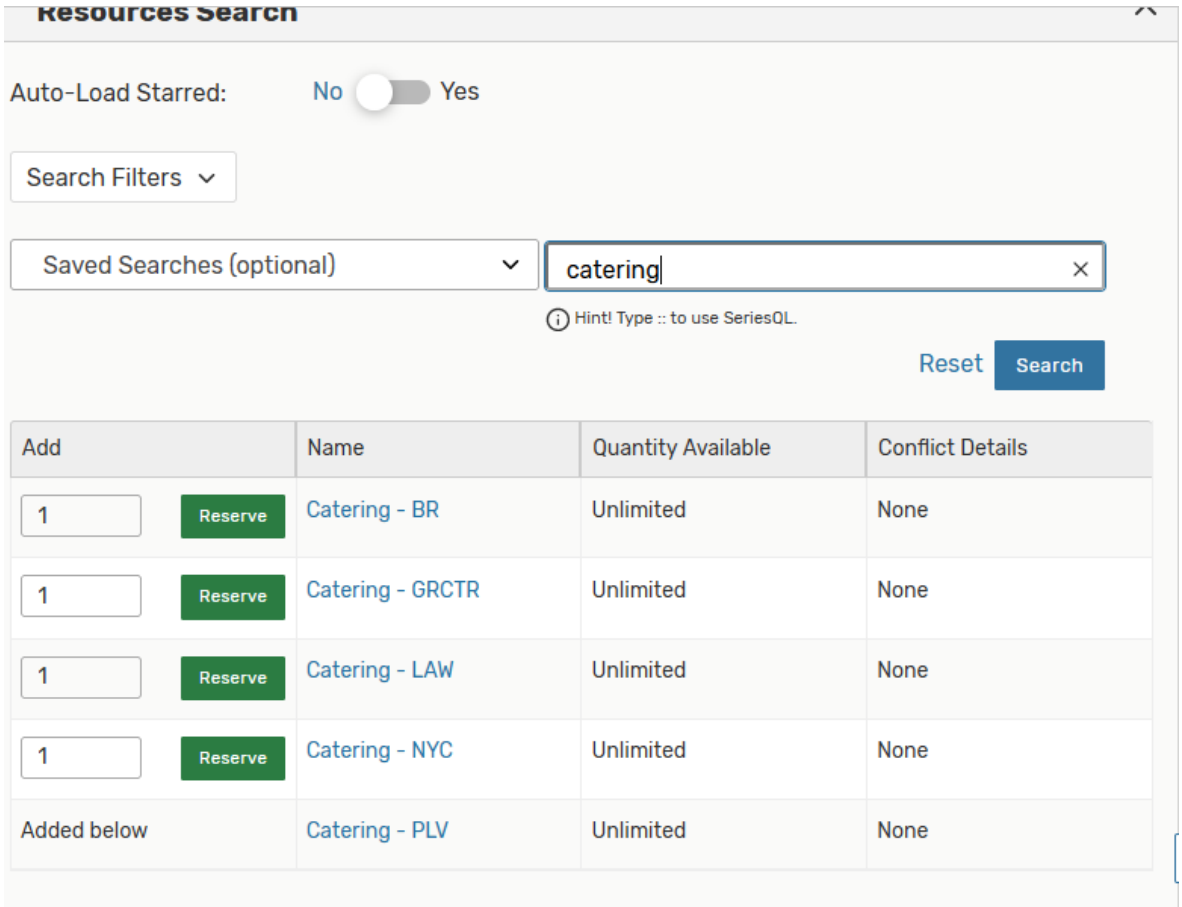


If you would like to set different locations for different dates, you can select only the occurrences you want to change the location for. For example, if the event repeats every Tuesday, Wednesday, and Thursday and you want to set a specific location for the Tuesday/Thursday occurrences, check only those dates. Go back to the location search to reserve for just the selected dates.

6. Select Resource(s)

You can perform a search for suitable resources by name (Catering, Security, Ed Media, Facilities). There is a resource specific to each campus: NYC, PLV and Law. Make sure you are assigning the correct resource for the campus you are requesting.

- Select and assign resources if they will be needed for your event.
  - For Catering: you can note in the comments catering will be needed if you do not have your order and/or PO at the time you are submitting the form.
  - For Security: please note in the comments any special instructions or questions for Security to follow up on (parking lot use, entry to campus for outside guests, etc.)
  - For Facilities: note furniture needed and any instructions needed for your setup. You can also upload diagrams for your event setup.
  - For Ed Media: you can only request this resource as Ed Media staff will review and approve your request. Ed Media will follow up with requestors on their needs prior to approving the request for the specified event.



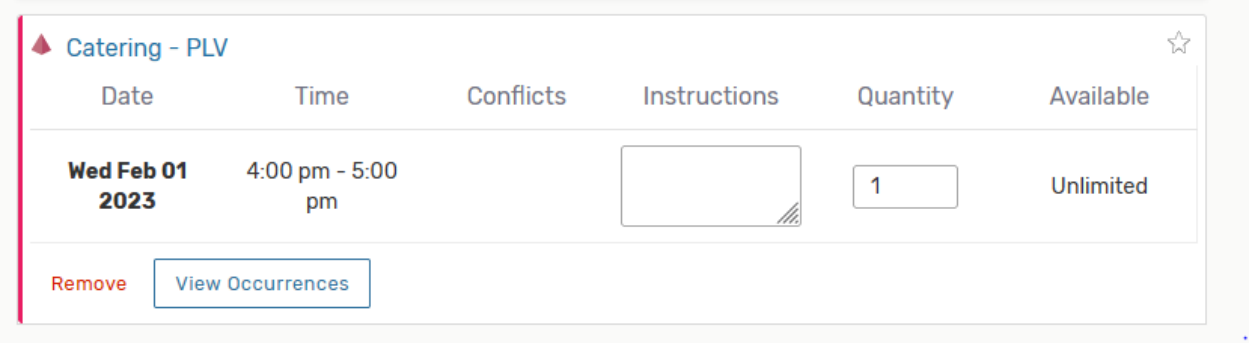
Use the green **Reserve** button (or olive-colored button for resources that need other approvals or permission) to make selections. You may choose one or more available resources for your event.

Note: Overlapping Resource Dates

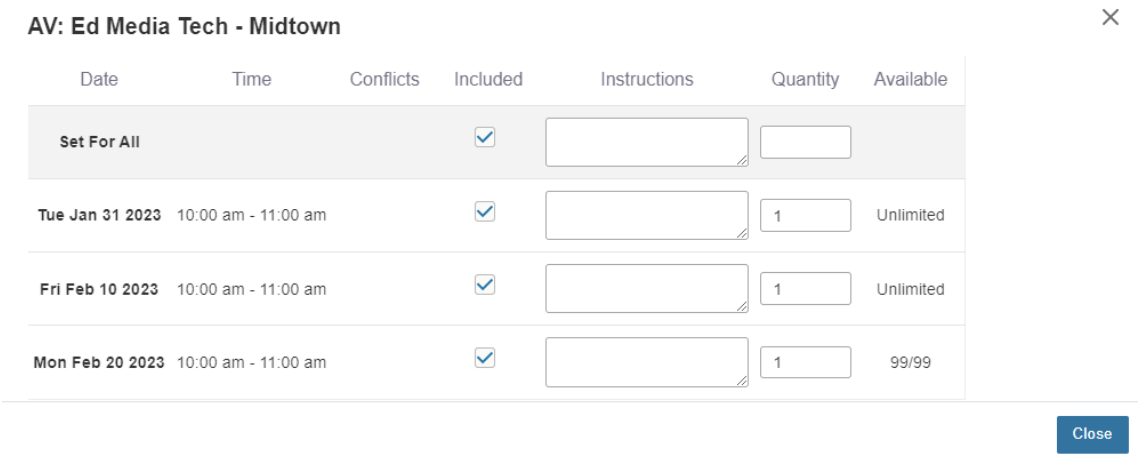
The application will restrict overlapping resource dates in order to ensure the clarity of which stock total is active.

Resource Occurrence Editing

25Live allows you to adjust settings per occurrence for each requested or reserved resource. After adding a resource, the reserved/requested item appears below the search as a tile. For events with a single occurrence, resource details like instructions, quantity, and conflict details can be edited directly on the tile.

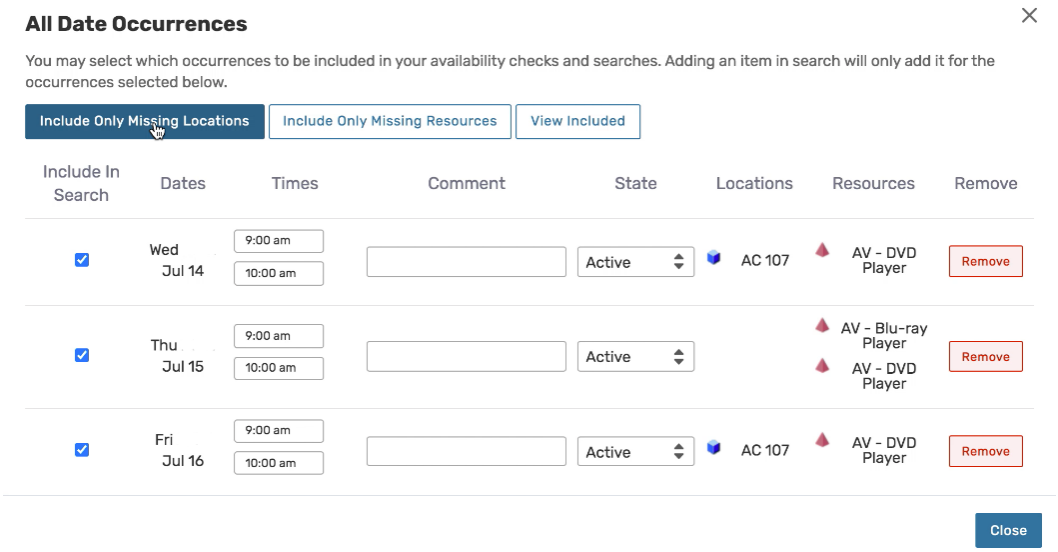


For events with multiple occurrences, use the **View Occurrences** to add instructions, adjust the quantity, and change occurrence information.

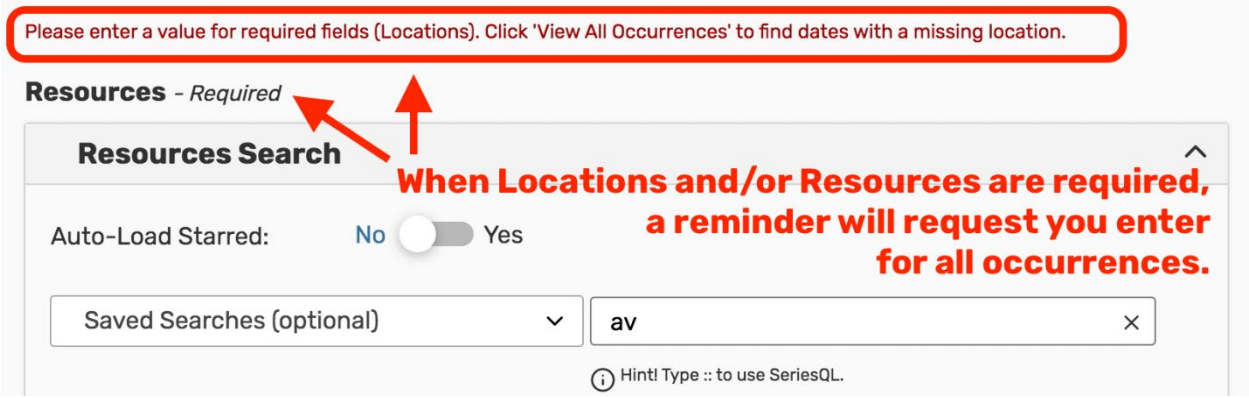


A selected resource appears as a pending assignment in event details and in the resource availability grid until you save the event.

If you would like to set different resources for different dates, you can select only the occurrences you want to include for each resource. For example, if the event repeats every Tuesday, Wednesday, and Thursday and you want to set a specific resource for the Tuesday/Thursday occurrences, check only those dates. Go back to the resource search to reserve for just the selected dates.



Ensuring All Occurrences Have Locations and Resources

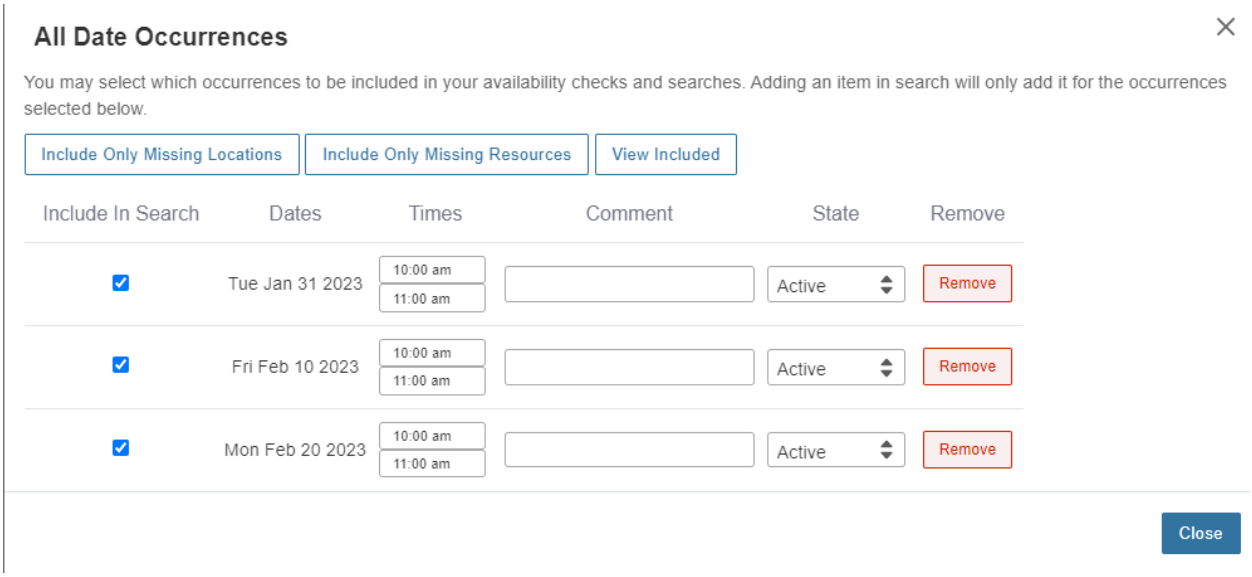


Occurrences For Either Locations or Resources

Using the View All Occurrences button, you can see a list of event occurrences with options to:

- **Include Only Missing Locations** View only occurrences that don't have locations requested or reserved

- **Include Only Missing Resources** View only occurrences that don't have resources requested or reserved
- **View Included** View only occurrences that are marked to include in location and resource searches
    - By unchecking the **Include In Search** checkboxes in the list of occurrences, you can remove an occurrence from your location search to help find locations without conflicts for that date and time
- **View All** to return to the default view that shows all event occurrences



This view also gives you options for:

- Adjusting occurrence **Times**
- Adding a **Comment** to each occurrence
- Changing the **State** to Active or *Cancelled*
- Using the **Remove** button for occurrences

7. Attach File(s)

You can have file attachments for events that you would like contained in your record–such as flyers, diagrams, etc. Use the **Choose File** button to optionally attach one or more files.

- You can attach up to 5 files
- Files may not exceed 25MB
- Allowed file types:
    - PDF, TXT, RTF
    - JPG, JPEG, PNG, GIF
    - DOC, DOCX
    - XSL, XSLX, CSV
    - MSG

- **IMPORTANT:** Please note that flyers attached to the 25Live listing do not get automatically shared on https://ww.pace.edu/events. If you'd like to post a flyer to the digital screens around campus, go to pace.orcatv.com/home.

You may also use this section to remove previously attached files from the event.

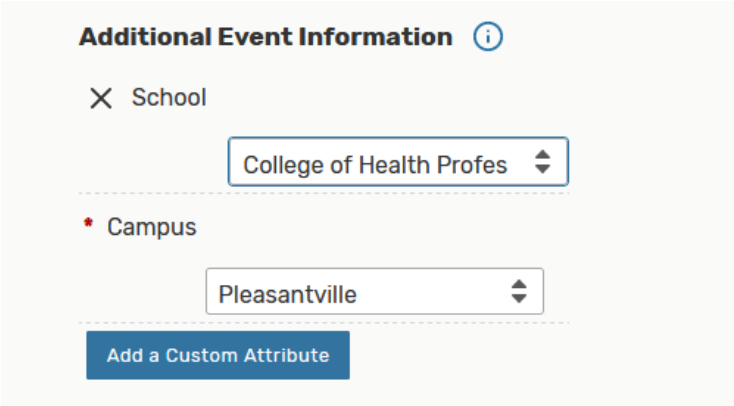
8. Enter Custom Attributes

Select and enter values for any available custom attributes that are pertinent to your event (School, Registration website, etc).

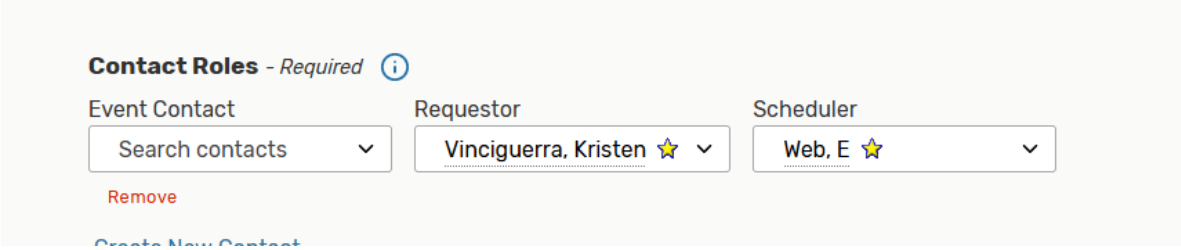
Required items will display at the top of the list.

Some custom attributes such as "School" have specific dropdown options to choose from.

IMPORTANT: This will determine where on the Pace website your event is featured.



9. Select Contacts



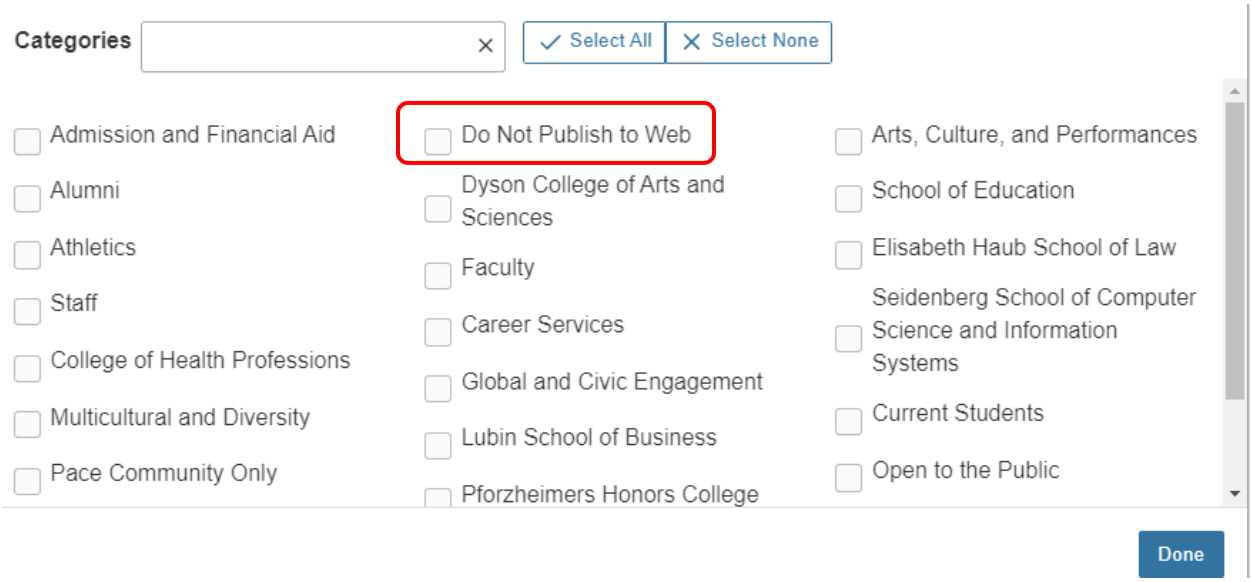
Do not change existing contacts in the Scheduler Role. Schedulers in Special Events will assign schedulers as the requests are submitted. As the Requestor, you can change contacts for Requestor or Event Contact.

Select the contacts associated with the event using the dropdown menus for event contact and event requestor. To search, enter a few letters of the contact's name, and select it when the full name displays. Contact fields for other roles defined for this event type may also be displayed. If a contact is no longer needed, use the **Remove** link.

10. Complete Categories

IMPORTANT: Assign any relevant categories to your event as this will help determine where and how your event will appear on the University calendar webpage when visitors are searching through the event filters "by type".

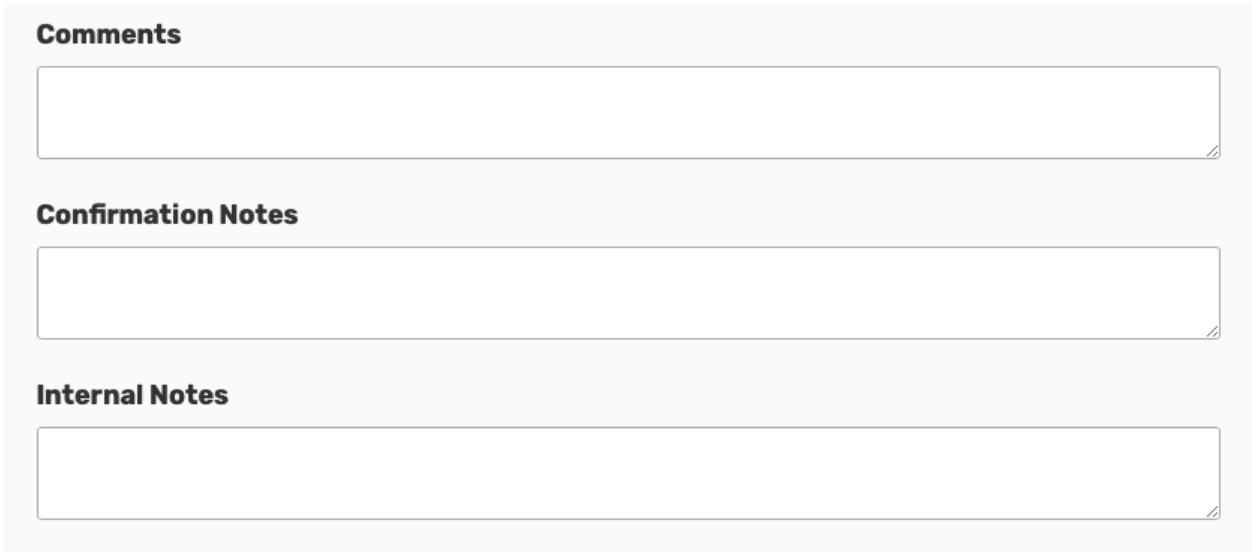
If you wish for your event to not be published to the web, please make sure that "Do Not Publish to Web" is selected in this section.



11. Comments and Notes

Please enter in any information in the comments section that you would like to communicate to your event scheduler that you could not enter in any other section of the form, or if you did not have a location and needed assistance with room recommendations.

Confirmation notes are notes from your scheduler that will appear in the final confirmation when your scheduler sends you the PDF confirmation for your event. Internal notes are notes that schedulers and service providers may enter to communicate to each other.



12. Event Status

You will save your event as a Draft, in which case any locations and/or resources you've requested will be saved as preferences, not assignments

13. Agree to Terms and Conditions

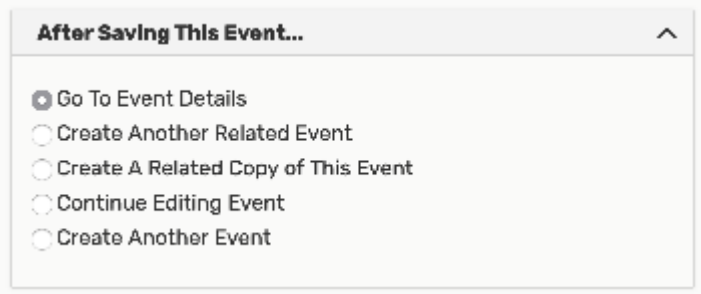
Check the agreement box. You must agree to the terms and conditions (if presented) before your event can be saved.

Tip: Preview Your Event

The **Preview** button is available to see a summary of your event at any time, except during saving. The preview also allows you to jump to different Event Form sections to edit information and settings.

14. Choose Post-Saving Options

A number of options are available after you save your event.



Convenient options are presented to allow you to choose your next action after saving your event in the **After Saving This Event** section.

- Go to Event Details
- Create Another Related Event
- Create a Related Copy of This Event
- Continue Editing Event
- Create Another Event

15. Save Your Event

Use the **Save** button to complete event creation.

Warning: The Cancel Button Will Not Save Changes

The **Cancel** button is always available at the bottom of the Event Form alongside **Preview** and **Save**, but be aware that if you click **Cancel** any changes made since the last time you saved will not be saved.

Additional Tips

- Events should be submitted to 25Live at least two weeks before the event date.
- When you submit an event with a location or resource that you don't have permission to assign, the Event Preferences area in the Occurrences area of the event details view lets you know that the assignment has been saved as a preference and an assignment task request has been issued for the item.
- When you save an event in the Draft state, any location or resource assignments are saved as event preferences only.
- The event reference number is displayed when the event is saved. You can use this later to quickly find the event.
- Once you have submitted your event request, Special Events will follow up within 24-48 hours with an event confirmation (or to reach out to find alternate dates, times, or locations if we are not able to accommodate your request).