STEP 1

Login to 25Live

Go to 25live.collegenet.com/pro/austincollege. Your login is verified through your Austin College SSO (Single Sign On). Your dashboard should look something like the one below.
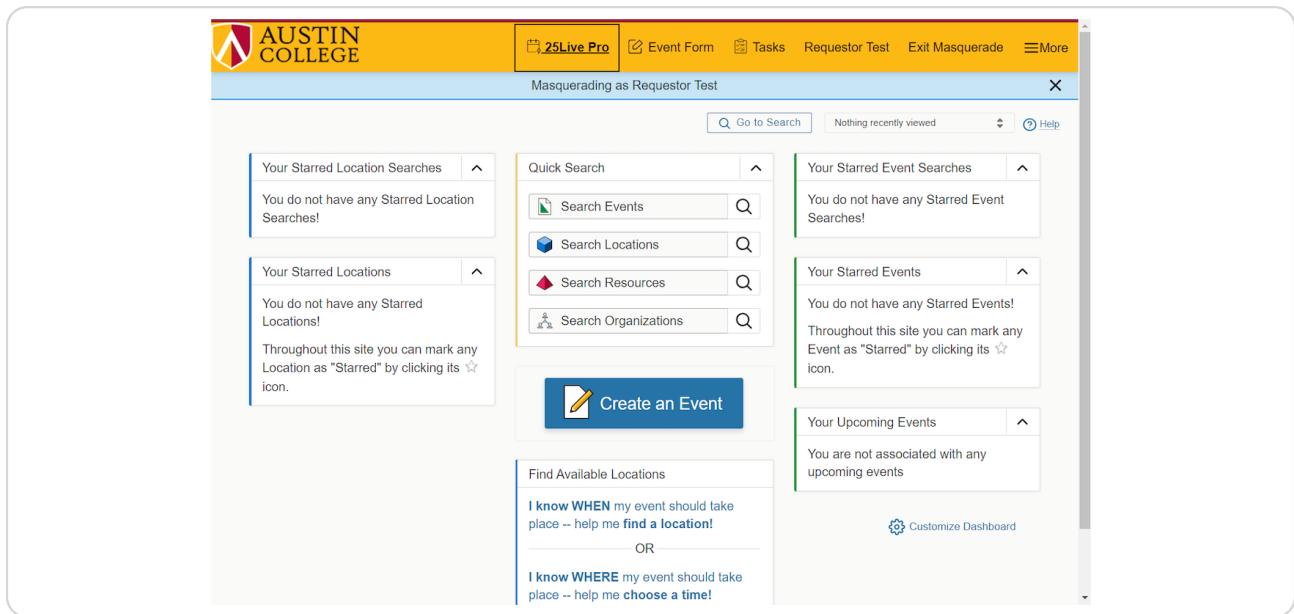
STEP 2

Click on Create an Event button (or Event Form button on gold bar at top of screen)
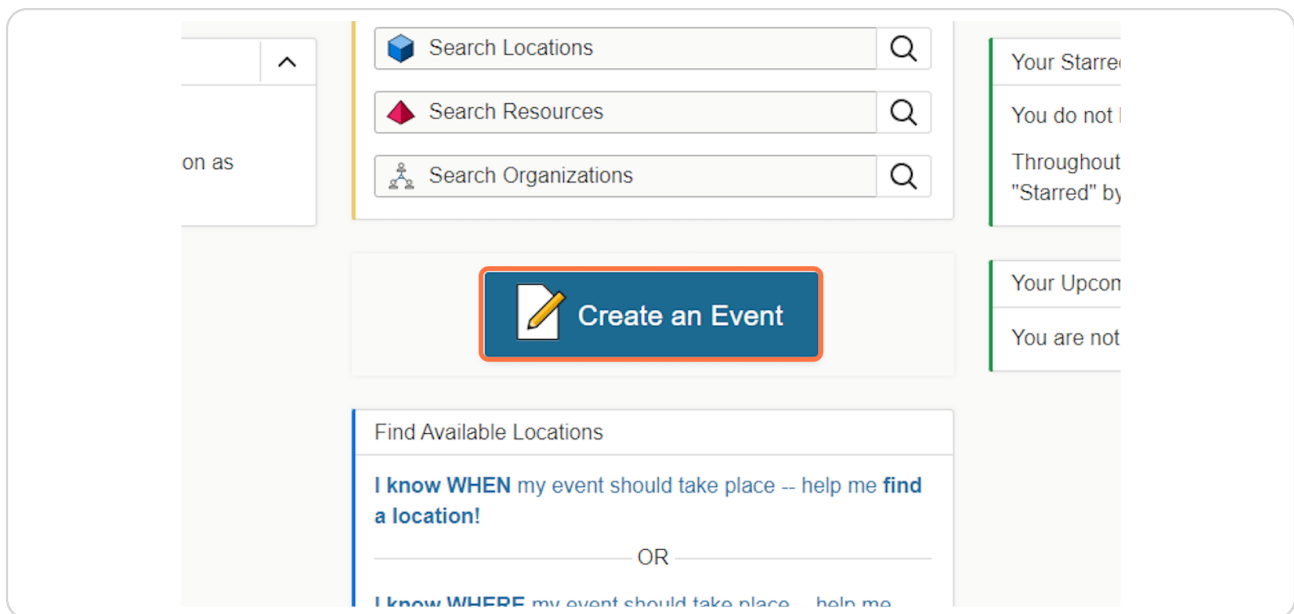
STEP 3

<u>Event Form Entry</u>

Type the name of the event in the Event Name box

STEP 4

Longer Event Names

Any events with a name more than 40 characters long can be added to the Longer Event Title box (NOTE: a shorter event name will still need to be entered into the Event Name box first)

Select Event Type

Choose an event type from the drop down. Choose one that most closely describes your event.

Event Type - *Required* ⓘ

Select from Types ⌄

Primary Dept or Organization

Click on Search organizations

Primary Department or Organization for this Event - *Required* ⓘ

Search organizations ⌄   Remove

Type in your Organization Name

Search for the name of your organization and select.

Estimated Attendance

Type in the number of estimated attendees. (If the event is come and go, please estimate the largest number of attendees that will be there at one time)

STEP 9

Event Description (Optional)

The Event Description box can be used to give more details about the event. This description will be displayed on the public web calendar.

STEP 10

Choose the date for your event.

STEP 11

Enter Start and End times

Date and Time - *Required* ⓘ

Wed Sep 06 2023

3:00 pm

To:

4:00 pm

Duration:
1 Hour

STEP 12

Search for a Location

Type your preferred event location into the search bar, then click Search.

Event Location(s) - *Required* ⓘ

Locations Search   ∧

Auto-Load Starred: No ⬤ Yes

☑ Hide Conflicts   ☑ Enforce Headcount

Search Filters ∨

Saved Searches (optional)   ∨   WCC 255   ✕
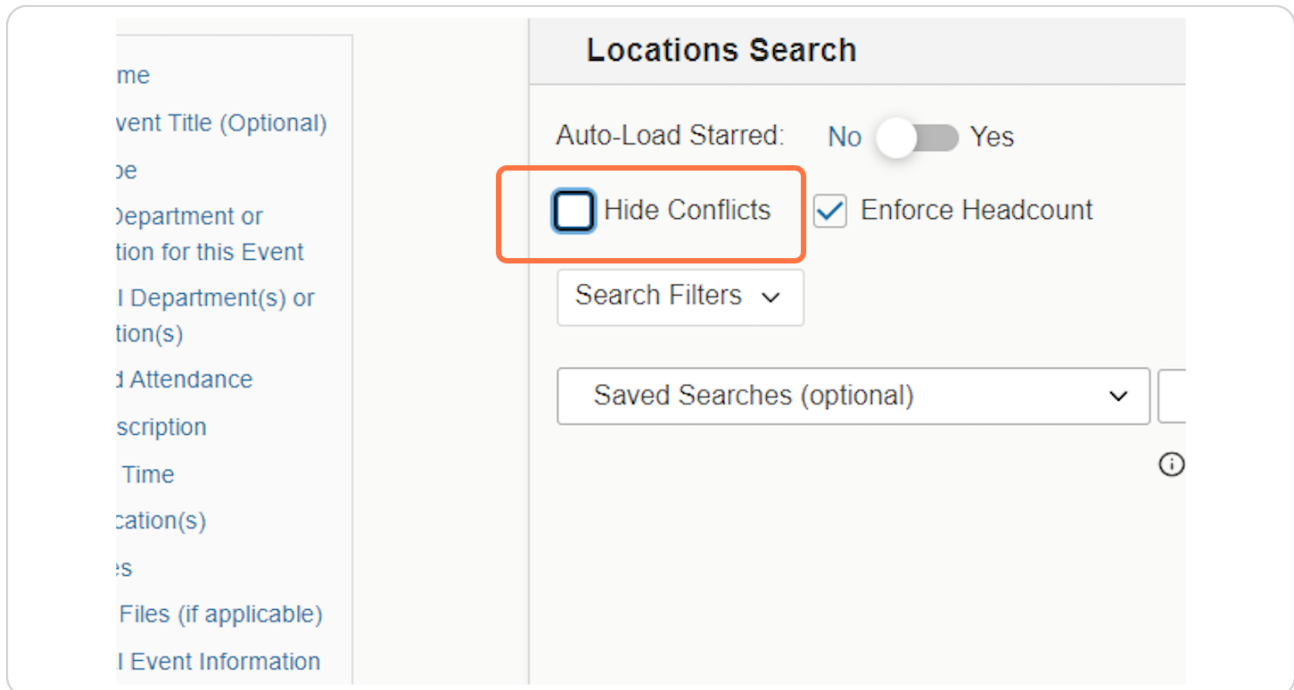
ⓘ Hint! Type :: to use SeriesQL.

Reset   **Search**

Hide Conflicts

If nothing comes up in the search, try unchecking hide conflicts to see if a conflict is keeping you from seeing the space you are searching for.

Recommended Resources

Click the refresh button if the recommended resources have not populated.

Resources ⓘ

Instructions

Resources are defined as equipment or services that are not associated with a specific location.

Select the resource(s) for your event from your list of starred resources or search by resource name. Multiple resources may be requested.

Note: If the search does not return the expected result, try limiting the search term to a key word in the resource name.

Recommended Resources   ⌃

Availability for this search is out of date. Click Refresh to update the results.

Refresh

STEP 15

Requesting Resources

Click Request for any items that you will need to use for your event.
NOTE: Any media being used in the WCC, Nation Theatre, Wynne Chapel, outdoor spaces, Sid Rich, or Hoxie Thompson must be requested via this process.

Add		Name	—	Quantity Available	Conflict Details
1	Request	Extension Cord		7 to 8 / 8	None
1	Request	Power Strip		11 to 12 / 12	None
1	Request	Tall Chairs		20 / 20	None
1	Request	WCC - 6ft Tables		23 to 24 / 24	None
1	Request	WCC - 8ft Tables		8 / 8	None
1	Request	WCC - Block Rocker		2 / 2	None
1	Request	WCC - Built in Projector		4 to 5 / 5	None
1	Request	WCC - HDMI Cord		5 to 6 / 6	None

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STEP 16

Additional Event Information – Questions

All questions MUST be answered.

Additional Event Information ⓘ

Instructions

Please answer any and all questions applicable to this event.

* Will there be food served at this event?   No ⬤ Yes

* Is this event open to off-campus guests?   No ⬤ Yes

* Will you need to use the AV/Equipment in the room/location?   No ⬤ Yes

Read all pop-ups and acknowledge before moving on to next step

Alert ✕

Please make sure to search for AND select the room equipment you want in the "Resources" window above (otherwise, the room equipment will not be setup for your event).

OK

Further Event Info

Any additional information you would like the events team to know about the event can be entered here.

Further Event Information ⓘ

Instructions

Please use this field to enter any other relevant information for this event request, including:

- purpose of meeting / event,
- details and description of activities taking place during the event,
- particular seating arrangement needs,
- any equipment needs, such as access to AV equipment (e.g., projector, computer and/or screen),
- specific building and room preferences,
- and any additional information that might be helpful in scheduling your event.

Any extra details can be added here. |

Event Policy Acknowledgement

You MUST acknowledge you have read the event policy. Click the blue link to read the policy.

Event Policy Acknowledgement - *Required*

By checking this box, I agree that I have read, understand, and agree to terms outlined in the Austin College Scheduling Policy (located here).

☑ I agree

Complete Form

Click Save at the bottom right of the form. Your request has now been submitted. You will receive a confirmation email once all appropriate offices have approved the request.

Cancel | Preview | **Save**