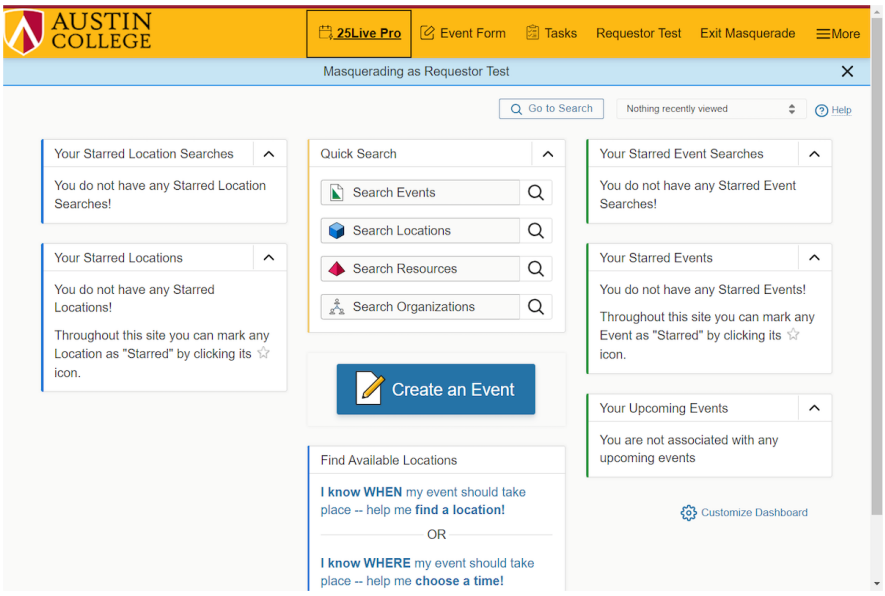
STEP 1

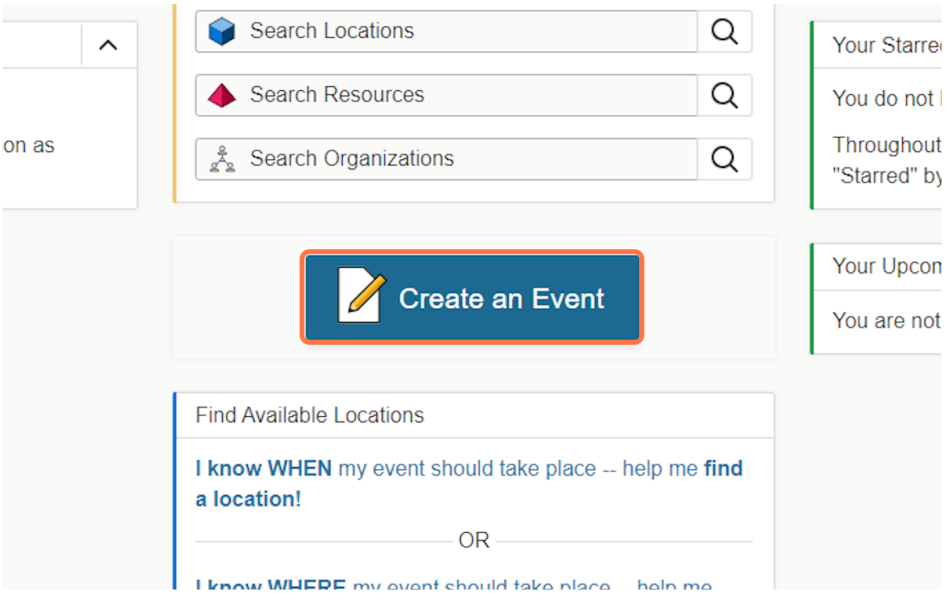
Login to 25Live

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

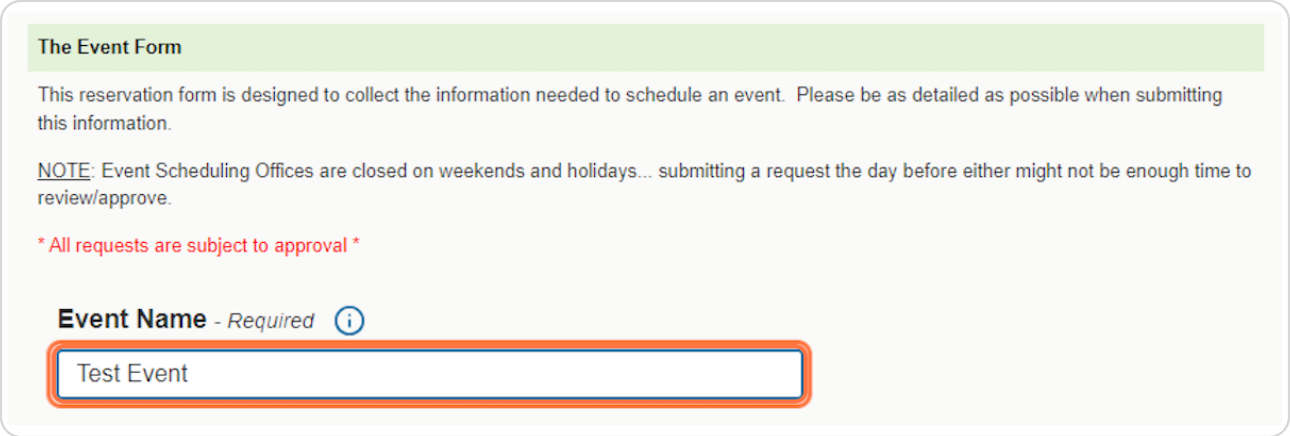
Click on Create an Event button (or Event Form button on gold bar at top of screen)



STEP 3

Event Form Entry

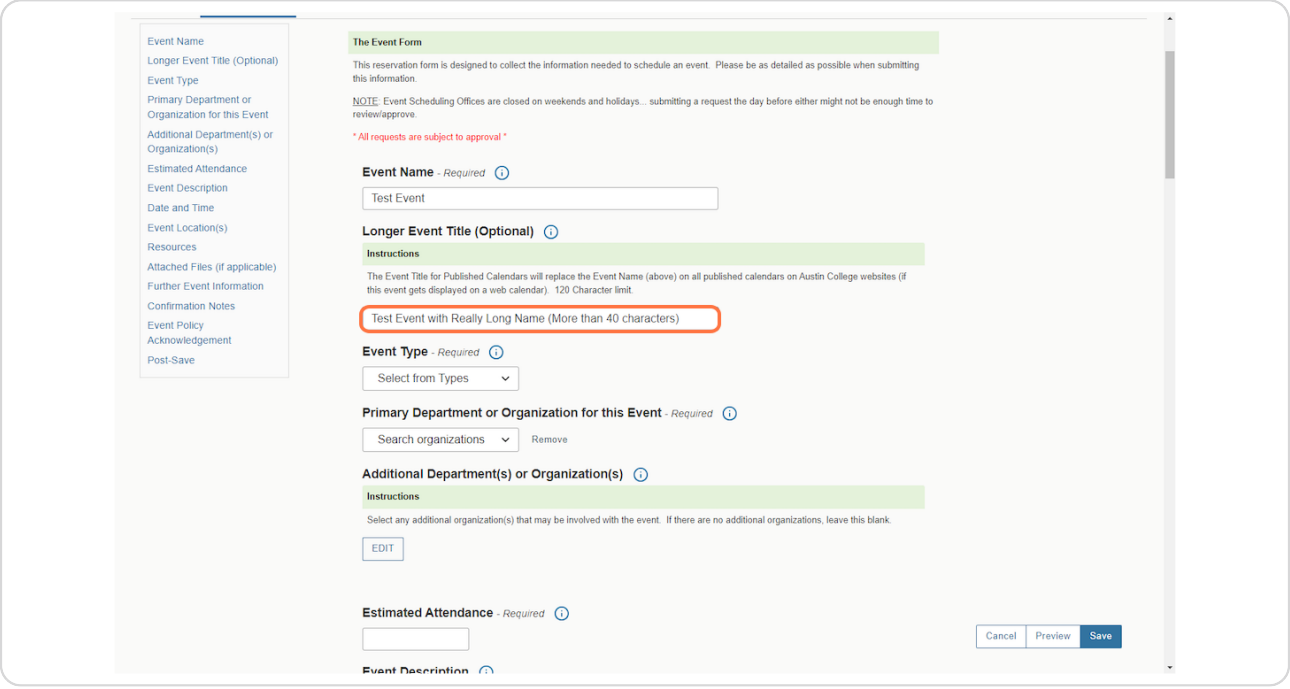
Type the name of the event in the Event Name box



STEP 4

Longer Event Names

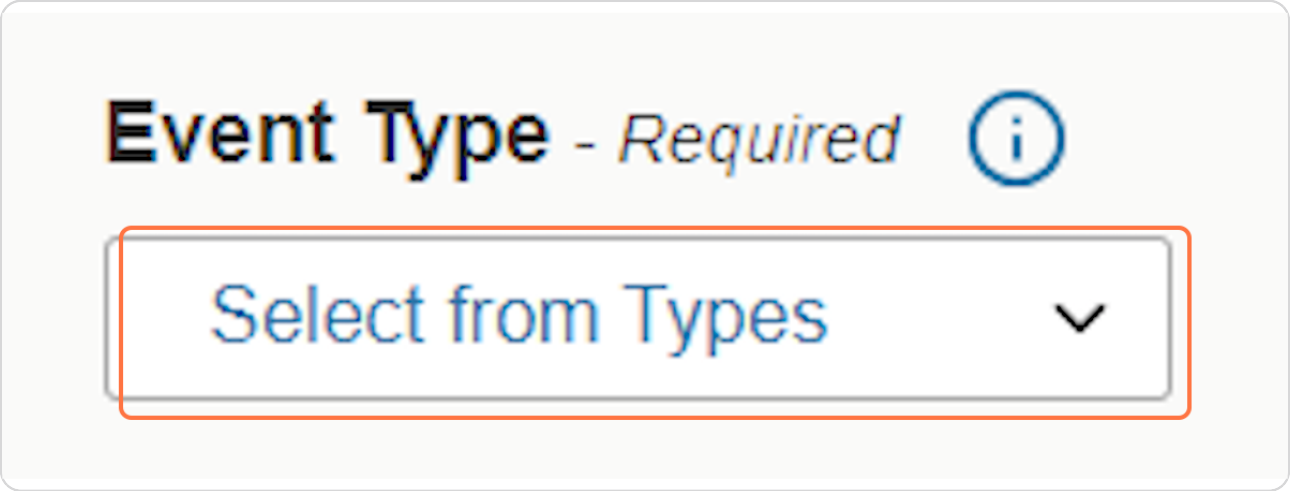
Any events with a name more than 40 characters long can be added to the Longer Event Title box (NOTE: a shorter event name will still need to be entered into the Event Name box first)



STEP 5

Select Event Type

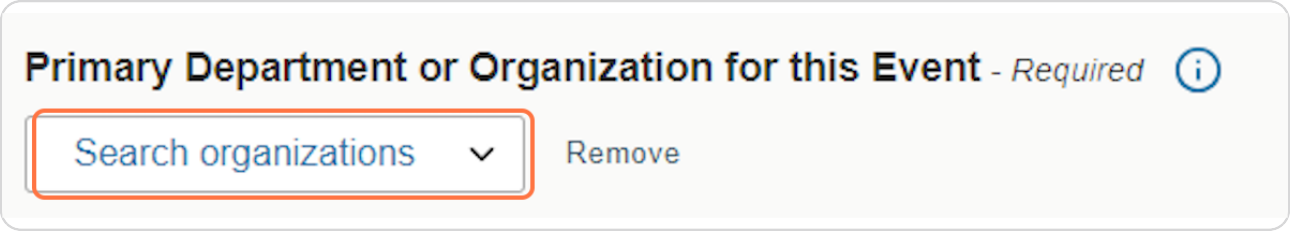
Choose an event type from the drop down. Choose one that most closely describes your event.



STEP 6

Primary Dept or Organization

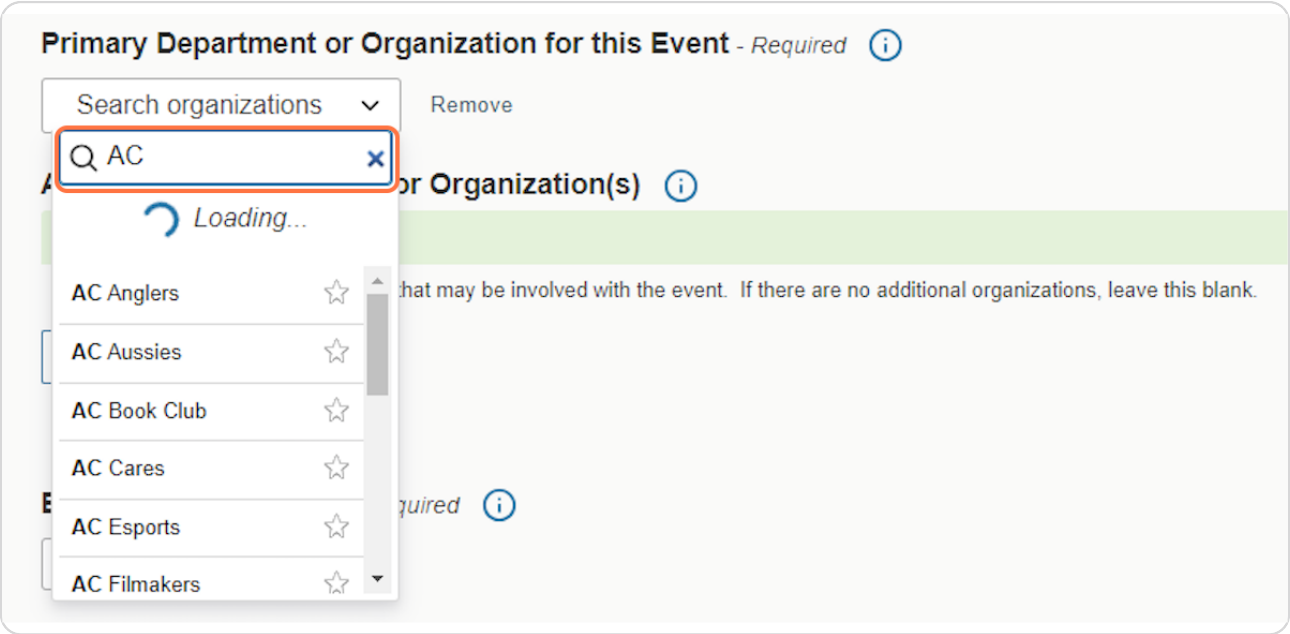
Click on Search organizations



STEP 7

Type in your Organization Name

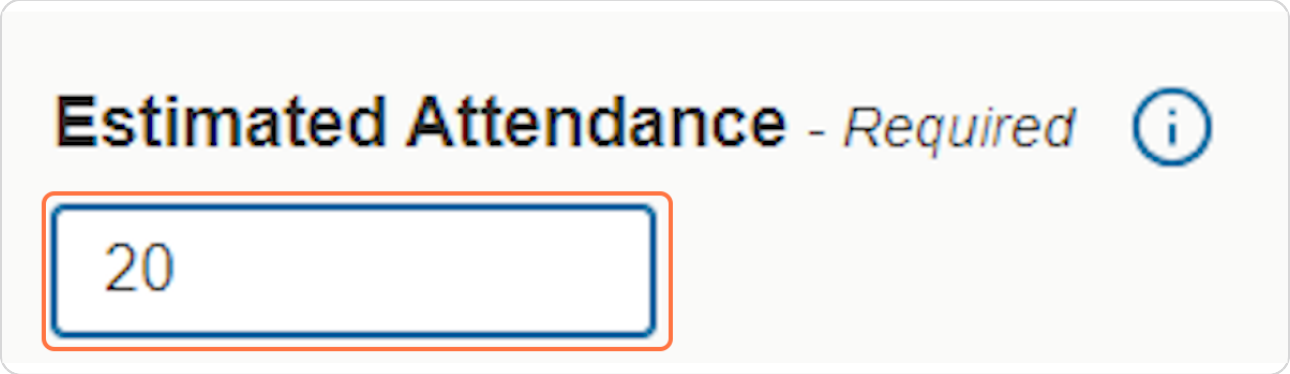
Search for the name of your organization and select.



STEP 8

Estimated Attendance

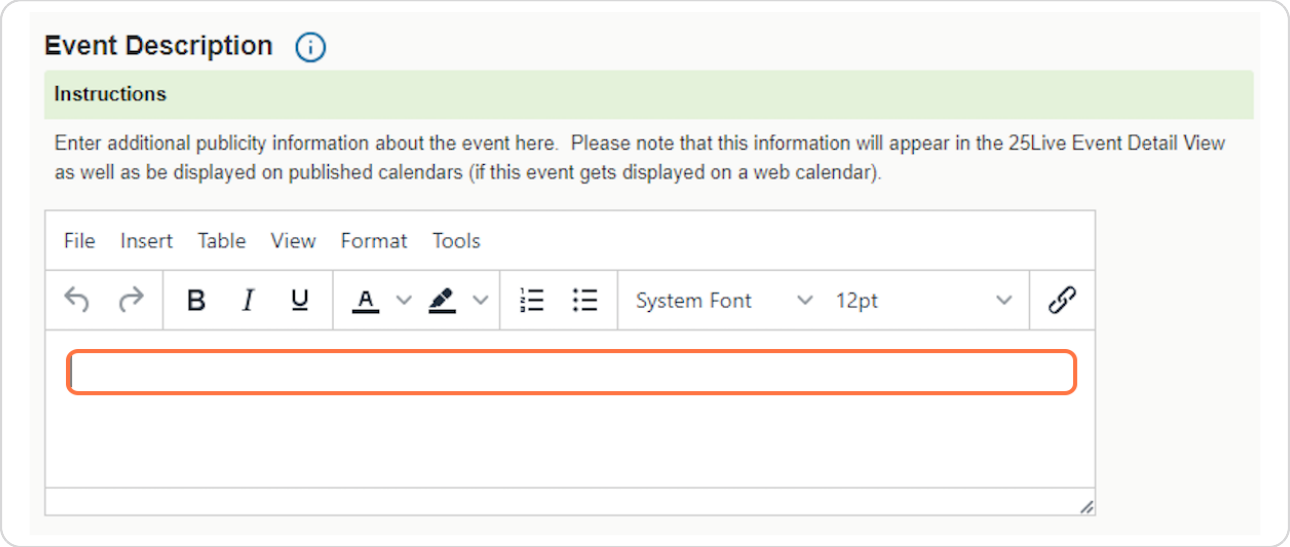
Type in the number of estimated attendees. (If the event is come and go, please estimate the largest number of attendees that will be there at one time)



STEP 9

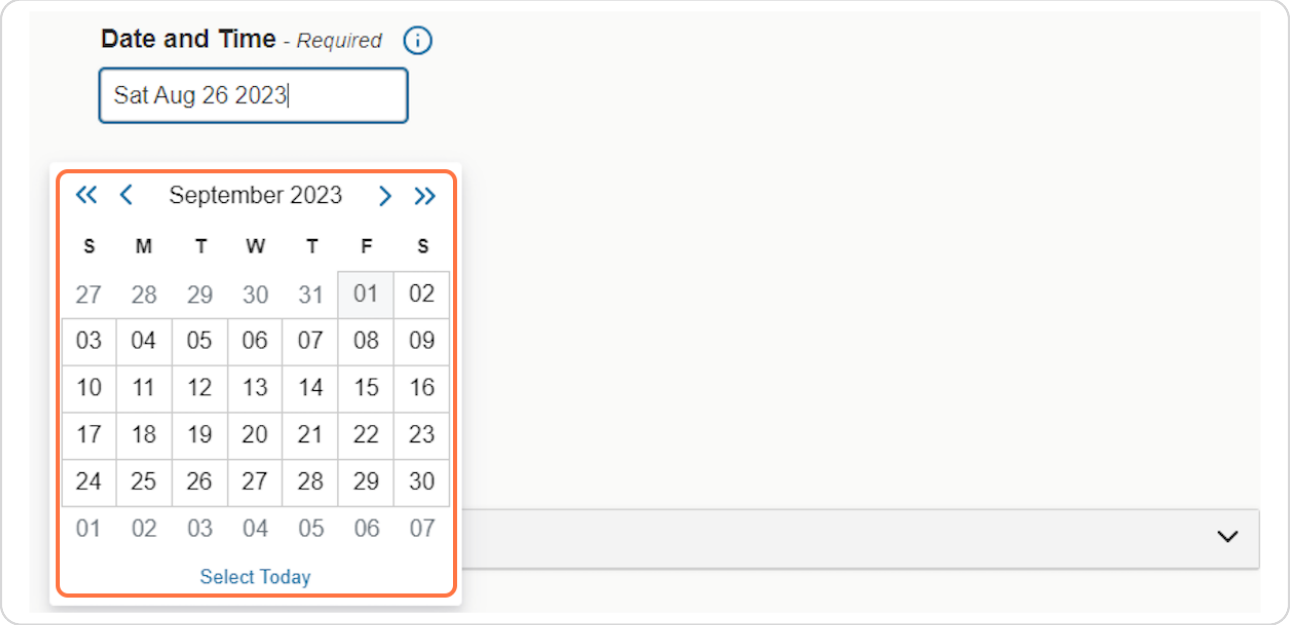
Event Description (Optional)

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



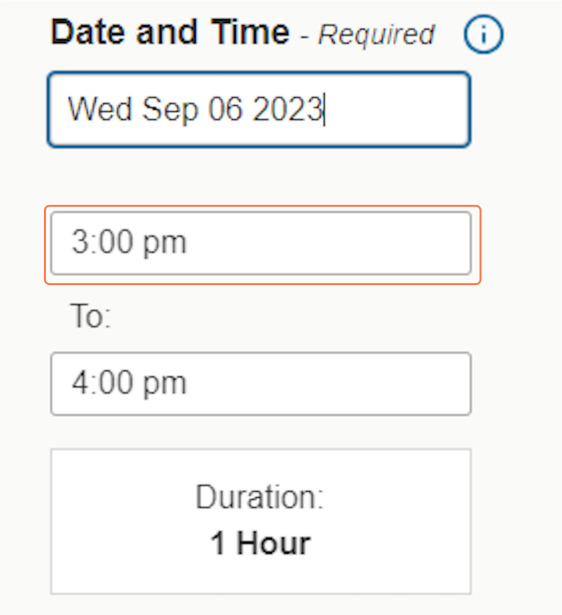
STEP 10

Choose the date for your event.



STEP 11

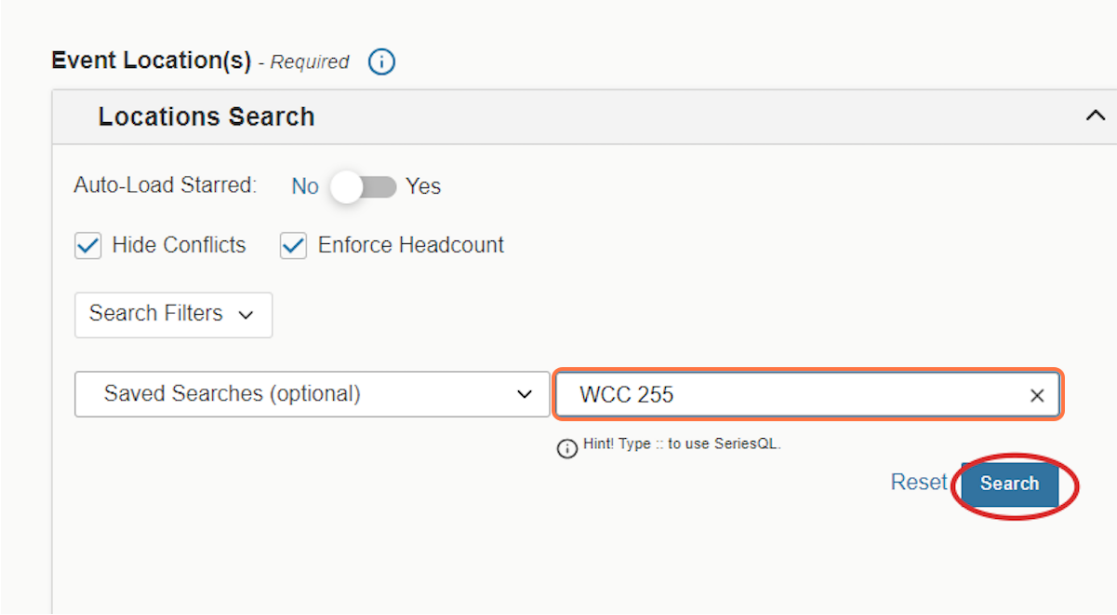
Enter Start and End times



STEP 12

Search for a Location

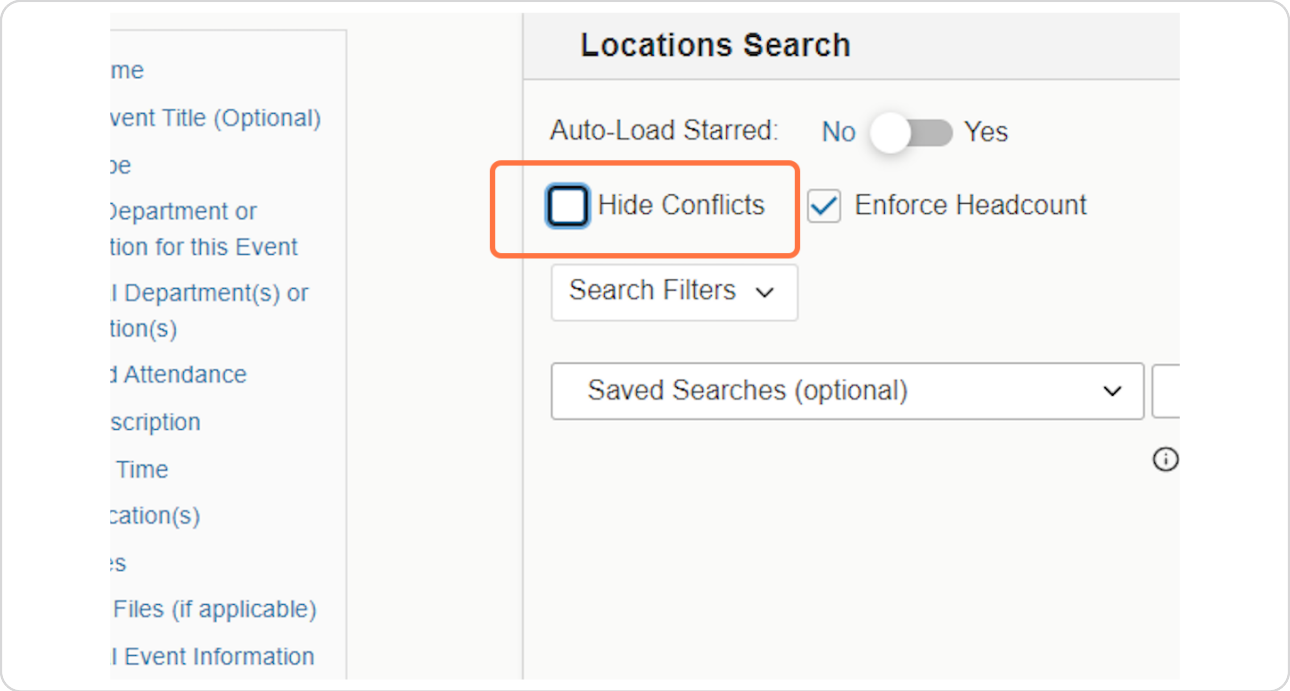
Type your preferred event location into the search bar, then click Search.



STEP 13

Hide Conflicts

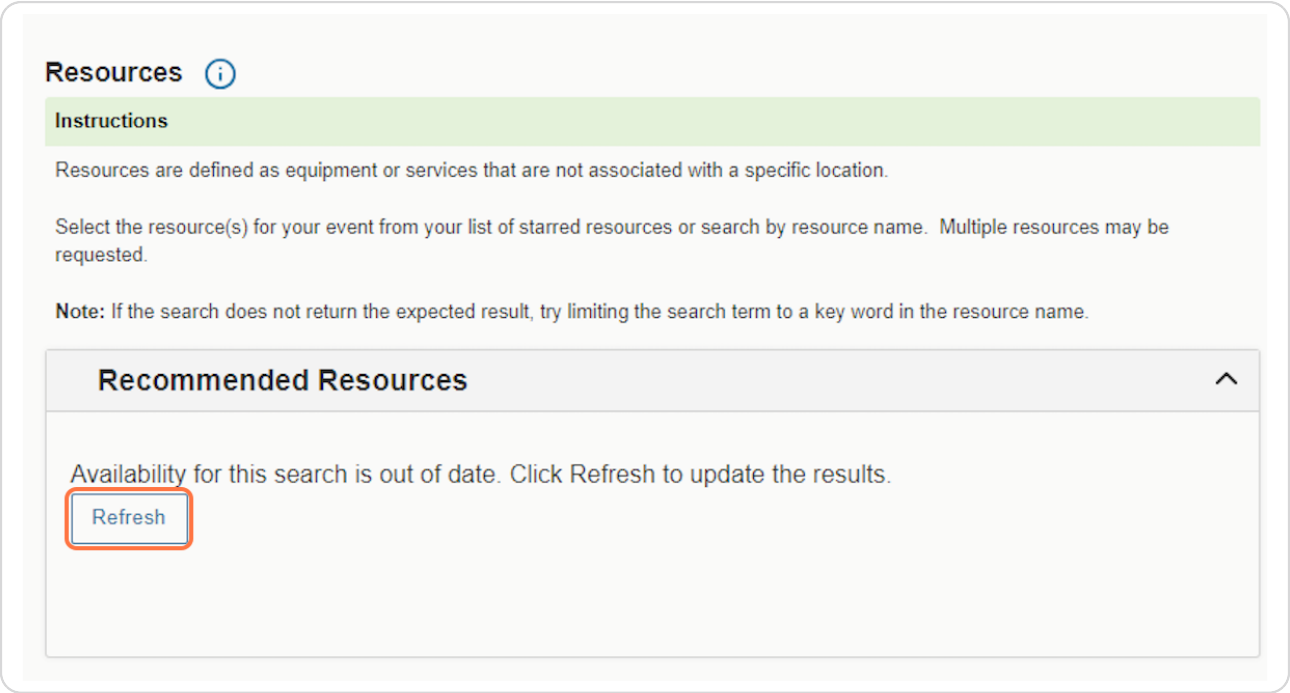
If nothing comes up in the search, try unchecking hide conflicts to see if a conflict is keeping you from seeing the space you are searching for.



STEP 14

Recommended Resources

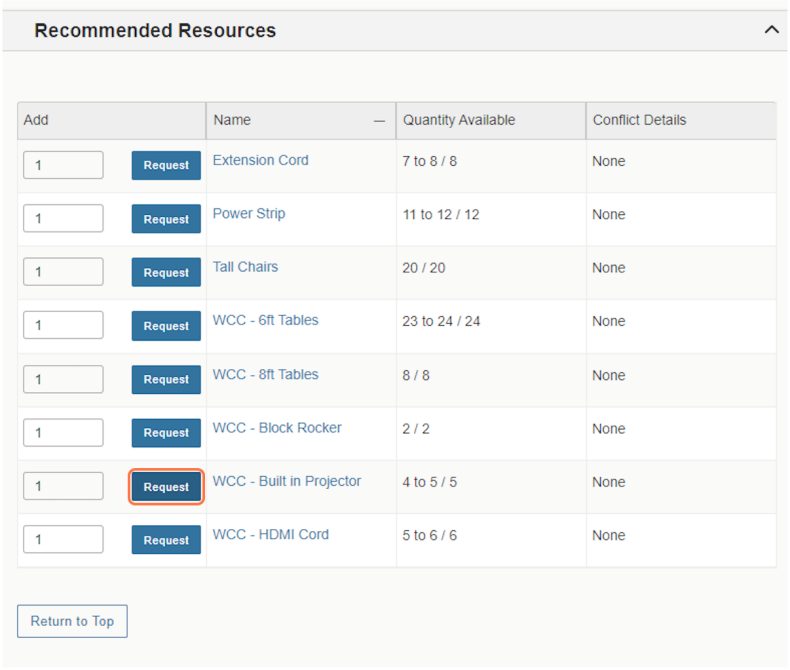
Click the refresh button if the recommended resources have not populated.



STEP 15

Requesting Resources

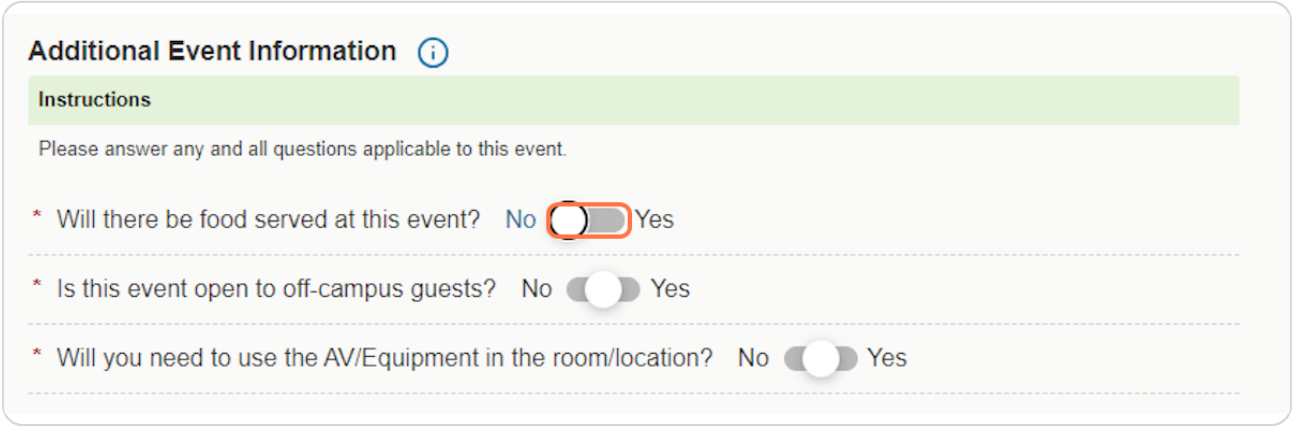
Click Request for any items that you will need to use for your event.
NOTE: Any media being used in the WCC, Nation Theatre, Wynne Chapel, outdoor spaces, Sid Rich, or Hoxie Thompson must be requested via this process.



STEP 16

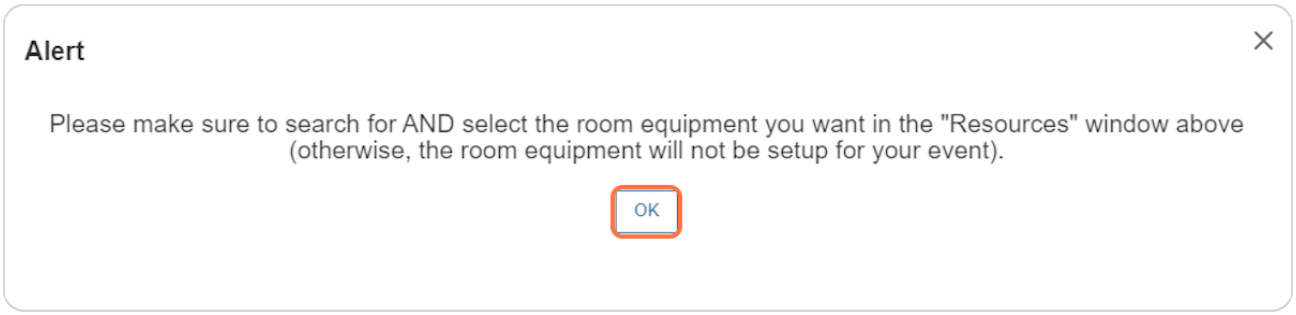
Additional Event Information - Questions

All questions MUST be answered.



STEP 17

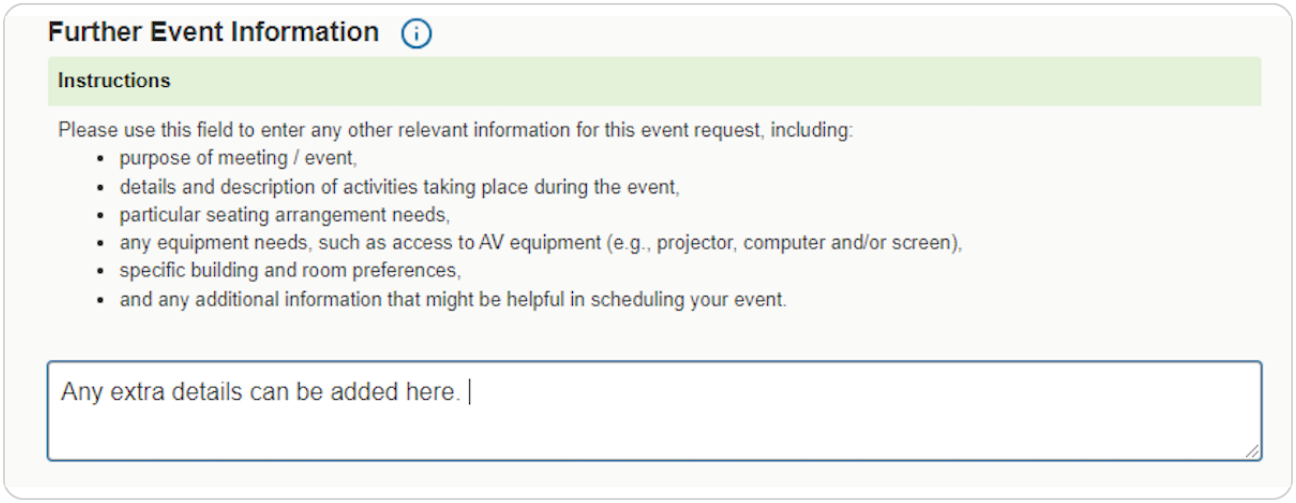
Read all pop-ups and acknowledge before moving on to next step



STEP 18

Further Event Info

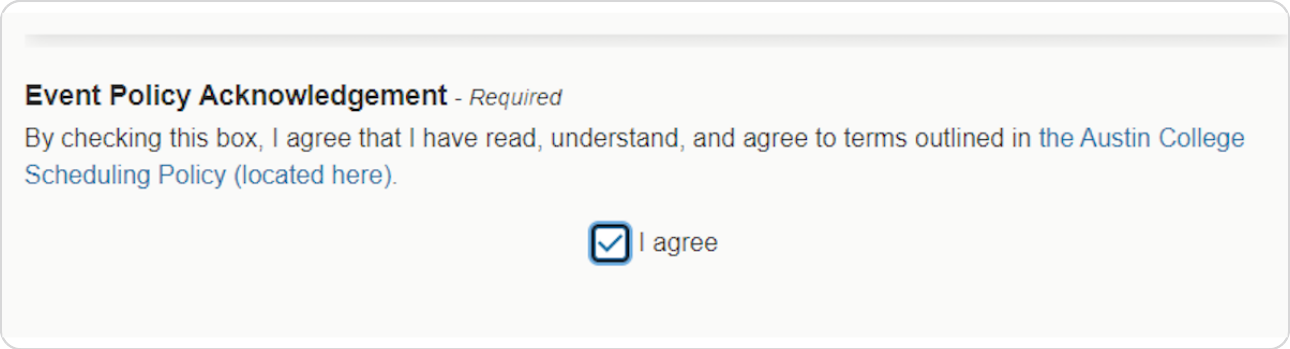
Any additional information you would like the events team to know about the event can be entered here.



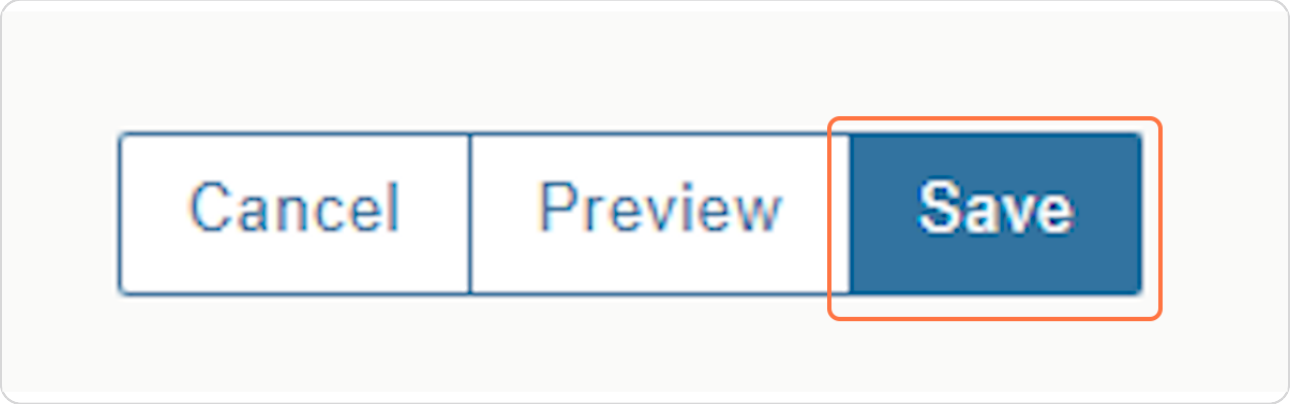
STEP 19

Event Policy Acknowledgement

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



STEP 20

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.