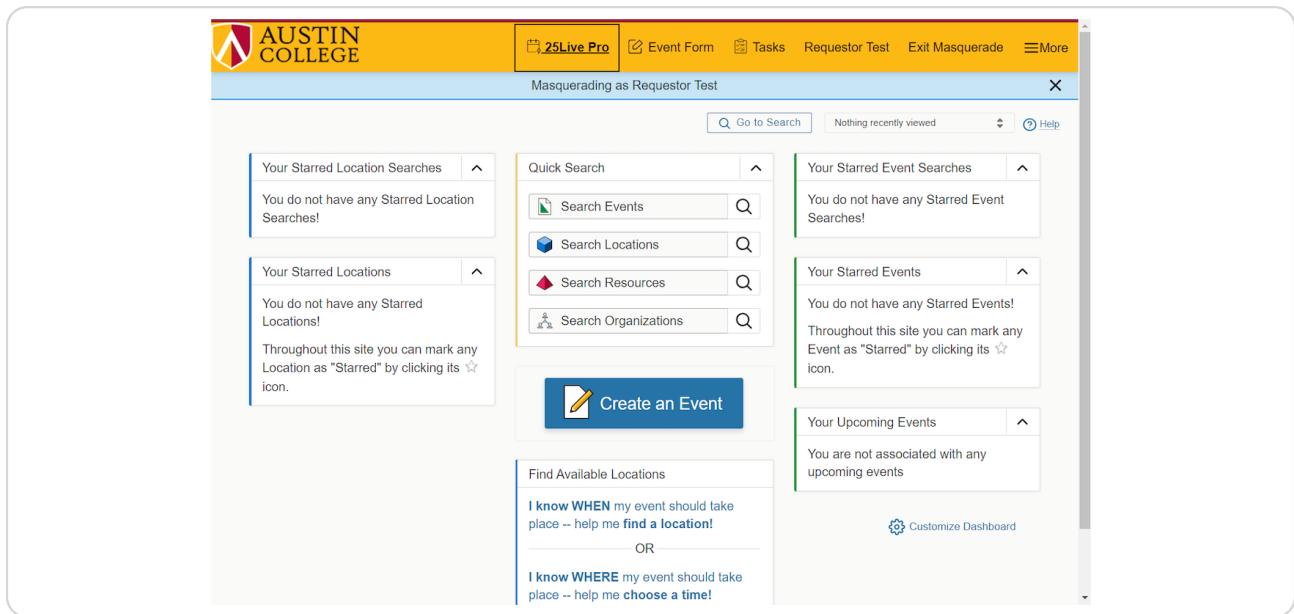


## STEP 1

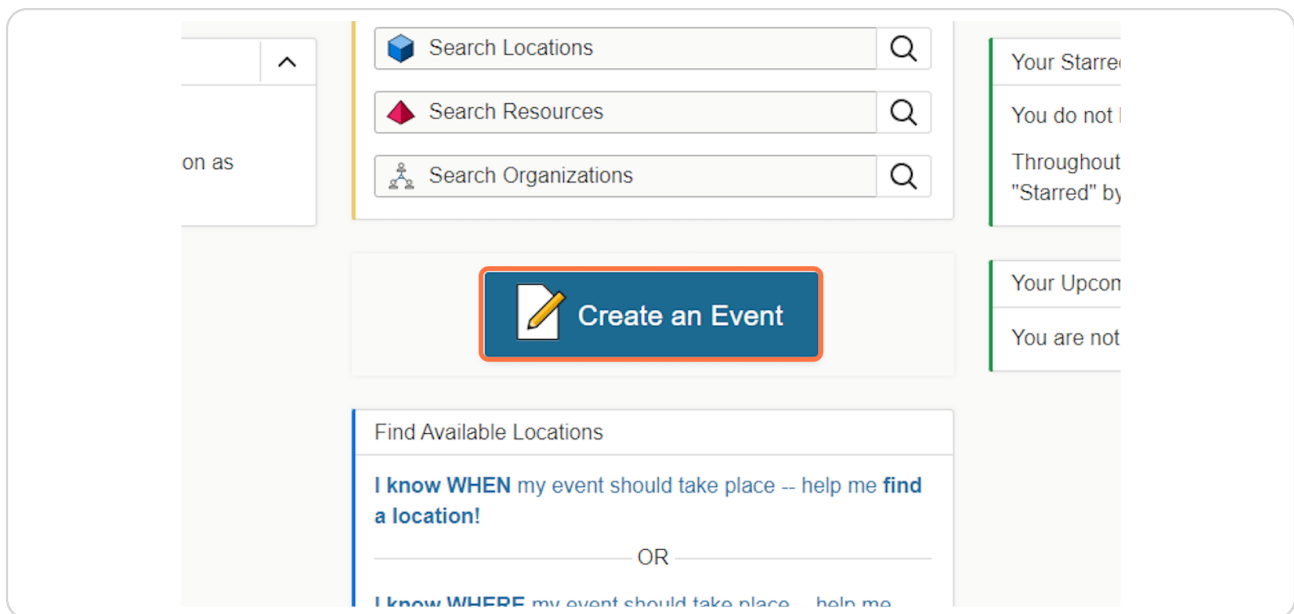
### Login to 25Live

Go to [25live.collegenet.com/pro/austincollege](https://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

### The Event Form

This reservation form is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information.

**NOTE:** Event Scheduling Offices are closed on weekends and holidays... submitting a request the day before either might not be enough time to review/approve.

*\* All requests are subject to approval \**

**Event Name - Required** ⓘ

### 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)

- Event Name
- Longer Event Title (Optional)
- Event Type
- Primary Department or Organization for this Event
- Additional Department(s) or Organization(s)
- Estimated Attendance
- Event Description
- Date and Time
- Event Location(s)
- Resources
- Attached Files (if applicable)
- Further Event Information
- Confirmation Notes
- Event Policy
- Acknowledgement
- Post-Save

### The Event Form

This reservation form is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information.

**NOTE:** Event Scheduling Offices are closed on weekends and holidays... submitting a request the day before either might not be enough time to review/approve.

*\* All requests are subject to approval \**

**Event Name - Required** ⓘ

**Longer Event Title (Optional)** ⓘ

**Instructions**

The Event Title for Published Calendars will replace the Event Name (above) on all published calendars on Austin College websites (if this event gets displayed on a web calendar). 120 Character limit

**Event Type - Required** ⓘ

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

 Remove

**Additional Department(s) or Organization(s)** ⓘ

**Instructions**

Select any additional organization(s) that may be involved with the event. If there are no additional organizations, leave this blank.

**Estimated Attendance - Required** ⓘ

**Event Description** ⓘ

STEP 5

**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 ▼

STEP 6

**Primary Dept or Organization**

Click on Search organizations

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

Search organizations ▼ Remove

## STEP 7

### Type in your Organization Name

Search for the name of your organization and select.

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

Search organizations  Remove

AC Anglers ☆

AC Aussies ☆

AC Book Club ☆

AC Cares ☆

AC Esports ☆

AC Filmmakers ☆

Loading...

Additional Organization(s) ⓘ

that may be involved with the event. If there are no additional organizations, leave this blank.

Required ⓘ

## 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)

**Estimated Attendance** - Required ⓘ

20

## 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.

#### Event Description ?

**Instructions**

Enter additional publicity information about the event here. Please note that this information will appear in the 25Live Event Detail View as well as be displayed on published calendars (if this event gets displayed on a web calendar).

File Insert Table View Format Tools

↶ ↷ **B** *I* U A System Font 12pt

## STEP 10

### Choose the date for your event.

#### Date and Time - Required ?

Sat Aug 26 2023

<< < September 2023 > >>

S	M	T	W	T	F	S
27	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

[Select Today](#)

## 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 ×

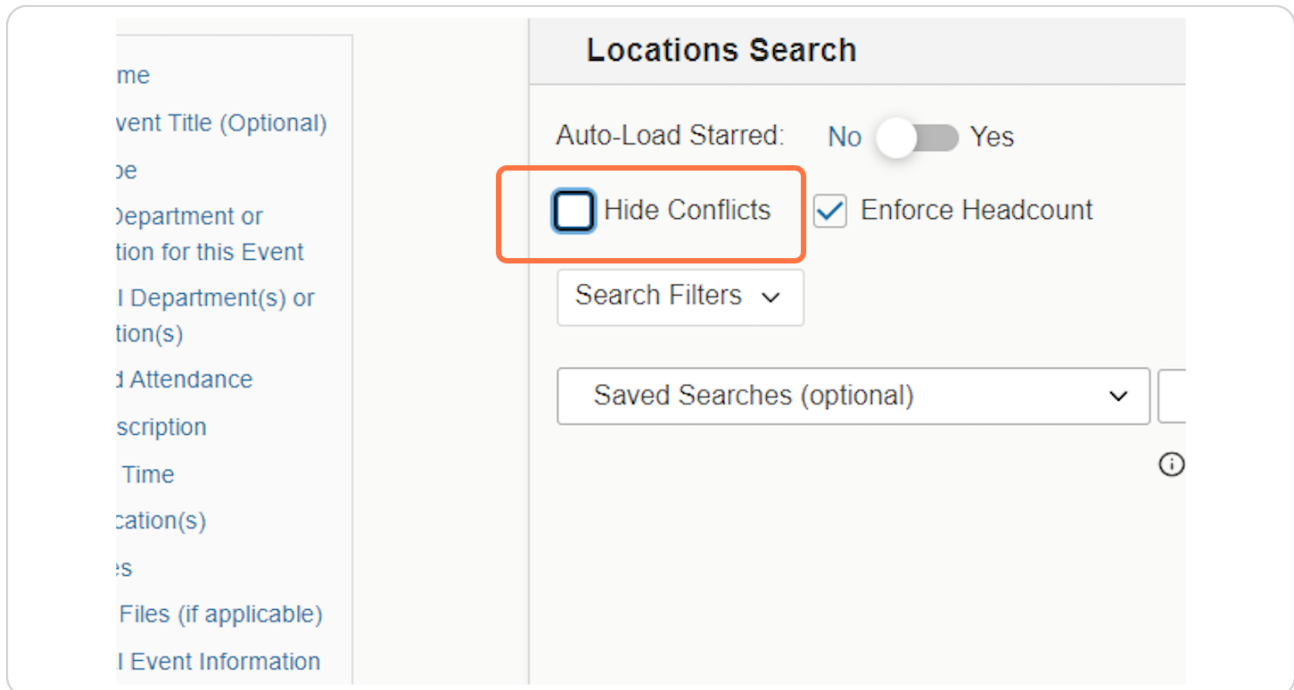
ⓘ Hint! Type :: to use SeriesQL.

Reset **Search**

## 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.



The screenshot displays a search interface with a sidebar on the left and a main search area on the right. The sidebar contains a list of search criteria: Name, Event Title (Optional), Department or Location for this Event, Department(s) or Location(s), Attendance, Description, Time, Location(s), Files (if applicable), and Event Information. The main search area is titled "Locations Search" and includes the following controls: "Auto-Load Starred:" with a toggle switch set to "No"; "Hide Conflicts" with an unchecked checkbox, which is highlighted by a red rectangular box; "Enforce Headcount" with a checked checkbox; a "Search Filters" dropdown menu; and a "Saved Searches (optional)" dropdown menu. An information icon (i) is located at the bottom right of the search area.

## STEP 14

### 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.

**Recommended Resources** ^

Add		Name	Quantity Available	Conflict Details
<input type="text" value="1"/>	<a href="#">Request</a>	Extension Cord	7 to 8 / 8	None
<input type="text" value="1"/>	<a href="#">Request</a>	Power Strip	11 to 12 / 12	None
<input type="text" value="1"/>	<a href="#">Request</a>	Tall Chairs	20 / 20	None
<input type="text" value="1"/>	<a href="#">Request</a>	WCC - 6ft Tables	23 to 24 / 24	None
<input type="text" value="1"/>	<a href="#">Request</a>	WCC - 8ft Tables	8 / 8	None
<input type="text" value="1"/>	<a href="#">Request</a>	WCC - Block Rocker	2 / 2	None
<input type="text" value="1"/>	<a href="#">Request</a>	WCC - Built in Projector	4 to 5 / 5	None
<input type="text" value="1"/>	<a href="#">Request</a>	WCC - HDMI Cord	5 to 6 / 6	None

[Return to Top](#)

## STEP 16

### Additional Event Information - Questions

All questions MUST be answered.

**Additional Event Information** i

**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

## STEP 17

### 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**

## STEP 18

### 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. |

## STEP 19

### 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

## 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.