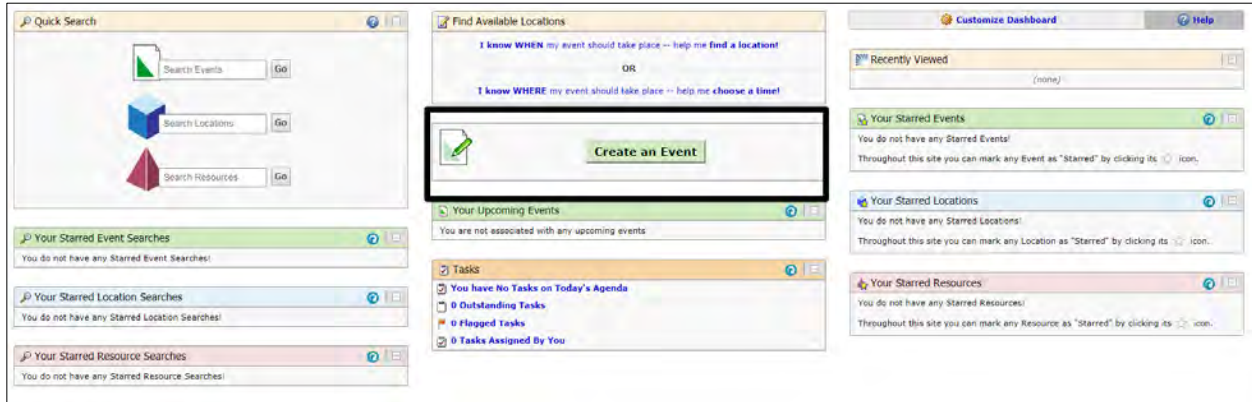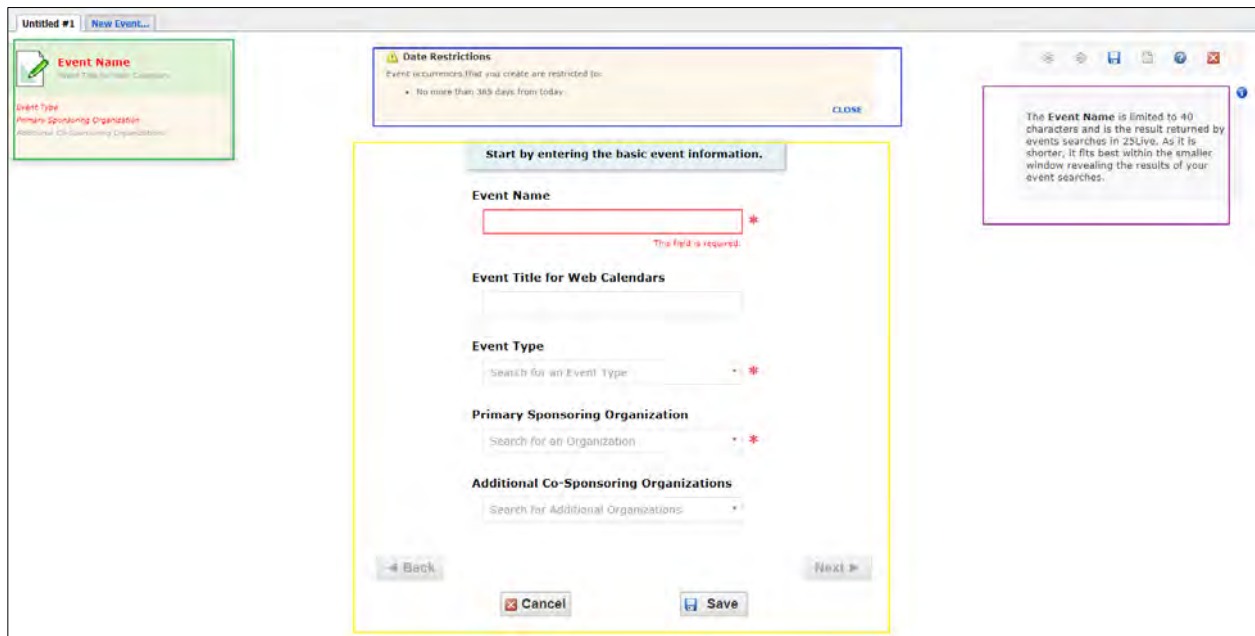# Welcome to the new 25Live upgrade!
Please see the below tutorial for further instruction.

Once you've logged onto the system, you would select the 'Create an Event' button in the middle of the page.

That will open the Event Wizard.

There are several things that you'll see that run throughout the event request- the names are colored to reflect the boxes in the above screen cap.

Event Creation Status- This keeps track of the information you've entered, as well as shows your progress.

Date restriction: You're not able to schedule anything more than 365 days in the future.

Information Blurb: As you work through the form, the verbiage in the right hand column changes to reflect what is required in the field you're currently working in.

Main Form: This is where you enter the event information.

Anything marked with a red asterisk is mandatory.

You may start each search with a "CS" to see a list of Cardozo options.

Just a few notes:

Event Name- limited to 40 characters. It is not what will show on the calendar, unless you don't fill out the 'Event Title for Web Calendars' field.

Event Type- drives later questions, please be sure to use the proper one.

Sponsoring Organizations- the text is predictive, you can type just a few letters and a pulldown will appear. If you use the same organization repeatedly, you can favorite it and it will appear at the top of the search.

Additional Co-Sponsoring Organizations- you can enter as many as needed in this field.

Once the required fields are filled out, the 'Next' button will become active.

Please notice the information in the left hand column, as the fields have been filled out.

Head Count- this is required, since it's the way that spaces are assigned. 25Live will show you appropriate rooms based on this number. Please try to be as accurate as you can.

Event Description for Web Calendaring- this is a text field with limited html; you can embed videos and pictures, bold and italicize, or enter links.

On this page, you chose if the event is repeating or not.

Whichever option you select, the first page is always the same.
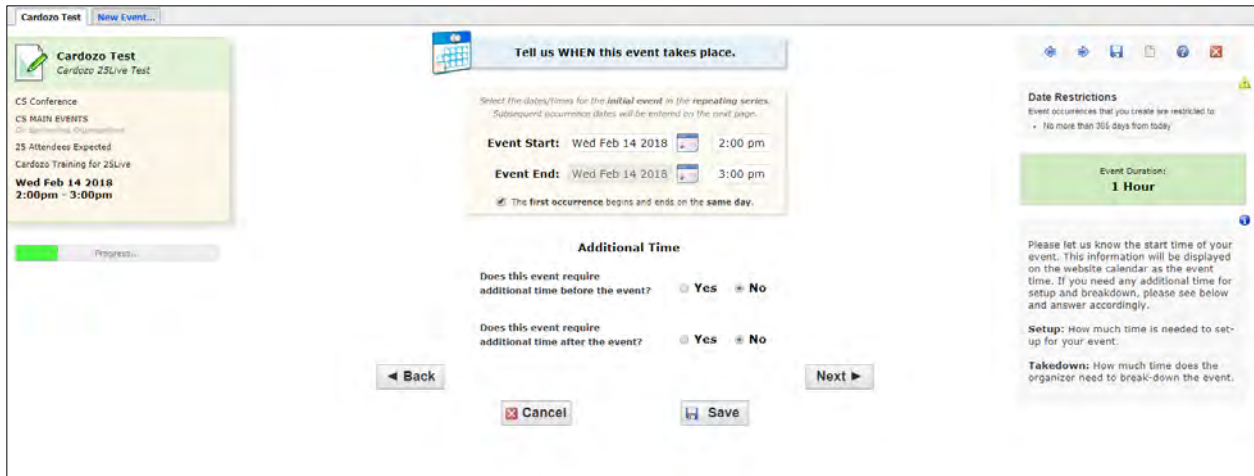
On this page, you would enter the start date and time, as well as end date and time. If this is a multiple day event, you would enter the starting and ending information for the first instance of this event.

Additional Time- This is setup and breakdown time, if you need time for setup and breakdown, you'd add it here. That will allow you to reserve the room for the total amount of time you need, not just the length of your event.

Please note: The Additional Time is set to yes, 20 minutes before and an hour afterward.

That change will adjust the Reservation Duration accordingly.

If you don't need multiple days, please skip to page (7)

There are multiple options for events that repeat.

Ad-Hoc Repeats- This is when your event repeats in an irregular pattern and you need to select the dates from a calendar.

Daily Repeats- These events are ones that are on consecutive days for some period of time.

Daily Repeats ▼

Repeats every [day ▼]

○ Repeats through [Wed Feb 14 2018] 📅

○ Ends after [1 ▲▼] iterations

Occurrence List

Date	Comments	Status
Wed Feb 14 2018		[Active ▼]

Weekly Repeats- These are the events that are weekly for some number of iterations.

Weekly Repeats ▼

Repeats every [week ▼]

Repeats on ☐ Mon ☐ Tue ☑ Wed ☐ Thu
            ☐ Fri ☐ Sat ☐ Sun

○ Repeats through [Wed Feb 14 2018] 📅

○ Ends after [1 ▲▼] iterations

Occurrence List

Date	Comments	Status
Wed Feb 14 2018		[Active ▼]

Monthly Repeat- There are two types of monthly repeats: A specific day or a specific position. For example, the 1st and the 10th or the 2nd Tuesday and 3rd Monday.

Does Not Repeat- If made an incorrect selection, you can just use this button to correct yourself.
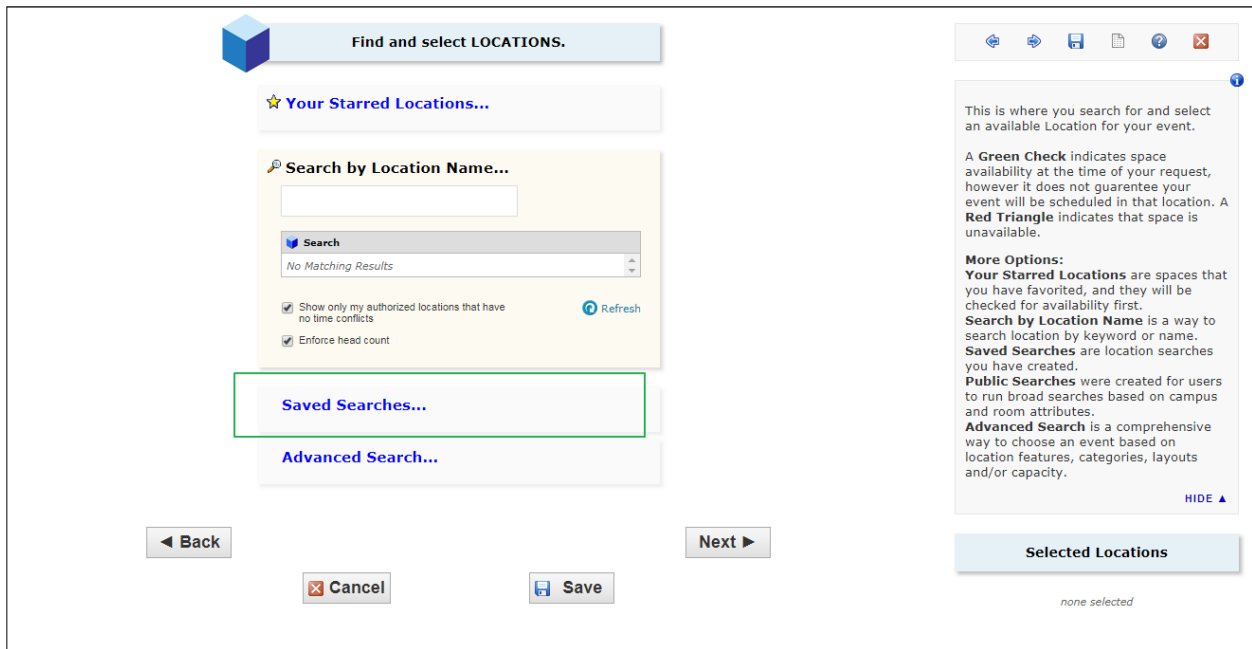
Please see the helpful descriptions in the right hand column to learn more about searching locations. Please type in "CS" in the search bar to pull up Cardozo spaces. Alternatively, please feel free to use the Saved Searches.

If you find you're using the same space repeatedly, you can star it and it will appear in 'Your Starred Spaces' and be the first thing searched for when you arrive at this page.
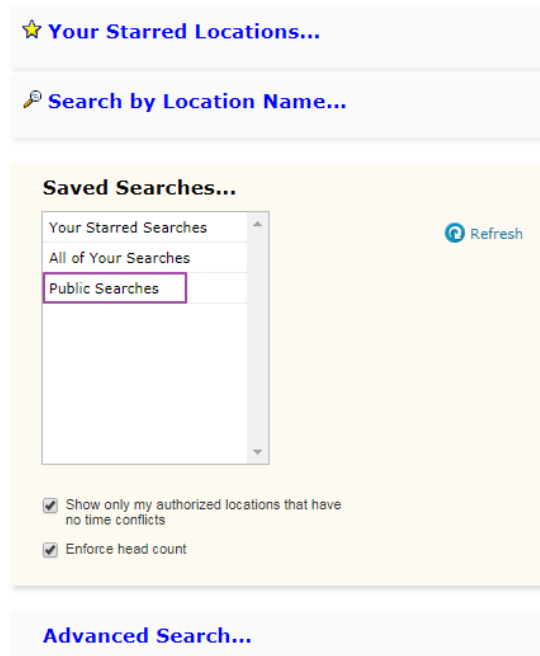
If you select Saved Searches->Public Searches, you'll see several options for searches that were created for Yeshiva users. There are searches that are applicable to each campus, so you can choose the Cardozo one that fits your needs.
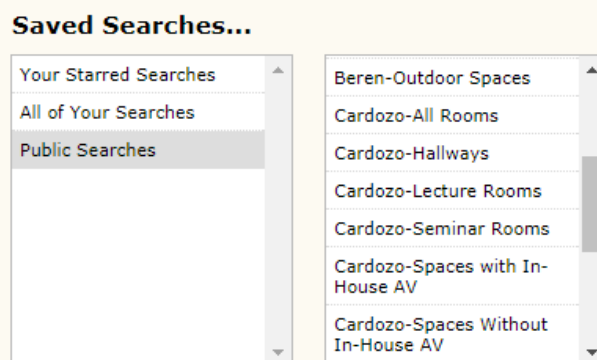
Once you've selected a search, the software will return a list of available spaces.
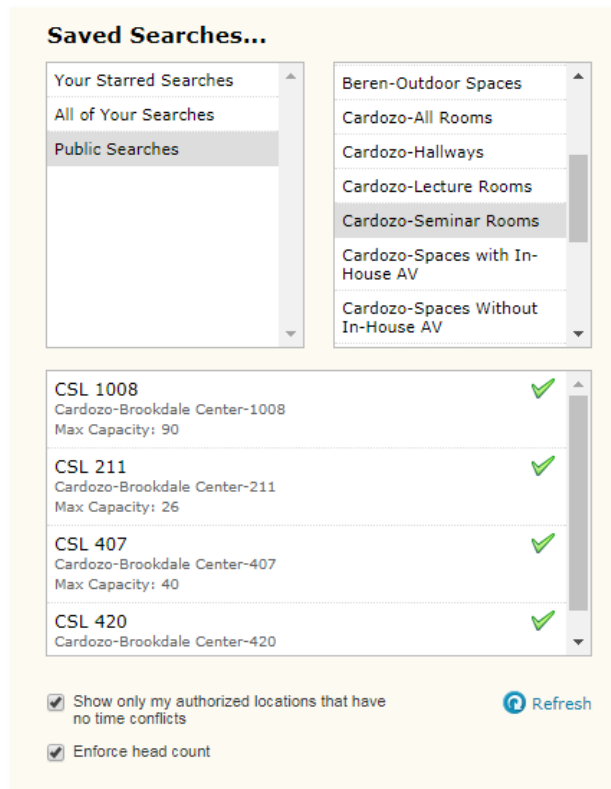
You'll notice that there are two check boxes at the bottom of the search- one is to ensure that all spaces returned are free, while the other is to enforce the headcount you entered earlier.

If you deselect the first one, you'll get all spaces that match your search, even those that are currently unavailable, provided the capacity is what you've indicated in the Head Count Field. You cannot request a room that's unavailable, so if you need one of those, you'll have to submit the request without a location and add in the notes the room you'd like. Unavailable rooms are indicated with a red triangle.

If you deselect the head count, you'll get all available spaces for your search that are not already booked, regardless of capacity.

Select your space and in the right hand column the information for that space will appear, including a box where you can enter any setup instructions, as well as a pulldown to select the room layout.
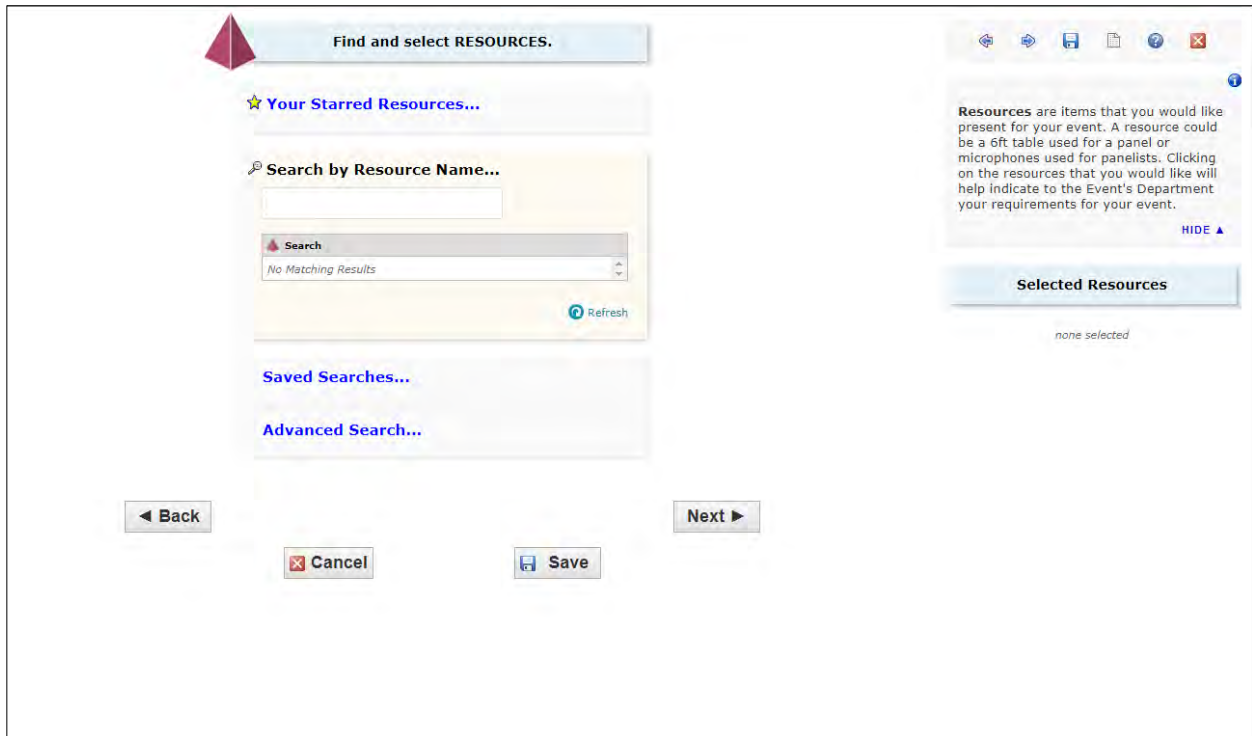
The next page is Resources, where you'd select things that are not available in the room already.

The setup is the same as the Rooms, you can search by starred resources, name, saved searches or Advanced searches. Under Saved Searches->Public Searches is a 'Cardozo-Resources' search that will list all available resources for Cardozo.

Remember, if you find you're using the same resource repeatedly, you can star it and it will appear in 'Your Starred Resources' and be the first thing searched for when you arrive at this page.
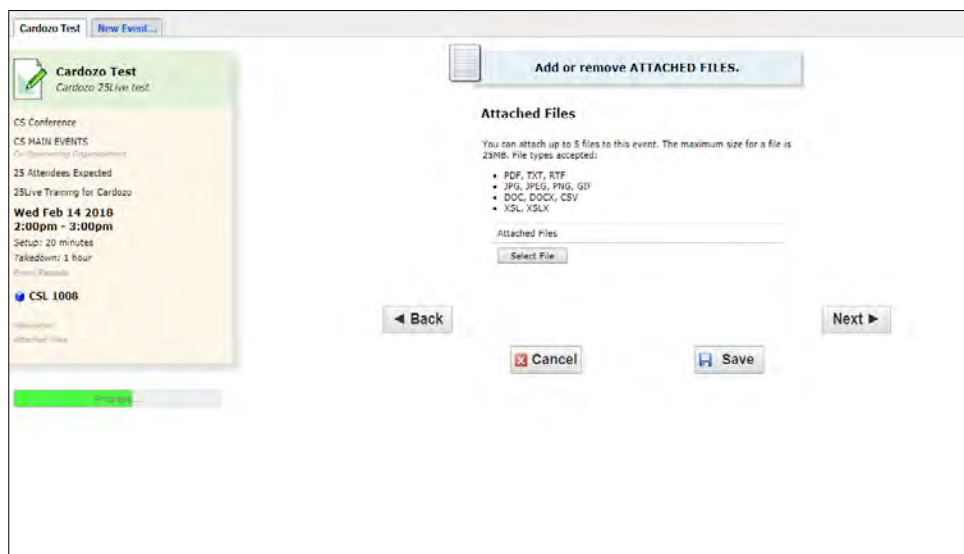
You can attach files that pertain to your event, for example: room layouts, reservation lists, or supplies. Anyone who looks at your event can download them, but only you can delete and reupload your documents.

Additional Event Information are questions that pertain to the Event Type you chose earlier in the process. Anything that's starred is required, non-starred questions are optional.

Contacts are prefilled, you shouldn't change these. The Requestor is the person who will receive all communications regarding the event, so you should leave it as yourself.

Categories are used to sort events to the correct calendar. If you're scheduling a Cardozo event, select the categories that start with 'Cs' to ensure they're on the correct calendar.

If you don't want your event on a calendar, select the 'Cs Not Display On The Web' option.

Otherwise, select the calendars you think your event should belong on.

Additional comments are for anything that you don't think was covered earlier, things that you think the scheduler should know.

I agree to be bound by the policies and procedures concerning the use of locations and resources at Yeshiva University.

By checking the box, you are providing a digital signature indicating that you understand the policy statement and agree to be bound by it. You may read the full policy by clicking **this link**.

☐ I agree **✱**

◄ Back

☒ Cancel   💾 Save

Select 'I agree', then 'save', and your event will be sent to the Events Office for approval.

This is the page you'll see after you submit the request.

In the left hand column, you'll see the information you entered about your event.

Note: The event number is at the bottom.

In the center are several options. You can view the details of your event, edit the fields you're allowed to edit, copy the event to create another event similar to this one, or email the details to whomever you'd like.

Your requested spaces are listed as well as any resources you've requested.

You can also print a confirmation report, create tasks related to this event, or add it to your starred events.

At this point, the event will show up as a request on your dashboard- refresh the 'Your Upcoming Events' box, and the number of events you're associated with will change.

If you click the hyperlink, it will take you to a list of all your events, where you can view the event, edit, etc.