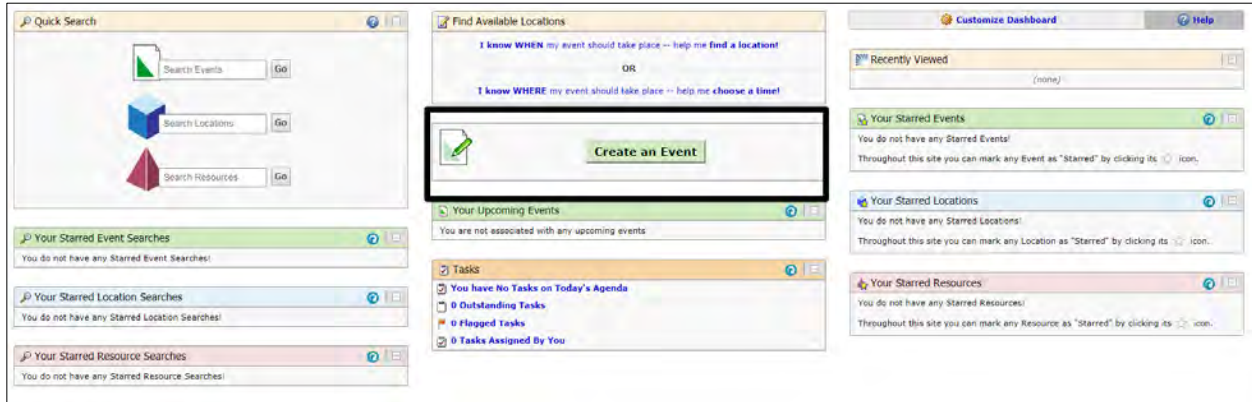


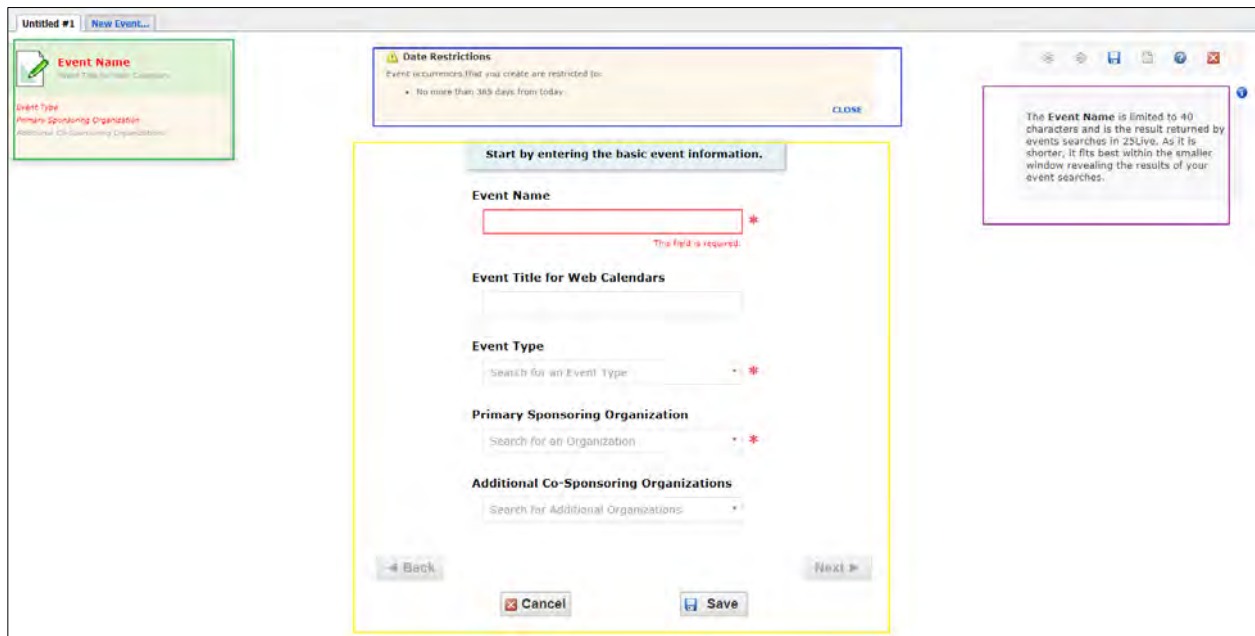
Welcome to the new 25Live upgrade!

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.

The screenshot shows a web-based form for creating an event. The main content area is titled "Enter additional basic event information." and contains two primary input fields: "Expected Head Count" and "Event Description for Web Calendaring". Both fields are marked with a red asterisk, indicating they are mandatory. The "Expected Head Count" field has a small red box around it. Above these fields, there is a "Date Restrictions" warning box stating that event occurrences are restricted to no more than 365 days from today. On the left side, there is a sidebar with a "Cardozo Test" header and a list of event categories, including "CS Conference (New)" and "CS MAIN EVENTS". The "Event Description for Web Calendaring" field has a rich text editor toolbar with options for font family, font size, bold, italic, and link. At the bottom of the form, there are three buttons: "Back", "Cancel", and "Next".

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

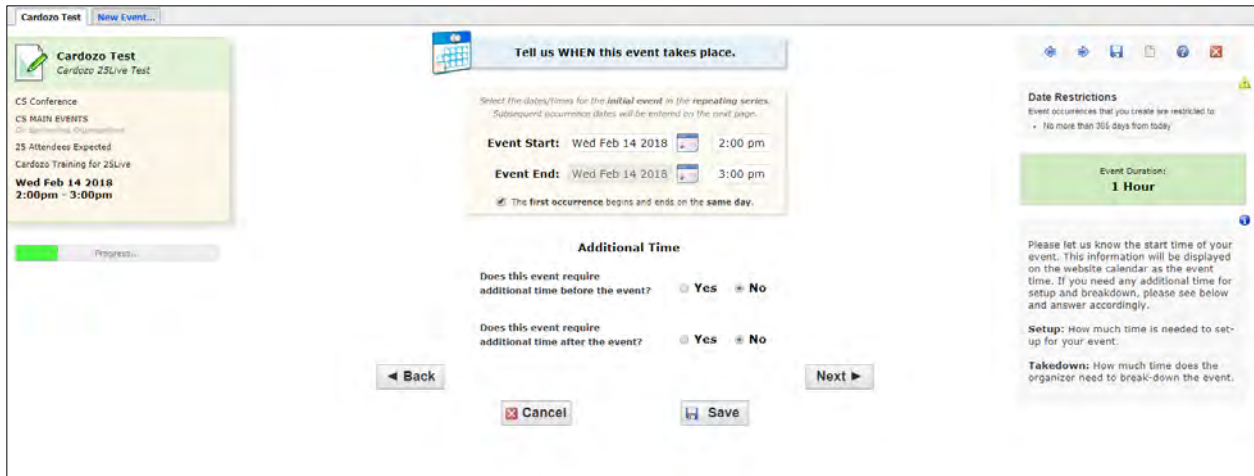
Head Count- this is required, since it's the way that spaces are assigned. 25Live will show you appropriate rooms based on this number. Please try to be as accurate as you can.

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.

The screenshot shows a web form for event booking. The top section is titled "Tell us WHEN this event takes place." and includes fields for "Event Start" (Wed Feb 14 2018, 2:00 pm) and "Event End" (Wed Feb 14 2018, 3:00 pm). A checkbox is checked for "The first occurrence begins and ends on the same day." Below this is the "Additional Time" section, which has two questions: "Does this event require additional time before the event?" (Yes selected, Setup: 20 Minutes) and "Does this event require additional time after the event?" (Yes selected, Takedown: 1 Hour). The "Reservation Start" is 1:40pm and "Reservation End" is 4:00pm. On the right side, there is a "Date Restrictions" section with a warning icon and a list item: "No more than 365 days from today". Below this, two green boxes show "Event Duration: 1 Hour" and "Reservation Duration: 2 Hours, 20 Minutes". At the bottom right, there is a text box explaining the "Setup" and "Takedown" durations.

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)

Cardozo Test [New Event...](#)

Cardozo Test
Cardozo 25Live Test

CS Conference
CS MAIN EVENTS
Co-Sponsoring Organizations
25 Attendees Expected
Cardozo Training for 25Live

Wed Feb 14 2018
2:00pm - 3:00pm
Setup: 20 minutes
Takedown: 1 hour

Progress...

Choose how this event REPEATS.

Ad Hoc Repeats
Individually select dates to add to the event.

Daily Repeats
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 5 occurrences.

Does Not Repeat
This event has only one occurrence.

◀ Back
✖ Cancel
💾 Save
Next ▶

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.

Ad Hoc Repeats ▼

Click on any date to add it to the Occurrence List.

Feb 2018

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3


Occurrence List

Date	Comments	Status	
Wed Feb 14 2018	<input style="width: 90%;" type="text"/>	Active ▼	-

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

Daily Repeats ▾

Repeats every ▾

Repeats through 

Ends after ▾ iterations

Occurrence List


Date	Comments	Status
Wed Feb 14 2018	<input type="text"/>	Active ▾

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

Weekly Repeats ▾

Repeats every ▾

Repeats on Mon Tue Wed Thu
 Fri Sat Sun

Repeats through 

Ends after ▾ iterations

Occurrence List

Date	Comments	Status
Wed Feb 14 2018	<input type="text"/>	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.

Monthly Repeats ▼

Repeats every

Repeat by Day

Repeat by Position

Repeats through

Ends after **iterations**

Occurrence List

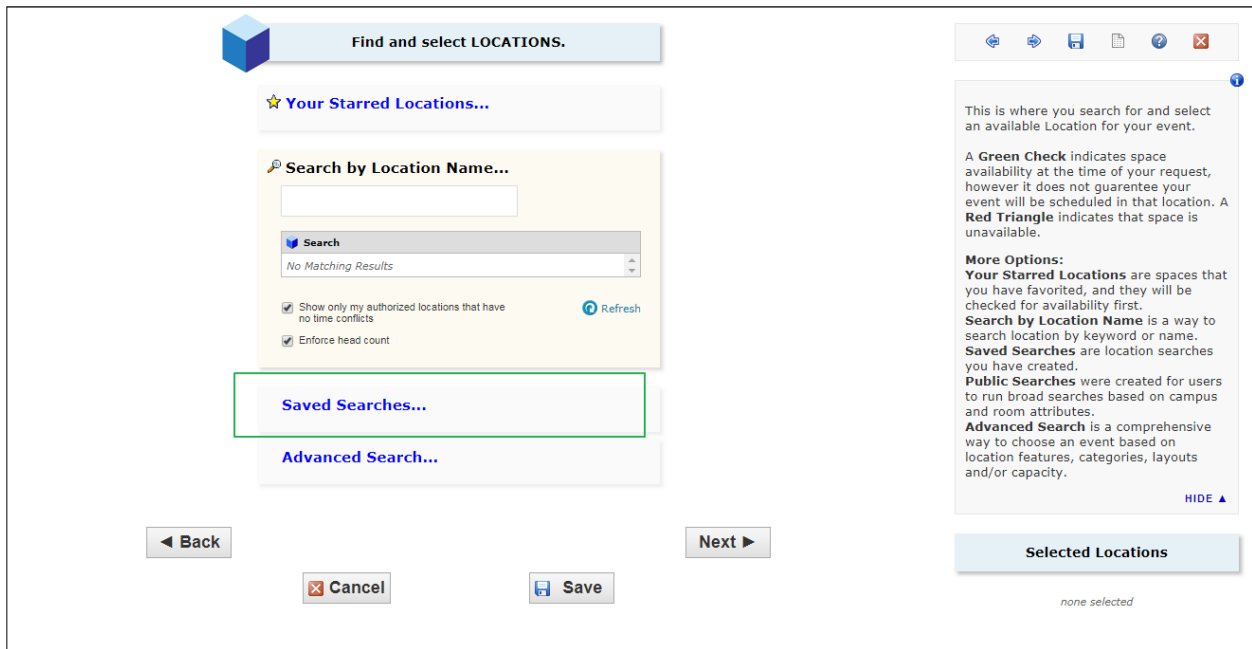
Date	Comments	Status
Wed Feb 14 2018	<input style="width: 90%;" type="text"/>	Active ▼

Does Not Repeat- If made an incorrect selection, you can just use this button to correct yourself.

Does Not Repeat ▼

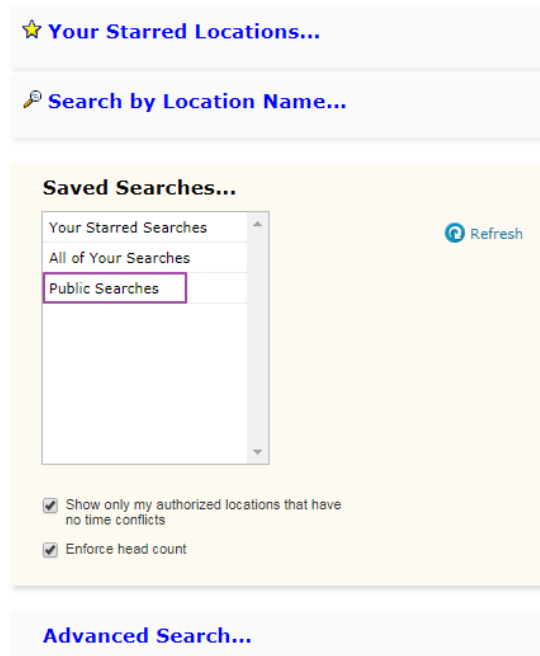
Occurrence List

Date	Comments	Status
Wed Feb 14 2018	<input style="width: 90%;" type="text"/>	Active ▼

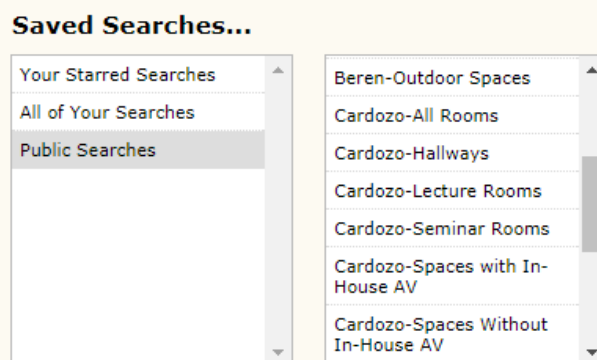


Please see the helpful descriptions in the right hand column to learn more about searching locations. Please type in "CS" in the search bar to pull up Cardozo spaces. Alternatively, please feel free to use the [Saved Searches](#).

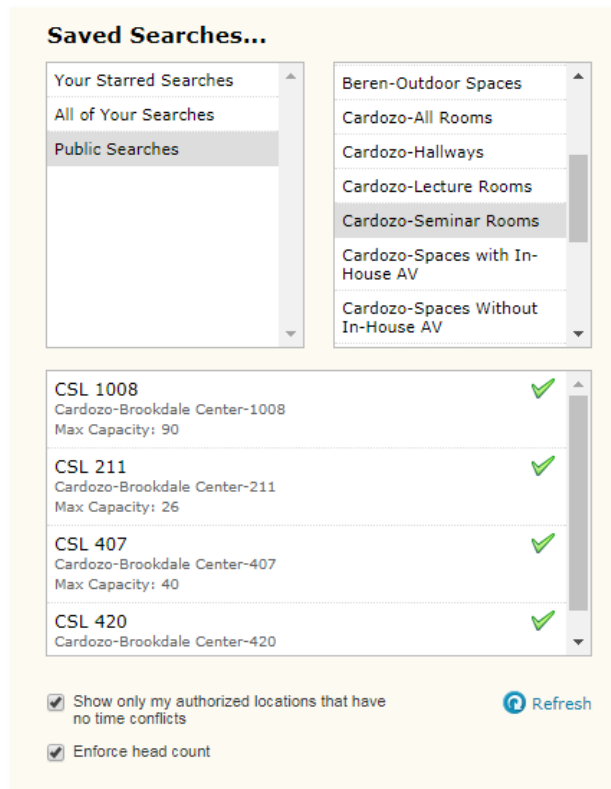
If you find you're using the same space repeatedly, you can star it and it will appear in 'Your Starred Spaces' and be the first thing searched for when you arrive at this page.



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.

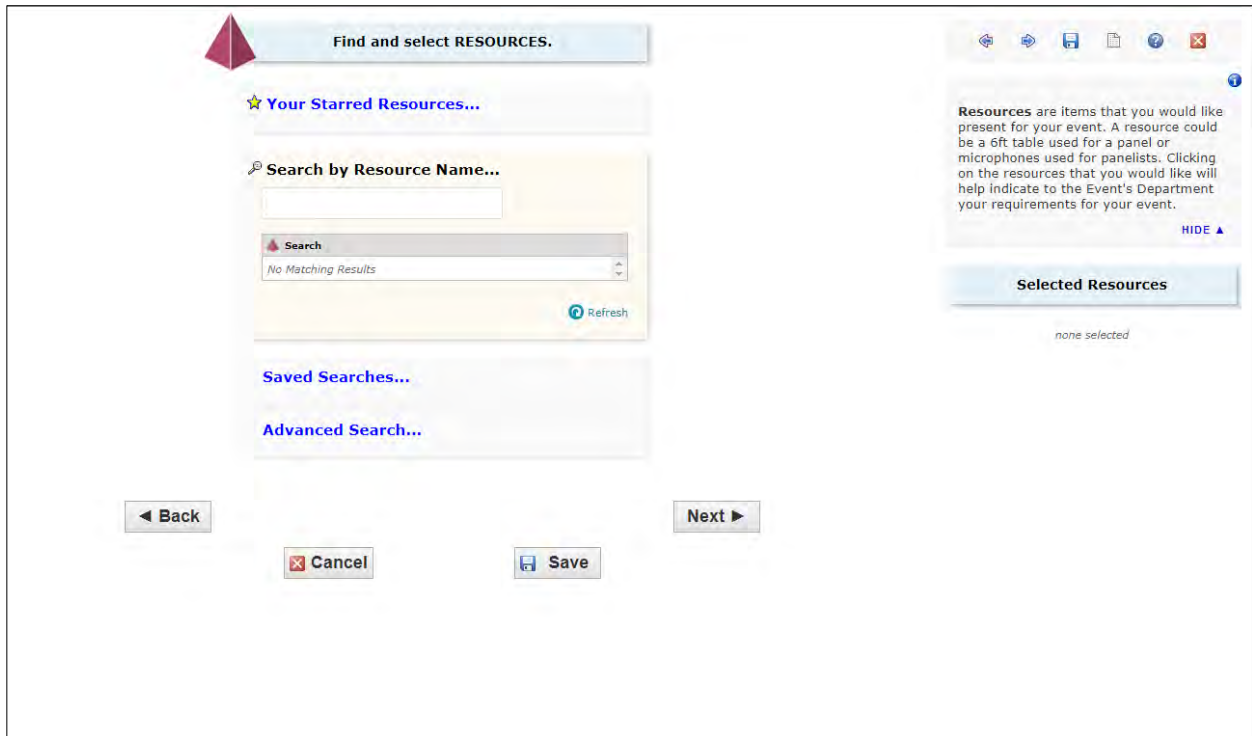
If you deselect the head count, you'll get all available spaces for your search that are not already booked, regardless of capacity.

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.

Selected Locations

CSL 1008 ✓ ☆ ✕
Cardozo-Brookdale Center-1008
Max Capacity: 90
Features: Table - Conference Style Setup; Table - Conference; Seating - Tiered; A/V - Projection Screen; A/V - Mounted Projector; Telephone; Internet Access - Wireless; Internet Access - Wired; Lectern - Standing; Seating - Fixed; Seating - Moveable; A/V - Sound System
Conflicts: None
Layout: As-is [60] ▼
Setup Instructions:

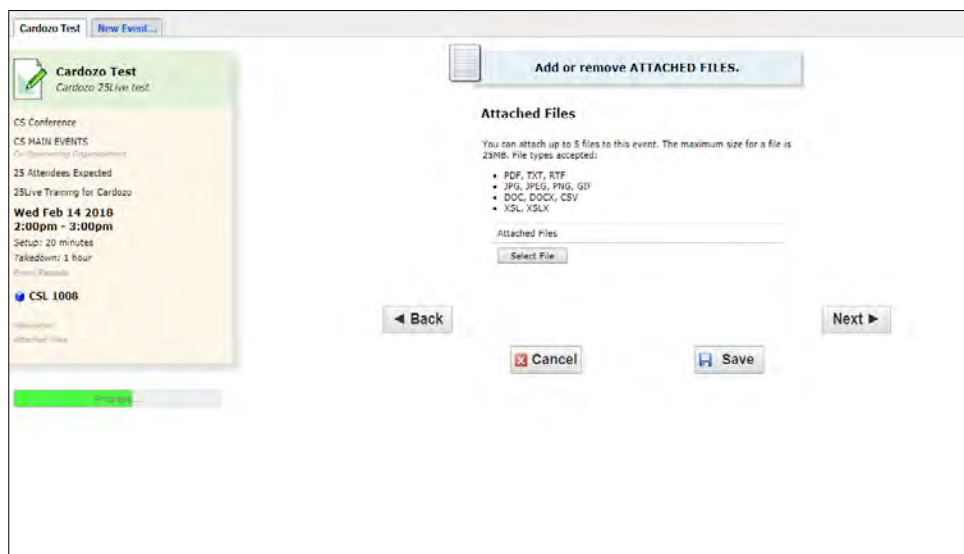
Attendance:



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.

The screenshot shows a web interface for creating an event. On the left, there is a sidebar with event details: 'Cardozo Test', 'CS Conference', 'CS MAIN EVENTS', '25 Attendees Expected', '25Live Training for Cardozo', 'Wed Feb 14 2018 2:00pm - 3:00pm', 'Setat: 20 minutes', 'Takestow: 1 hour', 'Room: 1008', and 'Additional Event Information'. The main area is titled 'Select ADDITIONAL EVENT INFORMATION for this event.' and contains several questions:

- A/V: Are there A/V Requirements?** (Required, starred) with Yes/No radio buttons.
- Alcohol: Is Alcohol Being Served?** (Required, starred) with Yes/No radio buttons.
- Alcohol: Who are the Alcohol Monitors?** (Required, starred) with a text input field.
- Attendees: Who is the Target Audience?** (Required, starred) with a text input field.
- Catering: Is Food Being Served?** (Optional) with Yes/No radio buttons.
- Catering: Please Specify Catering Needs:** (Optional) with a text input field.
- General: Continuing Legal Ed. Course?** (Optional) with Yes/No radio buttons.
- Attendees: Is This Open To The Public?** (Optional) with a checkbox.

On the right, a tooltip explains: 'The Additional Event Information is also known as Event Custom Attributes. While some Additional Event Information elements will be set as required responses, others are either optional additions to event data or are data elements that only event schedulers need to track. Requestors only see the other event information that pertains to the event type they have chosen. Please answer these questions to the best of your ability.'

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.

The screenshot shows the 'Select CONTACTS for this event.' section. It has two main categories:

- Scheduler:** A dropdown menu showing 'Sabag, Shira' with a star icon, a close button (x), and a dropdown arrow. Below the name, it says 'Event Coordinator' and 'shira.sabag@yu.edu'.
- Requestor:** A dropdown menu showing 'Correa, Gretchen' with a star icon, a close button (x), and a dropdown arrow. Below the name, it says 'gretchen.correa@yu.edu'.

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.

Select CATEGORIES for this event.

- Cs Academic
- Cs Alumni Events
- Cs Career Services
- Cs Display On Reports
- Cs Display On The Web
- Cs External
- Cs Not Display On The Web
- Cs Not Open To The Public
- Cs Off Campus Event
- Cs Open To The Public
- Cs Programs, Centers, And Faculty
- Cs Students And Student Journals
- Featured Events
- Yeshiva University - Academic (Calendar-related)
- Yeshiva University - Athletic Event Calendar
- Yeshiva University - Beren Campus Calendar
- Yeshiva University - Career Event Calendar
- Yeshiva University - Community Events Calendar
- Yeshiva University - Departmental Calendar

The **Categories** feature feeds events onto the Cardozo Calendar. Please select any and all calendars you would like your event to appear on. If you do not want your event to appear on the website calendar please select "Cs - Not display on the Web."

Note: Categories associated with the selected Event Type are pre-selected when creating the event. They can be de-selected when editing the event.

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.

Add additional COMMENTS and NOTES for this event.

Comments

|

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.

The screenshot displays a web interface for event management. At the top, a green notification bar states: "This event has been successfully saved. Your event is not confirmed until an event scheduler has reviewed and approved your event." Below this, the main content area is divided into several sections:

- Left Sidebar:** Contains event details for "Cardozo Test" (Cardozo 25Live test), including the date "Wed Feb 14 2018 2:00pm - 3:00pm", setup and takedown times, catering information, and the names of the scheduler (Sabag, Shira) and requestor (Correa, Gretchen). The event ID "ID: 2018-AARPTX" is highlighted at the bottom.
- Top Center:** A blue header "Here's Some Information About Your Event" followed by a "Location Requests Pending Approval" section showing "Location 'CSL 1008' requested for Feb 14 2018."
- Middle Left:** A "What's Next?" section with four buttons: "View Details" (to view full event details), "Edit" (to make more edits), "Copy" (to create a duplicate event), and "Email" (to email details to stakeholders).
- Middle Right:** A "More Event Options" section with three buttons: "Print Confirmation", "Create 'To Do'" (to create tasks), and "Add to Starred?" (to mark as important).
- Bottom Left:** An "Event Preferences" section listing the requested location "CSL 1008" with a "Remove Preferences" link.
- Bottom Right:** An "Event Tasks" section showing "1 Active Assignment Task".

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.

The screenshot shows a dashboard widget titled "Your Upcoming Events" with a refresh icon and a close icon. Below the title, it displays "1 Event in which you are the Requestor".

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