

Mozilla Firefox and Google Chrome are the recommended browsers for accessing 25Live.

Additional information about 25Live can be found at: scheduling.gmu.edu


SIGNING IN TO 25LIVE

1. Access 25Live at: **25live.gmu.edu**
2. Click **Sign Into 25Live** (located at the top right hand corner of the page)

New Users must submit a 25Live User Request Form located at scheduling.gmu.edu/forms/newuser.html.

REQUESTING AN EVENT

STEP 1

Once you are logged into 25Live, click the **Create an Event** from the Home tab. 

STEP 2

Start by entering the basic event information.

25Live is a web-based scheduling and calendar system and will be viewable by default.

Event Name (40 character limit)

Name events in a way that will be understandable to others. Avoid acronyms when possible.

Event Title (120 character limit)

Displays on Published Calendars. If necessary, provide more detail to the Event Name such as subtitle to the event.

Event Type


Select the event type that best describes the event from the list of favorite event types or from the complete list of event types by clicking All Event Types.

Primary Organization for this Event

Select the organization that is the primary sponsor for the event. Additional organizations can be added below.

Additional Organization(s) for this Event

Select any additional organizations involved with the event such as co-sponsors.

CLICK 


Enter additional basic event information

Expected Head Count

Do not leave blank. The expected number of attendees must be filled out.

Event Description

Displays on Published Calendars. Provide a brief description of your event that will highlight the purpose of the event.

CLICK 

Does this event have more than one occurrence?

Click either No or Yes.

Tell us WHEN the event takes place.

Event Start and End

Select the date and times for the event.

Does this event request Setup or Pre-Event time?

Select Yes, if needed - only adjust the Pre-Event time.

Does this event require Post-Event or Takedown time?

Select Yes, if needed - only adjust Post-Event time.

Setup and Takedown times will be added by event schedulers as needed.

If an event needs to be scheduled at different times or in different calendar year, a new event request must be created for each distinct occurrence.

CLICK 

Find and select EVENT LOCATIONS

Select the location you would like to request for your event.

For event location requests: Selecting an event location does not guarantee it for your event. You will receive an email confirmation with the scheduled location(s).

For university classroom requests: Specific university classrooms cannot be requested. You may request a classroom type by selecting Advanced Search, in Categories type in "Classroom Request" and CLICK Search.

A scheduler will then assign you an appropriate classroom if available. If you are currently teaching a class, please indicate the current class location in the comments section below.



A location/space must be clicked and appear under Selected Locations with a green checkmark. If you submit an event with no Location under Selected Locations, then you are not requesting space.

CLICK

Find and select EVENT RESOURCES

Select the resources that are needed for your event.

The most common event resources are located under Advanced Search, in Categories type in "*Services Requested" and CLICK Search..

Please note that some resources may need further information and/or additional steps. Refer to the event confirmation or click View and Modify Occurrences for more details.

CLICK

Select EVENT ATTRIBUTES for this event.

To avoid delays, please provide as much information as possible.

CLICK

Select CONTACTS for this event.

You will automatically be listed as the requestor and scheduler of the event.

The person listed as the Requestor, will receive all communications including confirmation notices..

Select CATEGORIES for this event.

For published calendars, select all categories that apply to your event.

CLICK

Add additional COMMENTS and NOTES for this event.

This section is not public. Add any special requests or event details for the scheduler.

CLICK

Verify and change the EVENT STATE

Review your submission on the left side of the screen!

For event location or classroom requests: Select the Tentative Event State.

During the approval process, the scheduler will change the event state to Confirmed.

CLICK

STEP 3

The following message should be displayed at the top of the Event Reservation Wizard:



This event has been successfully saved.

STEP 4

Within three business days, requestors should receive information from the scheduler responsible. Once a confirmation is received, requestors should proceed with the scheduling of service providers, etc. for the event.

CHECKING THE STATUS OF A REQUEST

- After logging in, a "Your Events" box will appear in the middle of the screen.
- Click either **Events in which you are the Requestor** or **Events in which you are the Scheduler**.
- Click the desired Event Name.

- Under the Details tab, the status of the location and/or resource requests will be shown under the Event Occurrences under Assignments
 - Grey shapes  indicate a pending assignment
 - Colored shapes  indicate approved assignments

EDITING AN EVENT REQUEST

Once you have located the event, follow these steps:

- Click **Edit this Event** located on the right.
- Proceed through the Event Wizard and make all necessary changes.
 - **If the dates or times are changed, you must resubmit a request for any location or resources associated with the event.
- Save the Event.

CANCELING AN EVENT

Once you have located the event, follow these steps:

- Click on the **Event State:...** drop-down on the right side of the screen.
- Click **Cancelled**. The Event State will change to CANCELLED and any space or resource assignments will be removed.
- To exit the event click **More Actions...** and select **Close this Event**.

Note: Cancelling an event in 25Live does not automatically cancel requests for additional services made separately. Requestors should also follow up with service providers to cancel requested services for an event.

FOR EVENT SPACES ONLY

- Requests for event spaces are on a first-come, first-served basis only. Please allow at least 3 business days for requests to be processed.
- Any request submitted within 2 business days of the event will not be processed.
- The event and the location(s) or resources(s) requested are NOT CONFIRMED until you have received an email confirmation from an event scheduler.

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