

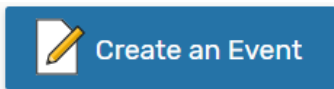
25Live Event Form—the Quick Guide

Access 25Live at mtsu.edu/25live. Use Chrome or Firefox as your Browser.

Sign In at the top right:



Use **Create Event** button in the middle of the Dashboard:



or the **Event Form** button at the top right:



Enter the **Event Title**. The Title is a required field and should be descriptive: if the event will be advertised, this will be how users will see it.

This is only a request. Room request will be saved as a draft preference and a Scheduler will be in contact soon. A Quick Guide for Event Form Instructions and building Scheduler information can be found on the Event Coordination website.

Event Title - Required

Select an **Event Type** from the drop-down box (required):

Event Type - Required

Please review the Use of Campus Property and Facilities Scheduling policy on the MTSU Policies website for a full description of Event Types.

x Student Sponsored ☆

Q Select an item

x Student Sponsored ☆

x University Sponsored ☆ Remove

Enter the organization sponsoring the event. Type to search:

Primary Organization or Department

Search organizations Remove

Q Ex

EVENT COORDINATION DEPT.

EVERY NATION CAMPUS MINISTRY

EXPERIMENTAL VEHICLE PROGRAM

Enter the **Event Head Count**. Then, type (or paste) in your contact information and a description of the event:

Event Head Count - Required

Event Description (HTML-Enabled) - Required

Enter your contact information here in addition to the event description: enter your name and email address. You may also add a website for your event here. By moving forward, you understand and agree that your name and MTSU email address will be included on both the event reservation system and event advertising.

File Insert Table View Format Tools

System Font 12pt

Connie Fensky, Connie.Fensky@mtsu.edu

<https://mtsu.edu/eventcoordination>

Enter the **Event Date**. If it is a repeating event, enter the first date.

Event Date and Time - Required

Click Here to get this calendar

Thu Apr 15 2021

11:30 am

To: 12:30 pm

Duration: 1 Hour

Additional time Select Today

S	M	T	W	T	F	S
				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	08

Enter the **Event Times**. You may either drop down the box or type in with am/pm or military time (the time shown is 10:45pm):

Event Date and Time - Required

Thu Apr 15 2021

9:00 am

10:00 am

10:30 am

11:00 am

11:30 am

12:00 pm

12:30 pm

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To add **Setup/Pre-Event Time**, or **Takedown/Post-Event Time**, expand **Additional Time** with the arrow. Then type in the extra time your event requires:

Click on the **Repeating Pattern** button to enter repeating reservations, or just click on the dates on the calendar:

To choose your **Location(s)**, type a location name then press **Search**:

From the list of locations, reserve the one(s) you want by selecting the **Request** button:

Add	Name	Title	Default Capacity	Availability	Conflict Details
Request	BAS N127	BUSINESS AND AEROSPACE BUILDING	28	1/1	None
Request	BAS S111	BUSINESS AND AEROSPACE BUILDING	30	1/1	None

25Live adds the selected location(s) to the page:

Answer the **Custom Attribute** questions (you may add those associated with your departmental calendar, if instructed to do so, by clicking the **Add a Custom Attribute** button).

Enter any set-up notes:

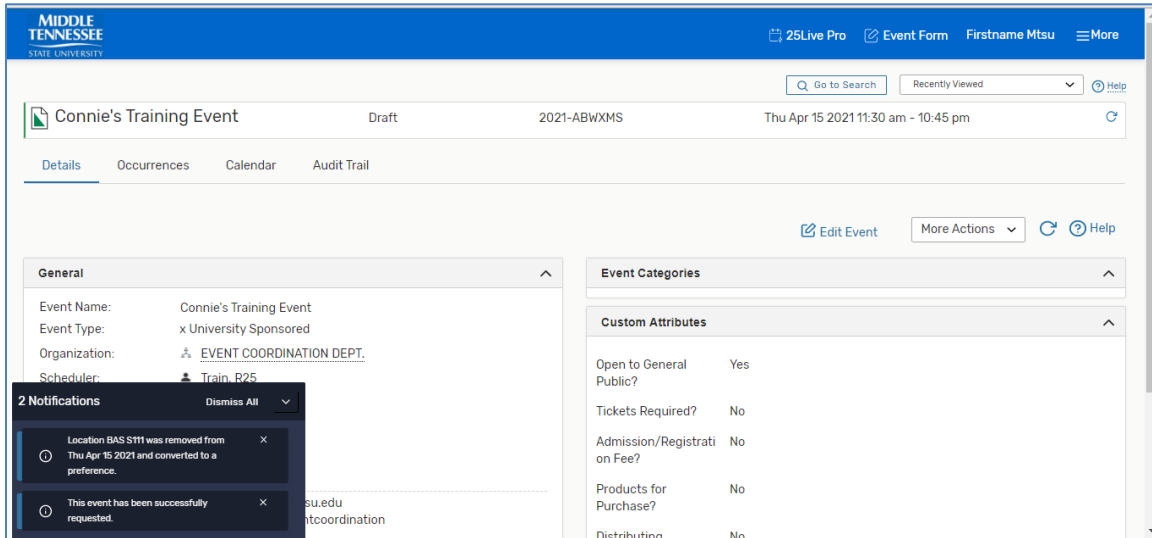
Notice that the title of your event is on a tab at the top of the page, and you can jump to any field with the links at the left-hand side:

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Preview the event information and, once you've entered all the event information, click the **Save** button to save the event request.



Your event request will be saved. You will be shown the Event Detail screen, which looks something like this, with some notifications to the bottom left of your screen letting you know of the success of the saved request:



You will receive an email telling you that your request was received, and shortly thereafter, a scheduler will contact you to confirm the reservation. Event advertising should not take place until you receive confirmation from a scheduler.