Scheduling an Event

The 25Live® system makes event scheduling, campus-wide calendaring, and resources management easier, more accurate, and more efficient. This tutorial guides you through scheduling an event in the latest version R25 (v.27).


You will see your personalized Dashboard on the Home page.

Notice that prior to signing in to 25Live you have the option to view the “Availability” Tab to see the Schedule of Events.

***THIS IS THE “NEW” WEB VIEWER***
Scheduling an Event

- Use the drop down arrow in the Location Search box to select a desired location search.
- Select desired date to view events
- Log-in and click in the desired location / time box to create an event through the “Event Wizard”

Click the **Sign In** link in the upper, right corner.

Enter your UAMS username and password and click the **Sign In** button.

NOTE: Without using the “Availability” Tab, you can also follow these steps to create an event:

Click the **Create an Event** button in the center of the screen OR
Click the **Event Wizard** tab at the top of the screen.
You will see the Event Wizard request form.

In the Event Name or Course Number field, type the name of the event you are creating. Use a name that is logical and relevant.
Scheduling an Event

In the Event Type box, select from the Find by… drop-down menu.

Each event must have an Organization Name or sponsor. Click the drop-down menu, select Browse and then select Index or Search to display a list of UAMS Organizational Sponsors. Choose the desired organization.
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Click the **Next** button at the bottom of the page.

In the required Event Head Count section, enter the Expected Head Count information. This information helps determine the size of the space needed.

Click the **Next** button at the bottom of the page.

In the **Event Repeats** section, select if the meeting occurs once or multiple times.
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Your selection will take you to the next screen.

In the **Event Date and Time** box, select the Event **Start and End** date and time. **Always factor in a ten minute window to allow setup time for the next meeting.** Determine if the event requires additional setup or takedown time by selecting ‘Yes’ or ‘No’.

The length of the event you are scheduling displays in the **Event Duration** field.

All end time must be adjusted to allow 10 minute window for setup for next meeting.

Click the **Next** button at the bottom of the page.
Scheduling an Event

Search and select an event location by clicking on one of the following four options.

Option 1 – Starred Locations

Indicates that there are **no** scheduling conflicts with the date(s) and time(s) you selected.

Indicates that there are **scheduling conflicts** with the date(s) and time(s) you selected.

Select the **Hide Unavailable** option to view only the locations without scheduling conflicts.
Scheduling an Event

Hovering over the checkmark or exclamation point for each location brings up a list of date(s). If there are any scheduling conflicts for that location, they will appear in the pop-up list.

Indicates a scheduling conflict for the corresponding date.
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Option 2 – Search by Location Name

Option 3 – Saved Searches
Scheduling an Event

Option 4 – Advanced Search

Advanced Search...

Features: Choose a feature...
Categories: Choose a category...
Layouts: Choose a layout...
Capacity: 10 - 200

Search

AC 2/130
AC 2/130 - OutPatient Center
Max Capacity: 12

ALC 1122
Active Learning Center Rm 1/122
Max Capacity: 170

BV 1
Batesville UAMS NC 1
Max Capacity: 12

CB - 1/1014
Central Building - 1/1014 - Caduceus Rm

☑ Show only my authorized locations that have no time conflicts
☑ Enforce head count

Refresh
Scheduling an Event

The chosen location displays in the Selected Locations box.

Click the Next button at the bottom of the page.
Select desired resources needed for the event. The same four search options used to find locations applies to Room Resources. See options below.

Option 1 – Starred Resources

Option 2 – Search by Resource Name
Scheduling an Event

Option 3 – Saved Searches

Option 4 – Advanced Search
The item(s) you selected displays in the **Selected Resources** window.

Click the **Next** button at the bottom of the page.
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Select ‘Yes’ if your event is a video conference and requires interactive video connection (IVN). List all connecting sites in the open text box as shown below. Select ‘No’ if IVN connection is not needed.

For weekend events, select ‘Yes’ if security is needed to unlock the building. Select ‘No’ for weekly events.

Click the Next button at the bottom of the page.
In the **Event Comments** box, type any setup instructions or additional comments the scheduler needs to know.

Click the **Next** button at the bottom of the page.

Select “I agree” to the terms listed below and then click **SAVE**.
The Event Wizard window displays all information regarding the scheduled event.

The notification that your event was created and saved displays here.

The EVENT DETAILS display in the EDIT EVENT DETAILS box. All events are sent to the Scheduling Office as a Draft for final approval.

Your request is sent to the Office of Academics as a “Draft.” A PDF confirmation will be sent to the Requestor once the event is confirmed by the OAS Scheduling Office.

For additional information, contact the Office of Academic Services' Scheduling Office at ReserveRoom@uams.edu, or 686-5575.
NEW FEATURE!

25Live v.27 now offers a mobile version interface. This can be located at the bottom of your log in screen:

You will see the Mobile Version Home page.

Select Create an Event at the top of the screen to view the Mobile Event Wizard.
Scheduling an Event

The Mobile Version Event Wizard is only one page instead of multiple pages as seen in the Desktop Version. Complete the form and click SAVE.

- **Event Name or Course Number**
  - Enter an event name that will be helpful to people looking for your event. This will appear as the event name on internal campus calendars.

- **Event Title or Course Number**
  - This field will be displayed as your event name in the Public Calendar of events. If this field is empty, the Public Calendar will display the Event Name listed above.

- **Event Type**
  - Select "All Event Types" to choose the event type that best fits your event. Your choice of event type will determine the Categories and Contact Roles later in this form.

- **Primary Organization for this Event**
  - Select "Notes" or "Search" to choose desired primary organization for event.

- **Expected Head Count**
  - Please enter your "best guess" of the expected attendance.

- **Event Date and Time**
  - Please select the day and time of your event. If you would like additional time in the room before or after your event, indicate that by clicking "pre-Event" or "post-Event" and select the additional time you would like added to your reservation. If your event occurs on multiple days at the same time frame, you may use the Event Repeats selector to indicate additional dates you would like to request. All end times must be adjusted to allow a 10 minute window for setup for the next meeting. E.g. 1:00pm - 1:50pm, not 1pm - 2pm.
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Date Restrictions
Event occurrences that you create are restricted to:
• At least 1 day from today

Select the dates and times of the actual event.

Event
Start: Sat Jul 8, 2017  4:00pm
End: Sat Jul 8, 2017  5:00pm

The event begins and ends on the same day.

Event Duration: 1 Hour

Before and After
Please select the day and time of your event. If you would like additional time in the room before or after your event, indicate that by clicking ‘pre-Event’ or ‘post-Event’. Select the additional time you would like added to your reservation. If your event occurs on multiple days at the same time frame, you can use the Event Repeat selector to indicate additional dates you would like to request. ALL END TIMES MUST BE ADJUSTED TO ALLOW A 10 MINUTE WINDOW FOR SETUP FOR THE NEXT MEETING. E.g.: 1:00pm - 1:50pm, not 1pm - 2pm

Does this event require additional time before the event?  Yes  No

Does this event require additional time after the event?  Yes  No

Event Repeats
Does Not Repeat

Occurrence List

<table>
<thead>
<tr>
<th>Date</th>
<th>Comments</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat Jul 8, 2017</td>
<td></td>
<td>Active</td>
</tr>
</tbody>
</table>

Event Locations
Select the room(s) you would like to use. Be sure there is a green check mark next to the room name once you have selected it. The rooms that you are requesting need to appear on the right side under Selected Locations and have a green check mark next to them. To remove a room from the right column, click on the red X next to it. You will not be able to save your event if you do not have a location selected and a green check mark next to it.

Search for Locations
Scheduling an Event

Room Resource and Video Conferencing Needs

Select "Categories" and choose desired resources from one of the "Room Resources" listings. Multiple resources can be requested. Select "N/A" if resources are not needed.

Search for Resources

Custom Attributes

You must first select an Event Type.

Event Comments or Special Instructions

Please add setup instructions or comments for service providers and/or any additional information the scheduler needs to know.

Affirmation

I agree to abide by the scheduling policies set forth by the UAMS Office of Academic Services.

[I agree]

[Save]
[Cancel]
Scheduling an Event

On the Mobile Version Home Page, you can search events, locations, resources or organizations from public searches by selecting options from the drop down boxes as shown below:
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Locations

Resources

Find Resource by Name

Select Existing Search:
- Room Resources - LR Campus
- Room Resources - NW Campus

No Starred Results to Display
Scheduling an Event

Please note not all mobile devices support all full web client capabilities.