

25Live Events

Creating Calendar-Ready Events

When you begin entering a space request, keep in mind that this will be the same listing used to display your event on a web calendar if you want your event published. In order to ensure that your event submission meets requirements for calendar display, there are certain fields that must be completed. The following guide will help you make sure you've done all the necessary steps to get your event on the selected UofSC calendar.

Start by clicking the **Event Wizard Tab (1)** and fill out all the fields clicking through the screens using the next button.

Event Name (2): ideally, this will show a short version of the full event title. Type of event and subject matter are a good place to start.

Event Title (3): this is what people will see on the front page of a calendar. If it is a lecture, the speaker and title of the talk should be included.

Event Type (4): Choose the event type that best describes your event. This field is just for the 25Live system and is not displayed anywhere on the published calendar pages. Your user permissions determine which Event Types you can choose from.

Sponsoring Organization for this Event (5): Choose the organization or responsible unit for this event. This field is just for the 25Live system and is not displayed anywhere on the published calendar pages.

If fields are mandatory, an asterisk will appear to the right of it. Once mandatory fields are entered, the asterisk becomes a check mark.

Click **Next (6)** when done.

UNIVERSITY OF SOUTH CAROLINA

Welcome, Barnhill, Laurie Preferences Today is Tue Feb 14 2017 Help

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Untitled #1 New Event...

USC Communications Test Event Lecture
Public Lecture featuring Laurie Barnhill: "Why User Experience Matters"

Please allow **3 business days** for events to be approved.

Lecture
Special Events - COL

Start by entering the basic event information.

2 Event Name
USC Communications Test Event Lecture ✓

3 Event Title
Public Lecture featuring Laurie Barnhill: "Why

4 Event Type
Lecture ✓

5 Sponsoring Organization for this Event
Special Events - COL ✓

◀ Back **Next ▶** (6)

Cancel Save

Select the **Organization** responsible for the event from the list of favorite organizations, or search by organization name.

Note: If the search does not return the expected result, try limiting the search term to a key word in the organization name.

Hint: Click "Next" instead of "Save" as you navigate through the event wizard, until you reach the event state.

Enter an **Expected Head Count (7)**. This will be used to find locations that can hold your event.

Fill out the **Calendar Publication Details (8)**.

This is what people will see on a web calendar. This is among the most important boxes to complete in order to get your event on a calendar. Here you should include the time, date, location and a brief description of the event content. Your goal is to give potential attendees a brief overview of what they might expect if they choose to go to your event. If it is a lecture, the speaker and title of the talk should be included. If you want to include box office information for a ticketed event, this is the place to do so.

Links to more information are encouraged, and can be included by hyperlinking related phrases. Avoid using URLs or “Click Here” language in your links; instead, work the link into the natural flow of the sentence.

Click **Next (9)** when done.

The screenshot shows the 'Event Wizard' interface for the '13th Annual C. Thomas Caskey Lecture'. The 'Expected Head Count' is set to 250. The 'Calendar Publication Details - Promotional Text Only' section contains the following text: 'Laurie Barnhill, user experience expert, will explore designing websites with the end user in mind at 12 p.m. Friday, Feb. 17 in the School of Law auditorium. Barnhill is a renowned web designer from the University of South Carolina. In her talk, "Why User Experience Matters," she will discuss what user experience means, why it matters and what web designers can do to enhance the user experience on a variety of websites. Following the lecture, which is free and open to the public, will be light refreshments.' The 'Next' button is circled in pink.

Repeating Events (10): If the event has more than one occurrence, select “Yes;” if it has a single occurrence, select “No.”

Click **Next (11)** when done.

The screenshot shows the 'Event Wizard' interface for the 'USC Communications Test Event Lecture'. The 'Is this a repeating event?' section has the 'No' option selected. The 'Next' button is circled in pink.

Enter the **Event Start and Event End times (12)**. These will be the times that display on the calendar, so you should enter the true start and end times of the event. If you require extra time to set up or break down your event, add that time in the **Pre-Event or Post-Event time (13)**.

Click **Next (14)** when done.

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USC Communications Test Event Lecture | New Event...

Tell us WHEN this event takes place.

Select the dates and times of the actual event.

12 Event Start: Fri Feb 17 2017 12:00
 Event End: Fri Feb 17 2017 13:00

The event begins and ends on the same day.

13 Does this event require Setup or Pre-Event time? Yes No

Does this event require Post-Event or Takedown time? Yes No **14**

Event Duration: 1 Hour

Select the Start Date, Start Time, End Date, and End Time for the event. Please use the actual start and end times for events. The Start Time will be published on web calendars.

If additional time is needed for setup, takedown, or for mingling before or after the event, click on the Pre-Event/Setup and Post-Event/Takedown editors and add the appropriate number of minutes or hours desired.

Note: Location Approvers (Schedulers) will review and may make changes to the Pre-Event/Setup and Post-Event/Takedown times for your event.

◀ Back | Cancel | Save | Next ▶

Search for suitable **Event Locations (15)** by location name, saved search or advanced search. Locations that best fit your head count will appear higher in the list.

A **red triangle or gray "x" (16)** means the location is not available. A **green check mark (16)** means the location is available.

Once you select a location, it will appear in the **right-hand sidebar (17)**.

Click **Next (18)** when done.

UNIVERSITY OF SOUTH CAROLINA

Welcome, Skave, Roseanne | Preferences | Today is Thu Feb 23 2017 | Help

Home | Event Wizard | Events | Locations | Resources | Organizations | Tasks | Reports

USC Communications Test Event | New Event...

Find and select EVENT LOCATIONS.

15 Your Starred Locations...

Search by Location Name...

capstone

16 CAPSTN 101 (Green checkmark)
 Capstone 101
 Max Capacity: 255

16 CAPSTN 1802 (Red triangle)
 Capstone 1802 Top of Carolina
 Max Capacity: 142

Selected Locations

17 CAPSTN 101 (Green checkmark)
 Capstone 101
 Max Capacity: 255
 Features: None
 Divides Into: Private, Private, Private
 Conflicts: None
 Layouts: Conference/Meeting [1]
 Setup Instructions:
 Attendance: []

◀ Back | Cancel | Save | Next ▶ **18**

Calendars and Resources (19) is the area in which you will select the calendars on which you would like your event to appear (if any). Your user permissions determine which resources you can choose from. The calendar manager for your unit will determine if your event is appropriate for the unit calendar and for consideration for the main university calendar. Once you select a calendar, it will appear in the right-hand sidebar.

Click **Next (20)** when done.

The screenshot shows the 'Find and select CALENDARS AND RESOURCES' page. On the left, there is a sidebar with event details for 'USC Communications Test Event Lecture'. The main area contains a search bar with 'calendar' entered and a table of results:

Resource Name	Quantity
COL - Calendar - CAS	00
COL - Calendar - Community Service	00
COL - Calendar - Diversity	00
COL - Calendar - Global Learning	00
COL - Calendar - Leadership	00
COL - Calendar - USC Connect	00
COL - Calendar - Undergraduate Research	00
COL - Calendar - Prof/Work-Rel/Internship	00

At the bottom right, the 'Next' button is circled in red and labeled with the number 20.

The Additional Information page has many questions related to the logistics of your event. Please answer them as required and appropriate for your event, but the only information that will appear on your calendar listing is the **Admission Cost (21)**.

If your event does not have an admission cost, simply enter "Free" in the Admission Cost box. If there is a charge for the event, enter the dollar amount only; information about how to purchase tickets should go in the Calendar Publication Details box.

Click **Next** when done.

The screenshot shows the 'Select ADDITIONAL INFORMATION for this event' page. It contains several form fields:

- Describe event, AV & equipment needs:** A text area for describing the event.
- Admission Cost:** A text box for entering the cost.
- Are all attendees current students?** Radio buttons for Yes and No.
- Are you planning to serve alcohol?** Radio buttons for Yes and No.
- Contact Name & Info, Other Coordinators:** A text box for contact information.
- Provide dept account/fund code, if any:** A text box for account information.
- Any attendees with accessibility needs:** A checkbox.

At the bottom right, the 'Next' button is circled in red and labeled with the number 21.

Categories (21) are used as search tools. This field is just for the 25Live system and is not displayed anywhere on the published calendar pages; however, if a calendar visitor enters one of the categories as a search term, any event associated with the category will display. Your user permissions determine which Categories you can choose from.

If you do not want your event to display on published calendars, you can select **Don't Display on Published Calendars (22)**. If you later decide that your event is ready to be published, you can go back and uncheck this box.

The **Audience categories (23)** can be used by calendar administrators to determine where your event should be displayed to reach your intended audience.

Click **Next (24)** when done.

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USC Communications Test Event Lecture | New Event...

21 Select CATEGORIES for this event.

Don't Display on Published Calendars **22**

- Community Service
- Diversity
- Global Learning
- Leadership
- Professional/Work-related/Internships
- Research
- Academic Related
- Audience: Public
- Audience: Faculty
- Audience: Staff
- Audience: Graduate Students
- Audience: Undergraduate Students
- Featured Events
- Fundraiser
- Music, Theater, Entertainment
- Recruitment Event
- USC Connect / GLD

Categories are **keywords** that can make your event easier to find in system searches and on web calendars. Please make sure that only the categories your event should be associated with are checked.

Choose **Don't Display on Published Calendars** if your event should not be included on a web calendar.

Schedulers may see the complete list of categories that are shared by all 4 campuses. Please be aware that choosing an AIK, BFT or UPS category will **not** add an event to a calendar on another campus.

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

◀ Back | Next ▶

Cancel | Save

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USC Communications Test Event Lecture | New Event...

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- Community Service
- Diversity
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- Professional/Work-related/Internships
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- Academic Related
- Audience: Public
- Audience: Faculty
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◀ Back | **Next ▶** **24**

Cancel | Save

Additional Comments and Notes are just for the 25Live system and are not displayed anywhere on the published calendar pages.

Event Comments (25) can be seen by most users.

Confirmation Notes (26) are shown in Confirmation Reports.

Internal Notes (27) can be seen only by people who are event contacts, like Requestor and Scheduler.

Click **Next (28)** when done.

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USC Communications Test Event Lecture | New Event...

USC Communications Test Event Lecture
Public Lecture featuring Laurie Barnhill: "Why User Experience Matters"

Lecture
Special Events - COL
1 Attendees Expected
Laurie Barnhill, user experience expert will explore designing websites with the end user...

Fri Feb 17 2017
12:00 - 13:00

Event Repeats
CAPSTN 002

Calendars and Resources
Are all attendees current students?
Admission Cost

Event Categories
Comments
Confirmation Notes
Internal Notes

25 Add additional COMMENTS and NOTES for this event.

26 Confirmation Notes

27 Internal Notes

28 Next

Back | Cancel | Save

Event State reflects the status of your space request. Your user permissions determine which Event State you can choose from.

All space requests must be submitted as **Tentative (29)**. Only space schedulers are able to change the Event State from Tentative to Confirmed, and only Confirmed events will be displayed on a calendar.

To finish your event request, click **Save (30)**.

Once you are finished entering your event, the system will send a notification to the space scheduler and the calendar manager to approve.

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Internal Notes

29 Verify or change the EVENT STATE.

Draft
Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state.

Tentative
The event is scheduled, but is awaiting Confirmation from its Scheduler.

Confirmed
The event is scheduled and confirmed.

Most users do not have access to change the Event State.
All requests should be submitted with a Tentative Event State.
Schedulers should save events in space they approve with Confirmed Event State.
Click Save to submit your event.

30 Save

Back | Cancel | Save