



## Creating Events in 25Live Pro

1. **Mozilla Firefox, Google Chrome, and Safari (OSX and iOS users)** are the recommended browsers for accessing 25Live Pro.
2. Access 25Live Pro at: <http://25live.collegenet.com/pro/ithaca>
3. Sign in using your Ithaca College Netpass Username and Password. **(Do not add "@ithaca.edu")**.

Once logged into 25Live Pro, click "Create an Event" on the middle of the page. You will then complete the form on the page you are directed to.

### Event Name (40 character limit)

It is recommended that you include the name of your department or organization in the name of your event to aid in future searches.

### Event Type

Search for the event type that best describes your event either by typing it in the drop down menu or from the list provided.

### Primary Organization for this Event

Search for and select the organization that is the primary sponsor for the event. Additional organizations can be added in the "Organization(s) Co-sponsoring this Event" tab.

**Event Name - Required** ⓘ

**Event Type - Required** ⓘ

☆ ▼

**Primary Organization for this Event - Required** ⓘ

☆ ▼

**Organization(S) Co-Sponsoring this Event**



## Creating Events in 25Live Pro

### Expected Attendance

Please be as accurate as you can with your expected attendance. Please note that some spaces on campus have a MINIMUM attendance requirement for an event in that space to be considered.

### Event Description

Briefly describe what will be happening at your event while keeping in mind that your description may be used in the master calendar.

**Expected Attendance** - Required ⓘ

**Event Description** - Required ⓘ

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

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Social gathering for Residential Life staff.

### Date and Time

Select the date and time of your event from the drop down list and calendar. If you need to be in the space before or after your event, click the “additional time” drop down menu and input your information. If the event is recurring, you can click the “repeating pattern” button to create multiple occurrences.

**Date and Time** - Required ⓘ

To:

☒ This event begins and ends on the same day

**Additional time** ▾

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

**Repeating Pattern**

⏪ < November 2019 > ⏩

M	T	W	T	F	S	S
28	29	30	31	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

**View All Occurrences**



## Creating Events in 25Live Pro

### Locations

Search for and select the location you would like to request for your event. You can search for a specific room by clicking on the “your starred locations” tab and typing the name of the room or building into the search bar. To see spaces that are available during the time of your event, check the “Hide Locations with Conflicts” button. To see spaces that will fit your expected attendance, check the “Enforce Headcount” button.

Locations Search

☐ Hide Locations with Conflicts ☐ Enforce Headcount

Your Starred Locations

Pre-Defined Groups

Your Starred Locations

Public Searches

A&E Center ☆

Campus Center ☆

Chapel ☆

CHS ☆

CMS ☆

Reset Search

When you find the space you are looking for, click the “request” button on the left hand side of the chart, so it appears below the chart.

<a href="#">Request</a>	<a href="#">CC-MAIN LOBBY</a>	Campus Center Main Lobby	50	1/1	None
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[CC-MAIN LOBBY](#)

☆ Add to favorites

Location Title: Campus Center Main Lobby

Capacity: 50

[Remove](#) [View Occurrences](#)

**Selecting an event location does not guarantee the location for your event. When your event is approved by a designated Scheduling Coordinator you will receive an email confirmation with the scheduled location.**



## Creating Events in 25Live Pro

### Additional Details and Set-Up, Catering, AV Instructions

Use this section to indicate a longer, or more specific Event Title and description if necessary. Please be sure to include any set-up, catering or A/V needs you will have. Be as specific as you can about your room needs as schedulers will use this information to determine whether the space you've requested is the most appropriate for your event.

#### Additional Details and Set-up, Catering, AV Instructions - Required

Microphone, background music and catering.



### Internal Account Number

Please note that an Account Number is only required in the event that you will be requesting services that require payment, such as catering and additional AV support. (DO NOT use your Ithaca College ID number.) If you do not need services, please type in "N/A".

\*\*Please note that there is a fee to rent the Campus Center Rec Center.

#### Internal Account Number - Required

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### Affirmation

#### I Agree to the Terms and Conditions Listed - Required

In the event that I have requested additional services that have a cost associated (such as AV, catering, or a facility with a rental fee) I agree to provide payment for services rendered. If I rearrange a room I will ensure it has been reconfigured to the way I found it and dispose of any trash generated before I depart. I will obey any "no food" and other location policies as appropriate. I am aware that a location request may be approved or denied on terms of appropriateness (subject to location policies) and that my event is not confirmed until I receive an official e-mail confirmation from a Scheduler. Comprehensive Guidelines/Procedures can be found at [www.ithaca.edu/eventservices/eventservices/servicesroom/25](http://www.ithaca.edu/eventservices/eventservices/servicesroom/25)

☒ I agree

*Your request has now been submitted, NOT confirmed. Please note that if you do not receive an e-mail from a Scheduler within **three (3) business days of submitting your request**, you should contact the Scheduling Coordinator in the Conference & Events Office at [cesreservations@ithaca.edu](mailto:cesreservations@ithaca.edu).*