25Live Pro New Event Tool

Old Event Wizard vs New Event Tool

The old Event Wizard is going away effective November 5, 2019 when we switch over to 25Live Pro. The main differences between the Wizard and the Event Tool are:

- The Event Tool is all on one page rather than multiple tabs
- How to select recurring dates
- Locations search

In the test version of Pro, from the dashboard, click Try New Event Form at the top left of the screen, then click Create and Event. When we switch to Pro, the Event Tool will automatically popup when creating an event.

This is what the Event Tool will look like when you open it. There is a menu with the fields that need to be filled in on the left. You can click on any of those links to access that field.

Add New   Untitled ✕

Event Name
Event Type
Primary Organization for this Event
Anticipated Attendance
Event Date and Time
Event Locations
Attach a Full Schedule
Event Setup Details
By clicking "I agree", you certify that you and your guests will abide by Brown University policies governing the use of campus space.
Create Another and Relate

Event Name - *Required* ⓘ

[   ]

Event Type - *Required* ⓘ

[Select an item   ▾]

Primary Organization for this Event ⓘ

[Search organizations   ▾]   [Remove]

Anticipated Attendance - *Required* ⓘ

[   ]

Event Date and Time - *Required* ⓘ

[Sun Nov 03 2019]

[10:00 am]

To:

[11:00 am]

☑ This event begins and ends on the same day

Much of the Event Tool will be familiar to the old Event Wizard and have the same terminology. The following pages will focus on areas where the Event Tool deviates from the old Event Wizard.

Recurring Meeting Patterns

There are now two ways to select dates for recurring meeting patterns:

1. Select Repeating Patterns

2. Click on the dates on the calendar

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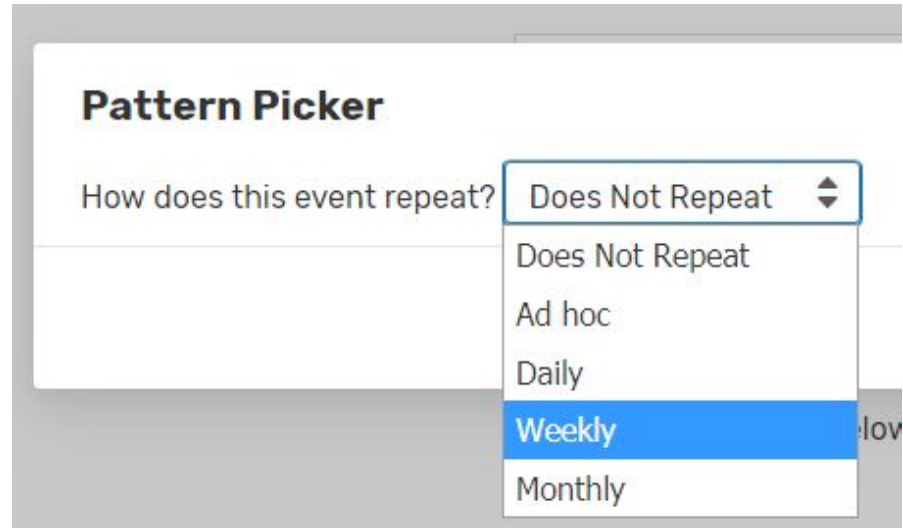
Repeating Pattern

«	‹	November 2019		›	»	
S	M	T	W	T	F	S
27	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

View All Occurrences

Recurring Meeting Patterns - Repeating Pattern

From the Pattern Picker select how your meeting repeats.

Recurring Meeting Patterns - Repeating Pattern

This will be very similar to the old Event Wizard. Fill in your information and then click Select Pattern.

Recurring Meeting Patterns - Calendar Selection

You may also select dates by click on the dates on the calendar. When you select a date, it will highlight as blue. To remove a date, click on the date again. You will see this popup where you can remove the occurence selected.
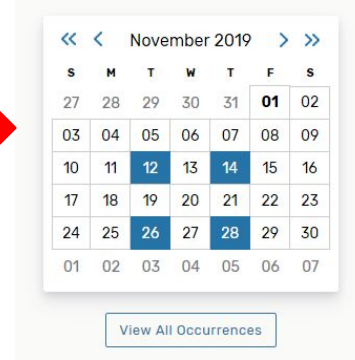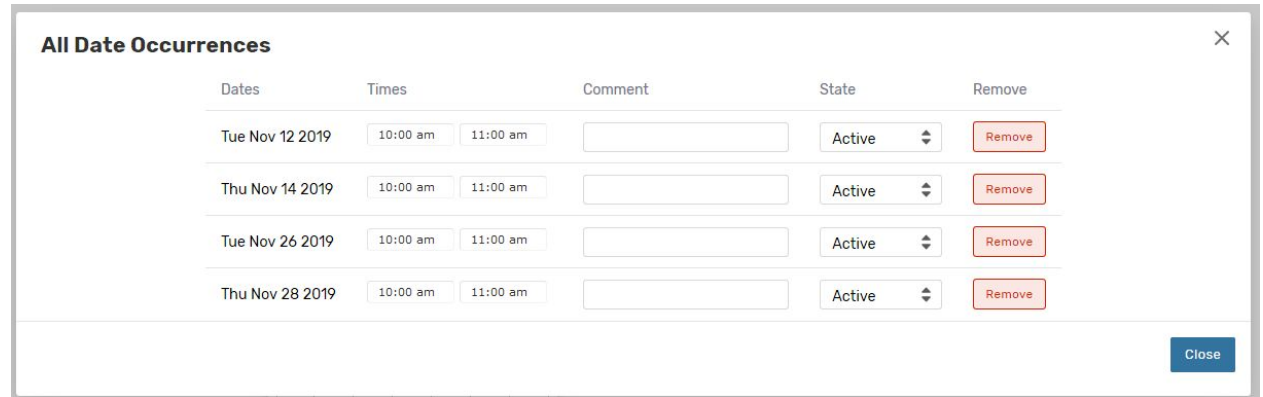
Date Occurrences (Thu Nov 28 2019)

Dates	Times		Comment	State	Remove
Thu Nov 28 2019	10:00 am	11:00 am		Active	Remove

Recurring Meeting Patterns - Calendar Selection

You can also click on View All Occurrences under the calendar, which will show you all of the dates you selected and allow you to remove dates.
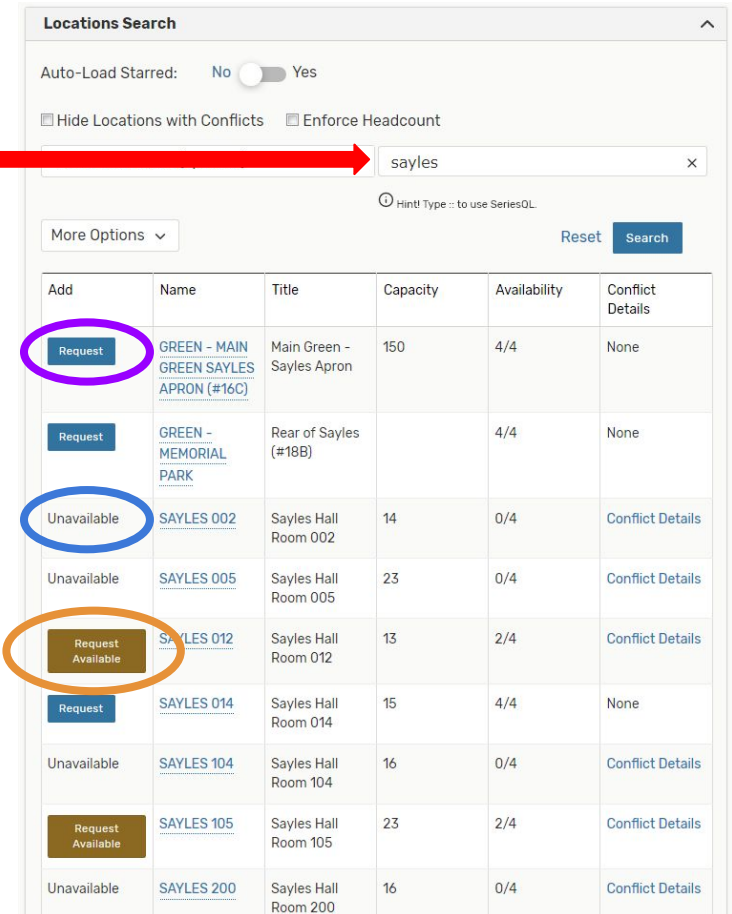
All Date Occurrences

Dates	Times		Comment	State	Remove
Tue Nov 12 2019	10:00 am	11:00 am		Active	Remove
Thu Nov 14 2019	10:00 am	11:00 am		Active	Remove
Tue Nov 26 2019	10:00 am	11:00 am		Active	Remove
Thu Nov 28 2019	10:00 am	11:00 am		Active	Remove

Close

Locations Search

When searching for a specific location, type that building name into the locations field.

All spaces associated with that building will show up. You will have the option to **Request** a room if it's Available for all of the dates you selected or **Request Available** if the room is only available on certain dates. If a room is unavailable, it will say **Unavailable**.

Locations Search

When you select a room, it will be added below the location search field. You can click on Remove to remove the room or View Occurrences (next page).

Locations Search

Here, you have the option to select and unselect dates or add notes about the meeting or change attendance.

Date	Time	Conflicts	Included	Shared	Instructions	Attendance
Set For All			☐	☐		
Tue Nov 12 2019	10:00 am - 11:00 am		☑	☐		
Thu Nov 14 2019	**11:00 am - 12:00 pm**		☑	☐		
Tue Nov 26 2019	10:00 am - 11:00 am		☑	☐		
Thu Nov 28 2019	**11:00 am - 12:00 pm**		☑	☐		

Close

Saving your Event

Once you've entered in all of your information, you will be required to click "I agree" to abide by Brown University policies. You can then Preview your event details or save.

A reminder...

Saving your event request is NOT a confirmation. All requests must be reviewed and approved by the University Scheduling Office. You will receive an email once your request has been reviewed.

For any questions, please email the Scheduling Office at scheduler@brown.edu or call us at 401 863-6217.

25Live Pro help database http://knowledge25.collegenet.com/display/25HELP/25Live+Pro+Help