

BROWN

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.

The screenshot displays the 25live dashboard interface. At the top left, the '25live' logo is visible. Below it, a blue button labeled 'Try New Event Form! (reloads app)' is circled in red. The dashboard is organized into several sections:

- Quick Search:** A search bar with three options: 'Search Events', 'Search Locations', and 'Search Organizations', each with a magnifying glass icon.
- Your Starred Event Searches:** A section indicating 'You do not have any Starred Event Searches!'.
- Your Starred Location Searches:** A section indicating 'You do not have any Starred Location Searches!'.
- Your Starred Reports:** A section at the bottom left.
- Find Available Locations:** A section with two options: 'I know WHEN my event should take place -- help me find' and 'I know WHERE my event should take place -- help me ch', separated by 'OR'.
- Your Upcoming Events:** A section indicating 'You are not associated with any upcoming events'.
- Your Event Drafts:** A section indicating 'No Event Drafts in which you are the Scheduler'.

In the center-right area, a blue button with a pencil icon and the text 'Create an Event' is circled in red.

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



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

2. Click on the dates on the calendar

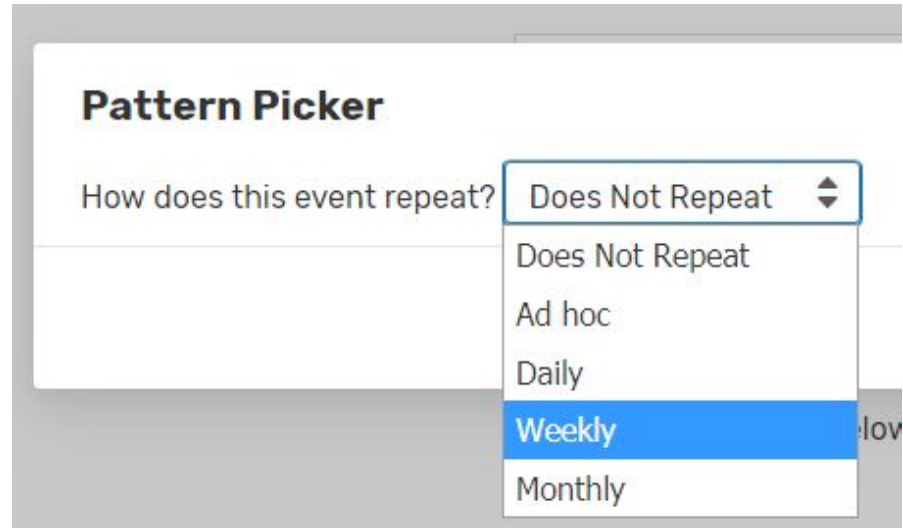


November 2019						
S	M	T	W	T	F	S
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
01	02	03	04	05	06	07

View All Occurrences

Recurring Meeting Patterns - Repeating Pattern

From the Pattern Picker select how your meeting repeats.



Pattern Picker

How does this event repeat?

- Does Not Repeat
- Does Not Repeat
- Ad hoc
- Daily
- Weekly**
- Monthly

low

Recurring Meeting Patterns - Repeating Pattern

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

Pattern Picker

How does this event repeat? Weekly

Repeats every
week

Repeats on
 Sun Mon Tue Wed Thu Fri Sat

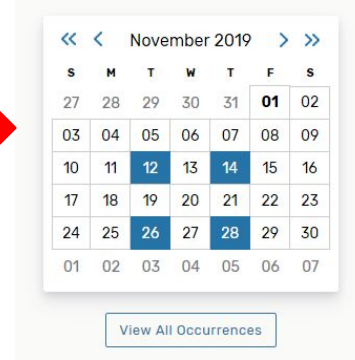
Repeats through
Sun Nov 03 2019

Ends after 1 iterations

Cancel **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 occurrence selected.



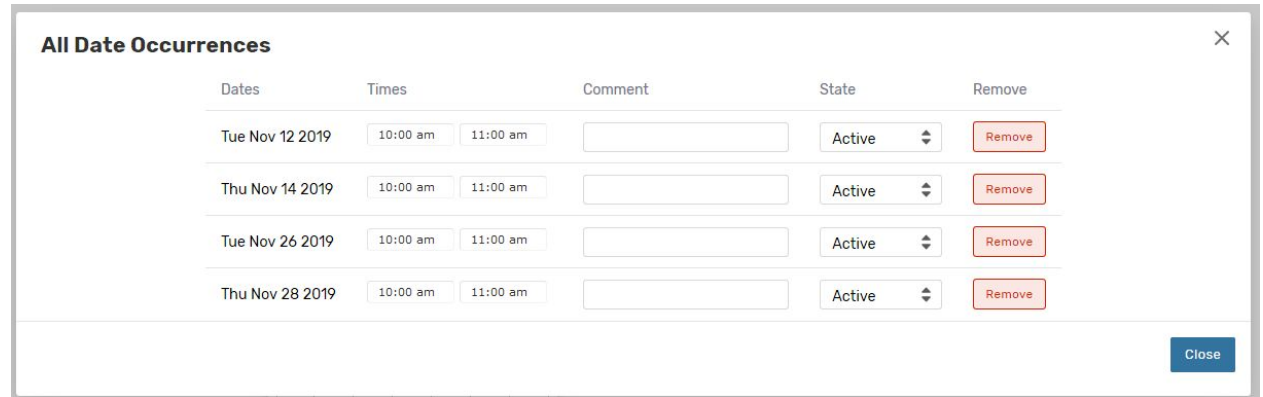
Date Occurrences (Thu Nov 28 2019)



Dates	Times	Comment	State	Remove
Thu Nov 28 2019	10:00 am 11:00 am	<input type="text"/>	Active <input type="button" value="v"/>	<input type="button" value="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.



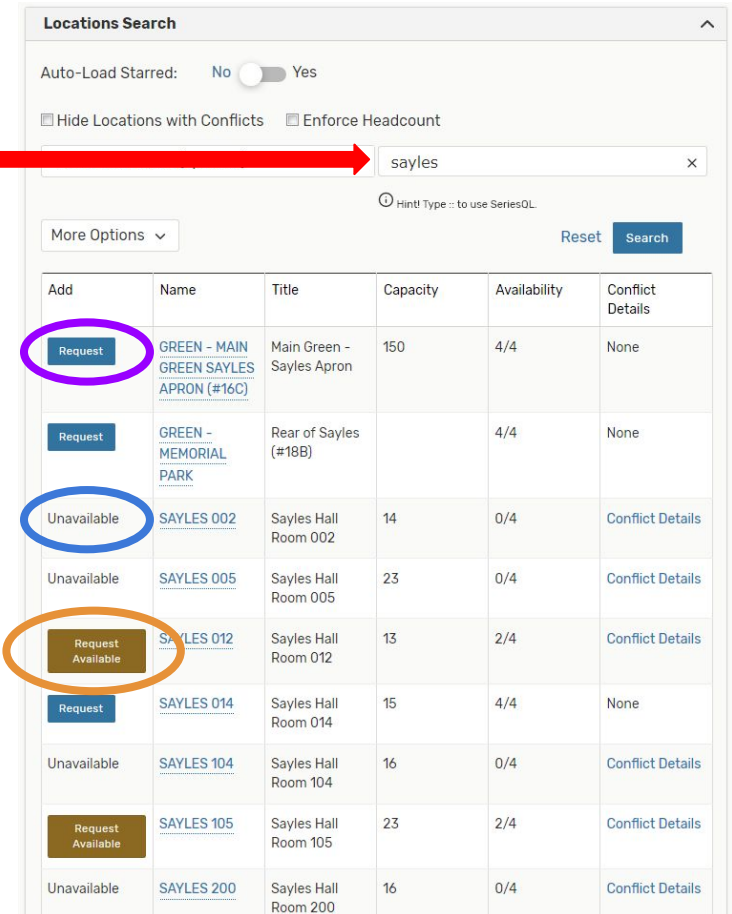
The screenshot shows a dialog box titled "All Date Occurrences" with a close button (X) in the top right corner. The dialog contains a table with the following columns: Dates, Times, Comment, State, and Remove. There are four rows of data, each representing a meeting occurrence. The "Remove" column contains red buttons labeled "Remove". A blue "Close" button is located at the bottom right of the dialog.

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

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**.



The screenshot shows the 'Locations Search' interface. At the top, there is a search input field containing the text 'sayles'. A red arrow points from the text in the first paragraph to this search field. Below the search field, there are several options: 'Auto-Load Starred: No' (with a toggle switch), 'Hide Locations with Conflicts' (checkbox), and 'Enforce Headcount' (checkbox). A 'More Options' dropdown menu is visible, along with 'Reset' and 'Search' buttons. Below these is a table with the following columns: 'Add', 'Name', 'Title', 'Capacity', 'Availability', and 'Conflict Details'. The table contains several rows of location data. The 'Add' column contains buttons with different statuses: 'Request' (purple circle), 'Request' (blue circle), 'Unavailable' (blue circle), 'Request Available' (orange circle), 'Request' (blue circle), 'Unavailable' (blue circle), 'Request Available' (brown circle), and 'Unavailable' (blue circle). The 'Name' column contains location names like 'GREEN - MAIN GREEN SAYLES APRON (#16C)', 'GREEN - MEMORIAL PARK', 'SAYLES 002', 'SAYLES 005', 'SAYLES 012', 'SAYLES 014', 'SAYLES 104', 'SAYLES 105', and 'SAYLES 200'. The 'Title' column contains descriptions like 'Main Green - Sayles Apron', 'Rear of Sayles (#18B)', 'Sayles Hall Room 002', 'Sayles Hall Room 005', 'Sayles Hall Room 012', 'Sayles Hall Room 014', 'Sayles Hall Room 104', 'Sayles Hall Room 105', and 'Sayles Hall Room 200'. The 'Capacity' column shows values like 150, 14, 23, 13, 15, 16, and 23. The 'Availability' column shows values like 4/4, 0/4, and 2/4. The 'Conflict Details' column contains 'None' or 'Conflict Details' links.

Add	Name	Title	Capacity	Availability	Conflict Details
Request	GREEN - MAIN GREEN SAYLES APRON (#16C)	Main Green - Sayles Apron	150	4/4	None
Request	GREEN - MEMORIAL PARK	Rear of Sayles (#18B)		4/4	None
Unavailable	SAYLES 002	Sayles Hall Room 002	14	0/4	Conflict Details
Unavailable	SAYLES 005	Sayles Hall Room 005	23	0/4	Conflict Details
Request Available	SAYLES 012	Sayles Hall Room 012	13	2/4	Conflict Details
Request	SAYLES 014	Sayles Hall Room 014	15	4/4	None
Unavailable	SAYLES 104	Sayles Hall Room 104	16	0/4	Conflict Details
Request Available	SAYLES 105	Sayles Hall Room 105	23	2/4	Conflict Details
Unavailable	SAYLES 200	Sayles Hall Room 200	16	0/4	Conflict Details


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).

16 Matching Locations Page 1 of 1

First Previous 1 Next Last

Items per page 25

 [SAYLES 012](#)

 Add to favorites

Location Title: Sayles Hall Room 012

Capacity: 13

Included dates:
Tue Nov 12 2019, Tue Nov 26 2019

[Remove](#)

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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Tue Nov 12 2019	10:00 am - 11:00 am		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Thu Nov 14 2019	11:00 am - 12:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Tue Nov 26 2019	10:00 am - 11:00 am		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Thu Nov 28 2019	11:00 am - 12:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

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>