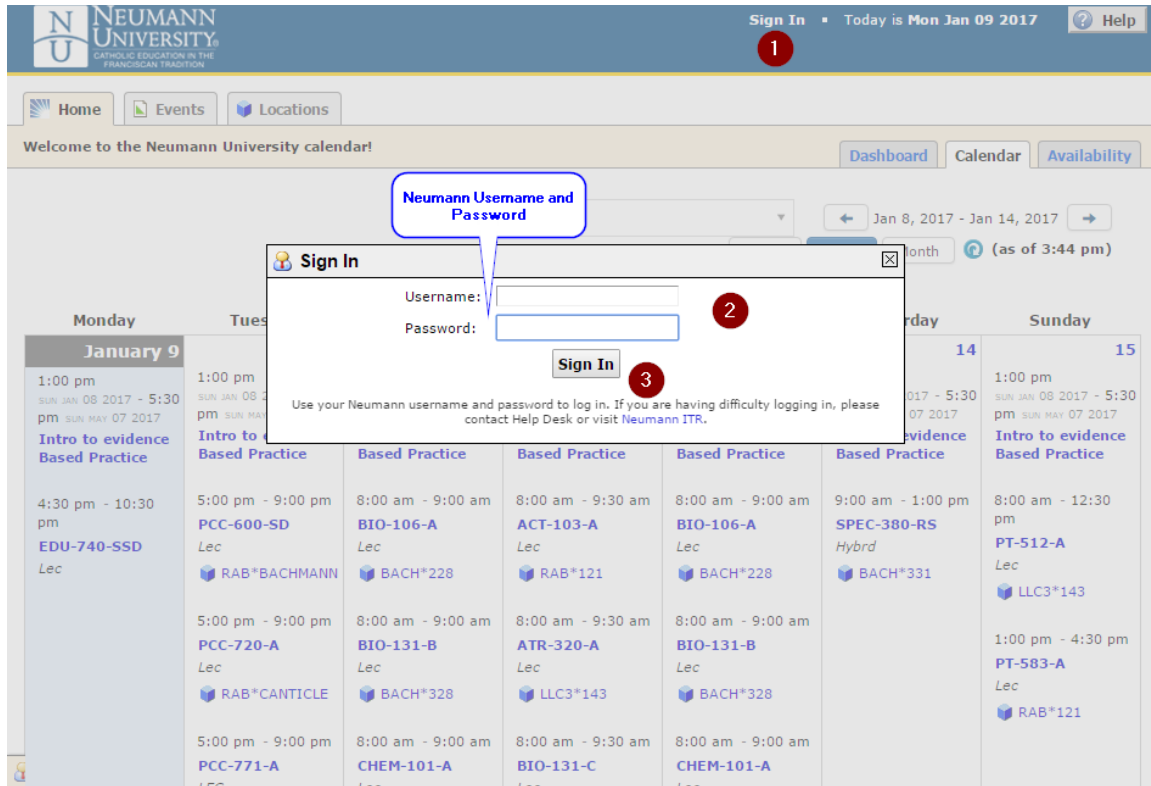


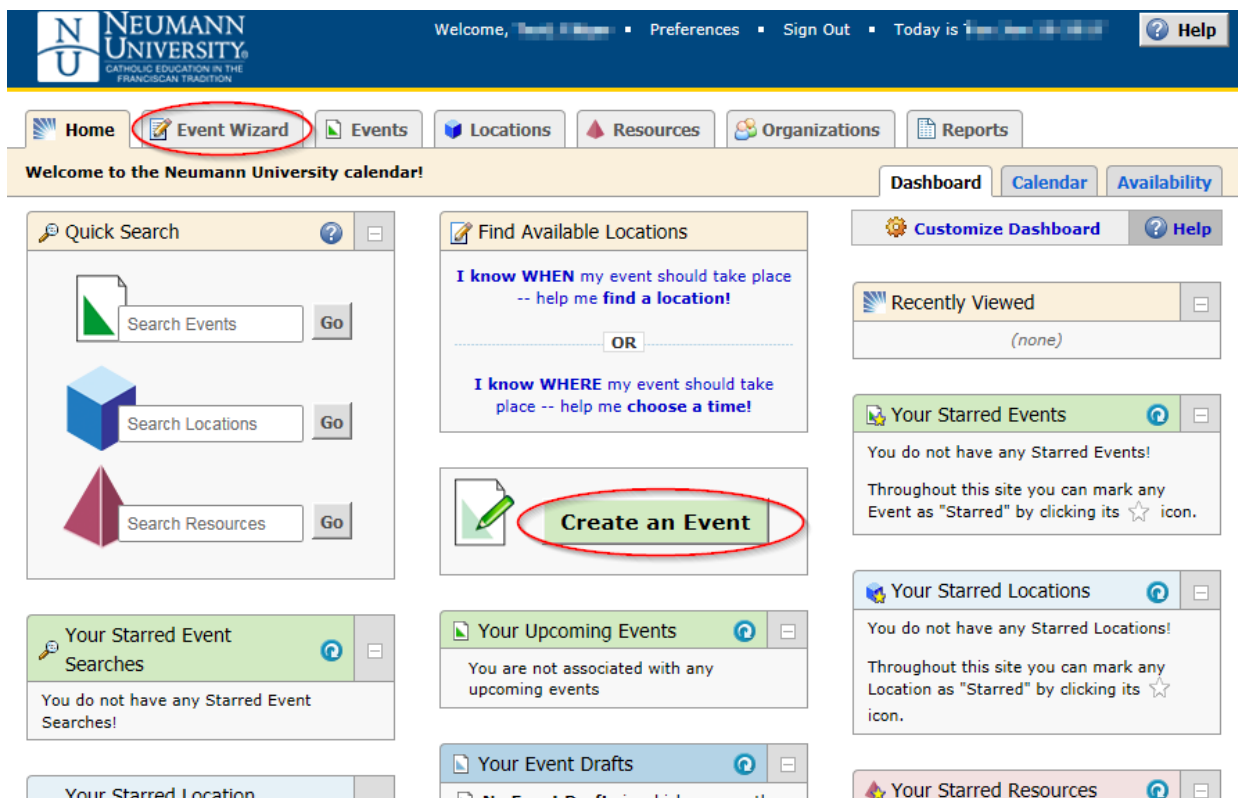
How to Request Event through 25Live:

Go to: <https://25live.collegenet.com/neumann/> and login.



Few different way to request a space or event. 01 (user preference)

Click "Create an Event" or "Event Wizard"




Fill out the requirement field – Click “Next”

The screenshot shows the Neumann University Event Wizard interface. At the top, the university logo and navigation menu are visible. The main content area is titled "Demo Event Request" and includes a "New Event..." button. A sidebar on the left provides instructions for the reservation wizard and lists "Meeting" as the selected event type. The main form contains several fields: "Event Name" (filled with "Demo Event Request"), "Event Type" (filled with "Meeting"), and "Department or Organization" (filled with "ITR"). A "Date Restrictions" warning box is present at the top. Navigation buttons include "Back", "Next", "Cancel", and "Save". A red circle with the number "1" is next to the "Event Name" field, "2" next to "Event Type", "3" next to "Department or Organization", and "4" next to the "Next" button. A help box on the right explains how to select an organization and provides a note about search results.

Fill out the requirement field – Click “Next”

This screenshot shows the "Enter additional basic event information" step of the Event Wizard. It features a section for "Expected Attendance" with a dropdown menu set to "4". Below this is a rich text editor for the "Event Description", which contains the text "25Live training". A red circle with the number "2" is positioned next to the text in the description field. At the bottom, there are navigation buttons: "Back", "Next", "Cancel", and "Save". A red circle with the number "3" is next to the "Next" button.

Select if the event repeating or not

 **Is this a repeating event?**

**No**  
This event happens only once.  
Any other related events are separate and distinct.

1

**Yes**  
This event occurs multiple times.  
It repeats daily, weekly, monthly, or irregularly (ad hoc).

◀ Back

Next ▶

✖ Cancel

💾 Save


2

Select date and time for the event.

**⚠ Date Restrictions**  
Event occurrences that you create are restricted to:


- At least 1 day from today

[CLOSE](#)

 **Tell us WHEN this event takes place.**

Select the dates and times of the *actual* event. 1

**Event Start:** Wed Jan 11 2017  10:00 am

**Event End:** Wed Jan 11 2017  11:30 am

The event begins and ends on the **same day**.

**Does this event require Setup or Pre-Event time?** If event needs setup time

**Yes**  **No**

**Setup:**  Days  Hours  Minutes

**Pre-Event:**  Days  Hours  Minutes

Reservation Start: 10:00am

**Does this event require Post-Event or Takedown time?** If event needs takedown time

**Yes**  **No**

**Post-Event:**  Days  Hours  Minutes

**Takedown:**  Days  Hours  Minutes

Reservation End: 11:30am

◀ Back

Next ▶

✖ Cancel

💾 Save

2

Find the location you need and select that location.

### Find and select LOCATIONS.

★ Your Starred Locations...

🔍 Search by Location Name...

 **1**

- BACH\*134  
Bachmann Main Building 134  
Max Capacity: 44
- BACH\*138  
Bachmann Main Building 138  
Max Capacity: 43
- BACH\*149  
Bachmann Main Building 149  
Max Capacity: 24
- BACH\*150  
Bachmann Main Building 150  
Max Capacity: 40 **2**

Show only my authorized locations that have no time conflicts

Enforce head count

Saved Searches...

Advanced Search...

◀ Back

Next ▶

Cancel Save **3**

**BACH\*150**  
Bachmann Main Building 150

Features: AV - Television  
Layout(s): Classroom Style  
Max Capacity: 40

Add resources if need not required

ITR

4 Attendees Expected  
25Live training  
**Wed Jan 11 2017**  
**10:00am - 11:30am**

Event Repeats

- BACH\*150
- SCRN - Projection Screen
- MIC - (only in Theater) Wireless Hand

Progress...

### Find and select RESOURCES.

★ Your Starred Resources...

🔍 Search by Resource Name...

 x

- SCRN - Projection Screen **1** 3/3

Refresh

Saved Searches...

Advanced Search...

◀ Back

Next ▶

Cancel Save **2**

or services that are not associated with a specific location.

Select the **Resource(s)** for your event from the list of favorite resources or search by resource name. Multiple **Resources** can be requested.

Begin your search using one of the following keywords:

- Campus Safety
- Custodial
- IT
- Marketing
- Media Services

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

HIDE ▲

#### Selected Resources

- ▲ **SCRN - Projection Screen** ✓ ☆ ✕  
Conflicts: None **To remove selected resources**
- Setup Instructions:
- Avail/Total: 3/3  
Quantity: 1
- ▲ **MIC - (only in Theater) Wireless Hand** ✓ ☆ ✕

## Extra details (not required)

**⚠ Date Restrictions**  
Event occurrences that you create are restricted to:

- At least 1 day from today

[CLOSE](#)

Select CUSTOM ATTRIBUTES for this event.

Extra AV materials required

Extra setup required

Will food be served?

Yes  No

[◀ Back](#)

[✖ Cancel](#)


[📄 Save](#)

[Next ▶](#)

1

## Event Notes

[Demo Event Request](#) [New Event...](#)

 **Demo Event Request**

Meeting  
ITR  
4 Attendees Expected  
25Live training  
**Wed Jan 11 2017**  
**10:00am - 11:30am**  
*Event Repeats*  
BACH\*150  
▲ SCRN - Projection Screen  
▲ MIC - (only in Theater)  
Wireless Hand  
*Custom Attributes*  
No additional setup needed

**⚠ Date Restrictions**  
Event occurrences that you create are restricted to:

- At least 1 day from today

[CLOSE](#)

[←](#) [→](#) [📄](#) [📄](#) [?](#) [✖](#)

Add additional COMMENTS and NOTES for this event.

**Setup Comments** ✓

No additional setup needed

1

List set-up needs.  
Examples: 100 Theater Style Chairs 10- Rounds with 8- Chairs at each Banquet Style 2- Six fts tables on back wall with 2 chairs for registration.

2

Progress...

[◀ Back](#)

[✖ Cancel](#)

[📄 Save](#)

[Next ▶](#)

2

Finally "Affirmation" and "Save"

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

Demo Event Request | New Event...

**Demo Event Request**

Meeting  
ITR  
4 Attendees Expected  
25Live training  
**Wed Jan 11 2017**  
**10:00am - 11:30am**  
*Event Repeats*  
BACH\*150  
SCRN - Projection Screen  
MIC - (only in Theater)  
Wireless Hand  
*Custom Attributes*  
No additional setup needed  
*Affirmation*

**Date Restrictions**  
Event occurrences that you create are restricted to:  
• At least 1 day from today  
[CLOSE](#)

**Affirmation**

I agree to abide by all policies and procedures of the event request policy.

I agree ✓ **1**

[Back](#) [Cancel](#) [Save](#) **2**

Progress...

Wait until your request get approval

-ITR-