Creating Events

You need to sign in with your BU login and Kerberos password to create an event. As the creator of an event, you may be performing either of these roles:

- **The Requestor** with limited permissions to complete the event, who can expect, for example, that location assignments (and the event itself) might be submitted to others for completion. Most staff, faculty, and student organization representatives at BU will fall into this role.

- **The Scheduler** with specific security permissions to save the event to the database and assign locations (and possibly request certain locations). These individuals at BU are often referred to as space owners and are responsible for managing specific locations listed in 25Live.

Accessing the Online Event Form

You can start creating an event by taking one of the following actions:

- Using the **Event Wizard** link in the top navigation bar

![Event Wizard](image1)

- Using the **Create an Event** button on your 25Live home dashboard

![Create an Event](image2)

- Clicking an option in the Find Available Locations area of the 25Live home dashboard to start from a required time or location

![Find Available Locations](image3)

- Starting the scheduling process from a specific context by making an initial selection in a 25Live view; for example, by selecting the event edit icon:
  - On a date in a calendar view of events (**such as within search results or details views**).
In a time slot in a location availability grid (such as within search results or details views)

OR

- Using the Create an Event in this Location option in the More Actions menu when Viewing Location Details.

Stepping Through the Online Event Form

*Note: Your Event Wizard May Differ*

Your version of the Event Wizard may not include all the fields mentioned below, or include others not mentioned, depending on how 25Live has been set up for your security group.

1. Enter basic information.

Enter an Event Name and select an Event Type and Primary Organization. The Event Name is how the event will appear in searches. Some fields in this section will search ahead as you type in them. Use the Next button to continue on to the next screen.

Image: The online event form shows a green checkmark next to completed required fields.
2. Enter attendance information and description.

Enter the event’s Expected Attendance, and if you know it, an Event Description. The expected attendance will be used by 25Live to find locations that can hold your event.

3. Decide if your event repeats.

If the event has only one occurrence, select “No;” if it has more than one occurrence, select “Yes.”

4. Enter information about your event’s first occurrence.

Specify the date and times of the first occurrence of the event. If your event occurs on multiple days, you’ll describe how it repeats later. If your event has multiple occurrences that happen at different times, you’ll need to create separate events for
each time. You can then connect those events to each other later using the Creating Event Relationships functionality.

If the event requires Pre-Event and/or Post-Event time, select the option you need, then set the number of days, hours, or minutes needed. The space owner will add in the appropriate amount of Setup and Takedown time based on the type, size, and location of your event.

5. Choose how your event repeats.

If your event has more than one occurrence, select how the event repeats. 25Live allows users to create repeating events/meetings defined as either ad hoc/random dates or as a pattern (daily, weekly, bi-weekly, monthly).
6. Define the exact dates of the event.

Use the repeat options to define the event’s repeating pattern or ad hoc dates. Once defined, you see the dates in the Occurrence List at the bottom of the page. You can add comments to individual event occurrences, or cancel individual occurrences, as needed.
7. Select Location(s).

Select one or more favorite (or starred) locations, or search for suitable locations by location name, saved search, or advanced search. Locations that best fit your attendance appear higher in the returned list. If you’ve searched, choose one or more available locations for your event. As you search for them, 25Live checks automatically for the availability of location(s) at your specified dates/times.

- A red triangle ⚠ icon means the location is not available.
- A green checkmark ✔ icon means the location is available.
- The blackout ☑ icon indicates a blackout has been specified for the date/time so the location is not available.
- The clock ⏰ icon indicates the date/time violates open/close hours.

8. Enter the Services required for your event.

Select yes or no for the services listed that are pertinent to your event. Knowing this information will assist the space owner in determining if the location you are requesting is appropriate for your event. NOTE: if your location is approved, you must still contact the campus service provider departments directly to arrange for these services for your event.
9. Select Contacts.

Select the contacts associated with the event. You should see your name listed as the Requestor. If you’re not the primary contact for the event, you can change who it is. To change the Requestor, use the drop-down icon, enter a few letters of the contact’s name, and select it when the full name displays.

The Scheduler contact is the person or office responsible for the location you have requested. Do not change the contact listed in this field.

*Customization Note*
Requesting a location for your event should automatically assign the “Location Scheduler” to the Scheduler contact role for the event, or a Default Scheduler may be assigned based on your security group.

10. Add Comments.

Here you can add comments and notes to your request that may impact the assigning of a location. Include details such as special requests or specifics about your event that are not flexible. Or, if you have selected multiple locations for your event, indicate that in the comments so we don’t wonder if your selections are in error and delay the processing of your request.
11. Agree to policies and responsibilities.
Check the "I agree" box. You must agree to the conditions before your event can be saved.

Policies and responsibilities

All persons using University locations are expected to adhere to the laws of the Commonwealth of Massachusetts, all local and federal laws, and all policies, regulations, and guidelines of Boston University. The Requestor is expected to leave the location in the same condition in which it was found. The Requestor will be held financially responsible for any damage and/or additional cleanup required to assigned locations. The Requestor must also adhere to any specific terms of use policies set forth by the respective location owner.

* □ I agree

12. Save your event.
Use the Save button to complete event creation.

Additional Event Creation Tips
- Once you’re in the Event Wizard, you can use the links in the left-hand column for any field name or value to return to that section.

Availability Tips
- Select the "Show only my authorized locations that have no time conflicts" option beneath the list of search results and click Refresh to see only locations that are available for all occurrences of the event.
• You can click a selected location name to open the location availability grid to learn more about schedule details and options.

• If your event has multiple occurrences, you can customize location assignments by removing the selection from specific date(s) or by specifying location layout by date.

• You can also add instructions to location assignments by date; the instructions (and any other occurrence-specific modifications) are saved even when a location is saved as a preference only.

• A selected location appears as a pending assignment in event details and in the location availability grid until you save or close the event.

Tips on Finishing Event Creation

• After saving your event, the What’s Next section will display options to view the event details, edit the event again, or copy the event.
• When you submit an event with a location you don't have permission to assign, the Event Preferences area in the Occurrences tab of the event details view lets you know that the assignment has been saved as a preference and an assignment task request has been issued for the item.

• The event reference number is displayed when the event is saved. You can use this later to quickly find the event.