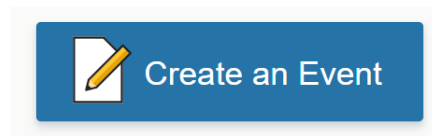


Creating Events

To create an event and request locations for it, sign in to 25Live at <https://25live.collegenet.com/pro/bu> using your personal BU login and Kerberos password. Everyone must sign in as themselves. We do not allow access with shared departmental or organization accounts.

If you sign in and do not see the **Create an Event** button, this means you do not have full access to 25Live. Follow the steps found here to request your access: <https://www.bu.edu/reservations/25live/getting-access/>.



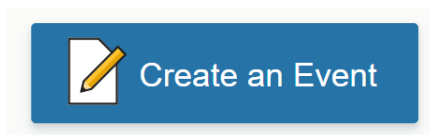
You are signing in as a **Requestor**. As a requestor, you can search for and request locations for your upcoming event. Your requests will be submitted to the specific **Scheduler** (aka Space Owner) for the locations you requested. The **Scheduler** will review and respond to your request.

To create your event and request locations, follow the steps outlined in this guide.

Step 1: Access the Event Form

You can start creating an event by accessing the event form in one of two ways:

1. Clicking on the **Create an Event** button on the 25Live dashboard:



2. Clicking on the **Event Form** button on the navigation bar at the top of the dashboard:




The form will open, and you can begin entering your event information. Some fields are required. If you need help determining what information to enter in any of the form fields, you can click on the information icon next to the field name for assistance.





Please be as detailed as possible when entering your event information in the event form. *All requests are subject to approval and a location is not confirmed for use until a Scheduler has assigned it to your event.*


Step 2: Enter Basic Information


Enter an **Event Name**, **Event Type**, **Primary Organization** (your department/office or student organization), **Additional Organizations** (not required and only if you are co-hosting the event with another department/office or student organization), and **Expected Attendance**.

Event Name - Required 
Please enter a name that clearly describes the event.

Event Type - Required 

Primary Organization for this Event - Required 

Additional Organization(s) for this Event 

Expected Attendance - Required 

The **Event Name** should be descriptive and will appear on calendars and availability views in 25Live. Avoid generic and simple names such as just “meeting,” “training,” or “event,” and instead enter something like, “CAS History Staff Meeting.” Do not put a person’s name as the **Event Name**. Non-descriptive event names will result in approval delays.

Choose an **Event Type** that most closely matches the nature of your event. We have 29 **Event Types**, so you can easily scroll through the list to find the most appropriate one.

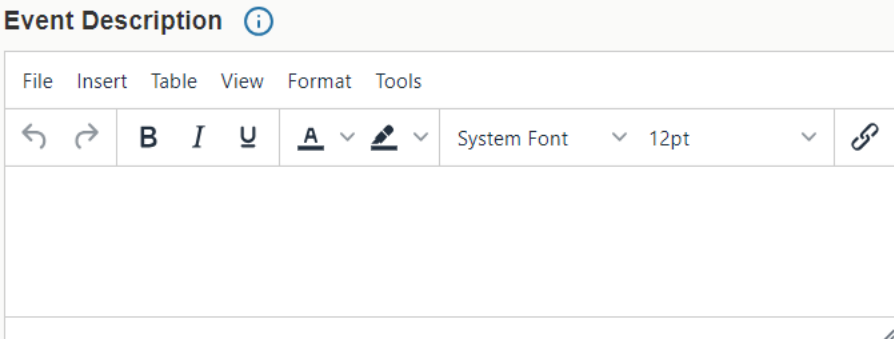
NOTE: *The Academic One Shot event type should only be used for events directly related to an academic class, such as a lab, discussion section, or additional class meeting time.*

Find your department/office or student organization under **Primary Organization**. If you can't find your organization in 25Live, you can email BU Events & Conferences at roomres@bu.edu and we will add your organization. All undergraduate student organizations managed by the Student Activities Office start with the prefix of "SO." All Questrom graduate student organizations start with the prefix of "SO QST." All other student organizations not part of SAO or Questrom start with the prefix of "SO OTH."

The **Expected Attendance** number you enter should be accurate as it will be used by 25Live to find a location that will fit the number of people that will be attending your event. If you are asking for multiple locations to be used as breakouts, please enter your total attendance in this field and indicate in the **Event Description** field the capacity needed for each breakout room.

Step 3: Enter an Event Description

The **Event Description** field is not required but a brief description of your event is helpful to the **Scheduler** to ensure the locations you have requested are appropriate for the type of event you are planning. If you have a description of your event, please enter it here. Please also use this field to indicate if you are requesting multiple locations for breakouts and the capacity needed for each breakout room.



Event Description ⓘ

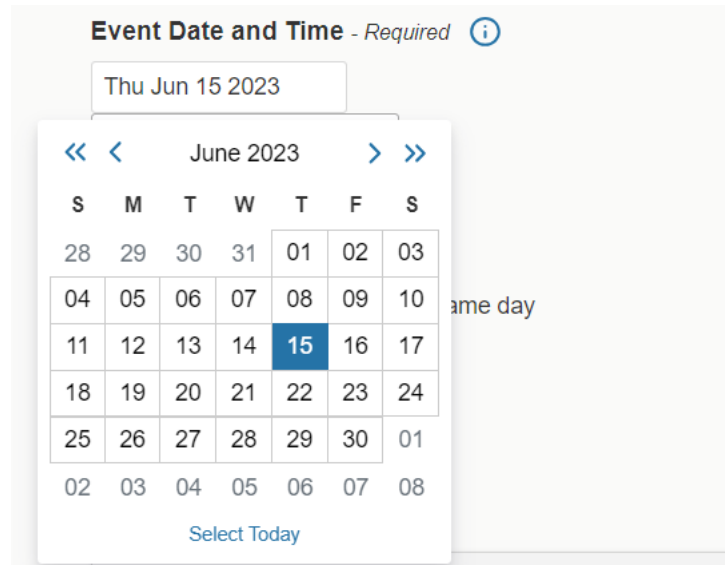
File Insert Table View Format Tools

↶ ↷ **B** *I* U A System Font 12pt

Step 4: Enter Event Date and Time

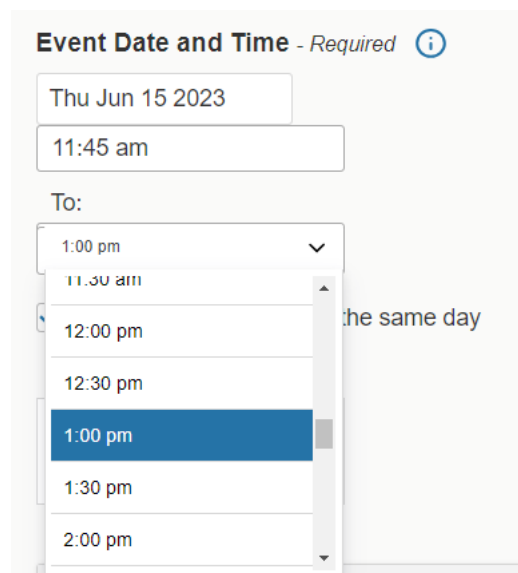
Specify the first date of your event. If your event will repeat, you will have the option to

select the repeating pattern and other occurrence dates later. Click on the date field for a calendar pop-up to select the first date of your event.



You can use the arrows on the calendar to advance to a different month or year. Click on the date of your event to select it.

Enter the actual start and end times of your event. **These are the actual times of your event and should not include any setup or takedown time.** Including setup and takedown time in the event time will result in approval delays. If you need a time other than the hour or half hour, you can type your time directly into the time fields.



Unless your event ends after midnight, leave the box checked for “**This begins and ends on the same day.**”

Event Date and Time - Required ⓘ

Thu Jun 15 2023

11:45 am

To:

1:00 pm

This begins and ends on the same day

Do not uncheck this box because your event repeats on consecutive days or for multiple occurrences. You will have the option to select a repeating pattern later.

Step 5: Additional Time

In the **Additional Time** section, you will see options for **Setup Time**, **Pre-Event Time**, **Post-Event Time**, and **Takedown Time** when you click the down arrow to expand the section.

📄 Additional time ▾

The **Scheduler** will automatically add **Setup** and **Takedown Time** to your event based on the type, size, and location requested to allow campus service providers (Facilities Management, Catering, LETS, SPS, and others) the time needed to setup and takedown your event. You do not and should not try to figure out your own **Setup** and **Takedown Time**.

If you need your own time in the location after setup has been complete and/or before takedown begins, you can add **Pre-Event** and **Post-Event Time**. Examples of **Pre-Event Time** include preparing your registration table, testing your presentation on the projector, and doors opening for guest arrival prior to a performance. If you add **Pre-Event** or **Post-Event Time**, the **Scheduler** will add **Setup** and **Takedown Time** on top of those times so the service providers still have the time they need.

🔖 **Additional time** ^

Setup Time

Days

Hours

Minutes

Pre-Event Time

Days

Hours

Minutes

Post-Event Time

Days

Hours

Minutes

Takedown Time

Days

Hours

Minutes

Reservation Start:
Thu Jun 15 2023 11:30 am

Reservation End:
Thu Jun 15 2023 1:00 pm

Reservation Duration:
1 Hour, 30 Minutes

NOTE: As a general rule, we do not add **Setup** and **Takedown Time** to academic classrooms or other locations that are used as is with no change in room setup, such as the GSU conference rooms. If you think you need **Setup** or **Takedown Time** on these locations, you need to indicate that in the **Event Description** or **Comments** fields and the reason why. For example, a student organization may be using an academic auditorium on a weekend for a performance and needs setup time before the event actually starts so that Student Production Services can set up sound and lighting equipment.

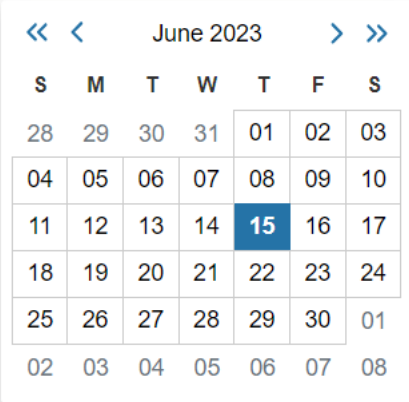
You can find a guide of setup and takedown times for some of the major locations managed by Events & Conferences here: <https://www.bu.edu/reservations/25live/setup-takedown/>. If you submit a request for a location and there is not enough setup or takedown time available due to other events already booked in the location, your request will not be able to be accommodated.

Step 6: Select a Repeating Pattern

If your event will have more than one occurrence (happening on more than one date), you must select the **Repeating Pattern**.

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

Repeating Pattern



Calendar for June 2023. The date 15 is highlighted. Navigation arrows are present at the top. A button labeled "View All Occurrences" is located below the calendar.

S	M	T	W	T	F	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

Click on the **Repeating Pattern** button to open the **Pattern Picker** pop-up.

Pattern Picker ×

Choose how you would like this to repeat

Repeats every

Repeats through

Ends after iterations

You have the following options for repeating events:

1. **Ad hoc**: a random selection of dates that may not follow a regular pattern.
2. **Daily**: for an event happening on consecutive days or repeating on a specific day through a specific end date.
3. **Weekly**: for an event happening on a specific day or days on a weekly basis.
4. **Monthly**: for an event happening on a specific day or days on a monthly basis.

Select your repeating pattern and then enter all required information. Once complete, you can view the occurrences when you click the **View All Occurrences** button below the calendar. You will see your occurrences in a pop-up window.

All Date Occurrences

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

[Include Only Missing Locations](#) [View Included](#)

Include In Search	Dates	Times	Extra Times	Comment	State	Remove
<input checked="" type="checkbox"/>	Thu Jun 15 2023	11:45 am 1:00 pm	<u>Pre-Event Time</u> - Jun 15, 11:30 AM		Active	Remove
<input checked="" type="checkbox"/>	Thu Jun 22 2023	11:45 am 1:00 pm	<u>Pre-Event Time</u> - Jun 22, 11:30 AM		Active	Remove
<input checked="" type="checkbox"/>	Thu Jun 29 2023	11:45 am 1:00 pm	<u>Pre-Event Time</u> - Jun 29, 11:30 AM		Active	Remove
<input checked="" type="checkbox"/>	Thu Jul 06 2023	11:45 am 1:00 pm	<u>Pre-Event Time</u> - Jul 6, 11:30 AM		Active	Remove

[Close](#)

If you realize that you don't need one of the occurrences because it falls on a holiday or you just won't be meeting that week, you can change the state from **Active** to **Cancelled** and 25Live will not try to request a location for that date occurrence.

All Date Occurrences

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

[Include Only Missing Locations](#) [View Included](#)

Include In Search	Dates	Times	Extra Times	Comment	State	Remove
<input checked="" type="checkbox"/>	Thu Jun 15 2023	11:45 am 1:00 pm	<u>Pre-Event Time</u> - Jun 15, 11:30 AM		Active	Remove
<input checked="" type="checkbox"/>	Thu Jun 22 2023	11:45 am 1:00 pm	<u>Pre-Event Time</u> - Jun 22, 11:30 AM		Active	Remove
<input checked="" type="checkbox"/>	Thu Jun 29 2023	11:45 am 1:00 pm	<u>Pre-Event Time</u> - Jun 29, 11:30 AM		Cancelled	Remove
<input checked="" type="checkbox"/>	Thu Jul 06 2023	11:45 am 1:00 pm	<u>Pre-Event Time</u> - Jul 6, 11:30 AM		Active	Remove

[Close](#)

Step 7: Select Locations

In the **Locations** section, select one or more locations (if you need more than one location) for your event.

The screenshot shows the 'Locations Search' interface. At the top, it says 'Locations - Required' with an information icon. Below that is the 'Locations Search' header with an expand/collapse arrow. The interface includes a toggle for 'Auto-Load Starred' set to 'No', and two checked checkboxes for 'Hide Conflicts' and 'Enforce Headcount'. There is a 'Search Filters' dropdown menu. Below that is a 'Saved Searches (optional)' dropdown menu, which is currently closed. To its right is a 'Search Locations' input field with a clear 'x' button. A hint below the input field reads 'Hint! Type :: to use SeriesQL.'. At the bottom right, there are 'Reset' and 'Search' buttons.

If you leave the boxes checked for **Hide Conflicts** and **Enforce Headcount**, 25Live will only search for locations that meet your date, time, and attendance parameters.

You can use the **Saved Searches** option to find available locations, utilizing your **Starred Locations** or any of the **Public Searches** in 25Live.

This screenshot is similar to the first one, but the 'Saved Searches (optional)' dropdown menu is open. It shows a search bar with the text 'Saved Searches (optional)'. Below the search bar is a list of search options under the heading 'Public Searches'. The items in the list are: 'All E&C Controlled Locations', 'All Registrar (OUR) Controlled Locations', 'All Registrar-Controlled Auditoria', 'All Registrar-Controlled Case Rooms', and 'All Registrar-Controlled Classrooms'. Each item has a star icon to its right. The 'Search Locations' input field and the 'Reset' and 'Search' buttons are still visible in the background.

You can also type in a 3-letter building code, an actual room number, or a formal name of a location to search for it.

Locations - Required ⓘ

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾

ⓘ Hint! Type :: to use SeriesQL.

Reset

Locations - Required ⓘ

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾

ⓘ Hint! Type :: to use SeriesQL.

Reset

Locations - Required ⓘ

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾

ⓘ Hint! Type :: to use SeriesQL.

Reset

Additionally, you have the option to apply **Search Filters** to find a location that has certain features, layouts, or capacity.

Locations - Required ⓘ

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters ^

Categories +

Features +

Layouts +

Capacity between and

Search Locations

Hint! Type :: to use SeriesQL.

Reset Search

Once you specify a search and click enter, 25Live will return results. If you left the boxes checked for **Hide Conflicts** and **Enforce Headcount**, you will only see available results that have no conflicts.

Locations - Required ⓘ

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters v

Saved Searches (optional) cas

Hint! Type :: to use SeriesQL.

Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details
Request	CAS 211	College of Arts and Sciences Building 211, 685-725 Comm Ave	112	3/3	None
Request	CAS 216	College of Arts and Sciences Building 216, 685-725 Comm Ave	63	3/3	None
Request	CAS 224	College of Arts and Sciences Building 224, 685-725 Comm	133	3/3	None

If you do not leave those boxes checked, you may see results for locations that are unavailable or only available for some of your occurrence dates (if your event is repeating).

Locations - Required ⓘ

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾

Hint! Type :: to use SeriesQL

Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details
Request Available	CAS 201	College of Arts and Sciences Building 201, 685-725 Comm Ave	40	2/3	Conflict Details
Unavailable	CAS 203	College of Arts and Sciences Building 203, 685-725 Comm Ave	50	0/3	Conflict Details
Unavailable	CAS 204A	College of Arts and Sciences Building 204A, 685-725 Comm Ave	38	0/3	Conflict Details

If you see results of **No Results**, that means there are no locations available for the date, time, and attendance you specified and you may need to modify your request to find a location that will work for your event.

Locations - Required ⓘ

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾

Hint! Type :: to use SeriesQL

Reset Search

No Results

Once you see a location in the search results that you think may work for your event, you must click the **Request** button to actually request the location. Once you've clicked the **Request** button, it will change to say **Added below** and then you will see the location appearing below the **Locations Search** box. If you need more than one location, you can keep searching and selecting locations until they are all added below.

NOTE: *If you only need one location, please only request one location. Do not request multiple locations in the hope that you get at least one. If we can't fulfill your original request, we will work with you to find a comparable location.*

Locations - Required ⓘ

Locations Search ^

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters v

Saved Searches (optional) v x

Hint! Type :: to use SeriesQL.

[Reset](#) [Search](#)

Add	Name	Title	Default Capacity	Availability	Conflict Details
Added below	CAS 211	College of Arts and Sciences Building 211, 685-725 Comm Ave	112	3/3	None

[Return to Top](#)

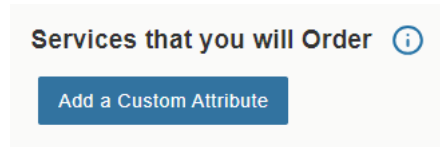
📍 **CAS 211** College of Arts and Sciences Building 211, 685-725 Comm Ave **Capacity:** 112 ☆

Included dates:
Thu Jun 15 2023, Thu Jun 22 2023, Thu Jul 06 2023

Remove [View Occurrences](#)

Step 8: Choose Services that you will Order

In this optional section, you can choose services you may need for your event by clicking on the **Add a Custom Attribute** button.



You can select from the following and indicate either **yes** or **no**:

- Alcohol
- AV equipment beyond what is preinstalled
- AV technician support
- BU Police detail
- Catering
- Parking



Selecting these services does **NOT** place an order for them through 25Live. You must still contact each service provider directly to arrange for services needed for your event and then submit ISRs and FSRs to pay for these services. By selecting these services in 25Live, you provide more information about your event request and help the **Scheduler** determine if the location you have requested is appropriate for your event.

You can find more information on campus service providers, including contact information, here: <https://www.bu.edu/reservations/plan/resources-rentals/>.

Step 9: Contact Roles for this Event

In this section, the **Requestor** role will default to you as you are the person signed into 25Live. If you are creating this event on behalf of someone else in your office or organization and you will not actually be planning the event or able to answer any questions about it from service providers, then you can change the requestor to your colleague by searching for them in the database and adding them to the event.

Contact Roles for this Event ⓘ

Requestor Scheduler

Vigue, Andrew L ☆ ▼ Registrar's Office ☆ ▼

Q mullen, k

Vigue, Andrew L ☆
(avigue@bu.edu)

Mullen, Kara L ☆
(kamullen@bu.edu)

Contact Roles for this Event ⓘ

Requestor Scheduler

Mullen, Kara L ☆ ▼ Registrar's Office ☆ ▼

The **Scheduler** role should default to the department/office that manages the scheduling for the location you have requested. You do not need to do anything to this role.

Step 10: Comments

If you have any comments about your request that will be helpful for the **Scheduler** to know, you can enter them in the **Comments** field. Include details such as special request, specifics about your event that are not flexible, or that you need all the rooms you requested.

Comments ⓘ

I need all rooms as I am having multiple breakouts at the same time.

Step 11: Policies and Responsibilities

Read the **Policies and Responsibilities** paragraph and then click the box for “I agree.”

Policies and Responsibilities - *Required*

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

Step 12: Save

If all the information in the form is complete and you have requested all the locations that you want, click the **Save** button.

25Live will save your event request and then bring it up on the screen so you can see exactly what you submitted and what is waiting to be approved by the **Scheduler**.

IMPORTANT: All requests are subject to approval and a location is not confirmed for use until a Scheduler has assigned it to your event. Do not send out any invitations, advertise your event, or book any special guests until a location has been assigned to your event as you may not get the original location you requested.

You will know your request has been approved and a location assigned to your event when you get an emailed confirmation with your reservation from the **Scheduler**. You may also get an automatic email from 25Live when the location is initially assigned, but this email will not provide complete information about your event, so you should only refer to the reservation confirmation that will be emailed to you separately.

For More Information

For more information, additional assistance with using 25Live, or general questions about event locations, please feel free to contact the Reservations team in BU Events & Conferences at roomres@bu.edu or 617-353-2932. We are available to assist you Monday through Friday between the hours of 9 AM and 5 PM.