Creating Repeating Events

A repeating event is an event that has more than one occurrence.   To create your repeating event in 25Live, you will select a repeating pattern to add all the required occurrences to your event.

Sign in to 25Live at https://25live.collegenet.com/pro/bu using your personal BU login and Kerberos password.

To create your repeating event, follow the steps outlined in this guide.

Step 1: Access the Event Form

For a detailed, step by step guide for completing the Event Form, please see our guide titled, "Creating Events."

Click the **Create an Event** button on the dashboard or 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. 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.

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), **Expected Attendance,** and an **Event Description**.

Step 2: Enter Event Date and Time

Specify the first date of your event. Even though your event is repeating, you will only enter the first date here. The option to select the repeating pattern for your other occurrence dates will come next.

As a reminder, 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

IMPORTANT: Even though your event is repeating, do <u>**NOT**</u> uncheck the box for **"This begins and ends on the same day."** You will have the option to select a repeating pattern next.

In the **Additional Time** section, you can add **Pre-Event Time** and **Post-Event Time** if needed for your event. 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.

Step 3: Select a Repeating Pattern

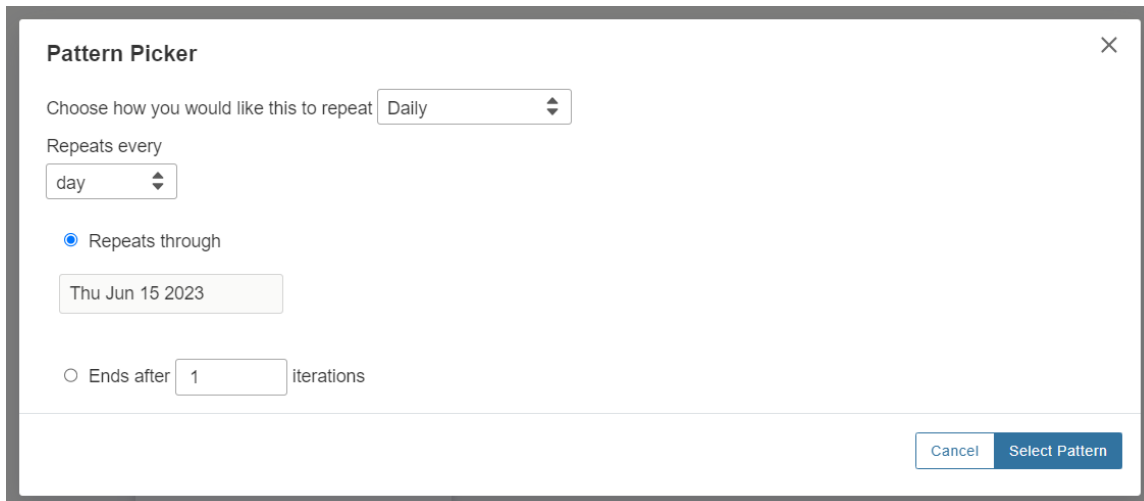You can now select the **Repeating Pattern** for your event.

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

[Repeating Pattern]

« ‹ June 2023 › »

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]

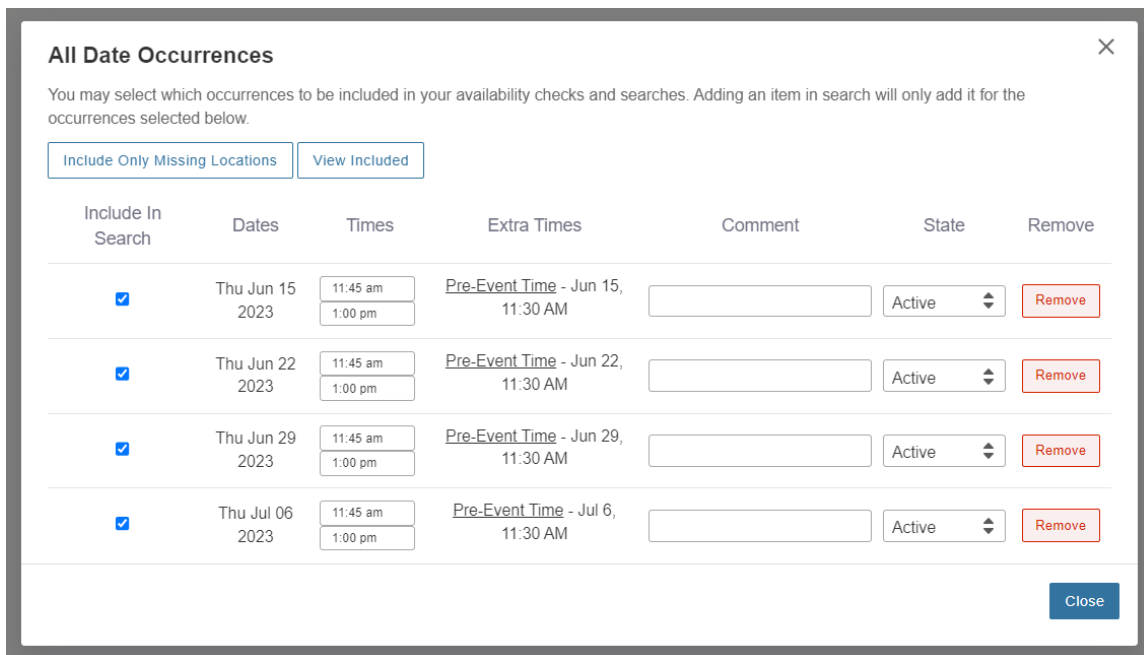Click on the **Repeating Pattern** button to open the **Pattern Picker** pop-up.

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 all your occurrences when you click the **View All Occurrences** button below the calendar. You will see your occurrences in a pop-up window.

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.

Step 4: Finish Completing the Event Form

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

For **Services that you will Order**, you can choose services you may need for your event by clicking on the **Add a Custom Attribute** button.

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.

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

Step 5: 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.