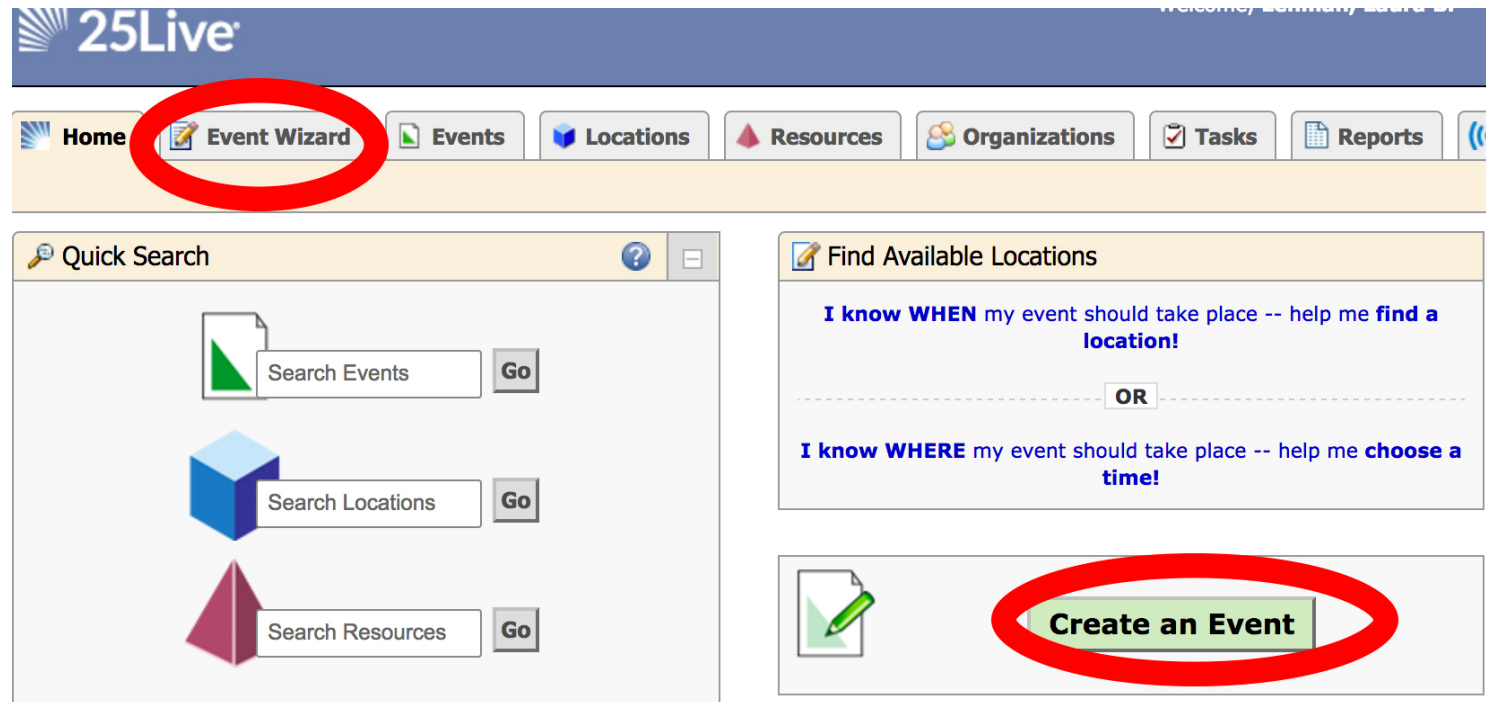


Web Calendar Training

Using 25Live to create a web calendar event

The Basics

- ▶ A one-time event with or without a room reservation
 - ▶ Examples: Center for Interfaith Engagement event, student life event, offices closed, academic break
- ▶ Login to 25Live
- ▶ Select either “event wizard” or “create an event”



The Basics

- ▶ Event Name- Do you want the event to show up as on the web calendar
- ▶ Event Type- not very important, except Hold (can use calendar announcement or academic or whatever makes the most sense)
- ▶ Primary Organization for this event- Student Life, Department, etc.

The screenshot displays the 'Event Wizard' interface. At the top, a navigation bar includes links for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. Below this, a breadcrumb trail shows 'Ballroom Dancing with Dr. Susan Huxman' and a 'New Event...' button. On the left, a sidebar for the current event shows a document icon, the title 'Ballroom Dancing with Dr. Susan Huxman', and the details 'Calendar Announcement' and 'Student Life'. The main content area is titled 'Start by entering the basic event information.' and contains three input fields, each with a green checkmark indicating successful input: 'Event Name' (Ballroom Dancing with Dr. Susan Huxman), 'Event Type' (Calendar Announcement), and 'Primary Organization for this Event' (Student Life). To the right of these fields is a note: 'Note: Changing the Event Type may update selections for the following: Custom Attributes, Categories, Contact Roles, Requirements, Publish to Calendar.' At the bottom, there are buttons for 'Back', 'Next', 'Cancel', and 'Save'.

Home Event Wizard Events Locations Resources Organizations Tasks Reports Publisher

Ballroom Dancing with Dr. Susan Huxman New Event...

Ballroom Dancing with Dr. Susan Huxman

Calendar Announcement
Student Life

Start by entering the basic event information.

Event Name
Ballroom Dancing with Dr. Susan Huxman ✓

Event Type
Calendar Announcement ☆ ✓

Primary Organization for this Event
Student Life ☆ × ✓

Note: Changing the Event Type may update selections for the following: Custom Attributes, Categories, Contact Roles, Requirements, Publish to Calendar.

◀ Back Next ▶

Cancel Save

The Basics

- ▶ Expected Headcount (Helps you choose the right size room)
- ▶ Event Description- Add in descriptions of your events- You can use bold etc. but please don't go nuts. Also you can add photos if they are already on our website. (Copy and paste the image location)- if they are not on the website talk to marketing about putting them up.

**Ballroom Dancing with Susan Huxman**

Calendar Announcement
Student Life
15 Attendees Expected
Join the fun as President Susan Huxman teaches us all to ballroom dance. Fox...

Progress...

Enter additional basic event information.

Expected Head Count
☒ 15
☐ I Don't Know



Event Description


Join the fun as President Susan Huxman teaches us all to **ballroom dance**.

- Fox Trot
- Waltz
- Tango

The Basics

- Is this a repeating event? - Choose no unless you want the same description for every incidence of this event. (Examples: Open Gym, Faculty meeting)

Ballroom Dancing with Susan Huxman

New Event...



Ballroom Dancing with Susan Huxman

Calendar Announcement

Student Life

15 Attendees Expected

Join the fun as President Susan Huxman teaches us all to ballroom dance. Fox...

Tue May 23 2017
1:00pm - 2:00pm

Progress...



Is this a repeating event?

No

This event happens only once.
Any other related events are separate and distinct.

Yes

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



◀ Back

Next ▶

✕ Cancel

Save

The Basics

- ▶ When does this occur? (Set-up/tear down is important for HVAC)

Ballroom Dancing with Susan Huxman

New Event...



Tell us WHEN this event takes place.

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

Event Start:

Tue Jun 13 2017

2:00 pm

Event End:

Tue Jun 13 2017

3:00 pm

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

Before and After

Does this event require additional time before the event?

☒ Yes ☐ No

Setup:

Days

1

Hours

Minutes

Reservation Start: 1:00pm

Does this event require additional time after the event?

☐ Yes ☒ No

◀ Back

Next ▶

✕ Cancel

 Save

Calendar Announcement

Student Life

100 Attendees Expected

Join in the fun as President Susan Schultz Huxman as we learn to ballroom dance. ...

Tue Jun 13 2017

2:00pm - 3:00pm

Setup: 1 hour

Progress...

Event Duration:

1 Hour

Reservation Duration:

2 Hours

Setup and teardown times will schedule HVAC to be on.

The Basics

- Where will this take place? (For one-time events, you can use a location and this serves as your room reservation too)

[EMU Home](#)
<http://www.emu.edu/>

with Susan Huxman

New Event...

**Ballroom Dancing with Susan Huxman**

Calendar Announcement

Student Life

15 Attendees Expected

Join the fun as President Susan Huxman teaches us all to ballroom dance. Fox...

Fri May 26 2017
9:00pm - 10:00pm

Event Repeats

 CC100

Progress...

**Find and select LOCATIONS.**

★ **Your Starred Locations...**

 **Search by Location Name...**

CC100
Campus Center, Room 100 Martin Greeting Hall
Max Capacity: 100



☐ Show only my authorized locations that have no time conflicts

☐ Enforce head count

 Refresh



Selected Locations

 **CC100**   

Campus Center, Room 100 Martin Greeting Hall

Max Capacity: 100

Features: Tech-Wireless Internet; Tables-Round; Seating-Lounge Chairs; Seating-Couches; Seating-Chairs; Air Conditioning

Conflicts: None

Setup Instructions:

Attendance:

Share? ☐

The Basics

- ▶ Scheduler/Requestor--- Both get emails.
- ▶ Scheduler= Organizer
- ▶ Requestor= Person making the request (admin asst, student worker etc.)

Select CONTACTS for this event.

Scheduler

 Roth Sawatzky, Rachel R.   

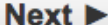
Director of Student Programs
rachel.roth.sawatzky@emu.edu

Requestor

 Lehman, Laura B.   

Communication/Admissions
laura.lehman@emu.edu

 Back

 Next

 Cancel

 Save

The Basics

- Categories! (NEW!!!!)
- Categories are going to greatly increase the functionality and usefulness of our web calendar. It means more people will be able to find and know about your event.

Select **CATEGORIES** for this event.

☒ Academic

☐ Admissions

☐ Arts

☐ Athletics

☐ External Rentals

☐ Faculty/Staff

☐ Graduate/Seminary

☐ Special Events

☐ Spiritual Life

☐ Student Life

☐ Academic Break

☐ ACRS

☐ ADCP

☐ All Campuses

☐ Alumni

☐ Art

☐ Auxiliary Services

☐ Bach Festival

☐ Baseball

☐ Bible and Religion

**This is used for the web calendar.
Do not use if you have not had web
calendar training.**

**Top 11 categories will place this
event on the main web calendar.**

**The rest are sub categories and
will be used to place on
department web calendars.**

Note: Categories associated with the selected Event
Type are pre-selected when creating the event. They can
be de-selected when editing the event.

The Basics

- ▶ **Top 10 Categories (Academics-Student Life) will make your event show up on the web calendar. Choose only ONE.**
 - ▶ Categories below Student Life (starting with Academic break) will allow you to choose things you might want to show up on an **individual web calendar**. (Example: Bible and Religion Dept lunches)- You can check multiple categories below the “Top 10”
 - ▶ Skip this screen entirely if you don’t want your event on the web

The Basics - Categories- More Info

- ▶ Top 10 Categories- what could go in them? (see Handout)
- ▶ *Academic*: Audience: faculty, staff and students , Examples: Writers Read, Colloquium, Tertulia, TGIW, Suter Science Seminars, capstone presentations
- ▶ *Admissions*: Audience: Prospective students, Examples: Open House, SOAR, Orientation,
- ▶ *Arts*: Audience: Faculty, Staff, Students, Community Examples: Concerts, Gallery shows, Theater productions
- ▶ *Athletics*: Audience: Faculty, staff, students, community Examples: Men's basketball vs Bridgewater, etc.
- ▶ *External Rentals*: (For Auxiliary Services use) Audience: Outside Groups/Campus FYI Examples: Running camp, apostolic camp, Augusta Co. graduations
- ▶ *Faculty/Staff*: Audience: Faculty/staff Examples: Grad Council, Undergrad Council, Undergrad faculty meeting, staff development
- ▶ *Grad/Seminary*: Audience: Grad Faculty, Staff, Students, Examples: Capstone presentations, Seminary chapel, CJP Events, Open Houses,
- ▶ *Special events*: (event community members are highly encouraged to attend) Audience: Community, faculty, staff, students, Examples: Homecoming, SLT, Guest Lectures, Waterman Family Fun Night
- ▶ *Spiritual Life*: Audience: Faculty, Staff, Students, Community Examples: Chapel, Campus Ministries events,
- ▶ *Student life*: Audience: students (primarily) Examples: CAC events, Chapels, Common Grounds events

The Basics - Categories- More Info

► Secondary Categories

- Mostly used if there is a specific calendar you have or would like created that would pull these events



Ballroom Dancing with Susan Huxman

Calendar Announcement

Student Life

15 Attendees Expected

Join the fun as President Susan Huxman teaches us all to ballroom dance. Fox...

Fri May 26 2017
9:00pm - 10:00pm

Event Repeats

Locations

 33961421285_0d6bde7bd3_z.jpg

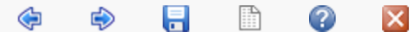
 Lehman, Laura B.
Scheduler

 Roth Sawatzky, Rachel R.
Requestor

Student Life; CAC; Harrisonburg Campus

Select CATEGORIES for this event.

- ☐ Academic
- ☐ Admissions
- ☐ Arts
- ☐ Athletics
- ☐ Faculty/Staff
- ☐ Graduate/Seminary
- ☐ Print Calendar
- ☐ Special Events
- ☐ Spiritual Life
- ☒ **Student Life**
- ☐ Academic Break
- ☐ ADCP
- ☐ All Campuses
- ☐ Art
- ☐ Bach Festival
- ☐ Baseball
- ☒ **CAC**
- ☐ Campus Visits
- ☐ Chapel



Note: Categories associated with the selected Event Type are pre-selected when creating the event. They can be de-selected when editing the event.

Progress...

The Basics

- ▶ Event State- Tentative until approved
- ▶ Check Details
- ▶ Save

Ballroom Dancing with Susan Huxman

New Event...

**Ballroom Dancing with Susan Huxman**

Calendar Announcement

Student Life

15 Attendees Expected

Join the fun as President Susan Huxman teaches us all to ballroom dance. Fox...

Fri May 26 2017
9:00pm - 10:00pm

Event Repeats

Locations

 33961421285_0d6bde7bd3_z.jpg

 Lehman, Laura B.
Scheduler

 Roth Sawatzky, Rachel R.
Requestor

Student Life; CAC; Harrisonburg Campus

 **Tentative**

Verify or change the EVENT STATE.

 **Draft**

Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state.

 **Tentative**

The event is scheduled, but is awaiting Confirmation from its Scheduler.

 **Confirmed**

The event is scheduled and confirmed.

◀ Back

 Cancel

 **Save**

Progress...

After you hit “Save”

wait about 30 minutes and then check emu.edu/events (or your individualized calendars) to see if your event showed up.

Unlike almost everything else on the web, this is not instantaneous publishing.

Editing an Event

- ▶ You created an event earlier and now want to add it to the web calendar
- ▶ OR you created an event and now want to add a description/photo/attachment, etc.
- ▶ Two ways to get there:

The screenshot displays the 25Live web application interface. At the top, a navigation bar includes the 25Live logo and a menu with items: Home, Event Wizard, **Events** (highlighted with a red box), Locations, Resources, Organizations, Tasks, Reports, and Publisher. Below this, a secondary navigation bar shows Dashboard, Calendar, and Availability. The main content area is divided into several sections. On the left, a 'Quick Search' panel contains three search boxes: 'Search Events' (with a green triangle icon), 'Search Locations' (with a blue cube icon), and 'Search Resources' (with a purple pyramid icon), each with a 'Go' button. In the center, a 'Find Available Locations' panel offers two options: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. Below this is a 'Create an Event' button with a green pencil icon. On the right, there are three panels: 'Recently Viewed' showing 'Web Calendar Training', 'Your Starred Events' (stating 'You do not have any Starred Events!'), and 'Your Starred Locations' (stating 'You do not have any Starred Locations!'). At the bottom left, a 'Your Starred Event Searches' panel states 'You do not have any Starred Event Searches!'. At the bottom center, a 'Your Upcoming Events' panel (highlighted with a red box) shows '6 Events in which you are the Requestor' and '6 Events in which you are the Scheduler'.

25Live

Welcome, Leah, Leah B. | Preferences | Sign Out | Today is Tue May 29 2012 | Help

Home Event Wizard **Events** Locations Resources Organizations Tasks Reports Publisher

Dashboard Calendar Availability

Customize Dashboard Help

Quick Search

Search Events Go

Search Locations Go

Search Resources Go

Find Available Locations

I know WHEN my event should take place -- help me find a location!

OR

I know WHERE my event should take place -- help me choose a time!

Create an Event

Recently Viewed

Web Calendar Training

Your Starred Events

You do not have any Starred Events!

Throughout this site you can mark any Event as "Starred" by clicking its ☆ icon.

Your Starred Locations

You do not have any Starred Locations!

Throughout this site you can mark any Location as "Starred" by clicking its ☆ icon.

Your Starred Event Searches

You do not have any Starred Event Searches!

Your Upcoming Events

6 Events in which you are the Requestor

6 Events in which you are the Scheduler

Editing an Event

- Find your event and click on it



Pre-Defined Event Searches

Search Groupings
Pre-Defined Groups

- Your Starred Event Searches
- All of Your Event Searches
- Public Event Searches
- Supplementary Keyword Searches
- Your Starred Location Searches
- All of Your Location Searches
- Public Location Searches

Select a Search Grouping (left) to browse those searches.
Events Sponsored By Organizations To Which You Belong
Events You Have Requested

- Events You Are Scheduling
- Events in which you are the Instructor
- Events in which you have an additional role
- Event Drafts You Have Requested
- Event Drafts You Are Scheduling
- Events With Tasks Assigned To You
- Individual Events You Have Open

Run

List

Calendar

Dates: ◀ Tue May 23 2017 — Mon May 29 2017 ▶ [Send to Publisher](#) [Refresh](#)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
May 22	23	24	25	26	27	
			9:30 AM - 12:00 PM Web Calendar Training CC123 			

Editing an Event

► Click Edit This Event



Web Calendar Training

Event Details

Event Name: Web Calendar Training

Event Type: Calendar Announcement

Reference: 2017-AADPZV

State: Confirmed

Organization: Marketing Services

Scheduler: Lehman, Laura B.

Requestor: Lehman, Laura B.

Event Categories:

- Faculty/Staff
- Academic

Head Count: 0 expected 0 registered

Description:
Training for those who enter events into the web calendar.

Details

CalendarTask ListPricingE-CommerceAudit Trail

Edit this Event

Event State: Confirmed

More Actions...

Refresh

Event Occurrences

Start Date	Start Time	End Date	End Time	Assignments	
Thu May 25 2017	9:30am	Thu May 25 2017	12:00pm		
Location: CC123		Layout: As Is			

Editing an Event

- Navigate to the part of the event you want to change- Either using "Next" or left description- Don't forget to save

Untitled #3

Web Calendar Training

New Event...

**Web Calendar Training**

Calendar Announcement

Marketing Services

Expected Head Count

Training for those who enter events into the web calendar.

Thu May 25 2017
9:30am - 12:00pm

Event Repeats

 CC123

Attached Files

 Lehman, Laura B.
Scheduler

 Lehman, Laura B.
Requestor

Academic; Faculty/Staff

 **Confirmed** **ID: 2017-AADPZV**

Edit the basic event information.

Event Name
 ✓

Event Type
Calendar Announcement
This information cannot be edited.

Primary Organization for this Event
 ☆ ✕ ▼ ✓

◀ Back

Next ▶

✕ Cancel

 Save

More complicated than the basics

- ▶ Recurring events- Reserve the same room for events that would have multiple descriptions. Example: University Chapel, CAC Trivia
 - ▶ Make the room reservation as one “event” and skip the description and categories sections. (just like you are used to doing)
 - ▶ Make each individual calendar event separately for the calendar with a description/category- skip the “Locations” screen
 - ▶ For events that don’t have details yet add a generic description and then edit later.
 - ▶ Be sure to add the location in the description
 - ▶ Adding the individual events is important for the event calendar. Do at least a semester of recurring events at one time- even if they don’t all have descriptions
- ▶ An event with no room- Example: Spring Break, Homecoming, Off-campus events
 - ▶ Simply skip the location screen

But WHY???

Change is hard and I don't want to learn new things

- ▶ Better filtering---
 - ▶ people will be able to choose to see one category or many
 - ▶ We will be able to add program/events calendars to your webpages
 - ▶ Subscribe to a Calendar
- ▶ Add to Calendar--- click on events you want to add to calendar
- ▶ For one-time events it will be one less step
- ▶ Email/Text reminders and updates
- ▶ [Here's what it looks like](#) (It's not live yet)