**25LIVE Reference Guide**

**General Information:**

* The preferred browsers for use with 25Live are Google Chrome or Firefox
* When requesting a location for an event, please request only one location for the same event at a time. If your first choice is unavailable, please go back into your event, remove the location, and request a new location.
* When choosing more than one location for a series of events, please enter the dates by location. Example: Enter all event dates in the series being held in the Community Room at once and then complete a second request with all event dates being held in the Rehearsal Room. To save time, events can be duplicated so you don’t have to re-enter all the other information, only the location and dates would need to be updated.
* All events, except for classes and small day-to-day meetings, should be included on the campus calendar. Please be sure to include your contact information in the event description so it will appear as part of the calendar information.
* If you need to add an event to the calendar, but do not require a location to be reserved, choose the **Event Type “Calendar Announcement,”** and select the **“York-Calendar” resource** in the resource section. Don’t forget to include a description with contact information that will appear on the calendar listing.
* Please leave events in tentative status so changes can be made, but please note: **The event requestor is responsible to follow up with all associated resources following the original request and if ANY changes are made to the event details after the initial entry is saved.**

**Entering an Event:**

* [**Log in to 25Live**](https://25live.collegenet.com/psu/scheduling.html#/home). Begin by selecting the 25LIVE Pro option in the upper right corner, then click on the blue “Create an Event” bar in the center of the screen. A new screen will open to begin creating your event.



* Please enter the requested information for event name, event type, and sponsoring organization by searching for the department sponsoring the event (i.e., Pullo, Registrar, library, etc.). If you are unsure if the department sponsoring the event is referenced in 25LIVE, enter “YK” into the “Search organizations” box and a list of available options will appear.
* Complete the promotional information box with the event description. Information entered here will appear on the campus calendar. Please follow the format below when adding promotional information.
* All events that are to appear on the public calendar should have a description included. The time and location should not be included in the description since they will already appear as part of the event. The only exception to the location would be for those that currently cannot be scheduled in 25LIVE, such as an outdoor event, etc. If this if the case, the location should be included at the **beginning** of the event description. **Please remember to include contact information in the event description so it will appear as part of the calendar information.
Note: if you are cutting and pasting your description from another document, please be sure to use plain text so that code does not appear in the listing.**
* Complete the date and time of the event in the related boxes. Be sure to expand the “Additional Time” box if you require extra time for set-up or takedown. Be sure that the actual start time of the event is what appears on the calendar, not setup or takedown time.
* Search the location you are requesting by building or location. If you commonly use a location, click on the location’s name, circled below, and when the location screen opens, click on the star in the upper left (the star will turn yellow). Go back to the event form by using the back button in your browser. Next, slide the “Auto-Load Starred” button (marked with red arrow below) to the yes position. Your favorite locations will then automatically load for future use after your screen is refreshed.



* Once you have selected a location, a new box for that location will appear below the location area (circled in red below). In that box, you can then choose a layout from a dropdown of available options for the location selected. (marked with the red arrow below)



* **IMPORTANT:** To provide maintenance with specific details regarding the setup for your selected layout, you **must** enter any specific information into the **Instructions** box in the **Location** section, highlighted above in green and designated with the blue arrow. This will ensure detailed information is pulled to the daily and weekly report utilized by maintenance staff for event setups.
* Next, you will need to answer the mandatory resource questions marked with red stars regarding options i.e., catering, IT, room setups, police services, etc. The related departments will be notified of your requests unless you answer no to these options. They will then reach out to you with any further questions.
* If a custom setup is required for your event, please make certain you have selected **Custom** as the layout dropdown in the **Location** section and note in the **Instruction** box that a custom layout is attached. Finally, use the “Upload a File” button (circled in red below and found close to the bottom of the form) to attach your detailed setup i.e., with a custom drawing, etc.



* Questions not marked with a red star can be left blank if they do not apply to your event.
* Leave the “Event State” as tentative and click save in the bottom right.

 **Special Circumstances:**

* For events that are canceled close to the date of the event and are listed on the calendar, the event will be canceled rather than deleted so the cancellation will be visible on the campus calendar rather than having the event removed.
* If you need to change a date and time for an event entered into 25LIVE that has been approved, please note, as the requestor you are **not** able to make this change. You will need to contact the approver to have this information updated. Also, for any events that have a date/time change after being approved, you will be required to re-enter the resources so police, catering, maintenance, etc. can be notified of the update.

If you need assistance with 25LIVE, please email YK25LiveHelp@psu.edu.