



Creating an Event Using the Event Wizard

If you have any questions or comments please contact Event Services at events@seu.edu or 863-667-5175

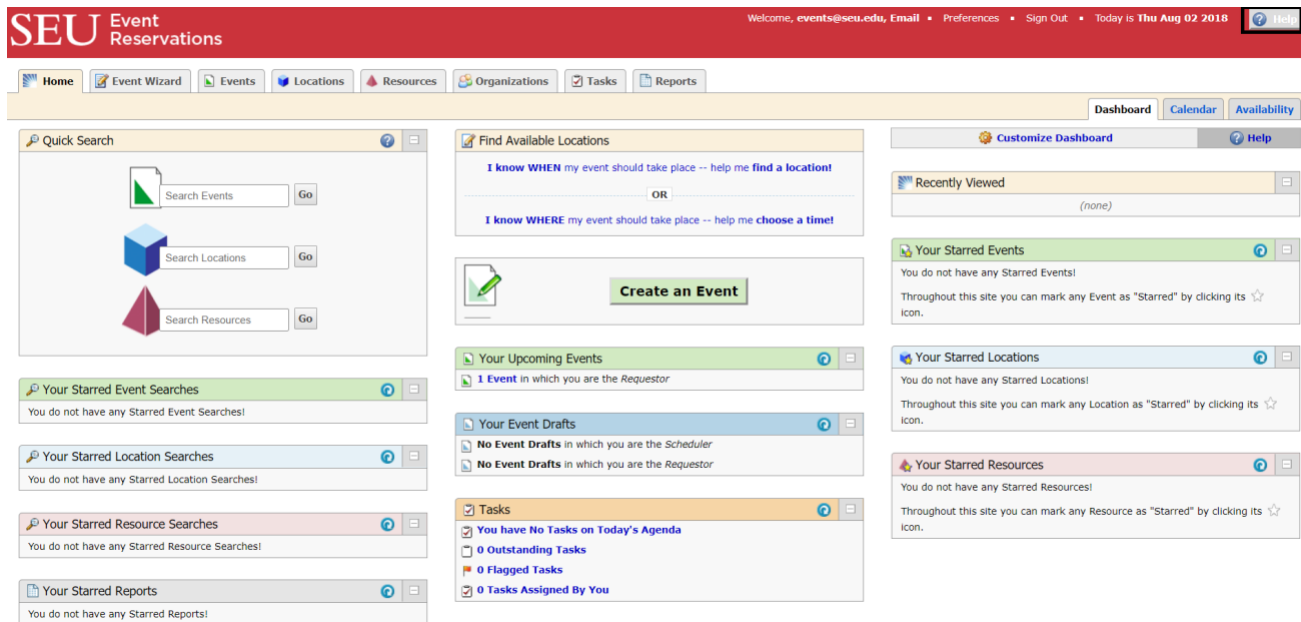
www.25live.collegenet.com/seu

Login using your regular SEU credentials. Do not use the @seu.edu as part of your username.

Creating an Event Using the Event Wizard

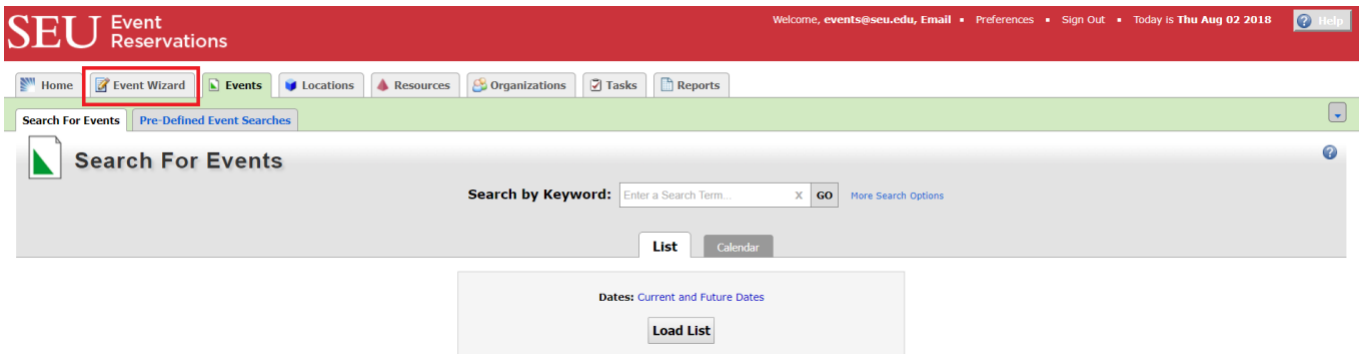
Keep in mind that you can always consult the online help if you have questions about what to do. Click the  **Help** general “Help” button in the upper right of the page to access all Help topics, or click the  Help icon in the navigation bar to access context-specific help for the current view or functional area.

Note: You must be signed into the SEU Event Reservations system to access the online help.



Opening the Event Wizard

To start creating an event, click the Event Wizard tab to open the wizard.



Entering basic information

Enter an **Event Name**, and select an **Event Type** and **Primary Organization**. The Event Name is how the event will appear on web calendars (if it is published) and in searches. Permissions determine which Event Types you can choose from. Primary Organization

Start by entering the basic event information.

Event Name

Res Life Meeting



Event Title for the College Calendar

Weekly Meeting



Event Type

Meeting - Faculty / Staff



Primary Organization or Sponsor for this Event

Student Development



Additional Organization(s) for this Event

Search for Additional Organizations



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Enter additional basic information

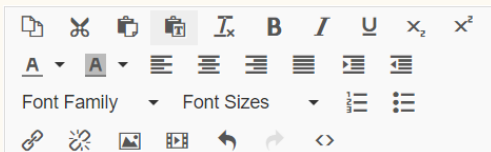
Enter the event's expected attendance and event description. The Expected Attendance will be used to find locations that can hold your event. The Event Description can appear on web calendars if you intend to publish your event to the master Event Calendar. Additionally, explaining and providing details of the event is helpful in the approval process.

Enter additional basic event information.

Expected Attendance

24 

Event Description



Font Family Font Sizes  

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 Cancel

 Finish

Does the event repeat?

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



Does this event have more than one occurrence?

No

This event has only one occurrence.
Any other related events are separate and distinct.

Yes

This event has more than one occurrence.
It has daily, weekly, monthly or ad hoc repeats, and they are
all part of the same event.

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 Cancel

 Finish

When is the 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 Manage Related Events functionality.

If the event requires Setup and/or Takedown time, select the option you need, then set the number of days, hours, or minutes needed.



Edit the initial DATE and TIME.
Repeat occurrences can be edited on the next page.

*Select the dates and times of the **actual** event.*
Setup, takedown, pre- or post-event times can be specified below.

Event Start: Wed Jan 04 2012  4:00 pm

Event End: Wed Jan 04 2012  6:00 pm

Does this event require
Setup or Pre-Event time? ☒ **Yes** ☐ **No**

Setup: 0 Days 1 Hours 30 Minutes

Pre-Event: 0 Days 0 Hours 0 Minutes

Reservation Start: 2:30 pm

Does this event require
Post-Event or Takedown time? ☒ **Yes** ☐ **No**

Post-Event: 0 Days 0 Hours 45 Minutes

Takedown: 0 Days 0 Hours Minutes

Reservation End: 6:45 pm

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 **Cancel**

 **Save**

How does the event repeat?

If your event has more than one occurrence, select how the event repeats.



Choose how this event REPEATS.

Ad Hoc Repeats

Individually select dates to add to the event.

Daily Repeats

Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats

Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats

Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Does Not Repeat

This event has only one occurrence.

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✖ Cancel

📅 Finish



Describe how this event REPEATS.

Monthly Repeats ▼

Repeats every month ▼

☐ Repeat by Day

⊞ Add Repeat Day...

☒ Repeat by Position

Repeat on the Third ▼

Monday ▼ ✖

⊞ Add Repeat Position...

☒ Repeats through Mon 06/15/2015 📅

☐ Ends after 1 iterations

Occurrence List

Date	Comments	Status
Mon 12/15/2014		Active ▼
Mon 01/19/2015		Active ▼
Mon 02/16/2015		Active ▼
Mon 03/16/2015		Active ▼
Mon 04/20/2015		Active ▼
Mon 05/18/2015		Active ▼
Mon 06/15/2015		Active ▼

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✖ Cancel

📅 Finish

Define the exact dates of the event

Use the repeat date controls 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.

Select Resource(s)

Select one or more favorite “starred” resources, or search for resources by resource name, saved search, or advanced search. If you’ve searched, choose one or more available resources for your event.

A red triangle means the resource is not available. A green check mark means the resource is available.

If you need to adjust the quantity of a resource needed for specific occurrences, un-assign a resource for specific occurrences, or add setup instructions, click “View and Modify Occurrences” on the right and perform the required task(s).

Find and select RESOURCES.

★ Your Starred Resources...

🔍 Search by Resource Name...

AV

AV - 32" Flat Screen TV	✓
AV - 42" Flat screen TV	✓
AV - Blu-ray player	✓
AV - Computer Technician	✓
AV - DVD Player	✓
AV - Data Connection	∞
AV - Data Projector	✓

Refresh

Saved Searches...

Advanced Search...

Selected Resources

⚠ AV - DVD Player ✓ ☆ ✕

Selected Occurrences: All Occurrences

Conflicts: None

View and Modify Occurrences

Or, for single occurrence events.

Selected Resources

⚠ AV - DVD Player ✓ ☆ ✕

Selected Occurrences: All Occurrences

Conflicts: None

Setup Instructions:

Avail/Total: 5/5

Quantity: 1

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Following this section you will be able to attach a document. If you request tables or chairs within this reservation system, **you must submit an attachment of the Table & Chair Request Form with your event reservation request** as our office still needs that document.

Select Contacts

Select the contacts associated with the event. If you're not the primary contact for the event, you need to specify who is. To specify a contact, click the drop-down icon and enter a few letters of the contact's name, then select it when the full name displays. If the person you need is not on the list, contact Event Services or make note of it in the end Comments.

The scheduler may be automatically assigned to your event depending on security; this might be the Location Scheduler for your selected location or the default scheduler for your security group.

Select CONTACTS for this event.

Scheduler

 Bekka Barrett   
bekbar@collegenet.com

Requestor

 Maya Greene   

Student Organizer

 Becky Becker   
Admin. Asst.

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Select Requirements

If your event requires Media Services, please select the box and make any additional specific notes regarding your request. Media Services will contact you once your event/meeting has been confirmed.

Select REQUIREMENTS for this event.

☒ **I require Media Services**
Comments:
Quantity:

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 Cancel  Save

Calendar

If you are promoting your event and it is scheduled for the master Events Calendar, check to have it published so that it reflects with the details and add other comments here as needed.

Select which CALENDARS should publish this event.

☐ Please publish my event to the university web calendar

Comments:

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Cancel

Save

Add Comments and Notes

Enter appropriate comments and/or notes for the event.

Event Comments can be seen by most users.

Confirmation Notes are shown in Confirmation Reports.

Add additional COMMENTS and NOTES for this event.

Comments

Confirmation Notes

This information cannot be edited.

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Cancel

Save

Affirmation

Terms and Conditions

Your event will be routed to the appropriate approver(s). Until you receive an email advising it, your requested location has not been assigned.

You will also receive a confirmation email after submitting your request with details to find it within 25five.

All requests must adhere to university policy.

☒ I agree

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Cancel

Save

Agree to terms and conditions

Check the “I agree” box. You must agree to SEU’s terms and conditions before your event can be saved. Then click “Save” to officially submit your request.