

**WPI**

# **Event Planning and 25Live Training**



# Office Overview



# What We Do

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- Scheduling
  - Triaging/processing/approving 20,000+ requests per year (not including courses or athletics)
  - Working with other departments to plan maintenance, take spaces offline for renovations, etc.
- Coordinating
  - Connecting with service providers
  - Renting furniture
  - Set-up diagrams
  - Billing for rentals and custodial details
- On-site check ins
- Post-Event Surveys and Follow-up

# Meet the Team

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- Bill Battelle – Director
  - Commencement, conferences, other large/complex events
- Amy L’Heureux – Event Planner
  - Student events
- Suzette Santiago – Event Planner
  - Non-academic department events
- Dawn Marttila – Event Planner
  - Academic department events
- Hannah Poirier – Operations Manager
  - Manages 25Live, training, and troubleshooting
  - Not an event planner 😊
- Student Workers
  - Simple event confirmations and on-site event check ins



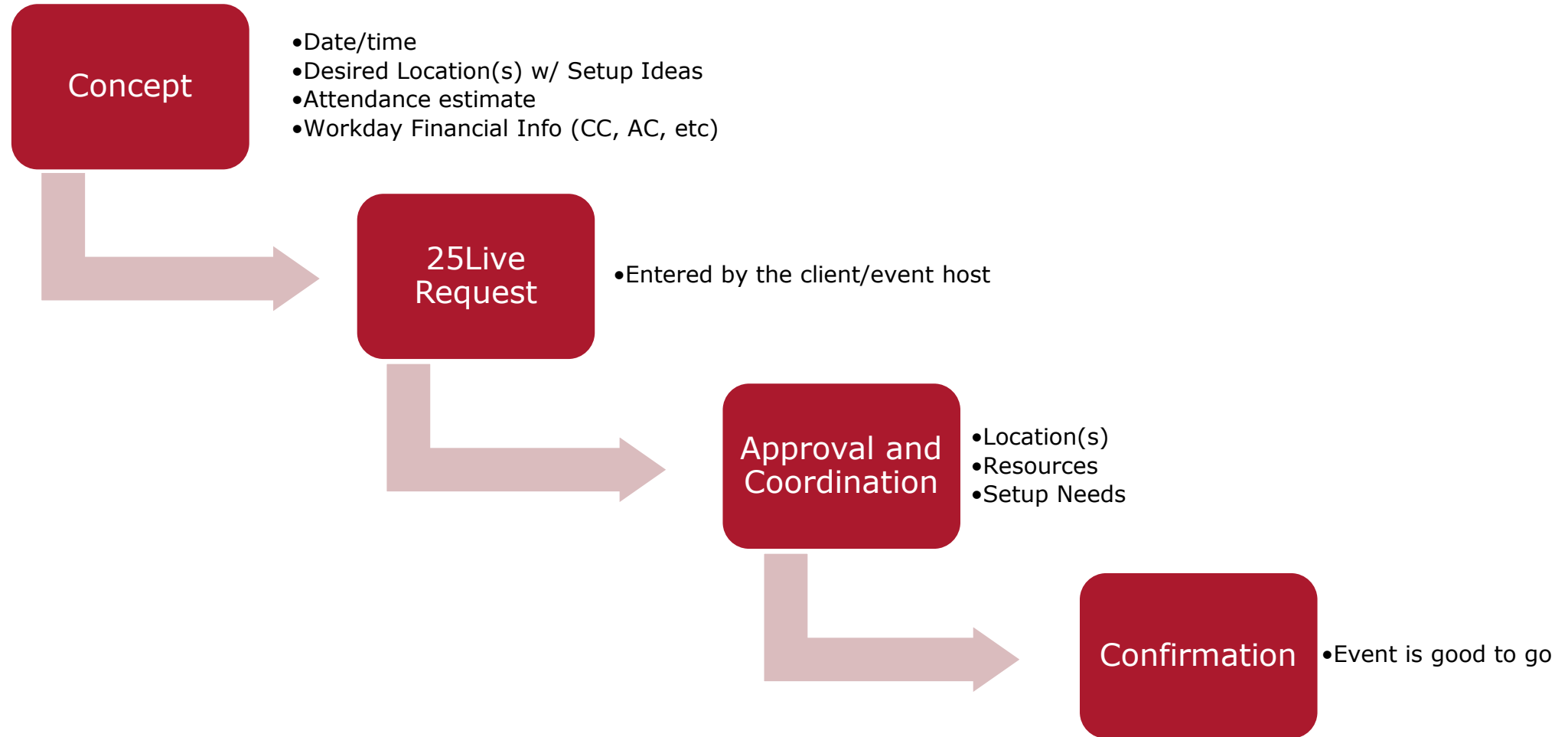
Don't know who to ask? Ask us all!  
Email [events@wpi.edu](mailto:events@wpi.edu)

# Requesting and Planning an Event



# Event Process

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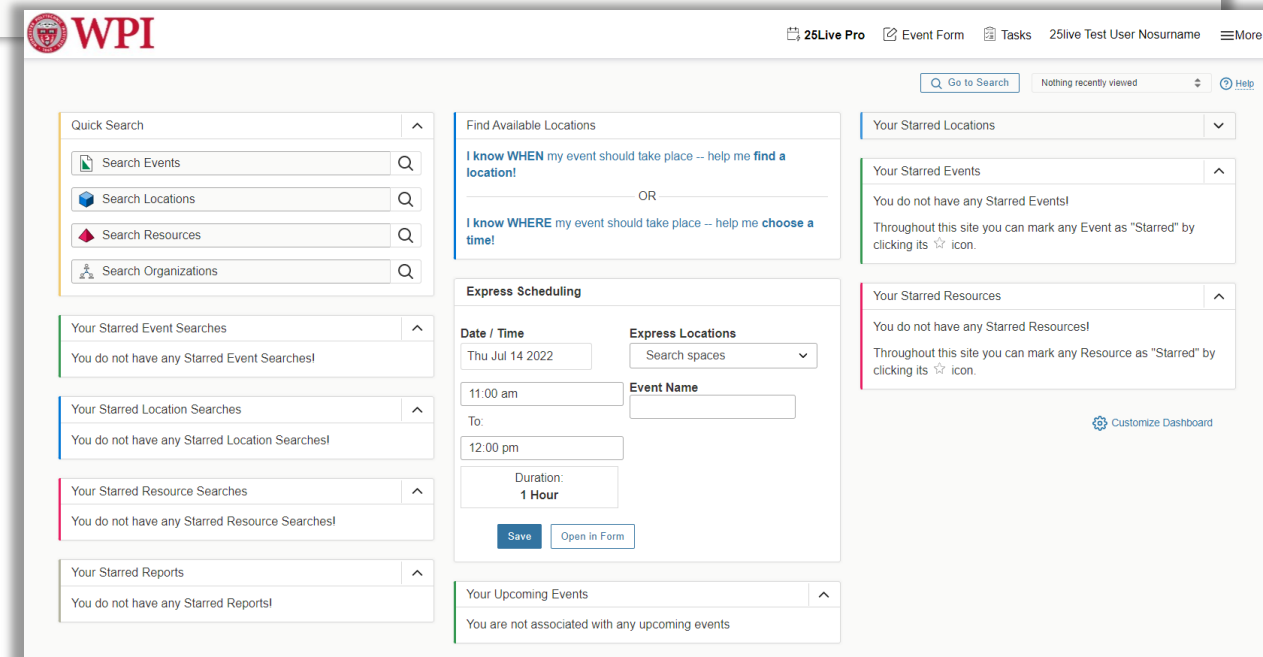
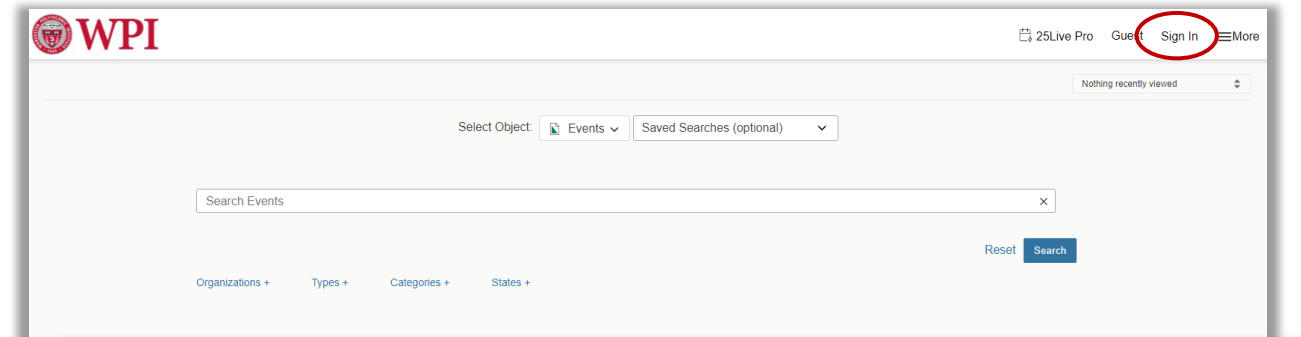


# Requesting an Event in 25Live

- 25live.collegenet.com/wpi
  - Bookmark it!
  - Big red button on 25Live webpage
- Log in
  - Staff/faculty need to email [events@wpi.edu](mailto:events@wpi.edu) to be moved into the employee requester group



Not logging in will prevent you from seeing certain locations in your searches or accessing the event form. Make sure you're logged in!



# Requesting an Event in 25Live, cont.

- Event Form (top right)
- Fill out all required fields
  - Event Name
  - Date/Time
  - Headcount
  - Location
  - Event Type
  - Sponsoring Dept/Org
  - Description
  - Additional Questions
  - Affirmation

The screenshot displays the 25Live Pro Event Form interface. The top navigation bar includes the WPI logo, '25Live Pro', 'Event Form' (highlighted with a red circle), 'Tasks', and the user name '25live Test User Nosurname'. Below the navigation bar is a search bar and a 'Find Available Locations' button. The main content area is titled 'Add New Untitled' and contains a sidebar with a list of questions and a main form area with instructions and input fields.

**Event Name** - Required ⓘ  
This is the name that will help you differentiate this event from other events you've requested. Please do not title all events the same. If you have an event happening more than once, please try to put all occurrences on the same request.

**Event Date and Time** - Required ⓘ  
This should be the date and time you will advertise for your event. The time you'd like to get into the room or leave the room should be entered in the Pre-Event/Post-Event Time fields in Additional Time (above the calendar).

**Wellness Day requests need to go through the Center for Well-Being. Please connect with them separately.**  
**Blackout dates:** If a date you would like to request is blacked out, you can request by using the **Blackout event type** and choosing **Blackout as your requested location**. An additional question will pop up to input the actual location you would like to use. Please keep in mind that these requests are intended for events that require no resources or setup. Please be sensitive to **any major religious holidays** that may fall on the date of your request. For assistance with requests including multiple dates, please see our tutorial .

Input fields shown: Sun Sep 24 2023, 8:00 am, To: 9:00 am, Duration.



# Requesting an Event in 25Live, cont.

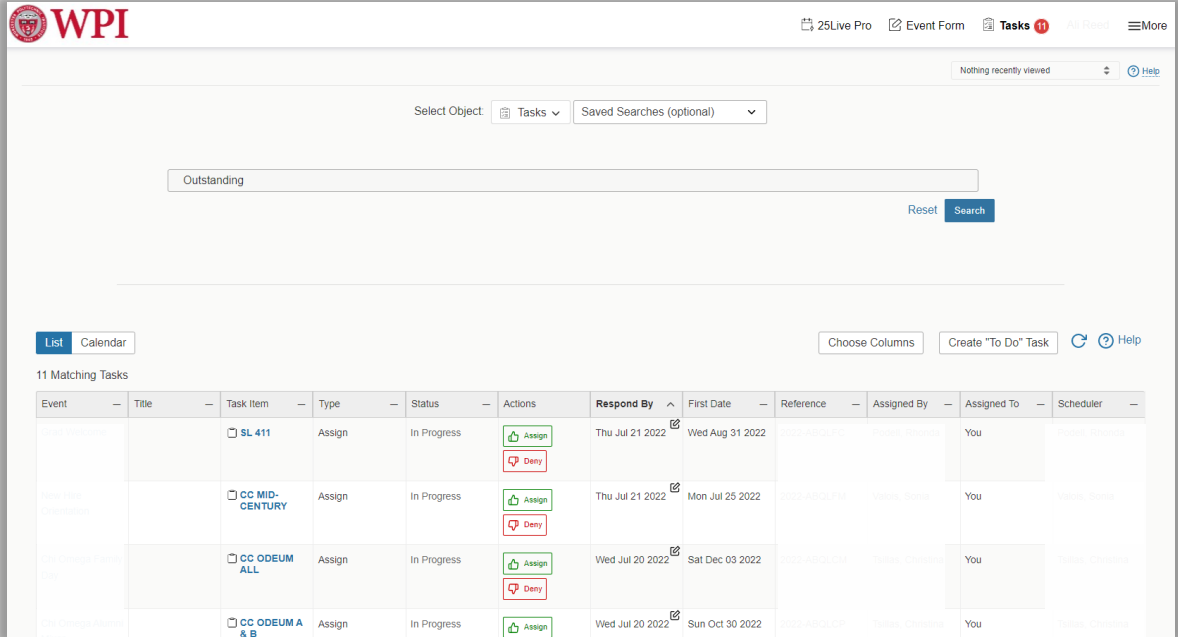
- Event Details page
  - Proof of submission
  - Event Reference number
  - Current state
- Automatic email w/ reference number as well
- Begins approval process

The screenshot displays the 25Live Pro Event Form interface for a 'Test' event. The event is in a 'Tentative' state and scheduled for 'Mon Dec 19 2022 9:00 am - 10:00 am'. The event reference number '2022-ABQLAG' is circled in red. The interface is divided into several sections:

- General:** Event Name: Test; Event Type: Meeting; Organization: EVENTS OFFICE; Requestor: Nosurname, 25live Test User; Scheduler: Nosurname, 25live Test User; Head Count: 0 expected, 0 registered; Description: Test - Demonstration only; Comments: Test - N/A.
- Event Categories:** Custom Attributes: How many external (non-WPI) guests are expected? 0; Will you have food and beverage? No.
- Event Info:** Requirements: Enter Workday Cost Center number or other applicable codes: Events Office; Event Owner: Nosurname, 25live Test User; Creation Date: Tue Jul 19 2022; Reference: 2022-ABQLAG; Cabinet: EVENTS.

# Approval and Coordination

- Be on the lookout for emails from your event coordinator!
- Approval queues
- Factors affecting approval speed:
  - Complexity of event
  - Time of year
  - Location
    - Not all spaces route to Events Office for approval
- Resources go to service providers for approval
- Weekly service provider meetings



The screenshot shows the WPI Scheduler interface. At the top, there is a navigation bar with the WPI logo, user information (25Live Pro), and navigation links (Event Form, Tasks, All Dates, More). Below the navigation bar, there is a search area with a dropdown menu for 'Select Object' (set to 'Tasks'), a search input field containing 'Outstanding', and buttons for 'Reset' and 'Search'. Below the search area, there are tabs for 'List' and 'Calendar', and buttons for 'Choose Columns', 'Create "To Do" Task', and 'Help'. The main content area displays a table of 11 matching tasks. The table has columns for Event, Title, Task Item, Type, Status, Actions, Respond By, First Date, Reference, Assigned By, Assigned To, and Scheduler. The tasks listed are:

Event	Title	Task Item	Type	Status	Actions	Respond By	First Date	Reference	Assigned By	Assigned To	Scheduler
CC 411		SL 411	Assign	In Progress	Assign, Deny	Thu Jul 21 2022	Wed Aug 31 2022	CC 411	Tasks Coordinator	You	Tasks Coordinator
CC MID-CENTURY		CC MID-CENTURY	Assign	In Progress	Assign, Deny	Thu Jul 21 2022	Mon Jul 25 2022	CC 411	Tasks Coordinator	You	Tasks Coordinator
CC ODEUM ALL		CC ODEUM ALL	Assign	In Progress	Assign, Deny	Wed Jul 20 2022	Sat Dec 03 2022	CC 411	Tasks Coordinator	You	Tasks Coordinator
CC ODEUM A & B		CC ODEUM A & B	Assign	In Progress	Assign	Wed Jul 20 2022	Sun Oct 30 2022	CC 411	Tasks Coordinator	You	Tasks Coordinator

(Scheduler view)

# Other Items of Note

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- Certain decorations are **not** permitted at on campus events
  - *i.e.* open flame candles, glitter, confetti
- The maximum capacity of a room is usually based on no furniture
  - The more extensive of a set up you need, the less people can fit
- Set up information should be finalized two weeks in advance of the event
  - If you request changes to an event with less than ten (10) business days' notice, changes are not guaranteed
  - Staff and resource support is scheduled out in advance and major changes are difficult once schedules have been made



Full policies and guidelines on our website

<https://www.wpi.edu/offices/events-office/policies>

# Unique Dates

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- Blackout Dates
  - Holidays where the school is closed
    - No staff, no classes
  - Major University events
    - Resources/staff stretched thin – additional resource/labor requests cannot be accommodated
  - New blackout intake request process in the 25Live Event Form
    - Event Type: Blackout
    - Location: Blackout
    - Additional question for requested location will populate
- Wellness Days
  - Built into the academic calendar
  - No classes, no assignment due dates, no non-critical lab work, and no meetings held on these days
  - Should be requested through the Center for Well-Being, not through 25Live
    - Link in event form
  - CWB approves activity, Events Office coordinates space

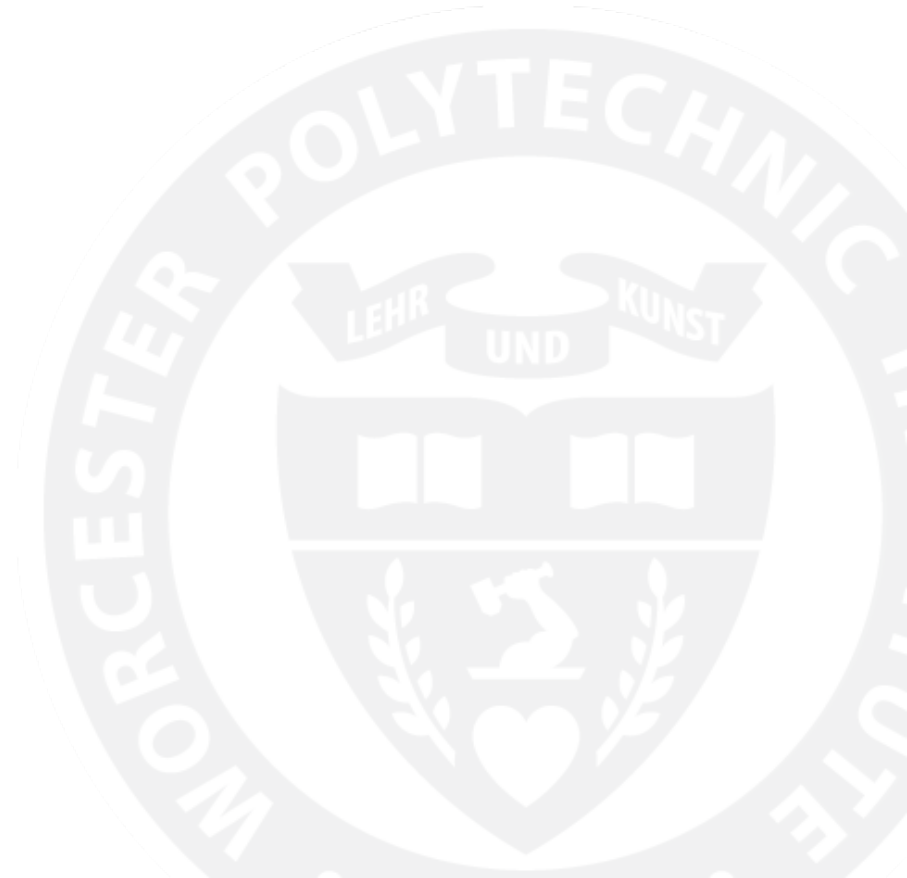
# Scheduling Timeframes

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Timeframe	25Live Opens
A+B Terms (up to Winter Break)	Spring (Apr/May)*
C+D Terms (through May)	Fall (Oct)
Summer (up to NSO prep)	March

\* Event spaces only until August 1

# 25Live Access Levels



# Default Access

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- All new accounts are given default access
  - Limited event types, locations, and organizations
  - Extra restrictions
- Access updates are manual
- No updates without an account (Log in!)
- Staff/faculty: Contact [events@wpi.edu](mailto:events@wpi.edu)

# Default Access

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- All students have access to book spaces for academic purposes and personal meetings
  - Event Types
    - Study Session/Review
    - Projects
    - Meeting
    - Blackout
  - Sponsoring Org
    - Non-Sponsored Academic
    - Projects
    - Non-Sponsored Individual
- Requests to reserve space for a student organization without the right access will be denied
- Requests need to be made at least 3 days in advance



# Student Org Access

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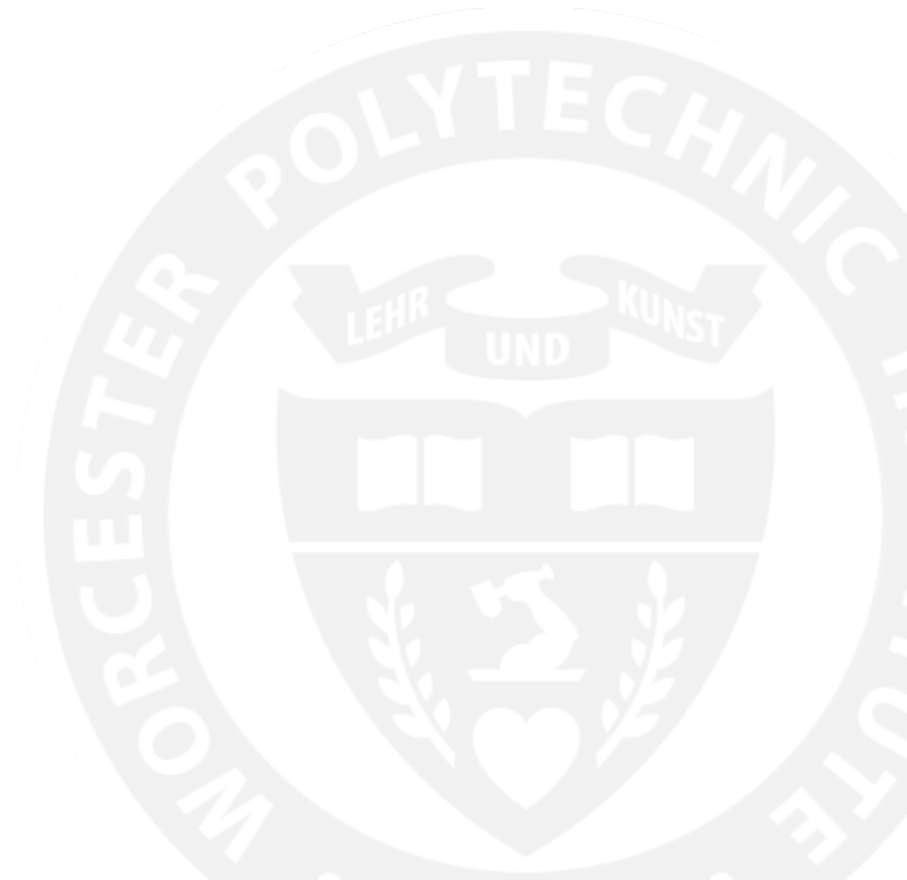
- Limited to a small number of group members
  - Core exec. Officers (Pres., VP, secretary, treasurer)
    - Reviewed each term
  - RAs and CAs
  - Select additional designees
    - Up to seven (7) per group, identified by the group president
- Required to watch training videos and pass a quiz every year
  - Link to quiz only provided in email to qualifying members
  - Passing = 100%, can be retaken as many times as necessary
  - Access reset every summer
- Can only request for groups under which they qualify
  - Requests for other groups will be denied
- Personal/academic requests should not be requested under the group org
- Requests need to be made at least 3 days in advance

# Staff/Faculty Access Levels

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- Requester Access
  - Most employees will have this level
  - All requests will route to an approval queue
- Assign/Unassign Access
  - Allows for the ability to book certain locations without the need for approval
  - Limited mostly to departments who don't have their own meeting spaces
  - Other locations still need to be requested and approved
    - Should only confirm events for those specific locations, requests need to stay Tentative
- Location Approvers
  - Some departments have conference rooms or other spaces that they manage approvals for instead of the Events Office, Academic Scheduling, or Athletics
  - Other locations still need to be requested and approved
    - Should only confirm events for those specific locations, requests need to stay Tentative

# Navigating 25Live



# Dashboard

The image shows a screenshot of the WPI dashboard with several annotations. At the top, a red oval labeled "Home" points to the top navigation bar. Another red oval labeled "Event Form" points to the "Event Form" link in the top navigation bar. On the left side, a red oval labeled "Quick Search" points to the "Quick Search" section. In the center, a large red "X" is placed over the "Find Available Locations" and "Express Scheduling" sections. On the right side, a red oval labeled "Main Search" points to the "Go to Search" button. At the bottom right, a red oval labeled "Customize" points to the "Customize Dashboard" link.

# Searches

This screenshot shows the search interface for 'Events'. At the top left is the WPI logo. Below it, the 'Select Object:' dropdown is set to 'Events', with a 'Saved Searches (optional)' link. A 'Quick Search' toggle is currently set to 'Advanced'. A search input field contains the text 'Search Events'. Below the input field is a hint: 'Hint! Type : to use SeriesQL'. At the bottom, there are expandable filters for 'Organizations +', 'Types +', 'Categories +', and 'States +'. A secondary dropdown menu is open, showing options: 'Events', 'Locations', 'Organizations', and 'Resources'.

This screenshot shows the search interface for 'Locations'. At the top right, there is a user profile section with '25Live Pro', 'Event Form', and '25live Test User Nosurname', along with a 'More' menu icon. Below this, a status bar shows 'Nothing recently viewed' and a 'Help' icon. The 'Select Object:' dropdown is set to 'Locations', with a 'Saved Searches (optional)' link. A 'Quick Search' toggle is set to 'Advanced'. The search input field contains 'Search Locations'. A hint below reads 'Hint! Type : to use SeriesQL'. At the bottom, there are expandable filters for 'Categories +', 'Features +', 'Layouts +', and 'Capacity' (with 'between' and 'and' operators and two empty input boxes). A dropdown menu is open, showing a search bar for 'Saved Searches (optional)' and two sections: 'Pre-Defined Groups' (with 'Your Starred Locations' and 'Your Express Locations') and 'Public Searches' (with a list of location types and star icons). The list includes: 'Athletic Outside Locations', 'Atwater Kent Labs', 'Campus Center', 'Classrooms (25-39 seats)', 'Classrooms (40-59 seats)', 'Classrooms (60-120 seats)', 'Computer Labs', 'Fuller Labs', 'Goddard Hall', 'Harrington Auditorium', and 'Hinings House'. To the right of the dropdown, there are 'Reset', 'Save As', and 'Search' buttons.

# Searches, cont.

WPI 25Live Pro Event Form 25live Test User Nosurname More

Nothing recently viewed Help

Select Object: Locations Saved Searches (optional)

Quick Search  Advanced

cc

Hint! Type :: to use SeriesQL. Search has not been saved

Reset Export Results Save As Search

Categories + Features + Layouts + Capacity between and

List Calendar Availability Availability Weekly Choose Columns

35 Matching Locations

Name	Formal Name	Categories	Features	Layouts	Default Capacity
☆ CC ALL	Campus Center - All				800
☆ CC '46 LOUNGE	Campus Center - Class of '46 Lounge	Department Owned / Managed	Air Conditioning, Carpet, I T - Data Connection, I T - Internet Connection, Telephone Port, Windows	Open, See Instructions	30
☆ CC BARTLETT WALL	Campus Center - Bartlett Wall	Department Owned / Managed		Tables - Rectangle	2
☆ CC CHAIR'S	Campus Center 129 - Chair's	Conference Room, Meeting Room	Air Conditioning, Carpet, I T - Data	Conference, Seminar	22



Hover for some detail!

☆ CC CHAIR'S Campus Center 129 - Chair's


**CC CHAIR'S**  
 Campus Center 129 - Chair's  
 Conference Room

Features:  
 Air Conditioning; Carpet; I T - Data Connection; I T - Internet Connection; Projector - Data; Projector - Screen; Seating - Conference; Seating - Fixed; Table - Conference; Telephone Port; Windows

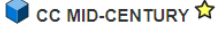
Layouts:  
 Conference; Seminar

Capacity:  
 22

# Location Details

25Live Pro Event Form 25live Test User Nosurname More

Recently Viewed [Help](#)



**CC MID-CENTURY**  
Campus Center 331 - Mid-Century Room

[More Actions](#)

[Details](#) [List](#) [Availability \(Daily\)](#) [Availability \(Weekly\)](#) [Calendar](#)

Always Share: No [Refresh](#) [Help](#)

**Comments** ^

none

**Default Instructions** ^

none

**Features** ^

- Air Conditioning
- Board - White
- Carpet
- IT - Data Connection (3)
- IT - Internet Connection
- Projector - Data
- Projector - Screen
- Seating - Tables / Chairs
- Telephone Port (4)
- Windows

**Attributes** ^

Latitude	42.274829
Longitude	-71.808448

**Hours** ^

**Layouts** ^

**Max Capacity:** 20  
**Default Layout:** Circle

Click on a layout name to view its details in the Layout Details panel.

Name	Cap
Circle	20
<a href="#">See Instructions</a>	20

**Categories** ^

- Conference Room
- Meeting Room

**Related Spaces** ^

Subdivision Of [CC ALL](#)

**Location Scheduler** ^

none

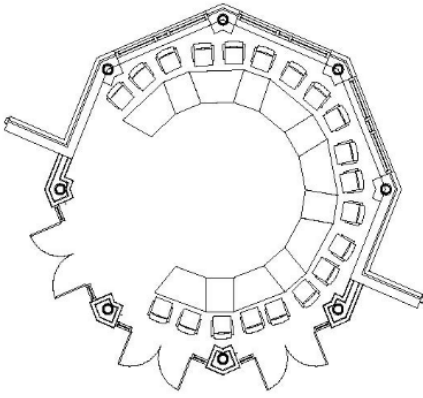
**Partition** ^

none

**Layout Details** ^

**Viewing Layout:** Circle

**Layout Image**



**Layout Diagram**

# Calendar View

The screenshot displays the WPI calendar application interface. At the top left is the WPI logo. The top right shows user information: '25Live Pro', 'Event Form', '25live Test User Nosurname', and a 'More' menu. Below this is a 'Recently Viewed' dropdown and a 'Help' link. The main search area includes a 'Select Object' dropdown set to 'Locations' and a 'Saved Searches (optional)' dropdown. A search bar contains 'cc mid'. Below the search bar are filters for 'Categories +', 'Features +', 'Layouts +', and 'Capacity' with 'between' and 'and' operators. A 'Quick Search' toggle is set to 'Advanced'. A 'Search' button is present, with a message 'Search has not been saved' and links for 'Reset', 'Export Results', and 'Save As'. The calendar view is for 'Sun Sep 04 2022 - Sat Sep 10 2022' for 'Weeks: 1'. Navigation tabs include 'List', 'Calendar', 'Availability', and 'Availability Weekly'. A red circle highlights the 'Show Blackouts' and 'Display Additional Time' checkboxes. A calendar grid shows events for each day from Sunday, September 4 to Saturday, September 10. A date picker is open over the 4th of September, showing the current date selected.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>September 4</b> 7:00 pm (FRI SEP 02 2022 - 7:00 pm) SUN SEP 04 2022 (6:00 pm (FRI SEP 02 2022 - 10:00 pm)) SUN SEP 04 2022 SFS GAMING WEEKEND A-TERM 2022 CC CHAIR'S CC HAGGLUND CC MID-CENTURY CC ODEUM ALL CC PETERSON CC STAGE CC TAYLOR	12:00 am - 11:59 pm <b>Blackout: AY23 Labor Day</b> CC MID-CENTURY		8:30 am - 10:00 am (5:30 am - 1:00 pm) FALL EMPLOYEE TOWN HALL (Private) (Private) CC GRASS CC GRILLE CC HAGGLUND CC MID-CENTURY CC ODEUM ALL CC PATIO			



# Availability View

WPI

25Live Pro | Event Form | 25live Test User Nosurname | More

Recently Viewed | Help

Select Object: Locations | Saved Searches (optional)

Quick Search | Advanced

CC

Hint: Type - to use SeriesQL.

Search has not been saved

Reset | Export Results | Save As | Search

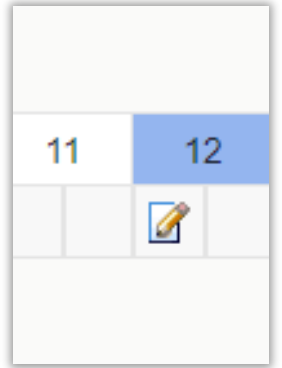
Categories + | Features + | Layouts + | Capacity between and

List | Calendar | Availability | Availability Weekly | Legend |  Include Requested | Wed Aug 10 2022 | Overlapping | Help

	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
CC ALL								PLTW Summer 2022 W					Summer C...										
CC '48 LOUNGE	Closed																						
CC BARTLETT WALL																							
CC CHAIRS	Closed												Summer C...										
CC GRASS													Summer C...										
CC GRILLE													Summer C...										
CC HAGGLUND	Closed							PLTW Summer 2022 Workshops - Day 2															
CC INDOOR TABLE (1)	Closed																				Closed		
CC INDOOR TABLE (2)	Closed																				Closed		
CC INDOOR TABLE (3)	Closed																				Closed		
CC INDOOR TABLE (4)	Closed																				Closed		
CC INDOOR TABLE (5)																							
CC INDOOR TABLE (6)																							
CC INDOOR TABLE (7)																							
CC INDOOR TABLE (8)																							
CC INDOOR TABLE FOOD COURT																							
CC MID-CENTURY	Closed							PLTW Summer 2022 Workshops - Day 2															
CC MORGAN	Closed							Test															
CC ODEUM A	Closed							PLTW Summer 2022 Workshops - Day 2															



Click the pencil to start the event form!



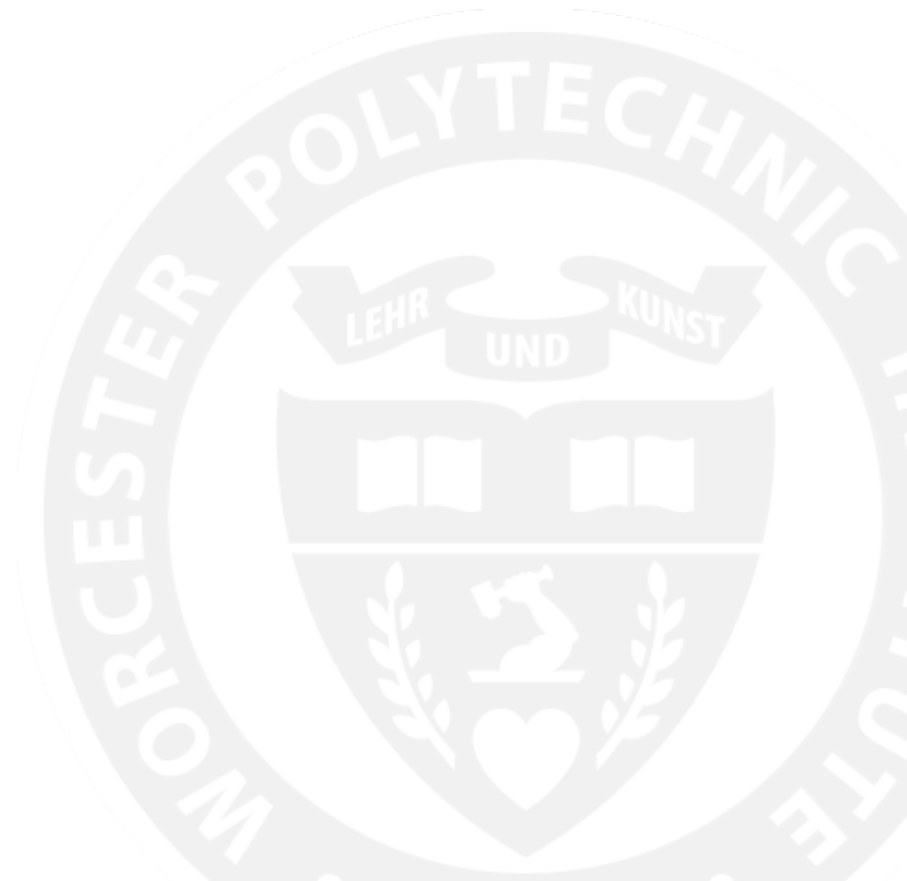
# Availability View, cont.

The screenshot displays the WPI Availability View interface. At the top left is the WPI logo. The top right shows user information: "25Live Pro", "Event Form", "25live Test User Nosurname", and a "More" menu. Below this is a "Recently Viewed" dropdown and a "Help" link. The main search area includes a "Select Object:" dropdown set to "Locations" and a "Saved Searches (optional)" dropdown. A search input field contains "cc mid" with a "Quick Search" toggle set to "Advanced". A hint below the search field reads "Hint! Type :: to use SeriesQL." To the right of the search field, a message states "Search has not been saved" with "Reset", "Export Results", "Save As", and "Search" buttons. Below the search area are filters for "Categories +", "Features +", "Layouts +", and "Capacity between and" with two empty input boxes. The bottom section shows a navigation bar with "List", "Calendar", "Availability" (selected), and "Availability Weekly" tabs. A "Legend" button and a checked "Include Requested" checkbox are also present. The date is set to "Fri Sep 23 2022". A dropdown menu is open, showing options "Separated", "Separated", and "Overlapping", with "Separated" selected. The calendar grid shows days 0-11. A "CC MID-CENTURY" event is visible, with a "Blackout: AY23 - Wellness Day" and "Closed" status for days 0-7. A "NPHC Showcase" event is visible for days 6-11. The text "No More Results" is displayed at the bottom of the calendar.

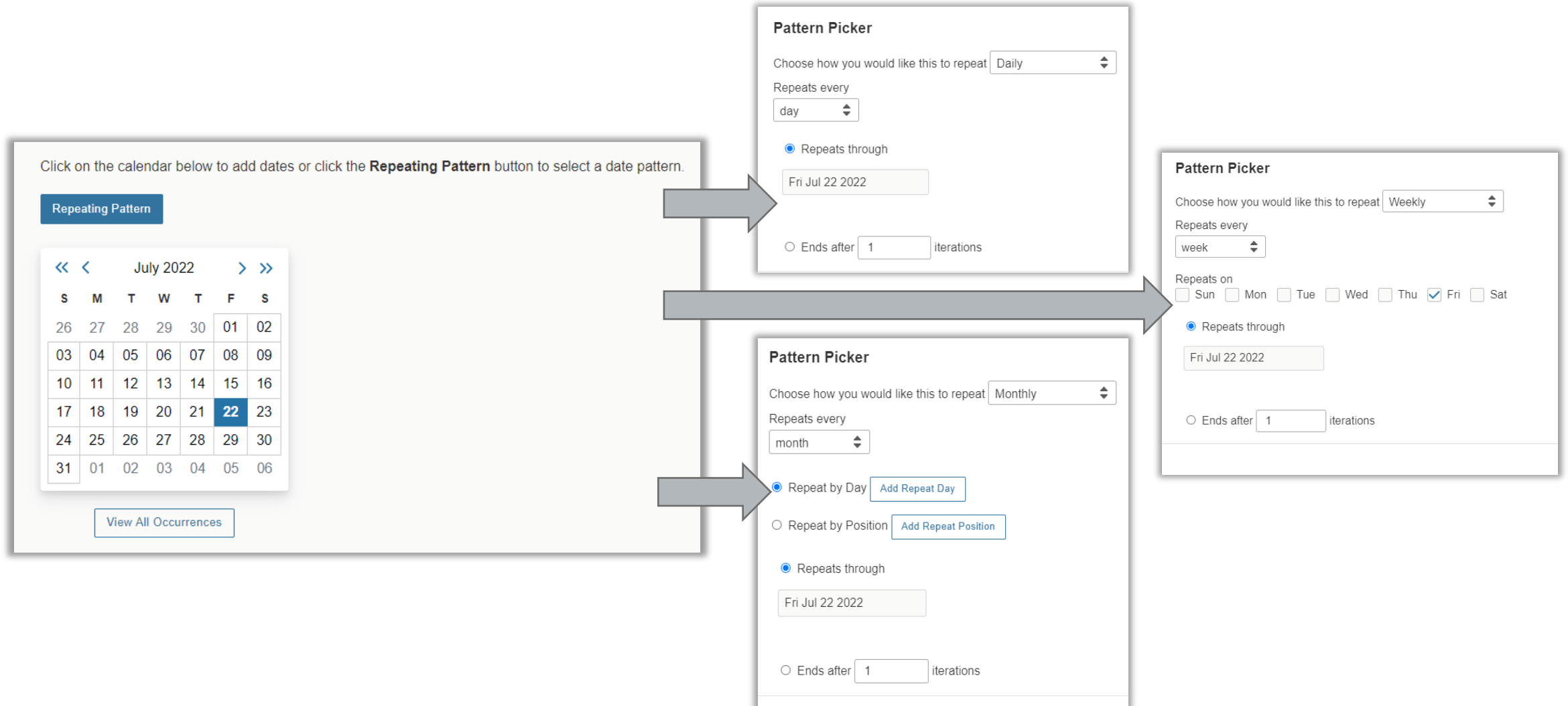
# Availability Weekly View

The screenshot displays the WPI Availability Weekly View interface. At the top left is the WPI logo. The top right shows user information: 25Live Pro, Event Form, 25live Test User Nosurname, and a More menu. Below this is a 'Recently Viewed' dropdown and a 'Help' link. The main search area includes a 'Select Object' dropdown set to 'Locations' and a 'Saved Searches (optional)' dropdown. A search bar contains 'cc mor' with a 'Quick Search' toggle and an 'Advanced' toggle. Below the search bar is a 'Hint Type' note and a 'Search has not been saved' message. There are buttons for 'Reset', 'Export Results', 'Save As', and 'Search'. Below the search area are expandable sections for 'Categories', 'Features', 'Layouts', and 'Capacity between and'. The main interface has tabs for 'List', 'Calendar', 'Availability', and 'Availability Weekly' (which is selected). A 'Legend' button and a circled 'Include Requested' checkbox are also present. The date is 'Sun Sep 18 2022' and 'Weeks: 1'. A 'Days' dropdown menu is open, showing a list of days from Sunday to Saturday, all of which are checked. The calendar grid shows a weekly view with columns for Sunday (9/18) through Friday (9/23). The grid is mostly grey, indicating 'Closed' availability. There are some green blocks representing events: 'CARE Team Meeting' on Tuesday (9/20) at 9:00 AM, 'LNL Executive Board Meeting' on Monday (9/19) at 5:00 PM, and 'The Social Committee - Exec Meeting' on Tuesday (9/20) at 5:00 PM. A 'Done' button is at the bottom of the 'Days' dropdown menu.

# Tips and Tricks



# Putting Multiple Occurrences on One Request



# Putting Multiple Occurrences in One Day

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

**Repeating Pattern**

<< < July 2022 > >>

S	M	T	W	T	F	S
26	27	28	29	30	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
31	01	02	03	04	05	06

**View All Occurrences**



**Date Occurrences (Fri Jul 22 2022)** [Close]

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	Comment	State	Remove
<input checked="" type="checkbox"/>	Fri Jul 22 2022	1:00 pm 2:00 pm		Active	<b>Remove</b>

**Close** **Add Occurrence**

# Event Form Location Search

**Event Locations - Required**

**Locations Search**

Auto-Load Starred: No  Yes

Hide Conflicts  Enforce Headcount

Your Starred Locations

Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details
<a href="#">Request</a>	CC HAGGLUND	Campus Center 301 - Hagglund Conference Room	46	1/1	None
<a href="#">Request</a>	CC MID-CENTURY	Campus Center 331 - Mid-Century Room	20	1/1	None

[Return to Top](#)



**Event Locations - Required**

**Locations Search**

Auto-Load Starred: No  Yes

Hide Conflicts  Enforce Headcount

Your Starred Locations

Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details
<a href="#">Request</a>	CC HAGGLUND	Campus Center 301 - Hagglund Conference Room	46	1/1	None
<a href="#">Request</a>	CC MID-CENTURY	Campus Center 331 - Mid-Century Room	20	1/1	None
<a href="#">Request</a>	CC MORGAN	Campus Center 208 - Morgan Conference Room	18	1/1	None
<a href="#">Request</a>	CC TAYLOR	Campus Center 128 - Taylor Conference Room	16	1/1	None

# Finding Events You've Submitted

Your Upcoming Events ^

- 1 Event in which you are the **Requestor**
- 1 Event in which you are the **Scheduler**

Select Object: Events Saved Searches (optional)

Quick Search  Advanced

Search Events

Hint! Type :: to use SeriesQL

Organizations +   Types +   Categories +   States +

Pre-Defined Groups

- Featured Events
- Your Starred Events
- Events In Your Starred Locations
- Events Using Your Starred Resources
- Events Sponsored By Your Starred Organizations
- Events You Have Requested
- Events You Are Scheduling
- Events in which you are the Instructor

Reset | Save As

Future Only | All Dates

25Live Pro   Event Form   25live Test User Nosurname   More

Recently Viewed Help

Select Object: Events Events You Have Reque...

Events You Have Requested Reset Search

---

List Calendar   ← Future Only →   Future Only All Dates Choose Columns Help

1 Matching Events

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler	Requestor
☆ Test		2022-ABQLAG	EVENTS OFFICE	Meeting		Requestor, Scheduler	Mon Dec 19 2022	9:00 am	Tue Jul 19 2022 9:43 am	Cancelled			25live Test User Nosurname	25live Test User Nosurname



# Finding Events Your Group Has Submitted

WPI 25Live Pro Event Form 25live Test User Nosurname More

Recently Viewed Help

Select Object: Organizations Saved Searches (optional)

Quick Search  Advanced

events

Hint: Type : to use SeriesQL

Search has not been saved

Reset Export Results Save As Search

Types + Categories +

List Calendar  Display Additional Time

← Sun Jul 17 2022 - Sat Jul 23 2022 →

Sunday	Monday	Tuesday	Wednesday	Thursday
July 17	18	19	20	
		1:00 pm - 2:00 pm Event Service Provider Meeting EVENTS OFFICE		

WPI 25Live Pro Event Form 25live Test User Nosurname More

Go to Search Recently Viewed Help

EVENTS OFFICE ★  
Events Office

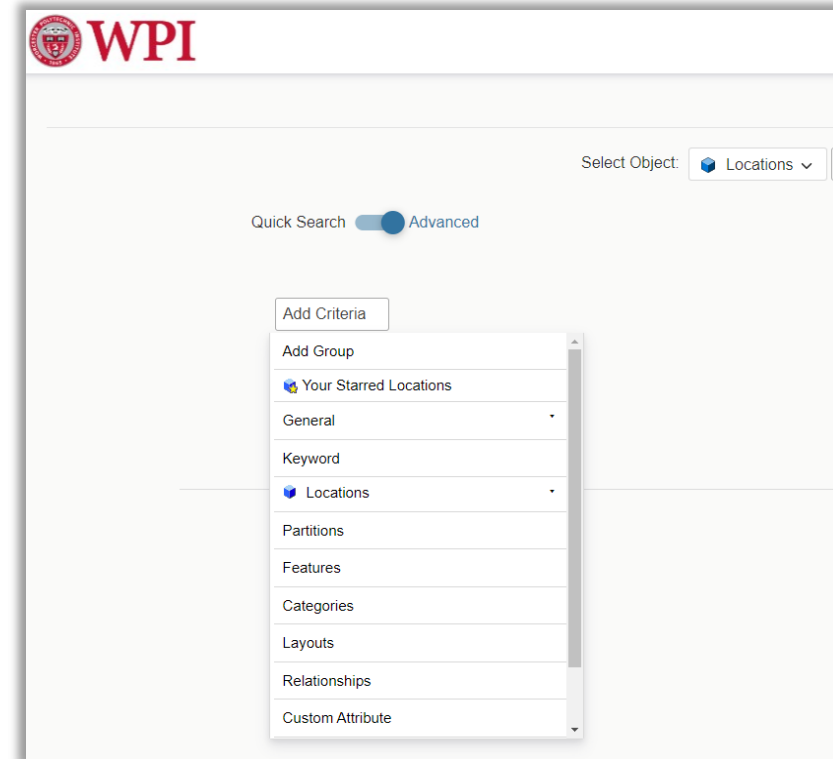
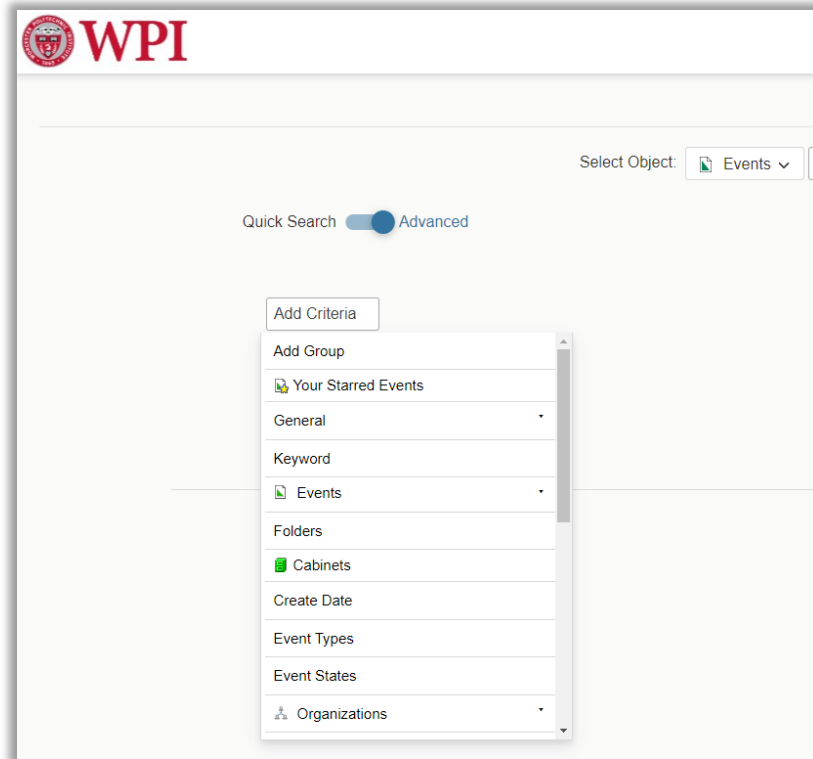
Details List Calendar

← Fri Jul 22 2022 - Wed Oct 19 2022 → Days: 90 Choose Columns Help

15 Matching Reservations

Event	Title	Reference	Expected Head Count	Organization	Occurrence Date	Setup Start	Pre-Event Start	Event Times	Post-Event End	Takedown End
25Live Staff Training		2022-ABQLBM	50	EVENTS OFFICE	Thu Aug 18 2022		10:00 am	10:00 am - 11:30 am	12:00 pm	
25Live Staff Training		2022-ABQLBM	50	EVENTS OFFICE	Thu Aug 18 2022		2:00 pm	2:00 pm - 3:30 pm	4:00 pm	

# Advanced Searches



- More specific than just “starred” locations
- Combine searches for efficiency

# Express Scheduling

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The screenshot shows a web form titled "Express Scheduling". It is divided into two main columns. The left column is titled "Date / Time" and contains three input fields: a date field with "Mon Jul 25 2022", a time field with "11:00 am", and a "To:" field with "12:00 pm". Below these is a "Duration:" field showing "1 Hour". The right column is titled "Express Locations" and contains a dropdown menu with "Search spaces" and a downward arrow. Below that is an "Event Name" field. At the bottom left of the form are two buttons: a blue "Save" button and a white "Open in Form" button with a blue border.

- Designed for spaces that never need any setup/support
- Requests auto-confirm
- Only applicable to certain locations around campus
  - Hoteling offices
  - Some lab spaces outside of classes

# I Know WHEN/WHERE My Event...

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!**

Find Available Locations

Enter the desired date and time for your event:

Date:

Choose Date Template

To:

Number of Attendees:  (required)

Search within:

Show me what's available!

Find Available Locations

Find Location by Name:

[Don't know the exact Location? Search by Location Groups...](#)

- Doesn't always show everything available
- Only looks at a narrow timeframe and attendance count

# Dark Mode

The image illustrates the steps to enable Dark Mode in the 25Live Pro application. It consists of three sequential screenshots:

- First Screenshot:** Shows the main application interface. The user's name "25live Test User Nosurname" and a "More" menu icon (three horizontal lines) are circled in red. Below the header, there is a search bar and a list of "Your Starred Locations" including CC HAGGLUND, CC MID-CENTURY, CC MORGAN, and CC TAYLOR.
- Second Screenshot:** Shows the "User Settings" page. The "Enable Dark Mode" toggle is circled in red, and the "Display" button next to it is also circled in red. Other settings like "Dark Mode", "Date & Time Preferences", "Date Order", and "Time Display" are visible.
- Third Screenshot:** Shows the application in Dark Mode. The "User Settings" overlay is still present, and the "User Settings" option in the navigation menu is circled in red. The interface is now dark-themed, with search bars and lists of starred locations and events.

