

Using 25Live Publishing Events to the 'Canes Calendar and to Other University of Miami Resources

Office of Classroom Management

This document covers some of the basics for submitting an event request through the 25Live Scheduling System and how those event requests are considered for inclusion in various University promotional venues.

CollegeNet 25Live is a Web-based software commonly used by organizations to manage meeting spaces, event resources, and events. At the University of Miami, 25Live is used to manage classroom spaces, many (but not all) meeting spaces, and to push event listings to Web calendars on various University Web sites.

The Office of Classroom Management administers and governs 25Live software. The Division of University Communications coordinates with the Office of Classroom Management to publish events calendars from 25Live to University Web sites.

If you manage meeting spaces at the University or if you plan events regularly and currently DO NOT use 25Live as your primary resource for promoting events to Web calendars, consider contacting the Office of Classroom Management and becoming an advanced user of the system.

This document is for basic users: any UM faculty, staff, and students who simply want to use 25Live to publicize an event on University Web calendars like the 'Canes calendar, UM mobile app, the faculty/staff newsletter, or college calendars at the Miller School of Medicine, College of Arts and Sciences, etc.

Once an event request is submitted it will be reviewed and considered for inclusion. You can login to the system to check on the status of your submission.

Contents

- How to Post an Event on the ‘Canes Calendar 2
- Editor Card # 1 4
- Editor Card # 2 5
- Editor Card # 3 6
- Editor Card # 4 6
- Editor Card #5 8
- Editor Card # 6 10
- Editor Card # 7 11
- Editor Card # 8 12
- Confirmation Page 12
- Event Guidelines for the Miller School of Medicine Calendar and Newsletters..... 15
- The Lifecycle of an Event Request 15
- How Do I See the Events I Have Already Requested?..... 16
- How Do I Know If My Event Is Being Processed?..... 18
- How Do I Know If My Event Has Been Published?..... 20
- How Do I Find Out Why My Event Was Denied? 21
- How to Find Notes and Comments Entered About an Event 21
- How Do I Duplicate or Copy an Event?..... 23
- How Do I Edit, Delete, or Cancel An Event?..... 25
- Editing an Event Request 25
- Deleting an Event Request 26
- How to E-mail the Event Scheduler (the person who can approve/cancel/edit your event after it is published).....27

How to Post an Event on the 'Canes Calendar

Suggested web browsers to use when working with 25Live:

- Mozilla Firefox
- Google Chrome
- Safari

25Live Website: <https://25live.collegenet.com/miami>

Open a web browser window and navigate to the website, the Non-Signed In view or **25LiveViewer** is displayed.

Click on the Calendar tab

Select 'Canes Calendar Main' from the Showing drop box

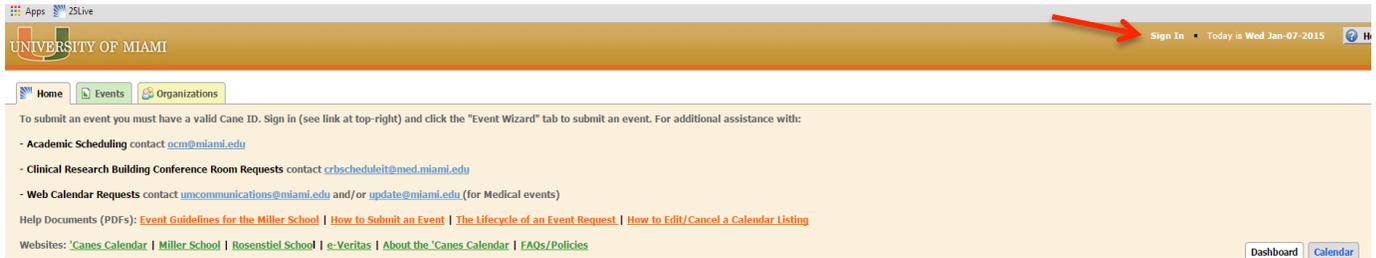
The events displaying here are already events published on the '[Canes Calendar](#)'.

The drop down list in the center of the page includes some of the sub-calendars on the 'Canes Calendar.

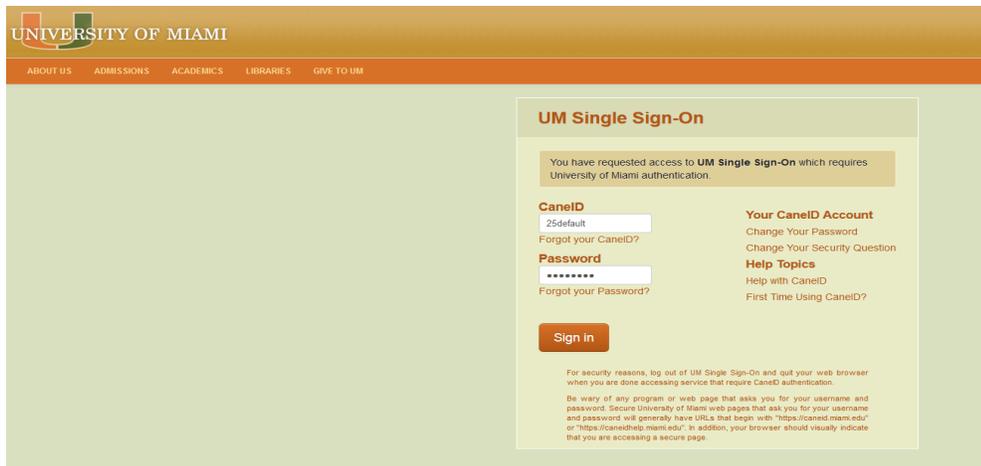
The screenshot shows the University of Miami's 25Live website. At the top, there's a navigation bar with 'Home', 'Events', and 'Organizations' tabs. Below this, there's a section for submitting events with contact information for Academic Scheduling, Clinical Research Building Conference Room Requests, and Web Calendar Requests. A 'Help Documents' section lists various guides. At the bottom of this section, there are links to various websites. The main content area is a calendar for January 2015. A dropdown menu is open, showing 'Showing: Canes Calendar Main' and a list of sub-calendars including Academic, Admissions, Alumni, Arts and Culture, Athletics, Community, Faculty and Staff, Parents, Student Life, and Wellness. A red arrow points to the 'Showing: Canes Calendar Main' dropdown. The footer contains navigation links like 'Icon Legend', 'Feedback', 'Help Tips: Disable', and 'Text Size:'. At the very bottom, there's footer text including '25Live v24.0 ©2008 - 2014 CollegenET, Inc.' and other links like 'Privacy Policy', 'Browser Recommendations', 'Mobile Version', and 'Product Feedback'.

To submit an Event Request

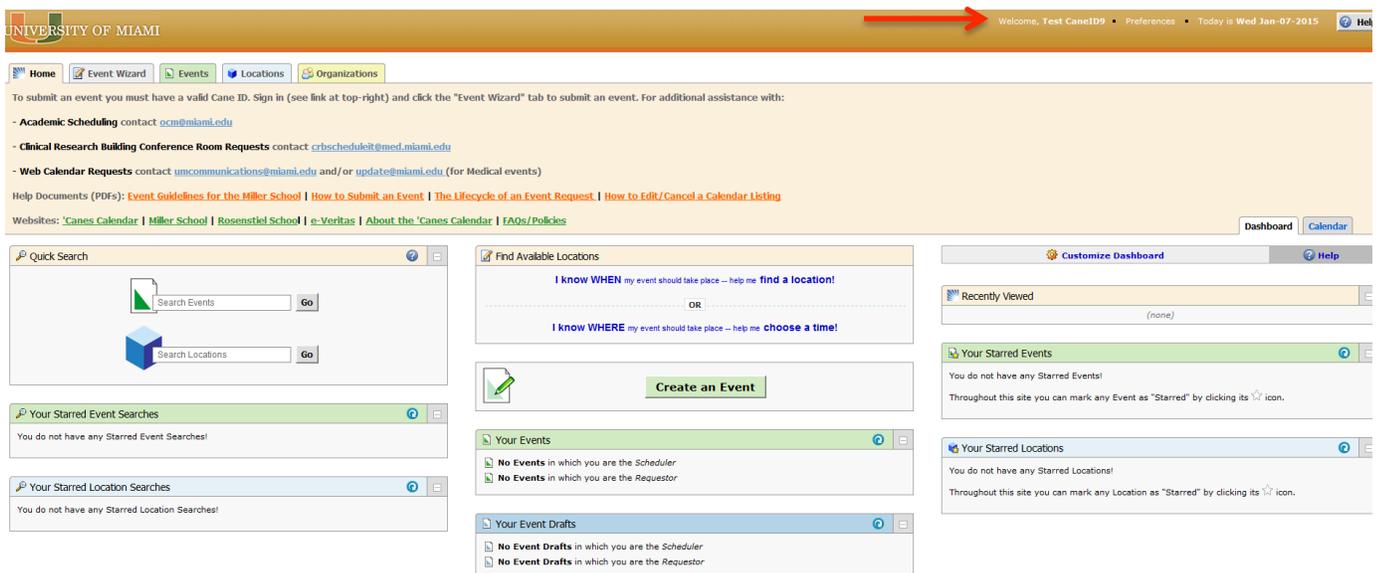
Click the **Sign In** option at the top of the screen. A valid **CaneID** is required to post an event to the 'Canes Calendar.



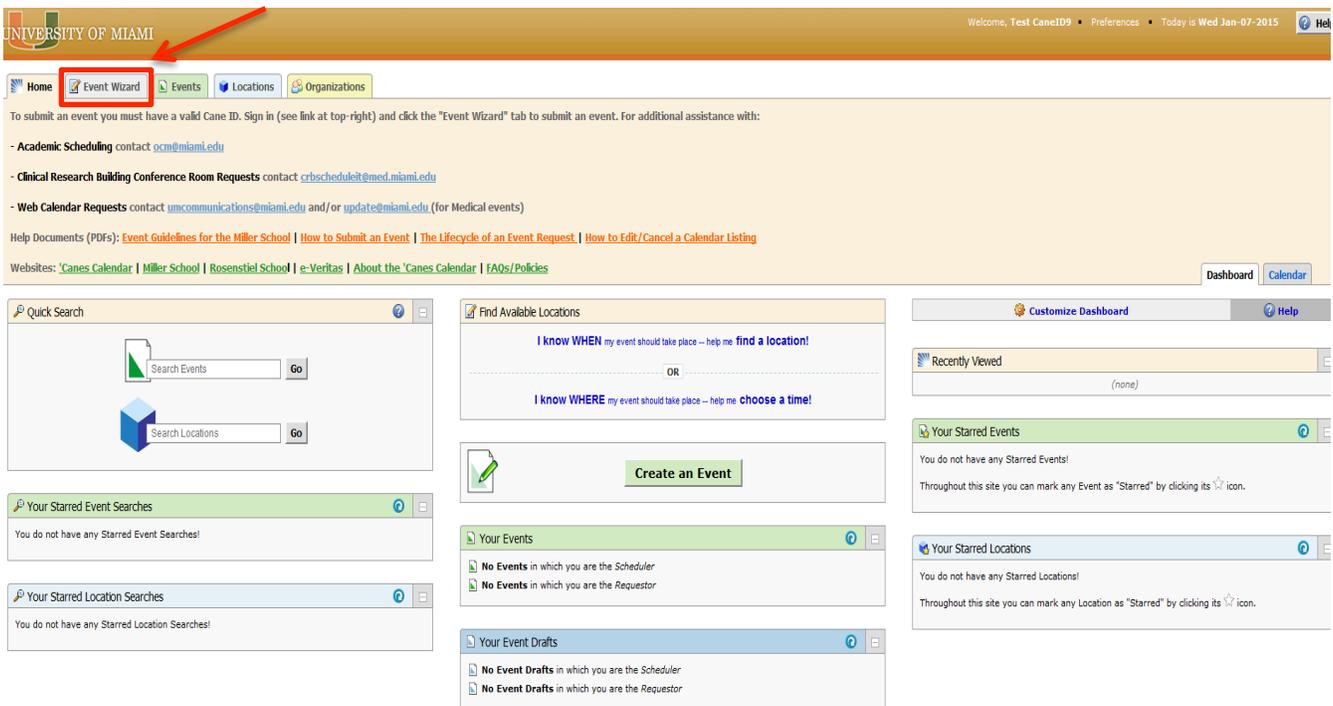
For the purposes of this demo, we are using "25default" which is a CaneID service account that reflects the default user access for submitting an event request. Enter YOUR CaneID instead



After successful Sign In, you will be directed back to 25Live and your name should appear at the top of the page.



In addition to seeing all of the same items as the non-Signed In view, default access includes the Event Wizard tab. Click on the **Event Wizard** tab to load the event creation form.



Editor Card #1: Event Name, type and primary organization.

Populate information for your event. Fields showing a red asterisk are required fields.

Once finished populating the fields, **click** on the **NEXT** button to continue. Such button becomes active once required fields are populated.

The screenshot shows the 'Event Wizard' form. The 'Event Name (Short Title)' field is highlighted in red, indicating it is a required field. The form includes fields for 'Event Name (Long Title)', 'Event Type', 'Primary Organization', and 'Additional Organization(s)'. There are 'Back', 'Cancel', 'Save', and 'Next' buttons. A note on the right side of the form states: 'Please keep the Event Name (Short Title) clear and simple to make sure it is understandable to others. Please Note: You may encounter an error if your title contains smart punctuation such as ", or the emdash "—" or similar stylized symbols, especially those that may have been copied and pasted from a document or web page. Try removing these symbols and/or re-keying them rather than copy/pasting. This issue has been reported and is currently being investigated.'

Home | Event Wizard | Events | Locations | Organizations

Test I | New Event...

Test I
Test I

NOTE: 25Live works best and fastest in **Mozilla Firefox** and **Google Chrome** web browsers.

To confirm the event information you are submitting has not already been entered, use the **Events Tab** to search for events.

Meeting Or Info Session
Accounting
Additional Organization(s)

Start by entering the basic event information.

Event Name (Short Title)
 ✓

Event Name (Long Title)
 ✓

Event Type
 ☆ ✓

Primary Organization
 ☆ ✕

Additional Organization(s)

Please select the organization, office or college/school responsible for the event by clicking "Search" or from your list of starred organizations. If the search does not return the expected results, try limiting the search to a key word in the organization name. Only one primary organization can be selected. Use the Additional Organizations section below to add any other organization(s) associated with this event.

NOTE: If the organization is not listed, please send an email to jschedule@miam.edu with the subject line "New 25Live organization" if you would like the organization added to 25Live.

TIP: Next to the selected organization, you can click the star icon to save it as a starred organization.

Editor Card #2: Expected Head Count

Click on the top radio button key to indicate estimated number of attendees

If you are interested in sharing this event on a Web calendar, Type a description of your event in the Event Description box. Be sure to include location information as a part of your description. A description can have linked text, but do not embed images or other files in your description

Click NEXT to continue

Test I | New Event...

Test I
Test I

Meeting Or Info Session
Accounting
Additional Organization(s)
37 Attendees Expected
Test I for ACC 212 B, C & D.

Progress...

Enter additional basic event information.

Expected Head Count

I Don't Know

Event Description ✓

Font Family Font Sizes

Test I for ACC 212 B, C & D.

Include a description of the event, location information and any other event details needed.

Please Note: Text that uses characters such as smart quotes or certain stylized characters (©, ®, ®, ®, ®, ®, ®, ®) will appear incorrectly on some calendar views (if you elect to share the event). While this issue is being reviewed, you may want to consider using the closest alternative character such as "e" or "a." This issue has been reported and is currently being investigated.

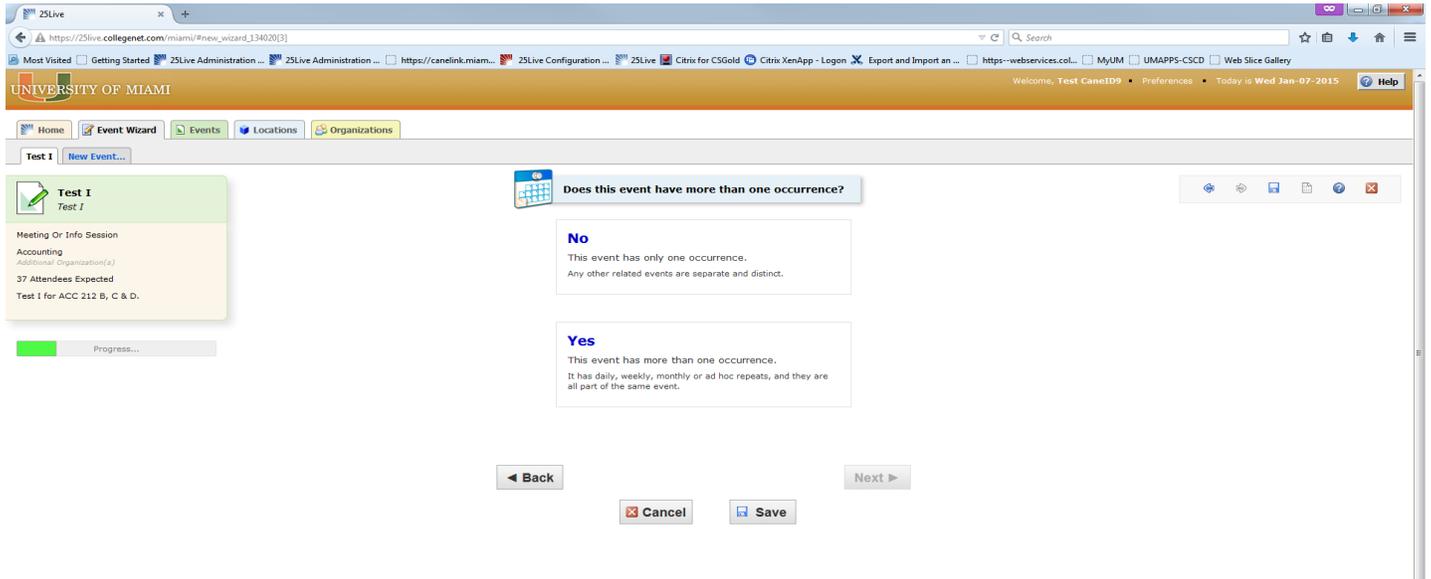
Notes:
To embed HTML code directly (such as a YouTube video), use the "inserted video" button or edit the source directly by clicking the "Source code" button.

Some HTML tags (including TABLE tags) are not supported by 25Live Publisher.

Editor Card #3: Is your event a one-time only event or is it a recurrent event?

Select **NO**, if your event will take place on just one day

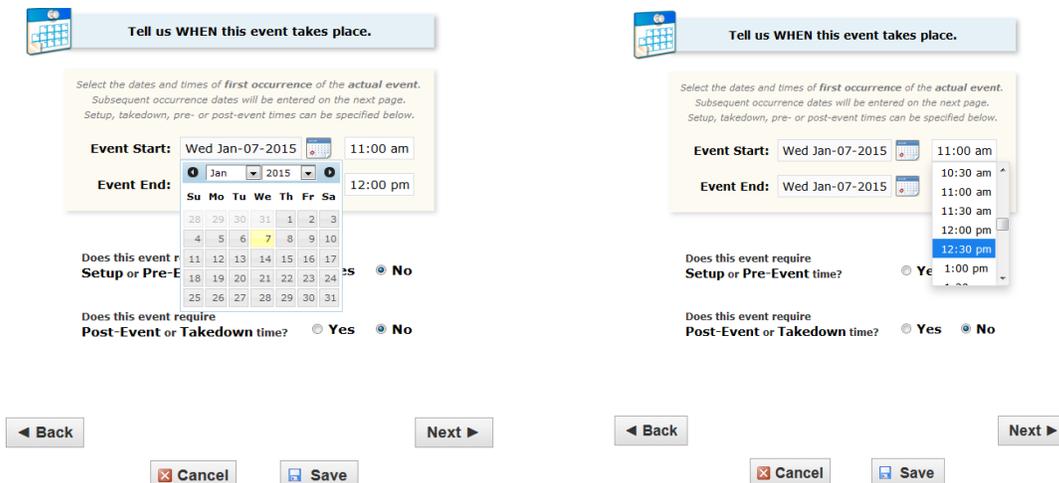
Select **YES**, if your event will take place more than once but at the same starting and ending time



Editor Card #4: Once a selection is made, either for an event taking place on just one date or for a reoccurring event, you will be prompted to indicate the event starting date and times.

Click on the *Calendar* icon located on the right side of the *Event Start* field to select month and day of your event. **DO NOT** modify the *Event End* field on this section.

Click on the *Start Time* and then the *End Time* to modify information to match your event's meeting times. Once you click over the time listed, a drop down box will open for you to make a selection.



Indicate *Pre-Event* time by selecting *Yes* and add a gap of 10 minutes on the Minutes field of the Pre-Event line, as indicated below.

Do the same for the *Takedown* time. A gap of five to ten minutes will allow enough time for space users to leave/enter the space.

The screenshot shows a multi-step event scheduling form. The first step is titled "Tell us WHEN this event takes place." and includes fields for "Event Start" (Wed Jan-07-2015, 11:00 am) and "Event End" (Wed Jan-07-2015, 12:00 pm). The second step asks "Does this event require Setup or Pre-Event time?" with "Yes" selected. The "Pre-Event" field is set to 10 minutes and is highlighted with a red box. The third step asks "Does this event require Post-Event or Takedown time?" with "Yes" selected. The "Takedown" field is set to 10 minutes and is also highlighted with a red box. Navigation buttons at the bottom include "Back", "Next", "Cancel", and "Save".

Note: Most event Start and End Dates will be on the same day.

Reoccurring events have a specific start and end time for each occurrence. (i.e., an event on Monday, Wednesday, and Friday, from 12 to 2 p.m.) This is by far the more common scenario.

Reoccurring events that do not share the same Start/End times must be entered separately. *(Helpful tip: See the Appendix below for How to Copy/Duplicate an Existing Event.)*

If event is a reoccurring event, below screen will show after entering the starting date and the starting/ending times and clicking the NEXT button:

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.

◀ Back Next ▶

✕ Cancel 💾 Save

Editor Card #5: Selecting the Reoccurrence Option:

- *Ad Hoc Repeats* –This option is suggested for events taking place on dates that do not follow a specific pattern; for instance, Mon Jan 12, Thu Feb 15 and Sat May 05. Use arrow buttons to select the month(s) and select corresponding days by clicking over the desired dates for the event.

Describe how this event REPEATS.

Ad Hoc Repeats ▾

Click on any date to add it to the Occurrence List.

Jan 2015

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Occurrence List		
Date	Comments	Status
Fri Jan-09-2015		Active

- *Daily Repeats* – this option will prompt scheduler to indicate event occurrence frequency, how often the event reoccurs

The screenshot shows a form titled "Describe how this event REPEATS." with a calendar icon. The "Daily Repeats" dropdown menu is open, showing options: "day", "other day", "3rd day", "4th day", "5th day", "6th day", "7th day", "8th day", "9th day", "10th day", "11th day", and "12th day". The "Repeats every" field is set to "day". Below, there are radio buttons for "Repeats through" and "Ends after", with "Ends after" selected. A date field shows "Fri Jan-09-2015". At the bottom, there is an "Occurrence List" table with columns "Date", "Comments", and "Status". The first row contains "Fri Jan-09-2015" and "Active".

- *Weekly Repeats* – this option allows requestor to indicate that event take place on a weekly basis
- *Monthly Repeats* – this option allows requestor to indicate dates for event that occurs monthly.

By clicking on the first drop-box that appears in this screen, you will be able to modify available options for event's frequency

The screenshot shows the same form titled "Describe how this event REPEATS." with a calendar icon. The "Weekly Repeats" dropdown menu is open, showing options: "Does Not Repeat", "Ad Hoc Repeats", "Daily Repeats", "Weekly Repeats", and "Monthly Repeats". The "Repeats every" field is set to "Weekly Repeats". Below, there are radio buttons for "Repeats through" and "Ends after", with "Ends after" selected. A date field shows "Fri Jan-09-2015" and a spinner field shows "1 iterations". At the bottom, there is an "Occurrence List" table with columns "Date", "Comments", and "Status". The first row contains "Fri Jan-09-2015" and "Active".

After all selections are made, **Click NEXT**

Editor Card #6: Selecting a location

The LOCATION card should only appear for individuals on the Miller School of Medicine campus. If you search for a location and CANNOT find your location in the results, leave the field empty. In this case, be sure to include the location of your event in the DESCRIPTION field described earlier.

Click on the *Search by Locations...* link

Type desired building/room to be assigned to your event

Hit *Enter* key or click the *Refresh* link to search for location

Find and select LOCATIONS.

★ Your Starred Locations...

🔍 Search by Location Name...

clinical

Clin Research Bldg 1039 Clinical Research Bldg, 1039 Max Capacity: 8	🟢
Clin Research Bldg 1078 Clinical Research Bldg, 1078 Max Capacity: 10	🟢
Clin Research Bldg 1080A Clinical Research Bldg, 1080A Max Capacity: 20	🟢
Clin Research Bldg 1142	🟢

Show only my authorized locations that have no time conflicts
 Enforce head count

Refresh

Saved Searches...

Advanced Search...

◀ Back Next ▶

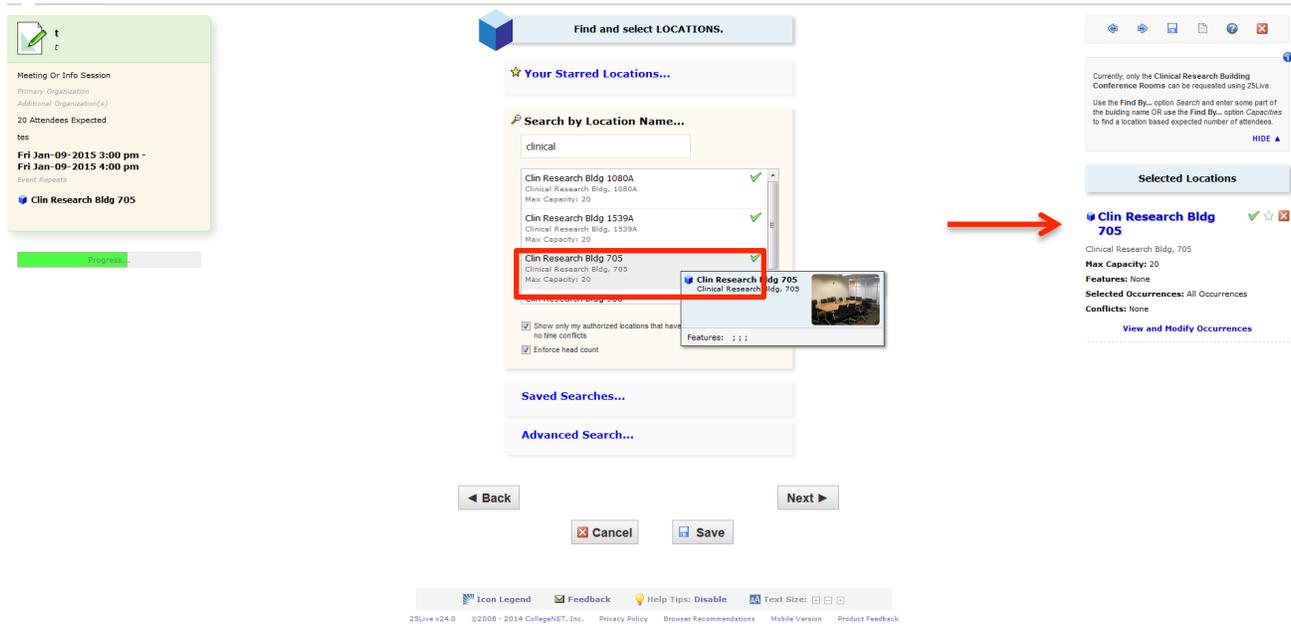
Cancel Save

All available locations will appear with a green checkmark on the right.

This green checkmark indicates all available locations for date/time indicated for your event.



Click over the location of your preference to select your location. Notice that location will appear on the right side of the screen indicating that it has been set as desired location for your event.



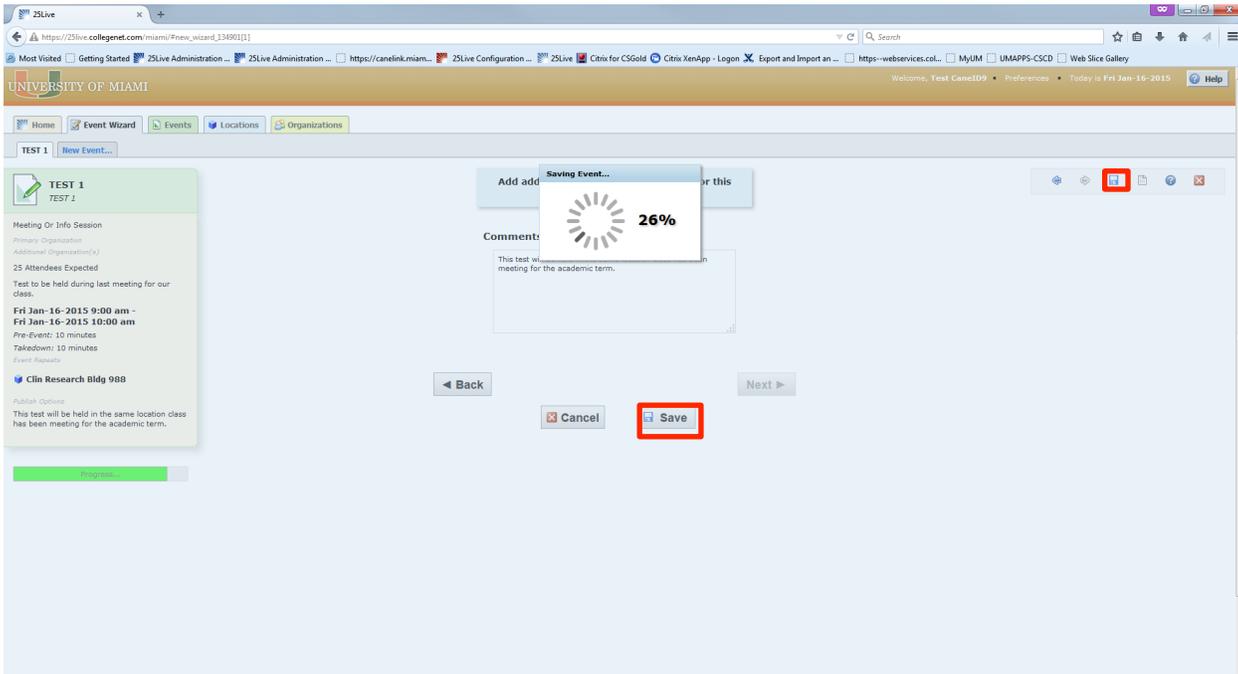
Click **NEXT**

Editor Card #7: Publishing Request

On screen below, system prompts you to select a publishing option.

The Publishing Request card is used to indicate IF and WHERE you are interested in publishing/promoting your event information. The “Comments” fields are used to provide more detail. You do NOT need to paste event information into a “Comments” field, just use it if you’d like to share more detail about the selected option. For example, you may select the checkbox for “Share on ‘Canes Calendar” and then add a comment “Please make sure this runs on the Lectures and Academic Events section”.

Once comments have been added, **click** on the **SAVE** button



Screen below will display with confirmation of event been saved.

To leave this page, just click on the red X icon located on the top right corner of the screen.

TEST 1 [New Event...](#)

TEST 1
TEST 1

Meeting Or Info Session

25 Attendees Expected

Test to be held during last meeting for our class.

Fri Jan-16-2015 9:00 am -
Fri Jan-16-2015 10:00 am

Pre-Event: 10 minutes
Takedown: 10 minutes

Do not share this event

This test will be held in the same location class has been meeting for the academic term.

ID: 2015-AAHRON

Your event request was successfully submitted. Please allow up to 24 hours for CRB room requests to be processed. Web Calendar requests take up to 48 hours to be processed. Close X

Here's Some Information About Your Event

Locations Saved as Event Preferences
Location 'Clin Research Bldg 988' was removed from Jan-16-2015 and converted to a preference.

What's Next?

View Details View the Event Details page for this event. The full range of actions are available to you from there.

Edit Need to make some more edits to this event? Click this button to start editing.

Email Email the details of this event to its stakeholders or anyone else.

More Event Options

[Print Confirmation](#) [Copy](#) [Create "To Do"](#)

[Manage Relationships](#) [Manage Bindings](#)

[Take Ownership of this Event](#)

[Add to Starred?](#)

Event Preferences

The following locations were requested for this event:

- [Clin Research Bldg 988](#)

Event Tasks

No Active Tasks

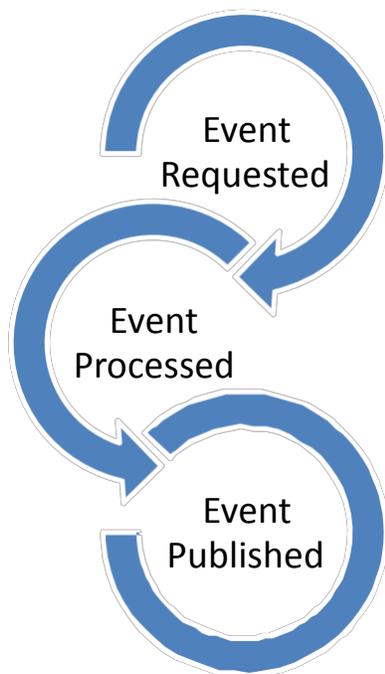
Brief description of the confirmation screen above:

- **Event Details Panel:** A quick view of details captured on this event submission
- **Event Details Summary Box:**
 - **Event Reference:** A unique ID for this particular event submission.
 - **Event State:** All initial events are submitted as "Drafts." This status will change as the Event Request moves through the system.
 - **Scheduler:** This is the contact role responsible for reviewing your event and considering it for publication.
 - **Requestor:** This is the person who requested the event. If you submitted the event, your name will appear here.
 - **Event Tasks Box:** Tasks get generated once an event has advanced past the "Draft" state.
 - **What's Next Box:** You can use these options to view more details of your event, return to the edit form if you made a mistake, and e-mail the listing to someone else. Please note: They will need to be able to login to 25Live to view this listing, so they must also have a 'Cane ID.
 - **More Event Options:** Use these options to copy this event into a new event

Event Guidelines for the Miller School of Medicine Calendar and Newsletters:

- Information required in the content description includes the time, date, location (complete address if off campus), speaker, topic and cost, if applicable. The first and last name, degree(s), title(s), and affiliation (if outside Miller School) must be included for all speakers.
- All events must include a contact name and phone number or email address.
- Information must be submitted in paragraph format, which includes complete sentences. Do not copy and paste information from flyers or PDF documents.
- Do not type in all caps, bold, italics or any font color other than black.
- Only events being held on the medical campus, sponsored or hosted by the Miller School of Medicine, or affecting all or most of the employees on the medical campus will be included.
- The person submitting the event is responsible for the content; however the *e-Update/MED* editor reserves the right to edit submissions for clarity and/or length.
- Events will be published on the [main events calendar](#) Tuesday mornings and will be featured in the newsletter the week they occur.

The Lifecycle of an Event Request



Event Requested: Draft Event

Once an event is submitted in the 25Live system, requestor is able to retrieve and edit it directly only until the point when a calendar assigner considers the listing for display in requested venues like the ‘Canes calendar or the UM mobile app

After that point, edits and cancellations can be requested by: communicating via 25Live directly (clicking on the Feedback icon at the bottom of the Home screen), by calling 305-284-4846, or by e-mailing ocm@miami.edu

Event Processed

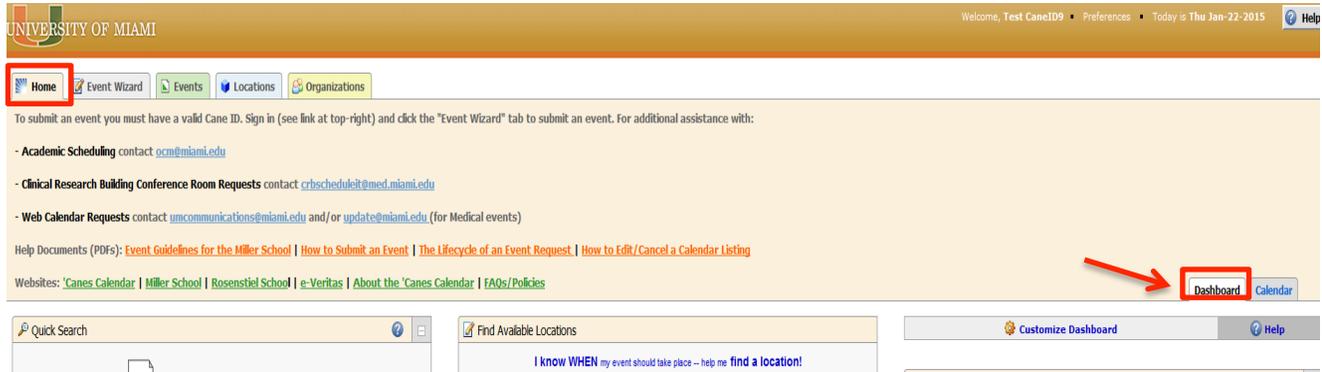
Calendar moderators will confirm details of the event and will consider the listing for inclusion in the appropriate selected venues. The event is no longer directly editable by the person who requested the listing.

Event Published

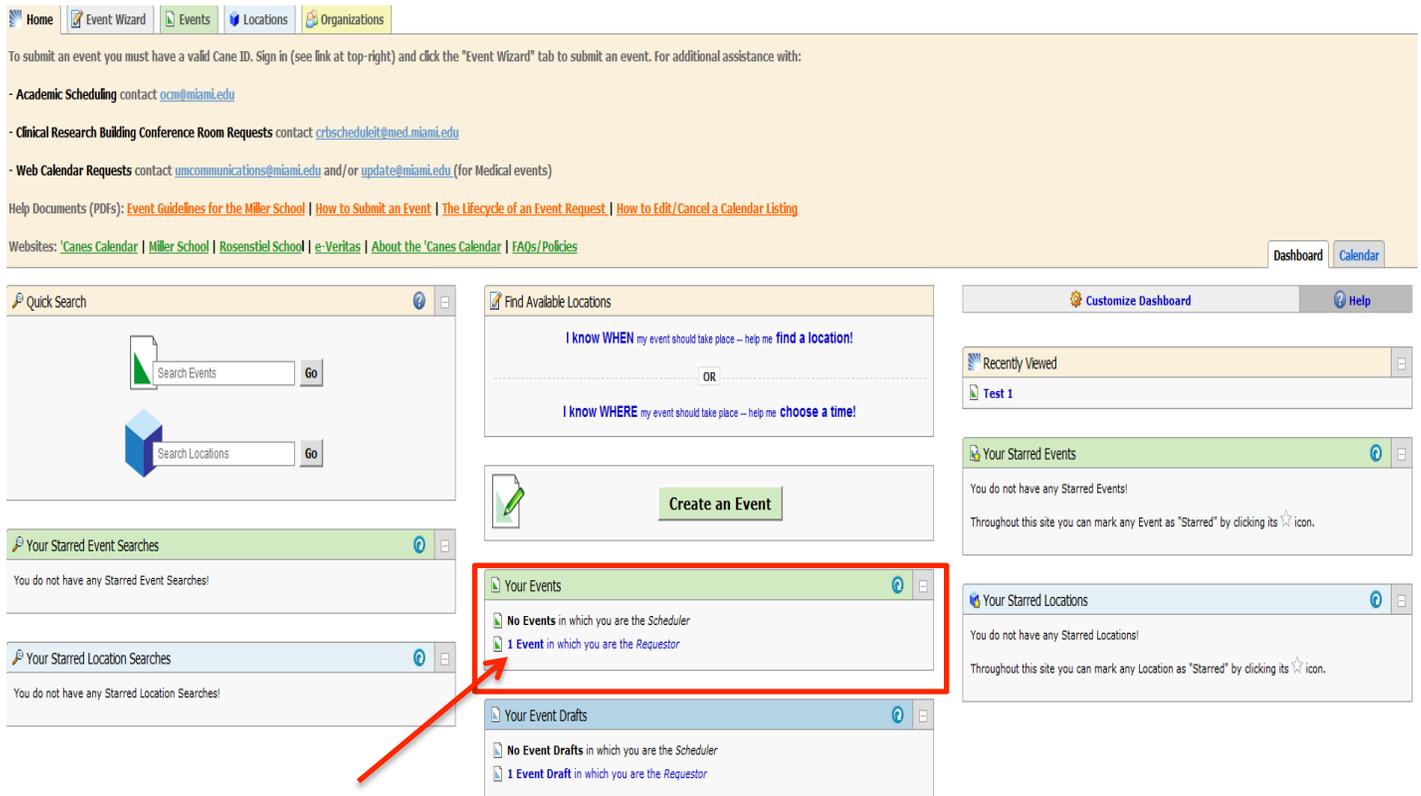
When an event gets published, it may still be listed as “Tentative” in 25Live, but approved calendar resources will appear in the event’s details meaning that the event has been endorsed by a supporting organization and that the event has been published. If the event is denied, a reason for the denial will appear.

How Do I See the Events I Have Already Requested?

Find the events you have already requested by visiting the **Home** tab **Dashboard** view.



Any current events you have requested will appear in the **Your Events** box.



When you click on the “**Events in which you are a Requestor**” link, a list will appear. By default, only **Current and Future Dates** appear. You can click on the “Dates” option to view events you submitted in the past as well.

Name	Title	Reference	Categories	Start Date	Creation Date	State	Locations
Test 1	Test 1	2015-AAHSHX		Jan-22-2015	Jan-22-2015	Draft	

You can change the columns that appear on this view by selecting the **Choose Visible Columns** option. Only the columns of interest to you can be set to display.

Some interesting columns you may want to choose to have displayed:

- **Name:** The Event Name (Short Title)
- **Title:** The Event Name (Long Title)
- **Reference:** A unique reference ID for the event.
- **Categories:** Categories are details the calendar assigner working on publishing your listing may add that can help filter your event listing to various publications based on characteristic criteria.
- **Start Date:** The Date the event starts.
- **Creation Date:** The date the event was requested.
- **State:** The current state of the event. A “Draft” event has not yet been handled by a calendar assigner and is an event that you can still edit directly. A “Tentative” event is either being processed by a calendar assigner and may or may not be published. A “Denied” event request has been denied by a calendar administrator and will not be published to a calendar.
- **Resources:** The resources column indicates and endorsements and services associated with your event that gets the event request approved in various promotional venues. If an event is “Tentative” and has resources assigned, the event is being published to those resources.

How Do I Know If My Event Is Being Processed?

Once your event has been submitted, it is automatically queued to be processed based on the details you submitted on the **Event Wizard** form.

From the **Home** tab **Dashboard** view, events in the **Your Events** box include all of the current events you have submitted.

The **Your Event Draft** box contains event requests you have submitted that have not been processed yet.

The screenshot shows the Home Dashboard interface. At the top, the navigation tabs are Home, Event Wizard, Events, Locations, and Organizations. The Home tab is highlighted with a red box. Below the navigation, there is a message about submitting an event and contact information for Academic Scheduling, Clinical Research Building Conference Room Requests, and Web Calendar Requests. There are also links for Help Documents and Websites. On the right side, there are buttons for Dashboard and Calendar, with the Dashboard button highlighted by a red box. The main content area is divided into several sections: Quick Search, Find Available Locations, Create an Event, Your Events, Your Event Drafts, Your Starred Event Searches, Your Starred Location Searches, Your Starred Events, and Your Starred Locations. The Your Event Drafts section is highlighted with a red box, and a red arrow points to it from the left. The Your Events section shows 1 Event in which you are the Requestor. The Your Event Drafts section shows 1 Event Draft in which you are the Requestor.

Clicking on the link for **the Event Draft**, system takes you to the screen that shows if an event has been processed, confirmed, denied and/or published.

The **State** and **Resources** columns indicate if the event is being processed.

Notice that screen below indicates that event Test 1 is still a Draft – it has not been processed

Name	Title	Reference	Categories	Start Date	Creation Date	State	Locations	Resources
Test 1	Test 1	2015-AAHSHX		Jan-22-2015	Jan-22-2015	Draft		

In the example below, six events have been requested and one is waiting to be processed. By clicking on the **Your Events** link, the details of the event are revealed

Below, five events have been published to 'Canes Calendar', the UM Mobile App, and e-Veritas. One event was denied and so is not appearing and one event has not begun to be processed yet (Draft).

Name	Title	Reference	Categories	Start Date	Creation Date	State	Resources
BookTalk: Joel Nickels	The Poetry of the Possible: Spontaneity, Modernism and the Multitude	2012-AADRWB		Oct-03-2012	Sep-26-2012	Draft	
Certificate Program: Advanced Marketing	Advanced Marketing Strategy Certificate Program	2012-AADQCO	Admissions, General Public, Community, Related: Academic, Related: Continuing Education, Students: All Current	Oct-29-2012	Sep-04-2012	Tentative	Canes Calendar, Main, Mobile App, e-Veritas
Certificate Program: Health Care	Latin American Health Care Compliance Certificate Program	2012-AADQCL	Admissions, Faculty/Staff, Medicine, Patient Care, Related: Academic, Related: Continuing Education, Students: All Current	Oct-24-2012	Sep-04-2012	Tentative	Canes Calendar, Main, Mobile App, Publish, University Communications, e-Veritas
Cosford Cinema Screening	Cosford Cinema Screening: The Fish Child	2012-AADQXT	Movie, Film	Sep-27-2012	Sep-21-2012	Tentative	
Executive MBA & MBA Information Session	Executive MBA and MBA for Working Professionals Information Session	2012-AADQCI	Admissions, Careers, Counseling, Entrepreneurship, General Public, Community, Related: Academic, Related: Continuing Education, Students: All Current, Students: Graduate, Students: Masters	Sep-13-2012	Sep-04-2012	Tentative	Canes Calendar, Main, Mobile App, Publish, University Communications, e-Veritas
It All Comes Back to 'Hard' ROI...Or Does it? Featuring Professor Robert Plant	It All Comes Back to 'Hard' ROI...Or Does it? Featuring Professor Robert Plant	2012-AADRBE		Oct-04-2012	Sep-26-2012	Denied	

How Do I Know If My Event Has Been Published?

Note the **State** and **Resources** columns.

in Date	State	Resources
-2012	Draft	
-2012	Tentative	Canes Calendar, Main, Mobile App, e-Veritas
-2012	Tentative	Canes Calendar, Main, Mobile App, Publish, University Communications, e-Veritas
-2012	Tentative	
-2012	Tentative	Canes Calendar, Main, Mobile App, Publish, University Communications, e-Veritas
-2012	Denied	

6 Matching Events

A “Draft” state indicates that the event has not yet been handled by a calendar assigner and can still be edited directly. **An event request that is in a “draft” state has not been published yet.**

A “Tentative” state indicates that the event request is being processed by a calendar assigner and may be published depending on what appears in the Resources column.

You will know whether the event is published by reviewing the different resources that appear. **A “Tentative” state plus particular resources indicates that an item has been published to the resources listed.**

As you can see in the example at the left, three of the four tentative events have been published to the Canes Calendar, the UM Mobile App, and e-Veritas. One event is currently being processed, but has not received any publish resources and so has not appearing in any promotional venues yet.

A “Denied” event request has been denied by a calendar administrator and will not be published.

How Do I Find Out Why My Event Was Denied?

There are various aspects of your event that can be denied.

- The entire event itself may be denied for inclusion in any venues.
- Certain venues may be denied, while others are approved. i.e. The event may appear in the 'Canes calendar, but not in *e-Veritas*.

In order to learn why something was denied, you can always e-mail ocm@miami.edu or call 305-284-4846.

Usually, a calendar assigner will leave a note as to why a denial occurred in 25Live as well.

How to Find Notes and Comments Entered About an Event

Visit the Home tab Dashboard view. Any current events you have submitted will appear in the Your Events box.

The screenshot shows the user interface of an event management system. At the top, a navigation bar includes tabs for Home, Event Wizard, Events, Locations, and Organizations. The Home tab is highlighted with a red box. Below the navigation bar, there is a message about submitting events and a list of contact information for Academic Scheduling, Clinical Research Building Conference Room Requests, and Web Calendar Requests. There are also links to help documents and websites. On the right side, there are buttons for Dashboard and Calendar, with the Dashboard button highlighted by a red box. The main content area is divided into several sections: Quick Search, Find Available Locations, Create an Event, Your Starred Event Searches, Your Starred Location Searches, Your Starred Events, and Your Starred Locations. The 'Your Events' section is highlighted with a red box and contains the following information: 'No Events in which you are the Scheduler' and '1 Event in which you are the Requestor'. A red arrow points to the '1 Event in which you are the Requestor' link. The 'Your Event Drafts' section below it shows 'No Event Drafts in which you are the Scheduler' and '1 Event Draft in which you are the Requestor'.

Click the “Events in which you are the Requestor” link. A list similar to the one below will appear.

Dates: Current and Future Dates | Choose Visible Columns | Refresh

Name	Title	Reference	Categories	Start Date	Creation Date	State	Resources
BookTalk: Joel Nickels	The Poetry of the Possible: Spontaneity, Modernism and the Multitude	2012-AADRBW		Oct-03-2012	Sep-26-2012	Draft	
Certificate Program: Advanced Marketing	Advanced Marketing Strategy Certificate Program	2012-AADQCO	Admissions, General Public, Community, Related: Academic, Related: Continuing Education, Students: All Current	Oct-29-2012	Sep-04-2012	Tentative	Canes_Calendar_Main, Mobile App, e-Veritas
Certificate Program: Health Care	Latin American Health Care Compliance Certificate Program	2012-AADQCL	Admissions, Faculty/Staff, Medicine, Patient Care, Related: Academic, Related: Continuing Education, Students: All Current	Oct-24-2012	Sep-04-2012	Tentative	Canes_Calendar_Main, Mobile App, Publish, University_Communications, e-Veritas
Cosford Cinema Screening	Cosford Cinema Screening: The Fish Child	2012-AADQXT	Movie, Film	Sep-27-2012	Sep-21-2012	Tentative	
Executive MBA & MBA Information Session	Executive MBA and MBA for Working Professionals Information Session	2012-AADQCI	Admissions, Careers, Counseling, Entrepreneurship, General Public, Community, Related: Academic, Related: Continuing Education, Students: All Current, Students: Graduate, Students: Masters	Sep-13-2012	Sep-04-2012	Tentative	Canes_Calendar_Main, Mobile App, Publish, University_Communications, e-Veritas
It All Comes Back to 'Hard' ROI...	It All Comes Back to 'Hard' ROI...Or Does it? Featuring Professor Robert Plant	2012-AADRBE		Oct-04-2012	Sep-26-2012	Denied	

Information is current as of Sep-26-2012 12:37pm

6 Matching Events

If you see an event with the Event State listed as “Denied,” this means that a calendar administrator denied the event request. The event will not be considered for inclusion in any promotional venues.

If you want to determine whether the calendar administrator has left a note regarding why the denial occurred, click on the Event Name for the Denied event request.

An Event Details view will load for that event. Make sure the **Details** sub tab is exposed.

Search For Events | Your Event Searches | Individual Events (2)

IT ALL COMES BACK TO 'HARD' ROI...OR DOES IT? FEATURING PROFESSOR ROBERT PLANT Details | Calendar | Audit Trail

Edit this Event | More Actions... | Refresh

Event Details		Event Occurrences				
Event Name:	It All Comes Back to 'Hard' ROI...	Start Date	Start Time	End Date	End Time	Assignments
Event Title:	It All Comes Back to 'Hard' ROI...Or Does it? Featuring Professor Robert Plant	Thu Oct 4 2012	8:00am	Thu Oct 4 2012	11:00am	none
Event Type:	Request a Calendar Listing	<i>Comments:</i> This item was denied because it is a duplicate of another event already submitted.				
Reference:	2012-AADRBE					
State:	DENIED					
Organization:	School of Business Administration					
Requestor:	25Live Default Requestor					
Scheduler:	25Live Administration					
Head Count:	--					
Event Custom Attributes:						
Contact Phone Number:	305-555-5555					
Publish to Calendar:						
Share My Event With Everyone						

You will notice that the details for this event shows that it has been denied. You may have to click the “+” icon to expand the Denied section in order to see a comment that was left.

Event Occurrences					
	Start Date	Start Time	End Date	End Time	Assignments
	Thu Oct 4 2012	8:00am	Thu Oct 4 2012	11:00am	none
<i>Comments:</i> This item was denied because it is a duplicate of another event already submitted.					

How Do I Duplicate or Copy An Event?

There are a number of ways to Copy event information from one event request to another. Copying an event creates a duplicate event with all of the same details allowing you to save some time by requiring you to edit only the elements that you want to change.

Be careful! You should try to use the “Date and Time” field in order to establish a reoccurring event listing without having to “Copy” and duplicate anything. If the same event reoccurs, try editing the single event request and provide a pattern for the reoccurrence, that way you only have to edit one listing that will affect all of the occurrences.

Following the steps below creates a separate copy of the event based on an original source which means they become two separate events in the system. This is best for events that cannot be patterned by the Date and Time field or are different events with a large amount of similar information.

You can copy an event from the following views:

1. After you have submitted an event, select the “Copy” option from the **More Event Options** box on the confirmation page that appears.

The screenshot displays the user interface of an event management system. At the top, there is a navigation bar with tabs for Home, Event Wizard, Events, Locations, and Organizations. Below this, a breadcrumb trail shows 'Test 1' and 'New Event...'. On the left side, there is a sidebar for 'Test 1' with details such as 'Meeting Or Info Session', '30 Attendees Expected', and dates 'Thu Jan-22-2015 11:00 am - Thu Jan-22-2015 12:00 pm'. The main content area features a green success message: 'Your event request was successfully submitted. Please allow up to 24 hours for CRB room requests to be processed. Web Calendar requests take up to 48 hours to be processed.' Below this, there are sections for 'Here's Some Information About Your Event', 'What's Next?' (with buttons for View Details, Edit, and Email), 'Event Preferences' (listing 'Clin Research Bldg 1381A'), and 'Event Tasks' (showing 'No Active Tasks'). On the right side, a 'More Event Options' box is highlighted with a red border, containing buttons for 'Print Confirmation', 'Copy', 'Create "To Do"', 'Manage Relationships', 'Manage Bindings', 'Take Ownership of this Event', and 'Add to Starred?'.

How Do I Edit, Delete, or Cancel An Event?

After you submit an event request, the event is saved in a “Draft” state until it is processed by a calendar assigner. During that time, your event can be edited directly in 25Live. After calendar assigners process your event, the status of the event changes to “Tentative” and you will no longer be able to edit the event directly in 25Live.

For assistance with editing, cancelling or deleting any event that is no longer a draft, e-mail ocm@miami.edu or call 305-284-4846. You can also reach out to the event scheduler listed on your event for assistance as well.

Editing an Event Request

Drafts you can edit in 25Live appear in the “Your Event Drafts” box on the **Home** tab **Dashboard** view.

The screenshot displays the 25Live dashboard interface. At the top, navigation tabs include 'Home', 'Event Wizard', 'Events', 'Locations', and 'Organizations'. The 'Home' tab is selected and highlighted with a red box. Below the navigation, there is a section for submitting events, including contact information for Academic Scheduling, Clinical Research Building Conference Room Requests, and Web Calendar Requests. A 'Dashboard' button is also highlighted with a red box. The main content area is divided into several sections: 'Quick Search' with search boxes for events and locations; 'Find Available Locations' with instructions on when and where to schedule; 'Create an Event' button; 'Your Starred Event Searches' and 'Your Starred Location Searches' (both empty); 'Your Events' showing 1 event as a requestor; 'Your Event Drafts' (highlighted with a red box and an arrow) showing 1 event draft as a requestor; 'Recently Viewed' showing 'Test 1'; 'Your Starred Events' and 'Your Starred Locations' (both empty). The footer contains links for Icon Legend, Feedback, Help Tips: Disable, and Text Size, along with version and copyright information.

When you click on the “**Event Drafts in which you are a requestor**” link, you will find a list of any Draft events you have submitted:

Name	Title	Reference	Categories	Start Date	Creation Date	State	Locations	Resources
  Test 1	Test 1	2015-AAHSHX		Jan-22-2015	Jan-22-2015	Draft		

Click the  icon to edit the draft event and follow the same steps as you would when submitting a new event request. Make appropriate edits to your event and then click on Save

Deleting an Event Request

You can delete an event request that is still a draft by selecting the “Delete this Event” menu option on the “More Actions” menu. You can only delete an event this way BEFORE it is handled by a calendar assigner.

Event Details	
Event Name:	Test 1
Event Title:	Test 1
Event Type:	Meeting Or Info Session
Reference:	2015-AAHSHX
Alien UID:	
State:	Draft
Organization:	
Cabinet:	(none)
Scheduler:	 25Live Administration
Requestor:	 Test CaneID9
Head Count:	30 expected
Requirements:	
Share on 'Cane Calendar (University Website):	This is just a test - DO NOT PUBLISH -
Creation Date:	Thu Jan-22-2015
Description:	Test 1 - Chapters 01 - 04
Comments:	TEST TEST TEST TEST

If your event is no longer a “Draft” and you want the event deleted:

- E-mail ocm@miami.edu or call 305-284-4846.
- Contact the event scheduler directly (see note below)

If you get a pop-up message stating: “Sorry, you do not have permissions to edit this event”:

- You tried to edit an event that you did not create/request.
- You tried to edit an event that is no longer a “Draft” and has been processed by a calendar assigner.

To delete such events you can either:

- Contact the event scheduler directly (see note below)
- E-mail ocm@miami.edu or call 305-284-4846.

How to E-mail the Event Scheduler (the person who can approve/cancel/edit your event after it is published)

From the Event Detail view of the event you require assistance with, click on the More Actions menu item and select the “Email Event Details” menu option

The screenshot displays the Z5Live web application interface. The top navigation bar includes 'Home', 'Event Wizard', 'Events', 'Locations', and 'Organizations'. The main content area shows the 'Event Details' for an event named 'Test 1'. The event is currently in a 'Draft' state. A dropdown menu titled 'More Actions...' is open, showing options such as 'Not Starred (Add to Starred?)', 'Copy this Event', 'Manage Related Events', 'Manage Bindings', 'Delete this Event', 'Email Event Details', and 'Subscribe to this Event'. A red arrow points to the 'Email Event Details' option. The footer of the page contains copyright information for CollegeNET, Inc. and various utility links like 'Icon Legend', 'Feedback', and 'Help Tips: Disable'.

Event Details	
Event Name:	Test 1
Event Title:	Test 1
Event Type:	Meeting Or Info Session
Reference:	2015-AAHSHX
Alien UID:	
State:	Draft
Organization:	
Cabinet:	(none)
Scheduler:	Z5Live Administration
Requestor:	Test CaneID9
Head Count:	30 expected
Requirements:	Share on 'Canes Calendar (University Website) This is just a test - DO NOT PUBLISH -
Creation Date:	Thu Jan-22-2015
Description:	Test 1 - Chapters 01 - 04
Comments:	TEST TEST TEST TEST

Send an e-mail with details to the “Scheduler” listed in the pop-up window that appears by clicking on first check box beside “Anyone with Assignment Tasks”. Feel free to type in a message in the Message body field and lastly, click on the Send button.

Email Event Details: Test 1

Related Recipients		TO			CC			BCC		
Requestor (Test CaneID9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Scheduler (25Live Administration)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Anyone with Assignment Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Anyone with Notification Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Additional Recipients

TO

CC

BCC

Separate multiple email addresses with commas.
To choose from a list, click To, CC or BCC.

Attach: SoC_CustomConf_Event iCal File
Add: No file selected.

Subject: Test 1

Message Body Event Details will be included in the email. Add a custom message if desired.