25Live: Guide to Creating a Reoccurring Event Request

25Live can be accessed from any computer or tablet by visiting www.keene.edu/scheduling. Mozilla Firefox is the recommended web browser for 25Live. More information on browser recommendations can be found by visiting the site noted above.

1) You must be logged-in to 25Live in order to create an event scheduling request. KSC Staff, Faculty and Students can login with their KSC NetID (username and password used to login to KSC computers). “Sign In” is located on the top right of the webpage

2) Click "Create an Event". This will bring you to the Event Wizard which is 25Live's built-in event scheduling request form

3) Fill out the Event Name, Type, Sponsoring Organization, Anticipated Attendance and Description. Please see the “Single Occurrence Guide” for more information on basics of creating an “Event” in 25Live. All information on 25Live can be found online at www.keene.edu/scheduling

4) Click "Next" to go to the next section of the form

5) Enter the date and time for the first occurrence of your event. This includes the Pre-Event and Post-Event time. As a reminder, requestors need not enter Setup and Takedown times. Please Note: All subsequent occurrences must be at the same time as the initial date. If the time of the event differs from date to date, you will need to create a separate reservation for each time

6) Select one of the four “Event Repeats?” options and select the preferred dates

- Repeats Ad Hoc
- Repeats Daily
- Repeats Weekly
- Repeats Monthly
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- All occurrence dates will appear in the “Occurrence List”. It is possible to add notes to specific event dates in addition to cancelling individual occurrences within the “Occurrence List”.

7) Click "Next" to go to the next section of the form.

8) Search for the desired event location. 25Live will automatically search for any possible conflicts. If a space is available on all of the preferred dates, a green checkmark will appear. You can then select the space and complete the event request.
   a. If there is a conflict on any of the dates, a red triangle will appear. You can hover the mouse cursor over the red triangle to view the dates with conflicts.
b. To reserve the space on the available dates, select the space from the “Choose from...” field so that it appears in the “Selected Locations” column on the right.

c. To remove the conflicted dates from that particular space request click “Modify Selected Occurrences...”

d. The conflicted dates will appear in red. Click the check box in the “Assign?” column to remove the conflicted date.

*Please disregard the “Layout” and “Setup Instructions” options at this time. We hope to offer that functionality in the future.*

9) Repeat Step 8 to find a location for all event dates

10) Enter Setup and Media Preferences, Event Contacts and complete the Facility Use Agreement.

11) Click "Finish" to save and submit the request.