**25Live: Guide to Creating a Single Occurrence Event Request**

25Live can be accessed from any computer or tablet by visiting [www.keene.edu/scheduling](http://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) Enter the "Event Name".

4) Select one of the "Event Type" options. This is the activity type that best relates to the event you are requesting. When in doubt, select "Meeting". The selected type will appear in the column on the right.

5) Search for your organization or department name. Searches can be performed by entering the full name or a portion of the name. Select the appropriate organization name from the "Choose from..." field. The selected organization name will appear in the column on the right.

- If there are any other organizations sponsoring the event, search for and select the organizations name in the "Additional Organizations" field.
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6) Enter the maximum number of people expected to attend the event.

7) Type the "Event Description". This field is intended to capture details about your event. The information will be visible to those that may wish to know more about your event. These details will also go a long way in aiding the review of the request.

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

9) Enter the start date and time for the event. Select a date by clicking the calendar icon. Then type the start time into the corresponding field.

10) Click "Pre-Event/Setup durations?" to display options for Pre-Event time. Select the amount of time you may need in the space prior to the official start of the event. Setup time is for the actual setup of the space (furniture, a/v, catering, etc.). When necessary it will be entered during the review of the request. You do not need to enter setup time when creating the request.

- Repeat these steps for the end date and time for the event. Remember, as with setup time, takedown time will be added upon review of the request. Requestors need not enter takedown time.
11) Click "Next" to go to the next section of the form. 

12) Search for the desired event location. You can search for a particular location by typing the space name into the search field and clicking "Search". You can search by using the name of the space (Mountain View Room), the building name and room number (Student Center 309) or if known the building code and room number or code (STUC MBR). You can also search all rooms in an entire building by entering the building name or code (Student Center or STUC). The search field is not case sensitive.

- Select the preferred location(s) from the "Choose from..." field. Note that available locations will be accompanied with a green check mark. Locations with conflicts will be accompanied by a red triangle. You can only select an available location. Once selected, locations will appear in the column on the right.

13) If applicable, enter the preferred space setup as well as any media needs in the “Setup and Media Preferences” field.

14) Next enter any appropriate “Event Contacts”. By default you will be set as the requestor.

- If you will not be present at the event select "Day of Event Contact" and search for and select the appropriate day of event contact name.

15) Take a moment to review the KSC facility use agreement then click "I Agree".

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