



## CREATING AN EVENT REQUEST

### SIGN IN

Using Mozilla Firefox or Google Chrome, go to <http://25live.collegenet.com/uwsuper>

Sign in using your UW-Superior login credentials. Do not include @uwsuper.edu. For assistance with your User ID or password, contact IT Help Desk at 715-394-8300.

### CREATE EVENT REQUEST

#### **Event Name & Title \***

Write an event name that visitors to the university website may easily identify. Avoid acronyms and abbreviations.

If the event name is too long, write it in Event Title. Otherwise, leave the title field blank. If the search does not return the expected result, try limiting your search to the first few letters in the name.

#### **Name of Department or Organization \***

Type the name of your department or organization to perform a search. If the search does not return the expected result, try limiting your search to the first few letters in the name.

#### **Expected Headcount & Description \***

Enter the estimated number of attendees. The headcount can be used to find suitably sized locations. Provide a description for the university calendar. If there is a website for the event, include the URL here.

#### **Does the Event Repeat? \***

Select "No" for one-time events, or "Yes" for multiple event dates. If your event occurs on multiple days, but the time differs on each day, you'll need to create separate reservations for each time.

#### **Event Date & Time \***

Specify the date and times of the first occurrence of the event. Add pre-event/post-event time if you need access to space before/after the actual event start time.

#### **Choose how this Event Repeats**

If your event occurs on multiple days, select "Ad Hoc" to individually select event dates. Skip holidays, breaks, etc.

#### **Event Location(s)**

Select the location by typing the name (Swenson), building (Holden), or keyword (1007). Scroll through the Public Searches or your Starred Locations. Choose a layout from the menu below the selected location.

#### **Resources**

Select the equipment or services that are not built into the location.

#### **Additional Required Information\***

Review the information on the right side of the screen before responding to the required questions.

## Calendars

All events will be included on the university calendar. Additional calendar options will be added in the future.

## More Info or Questions for your Scheduler

Write information to the schedulers that you weren't able to provide elsewhere. This note is not visible on the calendar or public listings.

## Affirmation\*

Review the university scheduling and accessibility guidelines. Check "I Agree" before submitting request.

## SAVE AND SUBMIT YOUR REQUEST

Please verify the reservation summary on the left side of the screen before you press SAVE. **You will not be able to edit your event request after you click SAVE.** You will receive a confirmation or a request for additional information within 3-5 business days.

## CHANGES AND CANCELLATIONS

You cannot use 25Live to cancel or edit your event once it has been saved/submitted. To edit a request or a confirmation reservation, please email the scheduler, or the appropriate scheduling office. Please include:

- Reservation number
- The specific dates and spaces you wish to cancel/change
- Your contact information

## CHECK THE STATUS OF YOUR REQUEST

From the dashboard view on the Home tab...

In the "Your Upcoming Events" box, select "Events in which you are the Requestor." You will be forwarded to a list of your upcoming events with the "state" indicated in results. Adjust the date field to view past reservations or a specific date range. Select "Dates: Current and Future Dates" to adjust the parameters.