

How to Submit an Event Request on 25Live Pro

To begin, click on “Sign In”

Please sign in using your Campus Connect credentials.

Click on “Create an Event”

The screenshot shows a web browser window displaying the 25Live Pro dashboard. The browser's address bar shows the URL: 25live.collegenet.com/pro/depaul#/home/dash. The dashboard header includes the DePaul University logo on the left and navigation links for "25Live Pro", "Event Wizard", "DePaul Guest", and "More" on the right. Below the header, there is a search bar with the text "Go to Search" and "Nothing recently viewed". On the left side, a "Quick Search" panel contains three search options: "Search Events", "Search Locations", and "Search Organizations". In the center, a prominent blue button with a pencil icon and the text "Create an Event" is displayed. On the right side, a "Find Available Locations" panel contains two options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!". At the bottom right of the dashboard, there is a "Customize Dashboard" link. The Windows taskbar at the bottom of the screen shows the time as 10:42 AM on 8/12/2019.

Provide an "Event Name". Choose the Event Type from the Drop down menu. Use "Lincoln Park Event" to request a classroom in Lincoln Park. Use "PC Classroom Event" to request a computer lab classroom in Lincoln Park or Loop.

25live.collegenet.com/proj/depaulm/home/event/form

Switch back to the wizard (previous app)

Go to Search

Nothing recently viewed

Add New Test DePaul X

- Event Name
- Event Type
- Department or Organization
- Estimated Attendance
- Event Description
- Date and Time
- Comments
- Affirmation

Hello and welcome! To request a classroom for an event at the Lincoln Park campus, please complete and submit the form below. This form must be completed 2 business days prior to the start of the event. Please read the [Guidelines and Conditions](#) which apply to all requests. Note that for some events fees may apply. If you have any questions, please send an email to academicspace@depaul.edu.

Event Name - Required ⓘ

Test DePaul

Event Type - Required

Select an item

Q Select an item

- Lincoln Park Event * ⓘ
- Admissions Event ☆ Remove
- PC Classroom Event ☆

Estimated Attendance - Required

Event Description - Required

File Insert View Format Tools

Font Family Font Sizes

Cancel Preview Save

2:56 PM 10/15/2018

Provide your department or organization from the drop down menu. You can start typing the name and it will populate.

The screenshot shows a web browser window with the URL `25live.collegenet.com/pro/depaul#/l/home/event/form`. The page title is "25Live Pro" and the browser tab is "Test DePaul". The form contains the following fields:

- Event Name - Required**: Text input field containing "Test DePaul".
- Event Type - Required**: Dropdown menu with "Lincoln Park Event" selected.
- Department or Organization - Required**: Dropdown menu with "Academic Space and Scheduling" selected. A search box below it contains "academic space" and a dropdown list shows "Academic Space and Scheduling" as the only option.
- Estimated Attendance - Required**: Empty text input field.
- Event Description - Required**: Empty text area.

Buttons for "Cancel", "Preview", and "Save" are visible at the bottom right of the form. The Windows taskbar at the bottom shows the time as 10:27 AM on 8/14/2019.

Provide an estimate of your attendance and an Event Description.

This screenshot shows the same event form as above, but with the following updates:

- Estimated Attendance - Required**: Text input field containing "45".
- Event Description - Required**: Text area containing "This is a test event for Lincoln Park".

The "Date and Time - Required" field is now visible at the bottom of the form, but it is empty. The "Cancel", "Preview", and "Save" buttons remain at the bottom right. The Windows taskbar at the bottom shows the time as 10:28 AM on 8/14/2019.

Enter the date and time for your event. If it is a repeating event, enter the first date only.

The screenshot shows a web browser window with the URL `25live.collegenet.com/pro/depaul#/home/event/form`. The page title is "25Live Pro". The main heading is "Date and Time - Required". Below this, there is a section for "Start Date and Time:" with input fields for "SAT 8/24/2019", "10:00 am", and "11:00 am". A "To" label is positioned above the second time field. A checkbox labeled "This event begins and ends on the same day" is checked. Below this is a dropdown menu for "Additional time". A text instruction reads: "Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event." The "How does this event repeat?" section has "Daily" selected for the frequency and "day" for the interval. The "Repeats through" radio button is selected, with the date "FRI 8/16/2019" entered. To the right is a calendar for August 2019, with the 24th highlighted. At the bottom right are "Cancel", "Preview", and "Save" buttons. The Windows taskbar at the bottom shows the time as 10:30 AM on 8/14/2019.

If your event requires additional time for setup or takedown, click on the arrow next to Additional Time and enter the additional time needed.

This screenshot shows the same event form as above, but with the "Additional time" dropdown menu expanded. The expanded menu contains four sections, each with input fields for "Days", "Hours", and "Minutes":

- Setup Time:** 0 Days, 0 Hours, 30 Minutes
- Pre-Event Time:** 0 Days, 0 Hours, 0 Minutes
- Post-Event Time:** 0 Days, 0 Hours, 0 Minutes
- Takedown Time:** 0 Days, 0 Hours, 0 Minutes

The "How does this event repeat?" section is partially visible at the bottom. The "Cancel", "Preview", and "Save" buttons are at the bottom right. The Windows taskbar at the bottom shows the time as 10:31 AM on 8/14/2019.

If your event repeats, choose from the following options: Ad Hoc, Daily, Weekly, or Monthly.

Ad Hoc Repeats refers to multiple dates with no pattern. If this applies to your event, choose all additional dates in the calendar. If you click the date twice, it will remove it.

Additional time

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

How does this event repeat?
Daily

Repeats every
day

Repeats through
FRI 8/16/2019

Ends after 1 iterations

Select Pattern

Or

August 2019

M	T	W	T	F	S	S
29	30	31	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	07	08

View All Occurrences

Additional Information

You can click View All Occurrences to double check your dates or make changes.

All Date Occurrences

24 August 2019 Sat 10:00 am - 11:00 am Setup Time - Aug 24, 9:30 AM

Comment

State Active

Remove Occurrence

25 August 2019 Sun 10:00 am - 11:00 am Setup Time - Aug 25, 9:30 AM

Comment

State Active

Remove Occurrence

Close

Cancel Preview Save

No Yes

10:33 AM 8/14/2019

Daily Repeats: Patterns are listed below. Choose the one that matches your event. After you have selected your repeat pattern and “Repeats through” date or iterations, click Select Pattern. The dates will be highlighted on the calendar.

Additional time

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

How does this event repeat?
Daily

Repeats every
day

Repeats through
SAT 8/31/2019

Ends after 1 iterations

Select Pattern

Or

August 2019

M	T	W	T	F	S	S
29	30	31	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	07	08

View All Occurrences

Additional Information ⓘ

Weekly Repeats: Select the pattern listed below that corresponds to the pattern of your event. After you have selected your repeat pattern and “Repeats through” date or iterations, click Select Pattern. The dates will be highlighted on the calendar.

The screenshot shows a web browser window with the URL `25live.collegenet.com/pro/depaul#/home/event/form`. The page has a section titled "Additional time" with a dropdown arrow. Below this, there is a text instruction: "Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event."

The form contains the following fields and options:

- How does this event repeat?** A dropdown menu set to "Weekly".
- Repeats every** A dropdown menu set to "week".
- Repeats on** Radio buttons for Sun, Mon, Tue (checked), Wed, Thu, Fri, and Sat.
- Repeats through** A radio button that is selected, with a text input field containing "SAT 8/31/2019".
- Ends after** A radio button that is unselected, with a text input field containing "1" and the word "iterations".
- Select Pattern** A button located below the "Ends after" field.

To the right of the form is a calendar for August 2019. The calendar grid shows dates from 29 to 08. The 14th, 24th, 27th, and 28th are highlighted in blue. A "View All Occurrences" button is located below the calendar.

At the bottom of the form, there is a section titled "Additional Information" with a help icon.

Monthly Repeats: Select the pattern listed below that corresponds to the pattern of your event. After you have selected your repeat pattern and “Repeats through” date or iterations, click Select Pattern. The dates will be highlighted on the calendar.

pattern for your event.

How does this event repeat?
Monthly

Repeats every
month

Repeat by Day
Add Repeat Day

Repeat by Position
Repeat day pattern
Repeat on the Third
Wednesday
Remove Position
Add Repeat Position

Repeats through
THU 10/31/2019

Ends after 1 iterations
Select Pattern

Or

August 2019						
M	T	W	T	F	S	S
29	30	31	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	07	08

View All Occurrences

Additional Information ⓘ

Cancel Preview Save

10:40 AM
8/14/2019

Enter your Name, Email Address and Phone Number.

Click Yes/No if there will be external speaker(s) at this event. If you are a student organization, you must submit the Speaker Request form through Student Affairs.

If you have a building and/or room preference click on Select Custom Attribute and enter your preference(s).

Enter additional comments, if applicable.

View All Occurrences

Additional Information ⓘ

- 1) Enter your first and last name

Edit this custom attribute to add it to the event.

- 2) Enter your email address

Edit this custom attribute to add it to the event.

- 3) Enter your phone number

Edit this custom attribute to add it to the event.

- 4) External Speaker(s) at event? No Yes

Edit this custom attribute to add it to the event.

- 5) Speaker Request Form submitted? No Yes

Edit this custom attribute to add it to the event.

- 6) Speaker Request Form approved? No Yes

Edit this custom attribute to add it to the event.

Add a Custom Attribute

Categories

Cancel Preview Save

11:05 AM
9/4/2019

Before we can process your event, please indicate that you have read and understand the University policies and guidelines for reserving a classroom.

The screenshot shows a web browser window with the URL `25live.collegenet.com/pro/depaul#/home/event/form`. The page contains several form elements:

- A toggle switch for "External Speaker(s) at event?" set to "NO".
- A question "5) Speaker Request Form submitted?" with a "No" toggle switch.
- A question "6) Speaker Request Form approved?" with a "No" toggle switch.
- A dropdown menu labeled "Select Custom Attribute".
- A section titled "Categories" with an "EDIT" button.
- A "Comments" text area.
- An "Affirmation - Required" section with the following text: "IMPORTANT! As per university policy, if your event is open to the community with more than 50% of its attendees from outside DePaul, it may require a formal contract with the university before we can schedule it. If your event falls into this category, please contact Kyle Janis (kjanis@depaul.edu) to obtain proper documentation." Below this text is a checked checkbox labeled "I agree".
- Buttons for "Cancel", "Preview", and "Save" at the bottom right.

The Windows taskbar at the bottom shows the time as 10:42 AM on 8/14/2019.

Click Preview to review a summary of your request before you save it, if you'd like.

This screenshot shows the same event form as above, but with a "Preview" modal window open in the center. The modal displays a summary of the event details:

- Event Name (Required):** Test DePaul
- Event Type (Required):** Lincoln Park Event
- Department or Organization (Required):** Academic Space and Scheduling
- Estimated Attendance (Required):** 45
- Event Description (Required):** This is a test event for Lincoln Park.
- Date and Time (Required):** SAT 8/24/2019, 10:00 am - 11:00 am
- Additional Information:** 4) External Speaker(s) at event?: No, 5) Speaker Request Form submitted?: No, 6) Speaker Request Form approved?: No
- Categories:**
- Comments:**

The "I agree" checkbox is still checked, and the "Preview" button is highlighted in blue. The Windows taskbar at the bottom shows the time as 10:43 AM on 8/14/2019.

Click Save to submit your request.

25Live Pro

CollegeNET, Inc. [US] | 25live.collegenet.com/pro/depaul#/home/event/form

External Speaker for an event? No Yes

5) Speaker Request Form submitted? No Yes

6) Speaker Request Form approved? No Yes

Select Custom Attribute

Categories

EDIT

Comments

Affirmation - Required

IMPORTANT! As per university policy, if your event is open to the community with more than 50% of its attendees from outside DePaul, it may require a formal contract with the university before we can schedule it. If your event falls into this category, please contact Kyle Janis (kjanis@depaul.edu) to obtain proper documentation.

I agree

Cancel Preview Saving...

10:43 AM
8/14/2019

This is a confirmation that your request has been submitted. Please view the details of your event. This is your final chance to make edits. You may email or print your event confirmation for your convenience. You will receive an email once it is processed.

The screenshot shows a web browser window displaying the details of an event named "Test DePaul". The browser's address bar shows the URL: 25live.collegenet.com/pro/depaul#/home/event/133123/details. The event details are as follows:

- Event Name:** Test DePaul
- Event Type:** Lincoln Park Event
- Organization:** Academic Space and Scheduling
- Scheduler:** Guest, DePaul
- Head Count:** 45 expected, 0 registered
- Description:** This is a test event for Lincoln Park.
- Event Categories:** (Empty)
- Custom Attributes:**
 - 6) Speaker Request Form approved? No
 - 5) Speaker Request Form submitted? No
 - 4) External Speaker(s) at event? No
- Event Info:**
 - Event Owner:** Guest, DePaul
 - Creation Date:** WED 8/14/2019
 - Reference:** 2019-AARJWF
 - Cabinet:** Events Cabinet
 - Folder:** Other Events

A notification box in the bottom left corner reads: "Thank you for submitting your request. You will receive a confirmation email prior to your event with all applicable information. REMINDER: Requests will be confirmed as soon as classrooms for the current academic quarter have been finalized. If your event takes place during the first two weeks of the academic quarter, you will receive confirmation approximately 24 hours in advance."

The Windows taskbar at the bottom shows the time as 10:43 AM on 8/14/2019.