How to Create an Event Request
https://25live.collegenet.com/depaul/

To begin, click on “Sign In.”

Please sign in as guest. If you are in the College of Law, sign in as lawguest. Username and password are the same.

Click here to begin requesting your event.
There is a summary of your event on the left. You may edit any of the fields shown prior to saving your request. Provide an “Event Name” and select “Event Type” from drop down menus.

Start typing to select your department or organization from the drop down menu.

Click Next to continue.
Provide an estimate of your attendance and an Event Description. Then click Next.

Click No for events with only one date. If your event has multiple dates go to page 7 to continue the tutorial.
Enter the dates and times for your event and click Next.

Enter your email address, name, and phone number. If you have a building and/or room preference please enter it here, then click Next.
Select all that apply for your event, and then click Next.

Enter additional comments, if applicable. Click Next.
Before we can process your event, please indicate that you have read and understand the University policies and guidelines for reserving a classroom. Your final event summary is on the left. You may make changes here if necessary.

Click Save to complete your request.

Watch the progress of submitting your event here. Do not close your browser. This process must complete in order to receive a confirmation that your event was successfully submitted.
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 are done.

Events With Multiple Dates

Select “Yes” if you have multiple dates with the same start and end times.
Enter only the **first** start date and then the start and end times of the events. Then click Next.

Choose from the following repeating options. We will review all options below.

Ad Hoc Repeats ---- Go to page 9
Daily Repeats ------ Go to page 10
Weekly Repeats ------ Go to page 11
Monthly Repeats ------ Go to page 12
**Ad Hoc Repeats** refers to multiple dates with no pattern. Choose all additional dates in the calendar.

All your event dates will be displayed below the “Occurrence List”. After selecting all event dates click Next. You may go to page 5 to continue to complete the tutorial.
**Daily Repeats**: Patterns are listed below. Choose the one that matches your event.

After you have selected your Repeat pattern and ‘Repeats through’ date, then click Next. You may go to page 5 to continue to complete the tutorial.
Weekly Repeats: Select the pattern listed below that corresponds to the pattern of your event.

Select your weekly repeat pattern, day, and last date of your event. Then click Next. You may go to page 5 to complete the tutorial.
**Monthly Repeats:** Select the monthly pattern for your event.

Select a day pattern for your meeting. Example: The 1st day of every month.

Select start/end of the month pattern that applies. Click Next to continue. You may go to page 5 to complete the tutorial.
OR – Select month pattern that applies to your meeting.

Select Day pattern below. Then click Next. You may go to page 5 to complete the tutorial.