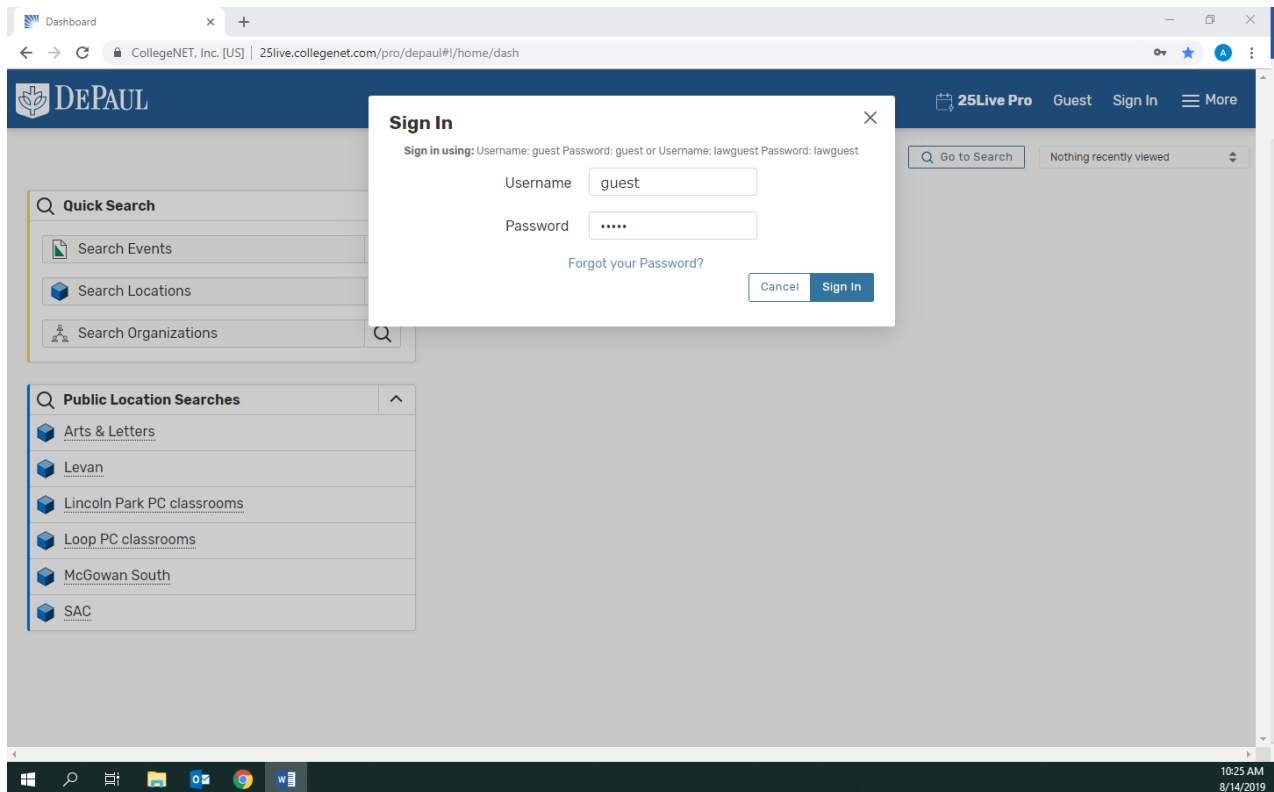


How to Submit an Event Request on 25Live Pro

To begin, click on “Sign In”

Please sign in as a guest using username: guest password: guest

If you are in the College of Law, sign in as lawguest using username: lawguest password: lawguest



Click on "Create an Event"

Dashboard

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

DEPAUL

25Live Pro Event Wizard DePaul Guest More

Go to Search Nothing recently viewed Help

Quick Search

- Search Events
- Search Locations
- Search Organizations

Create an Event

Find Available Locations

I know **WHEN** my event should take place -- help me **find a location!**

OR

I know **WHERE** my event should take place -- help me **choose a time!**

Customize Dashboard

10:42 AM
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.

2019e.collegenet.com/pro/depaui.../home/event/room

Switch back to Old 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 10/15/2019

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

25Live Pro

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

Add New Test DePaul

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 contact academicspace@depaul.edu directly for exceptions to the required 2 business days lead time. 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

Lincoln Park Event

Department or Organization - Required ⓘ

Academic Space and Scheduling Remove

Q academic space

Academic Space and Scheduling

Estimated Attendance - Required

Event Description - Required

File Insert View Format Tools

Cancel Preview Save

10:27 AM
8/14/2019

Provide an estimate of your attendance and an Event Description.

25Live Pro

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

ees may apply. If you have any questions, please send an email to academicspace@depaul.edu.

Event Name - Required ⓘ

Test DePaul

Event Type - Required

Lincoln Park Event

Department or Organization - Required ⓘ

Academic Space and Scheduling Remove

Estimated Attendance - Required

45

Event Description - Required

File Insert View Format Tools

← → B I U A Font Family Font Sizes

This is a test event for Lincoln Park.

Date and Time - Required

Cancel Preview Save

10:28 AM
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 the 'Date and Time' section of the 25Live Pro event form. The 'Start Date and Time' is set to 'SAT 8/24/2019' at '10:00 am'. The 'To' time is '11:00 am'. A checkbox labeled 'This event begins and ends on the same day' is checked. Below this is a dropdown menu for 'Additional time'. A calendar for August 2019 is displayed, with the 24th highlighted. The 'How does this event repeat?' section is partially visible, showing 'Daily' and 'Repeats every day'. 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.

The screenshot shows the 'Additional time' dropdown menu expanded. It contains four sections: '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), and 'Takedown Time' (0 Days, 0 Hours, 0 Minutes). The 'To' time is '11:00 am' and the 'This event begins and ends on the same day' checkbox is checked. The 'How does this event repeat?' section is partially visible at the bottom. 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

No Yes

Cancel Preview Save

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.

The screenshot shows a web browser window with the URL `25live.collegenet.com/pro/depaul#1/home/event/form`. The page has a tab titled "25Live Pro". Below the browser window, there is a section titled "Additional time" with a dropdown arrow. Below this, 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 form contains the following fields and options:

- "How does this event repeat?" dropdown menu set to "Daily".
- "Repeats every" dropdown menu set to "day".
- Radio button selected for "Repeats through", with a text input field containing "SAT 8/31/2019".
- Radio button for "Ends after" with a text input field containing "1" and the label "iterations".
- A "Select Pattern" button.

To the right of these fields, separated by a vertical line and the word "Or", is a calendar for August 2019. The calendar shows dates from 29 to 08. The dates 24, 25, 26, 27, 28, 29, 30, and 31 are highlighted in blue. Below the calendar is a "View All Occurrences" button.

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

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.

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?

Weekly

Repeats every

week

Repeats on

Sun Mon Tue Wed Thu

Fri Sat

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 ⓘ

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

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

Repeats through
THU 10/31/2019

Ends after 1 iterations
Select Pattern

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.

25Live Pro

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

External Speaker(s) at 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 Save

10:42 AM
8/14/2019

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

25Live Pro

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

External Speaker(s) at 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 Save

10:43 AM
8/14/2019

Preview

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
WED 9/18/2019
10:00 am - 11:00 am
WED 10/16/2019
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:

Click Save to submit your request.

25Live Pro

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

External Speaker (or 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 with the following details:

- Browser Tab:** Test DePaul
- Address Bar:** CollegeNET, Inc. [US] | 25live.collegenet.com/pro/depaul#/home/event/133123/details
- Event Header:** Test DePaul, Tentative, 2019-AARJWF, SAT 8/24/2019 10:00 am - 11:00 am, Repeats every month on the 3rd through 10/31
- Navigation:** Details (selected), Occurrences, Calendar, Audit Trail
- Event Actions:** Edit Event, Tentative (dropdown), More Actions (dropdown), Refresh, Help
- General Section:**
 - 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 Section:**
 - Custom Attributes:**
 - 6) Speaker Request Form approved? No
 - 5) Speaker Request Form submitted? No
 - 4) External Speaker(s) at event? No
- Event Info Section:**
 - 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.