

25Live Event Wizard at MTSU

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Event Coordination Department

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**25Live should be used for all room reservations
Events should NEVER be advertised until the room is reserved.**

How To Find 25Live?

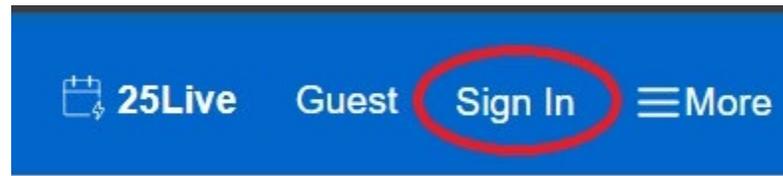
- www.mtsu.edu/25live
- From the [University Master Calendar](#) (links at top right):



- Firefox and Chrome are the preferred browsers.

Sign In

- Sign in with your MTSU credentials at the top right:



Starting the Event Wizard

- Click the Event Form link at top right:



Basic Event Information

MIDDLE TENNESSEE STATE UNIVERSITY

25Live Event Form Your Name More

Go to Search Nothing recently viewed Help

Add New Untitled X

Event Title
Event Type
Primary Organization or Department
Event Head Count
Event Description (HTML-Enabled)
Event Date and Time
Event Location Requested
Event Set-up or Special Needs

This is only a request. Room request will be saved as a draft preference and a Scheduler will be in contact soon. A Quick Guide for Event Form Instructions and building Scheduler information can be found on the Event Coordination website.

Event Title - Required

Event Type - Required ⓘ

Select from Types ▼

Primary Organization or Department

Search organizations ▼ Remove

Event Head Count - Required

Go to Search Nothing recently viewed Help

Add New Untitled X

Title of Event
Title Information
Event Type
MTSU Affiliated Organization
Expected Head Count
Event Description (HTML-Enabled)
Event Date and Time
Location Requested
Event Resources Requested
Set-up and Special Needs
Internal Notes
Event State
Post-Save

Default + Resources

Title of Event - Required

Title Information ⓘ

You only need this if you cannot fit your entire title in the previous field!

Event Type - Required

Select from Types ▼

MTSU Affiliated Organization

Search organizations ▼ Remove

Entering Basic Information

- You may or may not see some instructions in red at the top of the form. Please read!
- Use the Tab Key or Mouse to navigate between fields.
- **Title of Event** or **Event Title** (Event Name) field is required. You may not save until all required fields have been entered.
- This field can only hold 40 Characters or Less.
- Fill In **Title Information** (if present) field ONLY if you had to abbreviate the Event Name. Please duplicate this field in the Event Description if used.

Choosing Event Type

Event Type - *Required* ⓘ

Select from Types ▼

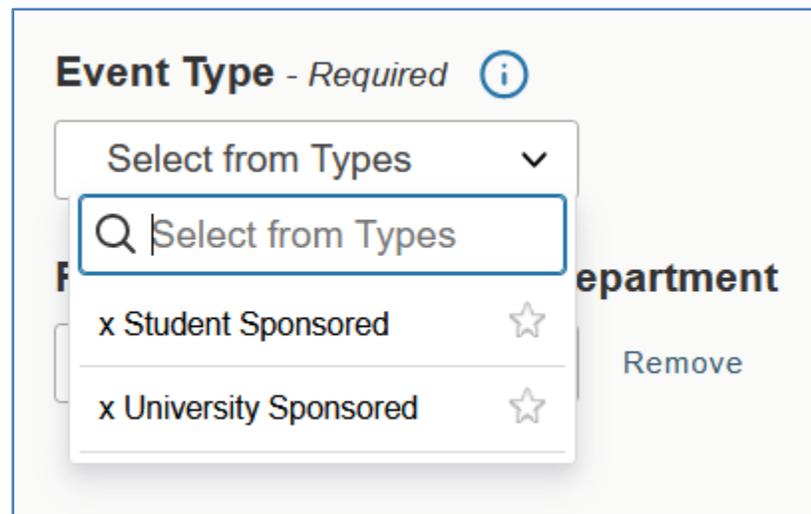
Q Select from Types

x Student Sponsored ☆

x University Sponsored ☆

Remove

Department



Entering Basic Information (Event Type)

- When you select the **Event Type** field, it will expand, starred Event Types will be at the top, others below alphabetically.
- When you click on Your Event Type, it will fill the field.
- You may see more than two event types. Please reference [University Policy 100 – Use of Campus Property and Facilities Scheduling](#) for the definitions of Event Types.
- This is a required field, and some fields below will not populate until it is selected.

Entering Basic Information (Sponsor)

- When you select the Organization field, it Will Expand with “Starred” Organization(s) at the Top:

The image shows two side-by-side dropdown menus for selecting organizations. The left menu is titled "Primary Organization or Department" and has a search box containing "Search organizations". Below the search box, three options are listed, each with a yellow star icon: "College of Business", "ECON", and "FIN". The right menu is titled "MTSU Affiliated Organization" and also has a search box containing "Search organizations". Below the search box, one option is listed with a yellow star icon: "Campus Recreation". Both menus have a "Remove" button to the right of the search box.

- Start typing to search for an Organization (or Department or Student Organization) other than those shown.

Entering Basic Information (Sponsor cont'd)

- When you click on an Organization, it will fill the field.
- No Organization is required.
- Always put a single sponsor in this field, even if it is not MTSU-Affiliated.
- There may be an additional field for additional sponsors where you can add as many as you like. If not, and you need more, enter them in the Event Description.

Additional Basic Information

Event Head Count - *Required*

Event Description (HTML-Enabled) - *Required* ⓘ

Enter your contact information here in addition to the event description: enter your name and email address. You may also add a website for your event here. By moving forward, you understand and agree that your name and MTSU email address will be included on both the event reservation system and event advertising.

File										Insert		Table		View		Format		Tools	
↶ ↷		B	<i>I</i>	<u>U</u>	<u>A</u> ▼	 ▼	☰ ☰	☰ ☰	System Font ▼		12pt ▼								
														/					

Additional Basic Information (cont'd)

- **Head Counts** are useful for space utilization reports. Type the number of attendees you expect.
- **Event Description** is to tell people about the event—this is very important for calendars.
- Type your Description into the field. You may also cut and paste and enter links into this field from promotional material.

Date and Time

Event Date and Time - *Required*

Fri Apr 18 2025

8:00 am

To:

9:00 am

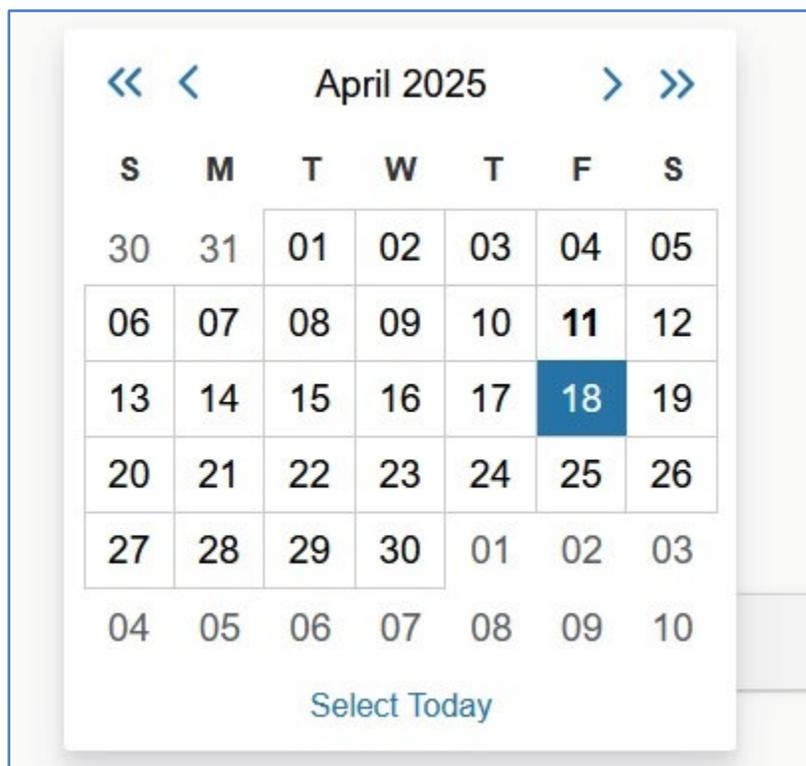
Duration:
1 Hour

 **Additional time**



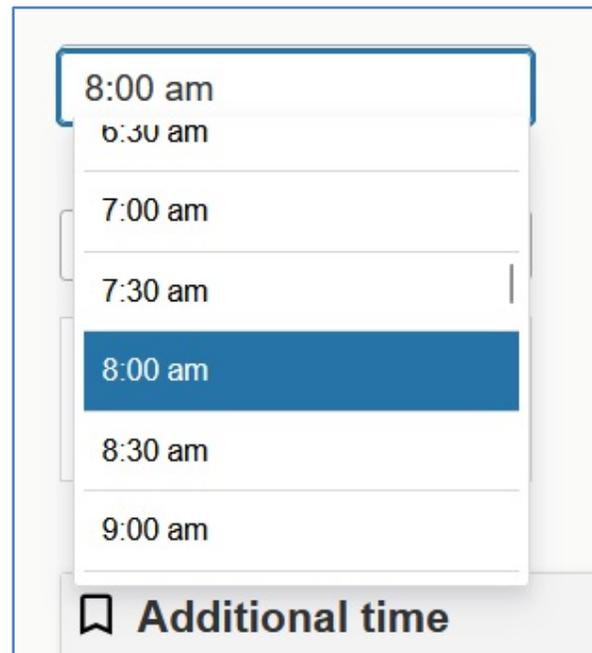
Date and Time (Date cont'd)

- Enter the date of the event. When you select the field, a calendar will appear from which to choose:



Date and Time (Time cont'd)

- When you select the time field, it will drop down to allow you to choose the time, or you can type it in:



- When you choose the start time, the end time will initially automatically move to one hour after, so don't forget to change it if necessary!

Date and Time (cont'd)

- If you entered the Event Form from the Availability Grid, the start time might already be filled in for you with ½ hour as the initial time for the event. Again, don't forget to change the end time if necessary!
- Drop-down on **Additional Time** to see set-up and takedown entries:

Additional time

Setup Time

Days Hours Minutes

Takedown Time

Days Hours Minutes

Reservation Start:
Fri Apr 18 2025 8:00 am

Reservation End:
Fri Apr 18 2025 9:00 am

Reservation Duration:
1 Hour

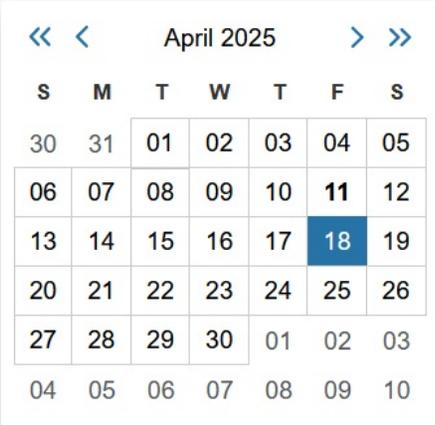
Date and Time (cont'd)

- There may be more than two additional time fields available. They reserve the room for additional time before and after the event.
- **Setup** and **Takedown** reserve the room for arrangement of the venue.
- **Pre-Event** and **Post-Event** reserve the room for time to manage the audience or as needed.

Date and Time (cont'd)

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern



S	M	T	W	T	F	S
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	01	02	03
04	05	06	07	08	09	10

[Manage Occurrences](#)

- If your event happens more than once, select the additional dates from this calendar.
- Select **Manage Occurrences** if successive occurrences happen at different times than the initial one.

Location(s) Requested

Event Location Requested - Required ⓘ

Locations Search ^

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾

Search Locations ×

ⓘ Hint! Type :: to use SeriesQL.

Reset

Location(s) Requested (cont'd)

- Start typing in the field labeled **Search Locations** to search for a space. Use the Building Abbreviation if you know it.
- Pay attention to the checkboxes **Hide Conflicts** and **Enforce Headcount** – they limit what is shown as available.
- **Search Filters** allows you to search for a space based on the equipment therein or the capacity.
- **Saved Searches (optional)** allows you to use any saved location searches or any public location searches to find a location.

Location(s) Requested (Starred cont'd)

- If your **Auto-Load Starred** radio button is selected, you may already see your starred (“favorite” or bookmarked) locations below.

Location Requested

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Your Starred Locations

[Reset](#)

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
<input type="button" value="Reserve"/>	REC AEROBICS	CAMPUS RECREATION CENTER - AEROBICS	50	1/1	None	-
<input type="button" value="Reserve"/>	REC CONFERENC	CAMPUS RECREATION	20	1/1	None	-

Location(s) Requested (Space List cont'd)

- Click on **Reserve** (if available) or **Request** to add that location to the list of event spaces:

Saved Searches (optional) Hint! Type :: to use SeriesQL. Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
Added below	BAS COURTYARD	BAS COURTYARD	100	1/1	None	-

[Return to Top](#)

Requested/Reserved space are listed here:

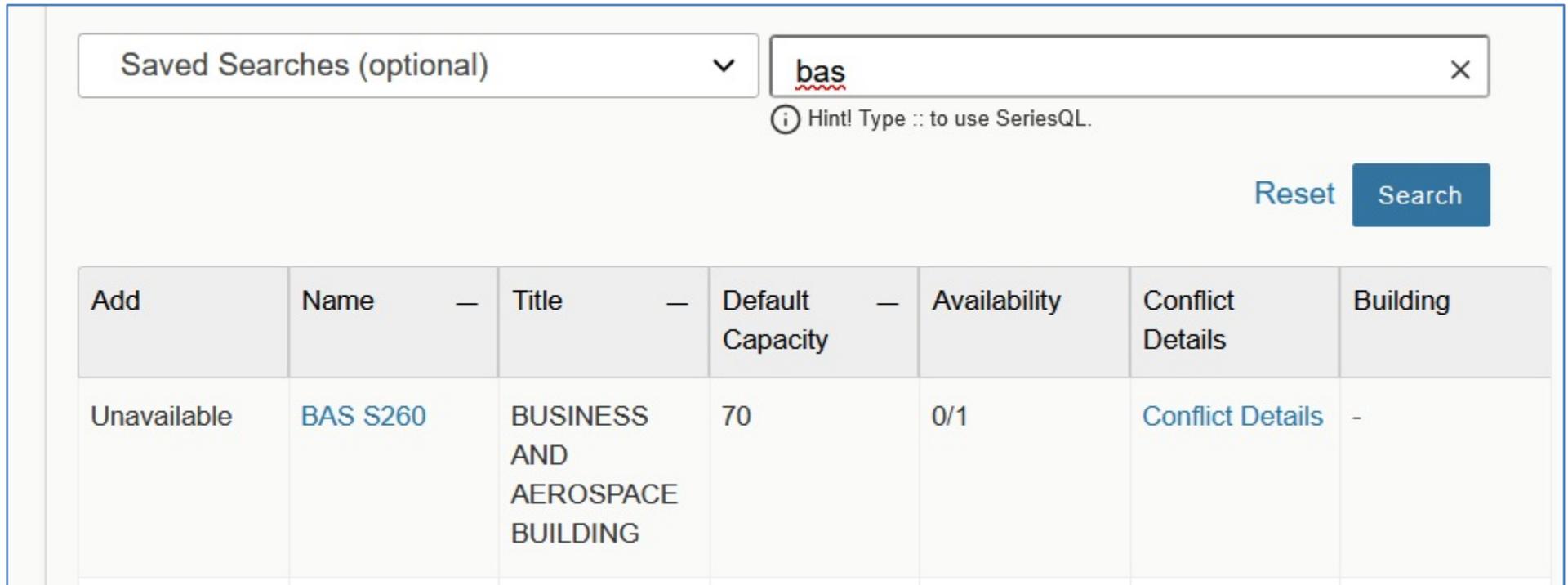
BAS COURTYARD BAS COURTYARD **Capacity: 100** ☆

Date	Time	Issues	Layout	Instructions	Attendance
Fri Apr 18 2025	8:00 am - 9:00 am		Non-Acader	<input type="text"/>	<input type="text"/>

[Remove](#) [View Occurrences](#) [Preview](#)

Entering Locations (Conflicts cont'd)

- Conflicts appear as Unavailable:



The screenshot shows a search interface with a search bar containing the text 'bas'. Below the search bar is a hint: 'Hint! Type :: to use SeriesQL.' To the right of the search bar are 'Reset' and 'Search' buttons. Below the search bar is a table with the following data:

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
Unavailable	BAS S260	BUSINESS AND AEROSPACE BUILDING	70	0/1	Conflict Details	-

- Click on **Conflict Details** to see the conflicting event.

Resources Requested

Event Resources Requested

Resources Search ^

Auto-Load Starred: **No** **Yes**

Search Filters ▾

Saved Searches (optional) ▾ Search Resources ×

ⓘ Hint! Type `::` to use SeriesQL.

Reset

Resources Requested (cont'd)

- Entering resources is almost identical to entering locations.
- If your **Auto-Load Starred** radio button is selected, you may already see your starred (“favorite” or bookmarked) resources.
- **Search Filters** allows you to search for a resource based on its category.

Event Custom Attributes

Event Custom Attributes

Please answer Yes or No to each of the custom attributes (the questions) below. Your event will not be considered without this information. For more information please see the [Event Form instructions Quick Guide](#) on the [Event Coordination website](#).

* Open to General Public? No Yes

* Tickets Required? No Yes

* Admission/Registration Fee? No Yes

* Products for Purchase? No Yes

* Distributing Advertising Material? No Yes

* Minor Participating? No Yes

* Special Parking? No Yes

* Technology Needed? No Yes

* Food? No Yes

* Abide by MTSU Policies? No Yes

Add a Custom Attribute

Event Custom Attributes (cont'd)

- The questions with red asterisks are required. Move the radio button to Yes or No as appropriate.
- You may be able to enter additional information under **Add a/Select Custom Attribute:**



The screenshot shows a form titled "Add a/Select Custom Attribute". At the top, there is a dropdown menu labeled "Select Custom Attribute" with a downward arrow. Below the dropdown is a search bar with a magnifying glass icon and the text "Select Custom Attribute". Underneath the search bar, there are two visible options: "Event Image" and "Web Site". The "Event Image" option is preceded by a red asterisk, indicating it is a required field.

- Any prefaced with an abbreviation and colon are for departmental calendar use —DO NOT USE unless directed to do so!
- To enter a **Web Site** or **Event Image** type the entire URL in the field, starting with https://.

Requestor or Sponsor for the Event

Requestor or Sponsor for the Event

Requestor Scheduler

Your Name

- You may see a place to enter event contact information.
- You are automatically entered as the Requestor and Scheduler.
- The Requestor is the contact for the Event, so change that one and leave yourself as the scheduler.
- To choose a Requestor, select the field and start typing.

Event Category

Event Category

EDIT

Categories

×

✓ Select All

✗ Select None

×

- | | | |
|---|--|---|
| <input type="checkbox"/> * Featured/Special | <input type="checkbox"/> Chemistry Events | <input type="checkbox"/> MTSU Arts |
| <input type="checkbox"/> Student Dates/Deadlines | <input type="checkbox"/> Chris Young Cafe (RIM) | <input type="checkbox"/> Music Events |
| <input type="checkbox"/> Alumni | <input type="checkbox"/> College of Basic & Applied Sciences | <input type="checkbox"/> SC: Academic Credit |
| <input type="checkbox"/> Prospective Students | <input type="checkbox"/> College of Behavioral and Health Sciences | <input type="checkbox"/> SC: Academic Department Events |
| <input type="checkbox"/> Arts | <input type="checkbox"/> College of Education | <input type="checkbox"/> SC: Comprehensive Exams |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> College of Media and Entertainment | <input type="checkbox"/> SC: Course Related Event |
| <input type="checkbox"/> Conferences/Camps/Lectures | | <input type="checkbox"/> SC: Customs Activities |

Done

Event Category (cont'd)

- You may see a place to enter event categories.
- Categories are required to route events to calendars (the [University Master Calendar](#) or Departmental calendars).
- The first 10 categories in the list are the [University Master Calendar \(UMC\)](#) categories. The rest are for departmental calendars.
- The rest are alphabetized.
- There is also **Do Not Publish to Master Calendar** if you don't want your event on the [UMC](#).
- Lack of any of the 10 UMC categories, or Do Not Publish will route your event to the General segment of the [UMC](#). It is for the campus community at large.
- PLEASE DON'T USE categories with asterisks, or Student Dates/Deadlines unless specifically asked to do so!

Set-Up and Special Needs and Notes

Event Set-up or Special Needs

- Just type in the field.
- Notes do not display on calendars; however, do NOT enter sensitive information.
- **Setup and Special Needs** are for your use to deal with event preparation.
- **Internal Notes** Just type in the field.

Event State

Event State

Tentative



After Saving This Event...



- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event
- Continue Editing Event
- Create Another Event

Entering Event State and Saving

- Click on the **Event State** that suits your event.
- The most common three are: **Tentative**, **Confirmed** and **Cancelled**.
- You can change your default **Event State**, if wanted, with the **Set Default** button:



The screenshot shows a light gray rectangular box with a thin blue border. At the top left, the text "Event State" is displayed in a bold, dark gray font. Below this text is a dropdown menu with a white background and a blue border. The dropdown menu is currently open, showing the word "Confirmed" in a dark gray font, followed by a small blue square containing a white double-headed vertical arrow. To the right of the dropdown menu is a solid blue rectangular button with the text "Set Default" in white font.

- Tentative events never get published to a calendar.
- You are FINISHED! Click the **Save** button.



The screenshot shows a light gray rectangular box containing three buttons arranged horizontally. From left to right, the buttons are: "Cancel" (white background, blue border), "Preview" (white background, blue border), and "Save" (solid blue background, white text). The "Save" button is the largest and is positioned on the right side of the row.

Successfully Saved Event

- You should get a black bar message in the lower left corner of your screen. The one regarding removal of the space is normal when making a space request (NOT a direct reservation).



Successfully Saved Event (cont'd)

Test Training Event ☆ Draft 2025-ACJPTN Fri Apr 18 2025 11:00 am - 12:00 pm

Go to Search Recently Viewed Help

Details Occurrences Calendar Audit Trail Scheduled Emails More Actions

Edit Event Refresh Help

General

Event Name : Test Training Event
Event Type : x University Sponsored
Organization : [Event Coordination](#)

Requestor: **Event Contact**
Scheduler: **Your Name**

Head Count : 35 expected
0 registered

Description : This is just a test of 25Live to establish a training event.
Comments : We will just be using the courtyard as is.

Event Relationships

Event Categories

Custom Attributes

Open to General Public?	No
Tickets Required?	No
Admission/Registration Fee?	No
Products for Purchase?	No
Distributing Advertising Material?	No
Minor Participating?	No
Special Parking?	No
Technology Needed?	No
Food?	No
Abide by MTSU Policies?	Yes
Web Site	Click Here

Event Info

Event Owner : **Chevalier, Tina**
Creation Date : Fri Apr 11 2025
Reference : 2025-ACJPTN

After Saving

- After saving, the Event Details screen will be shown (as above).
- The Copy Button is Your Best Friend! It and other options can be found under the **More Actions** menu:

