

Creating an event

In the UNCSA Campus Calendar web portal

Accessing Campus Calendar web portal

The Campus Calendar portal runs on the 25Live event management system.

1. Go to <https://25live.collegenet.com/pro/uncsa>

Tip: Only use Chrome or Firefox browsers.

2. Sign in using your UNCSA credentials



Your Campus Calendar dashboard displays.

How to start entering an event

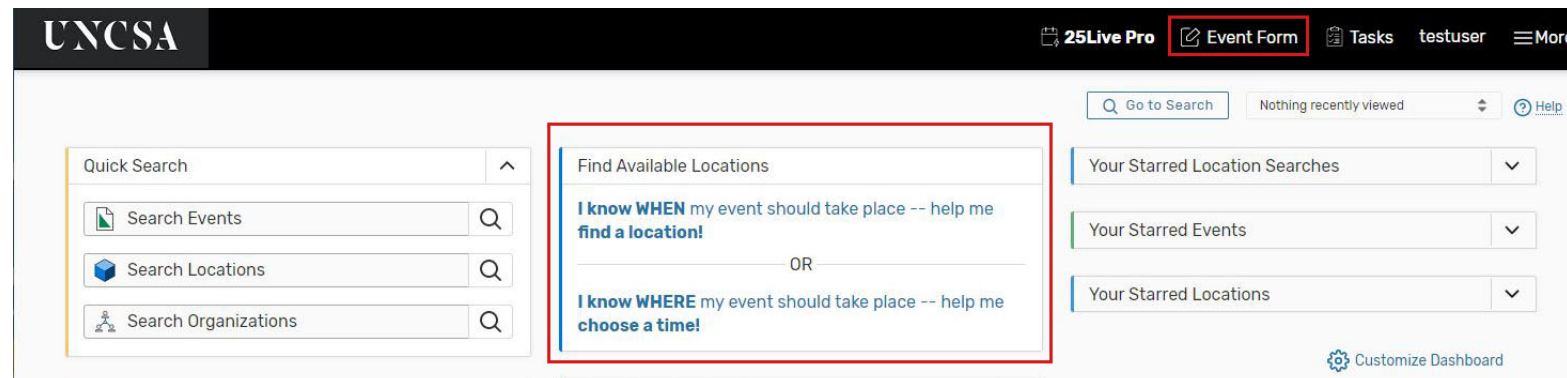
There are 3 ways to start entering an event:

- Use **Find Available Locations section** on the Dashboard.

Tip: This is the easiest way to enter an event.

- Or use the **Event Form** on the top bar.

- Or select the **pencil icon**  found throughout the Campus Calendar web portal.



Event Form: Provide Event Name

Enter your **Event Name**. This is required field, limited to 40 characters, and describes your event.

The **Event Title for Calendar** is optional, limited to 120 characters and displays on published calendars.



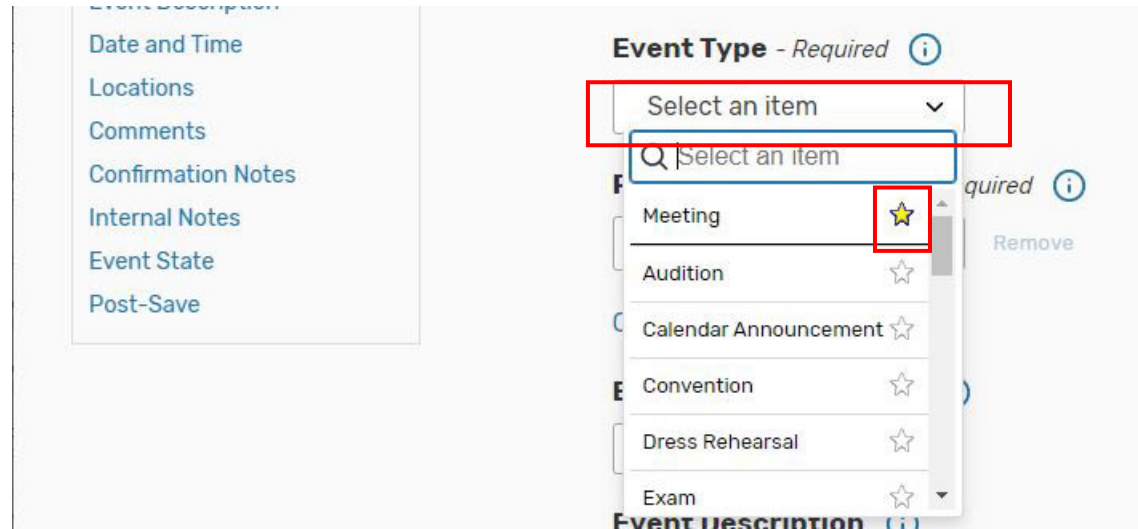
The screenshot shows a web form for room reservation. On the left is a sidebar menu with items: Event Name, Event Title for Calendar, Event Type, Primary Organization, Expected Head Count, Event Description, and Date and Time. The main content area has a heading: "Please complete and submit the following form in order to request the reservation of a room on campus." Below this heading are two input fields. The first field is labeled "Event Name - Required" with an information icon (i) to its right. The second field is labeled "Event Title for Calendar" with an information icon (i) to its right. A red rectangular box highlights both of these input fields.

Tip: Select  to get more information about what to enter in the field.

Event Form: Select Event Type

Select the type that best describes your event from the drop-down list. Selecting the appropriate type is important for reporting and calendaring.

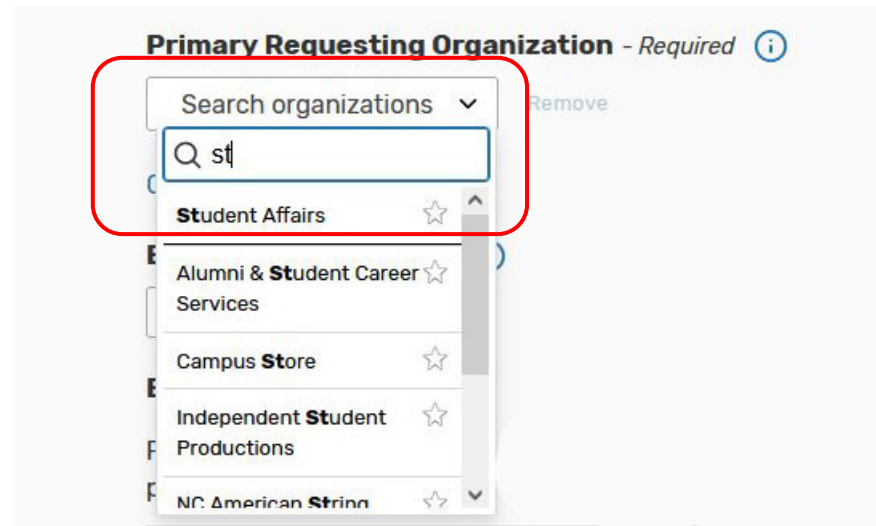
Tip: Star the Event Types that you regularly use. Your starred events will stay at the top of the list.



Event Form: Primary Requesting Organization

Select the primary organization, department or school that is hosting or sponsoring the event.

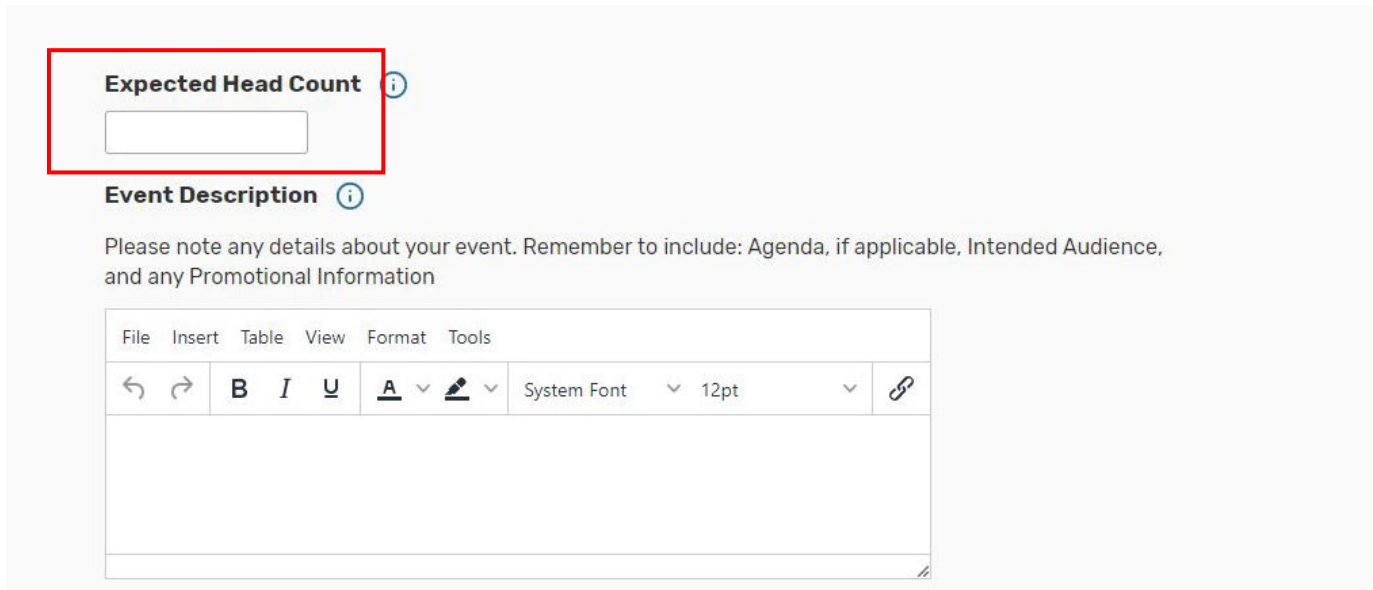
Tip: Star the organizations that you regularly use. Your starred organizations will stay at the top of the list.



Event Form: Expected head count

Enter the number of people that will be attending. This is optional.

Tip: When selecting locations, you can choose to see only locations that offer that capacity.

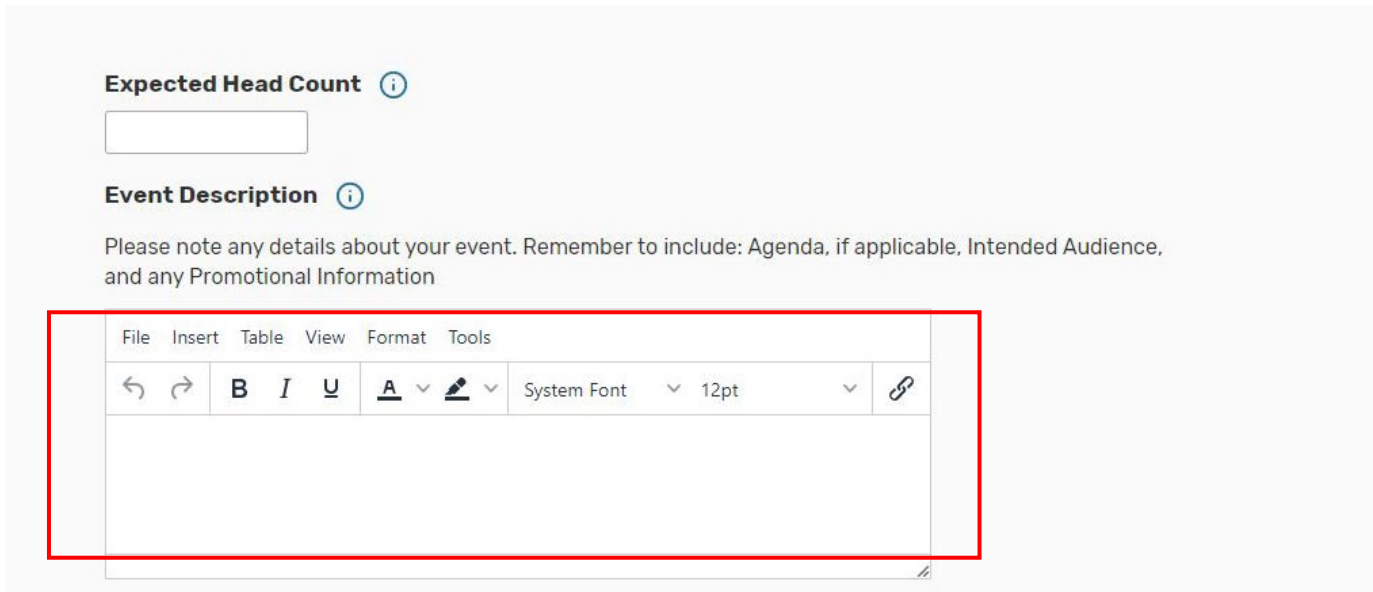


The screenshot displays a form section with two main fields. The first field, labeled "Expected Head Count" with an information icon, is a text input box that is highlighted with a red rectangular border. Below it is the "Event Description" field, also with an information icon. The description field includes a text prompt: "Please note any details about your event. Remember to include: Agenda, if applicable, Intended Audience, and any Promotional Information". Below the text prompt is a rich text editor with a menu bar containing "File", "Insert", "Table", "View", "Format", and "Tools". The editor's toolbar includes undo and redo arrows, bold (B), italic (I), underline (U), text color (A), background color (brush), font face (System Font), font size (12pt), and a link icon.

Event Form: Event Description

This is a marketing tool for your event, which could be viewed by the public on published calendars

Tip: Use the toolbar provided.





Expected Head Count ⓘ

Event Description ⓘ

Please note any details about your event. Remember to include: Agenda, if applicable, Intended Audience, and any Promotional Information

File Insert Table View Format Tools

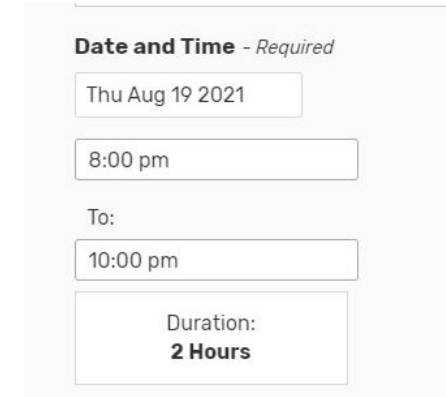
← → **B** *I* U **A** ▼  ▼ System Font ▼ 12pt ▼ 

The image shows a screenshot of a web form for creating an event. The form has two main sections: 'Expected Head Count' and 'Event Description'. The 'Expected Head Count' section has a text input field. The 'Event Description' section has a text area with a rich text editor toolbar. The toolbar is highlighted with a red box and contains various icons for undo, redo, bold, italic, underline, text color, background color, font face, font size, and link. The text area below the toolbar is empty.

Event Form: Event Date and Time

Specify the **actual** event start and end time in the Date and Time fields.

Tip: If you used the “I Know **When** my event” link from your dashboard, your date is already pre-populated in the Event Form.



Date and Time - Required

Thu Aug 19 2021

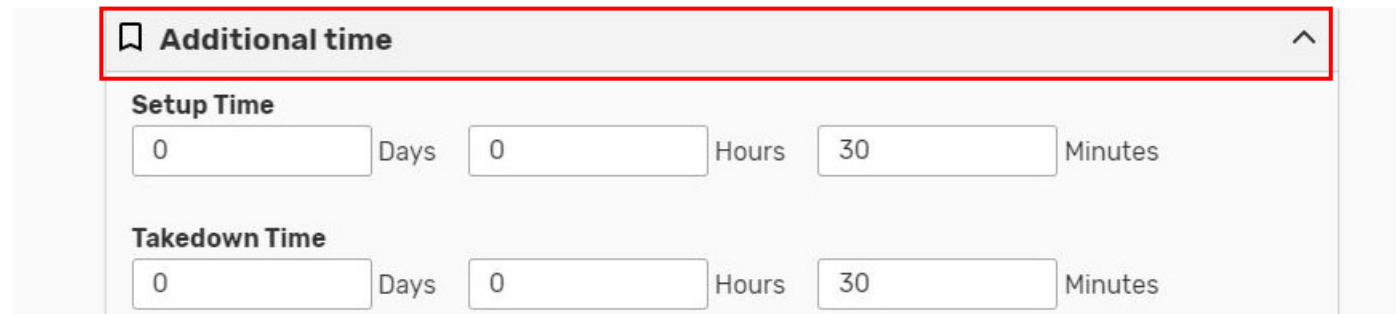
8:00 pm

To:

10:00 pm

Duration:
2 Hours

If you need additional time before or after the event for setup and takedown time, specify time using the **Additional Time**. If not needed, skip Additional Time.



Additional time

Setup Time

0 Days 0 Hours 30 Minutes

Takedown Time

0 Days 0 Hours 30 Minutes

Event Form: Multi-Occurrence Event

If your event is a one-time event, skip to **Entering Location**.

If the event will repeat, select **Repeating Pattern** button to select the appropriate pattern for your event.

The screenshot shows a web interface for creating an event. On the left is a sidebar with navigation links: Registered Head Count, Event Description, Event Date and Time, Locations, Resources, Attached Files, Additional Event Information, Contact Roles for this Event, Requirements, Comments, Confirmation Notes, Internal Notes, Event State, and Create Another and... The main content area has a heading 'Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.' Below this is a 'Repeating Pattern' button (highlighted with a red box) and a calendar for April 2020. The calendar shows dates from 29 to 02, with the 06th highlighted. A 'Pattern Picker' dialog box is open in the foreground, showing a dropdown menu with options: 'Does Not Repeat' (selected), 'Ad hoc', 'Daily', 'Weekly', and 'Monthly'. The dialog also has 'Cancel' and 'Select Pattern' buttons. A red arrow points from the 'Repeating Pattern' button to the dropdown menu.

Registered Head Count
Event Description
Event Date and Time
Locations
Resources
Attached Files
Additional Event Information
Contact Roles for this Event
Requirements
Comments
Confirmation Notes
Internal Notes
Event State
Create Another and...

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

Repeating Pattern

<< < April 2020 > >>

S	M	T	W	T	F	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	01	02

Pattern Picker

How does this event repeat?

- Does Not Repeat
- Does Not Repeat
- Ad hoc
- Daily
- Weekly
- Monthly

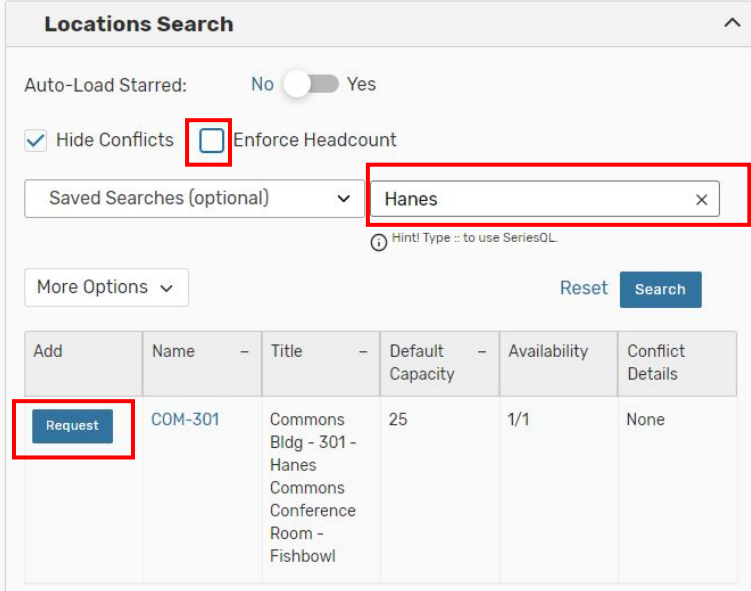
Cancel Select Pattern

Event Form: Entering Location

Enter the name of the location, then select the **Request** button.

Tip: If you used the “I know my **Location**” link from your dashboard, your location select is already pre-populated in the Event Form.

Tip: Uncheck box to **Enforce Headcount** to allow more spaces to be suggested.



Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Saved Searches (optional)

Hint! Type :: to use SeriesQL

More Options

Add	Name	Title	Default Capacity	Availability	Conflict Details
<input type="button" value="Request"/>	COM-301	Commons Bldg - 301 - Hanes Commons Conference Room - Fishbowl	25	1/1	None

Event Form: Terms & Conditions

Select the checkbox to confirm that your event adheres to the university's space policy.

Terms & Conditions - *Required*

I hereby affirm that my request is in line with the University's space use policies, [found here](#).

I agree

Event Form: Save your form

Select the blue **Save** button to enter your event request.

Any required fields not completed will be highlighted in red for you to complete.

Terms & Conditions - *Required*

I hereby affirm that my request is in line with the University's space use policies, [found here](#).

I agree

Please enter a value for required fields (Terms & Conditions)

After Saving This Event... ▾

Cancel Preview **Save**

What's next?

Important: Wait for email notification that your request has been approved before publicizing.

If you have any audiovisual needs, test the equipment at least 48 hours in advance. Having trouble? Submit a support ticket at uncsa.edu/support.