Students, staff, and faculty can use the 25Live Event Wizard to book rooms on UWEC campus for events.

To create an event:

1. Navigate to the UWEC 25Live website.
2. Click **Sign In** along the top bar.
3. Log in with your university username and password.
4. Click the **Event Wizard** tab.
5. Type in a name for your event in the *Event Name* box.

   *NOTE: The Event Name is how the event will appear in searches.*

6. Select an event type from the dropdown.

   *NOTE: Permissions will determine which Event Types you can choose from.*

7. Select a primary organization from the dropdown.

8. Click **Next**.

9. Enter the expected attendance.

   *NOTE: The Expected Attendance is the same as the capacity of the room, so
choose the maximum number of seats you need.

10. Click **Next**.

11. Click **No** for an event that has only one occurrence.
   Click **Yes** for a recurring event.

12. Click **Next**.
13. Fill in the start/end date and times for the first occurrence of your event.

NOTES:

*If your event is recurring, you will specify recurring dates on the next screen.*
*If your event has multiple occurrences at different times, you will need to create separate events for each time. See the article on Relating Events for instructions on this.*

14. (Optional) If your event requires set up and/or take down time, enter the time that will be needed.

15. Click **Next**.
16. If your event recurs, select how it repeats.
   If it does not, click **Does Not Repeat**.

17. Click **Next**.
18. (Optional) If your event recurs, enter the required information on the event repetitions and the end date, and click **Next**.
19. Search a location by name. If you do not have a specific room in mind, it might be easiest to search by preferred building.

**NOTES:**

*The room search may take a moment to load. Type your search term, press [Enter], and wait for the list to load.*

*A red triangle means the location is not available.*

*A green checkmark means the location is available.*

*A green box with lines inside means the location will be in use, but the event using*
it is willing to share the location.

Details about the room and its features will appear on the right side of the screen if you select it from the list.

20. Click **Next**.
21. Select the contacts associated with the event by clicking the dropdown icon and searching the correct name.

**NOTES:**

*You are always the Scheduler, and this should fill in automatically.*

*If you are a student organization member, the requestor is always your faculty advisor.*

*If you are an ADA, the requestor is always the faculty member requesting the room.*

*If you are any other staff member, the requestor can be yourself or anyone else you want cc’d on the event.*

22. Click **Next**.

![Select CONTACTS for this event.

Scheduler

- Haupt, Katelyn
  - hauptkr@uwec.edu

Requestor

- Haupt, Katelyn
  - hauptkr@uwec.edu

![Back](Back) ![Next](Next)

![Cancel](Cancel) ![Save](Save)

23. Add any necessary comments and notes.

**NOTES:**

*Event comments can be seen by most users.*

*Internal Notes can be seen only by people who are event contacts, such as the*
24. Click **Next**.

25. The Terms and Conditions will appear. Read them and check the **I agree** box.

26. Click **Next**.

27. Always select **Tentative** for the state of your event.

   **NOTE:** Your event has to be approved by scheduling services staff before it can be confirmed.

28. Click **Save**.

   **NOTE:** A loading box will pop up. Wait until it loads to 100% and the confirmation
screen appears.

Verify or change the EVENT STATE.

- **Tentative**
  The event is scheduled, but is awaiting Confirmation from its Scheduler.

- **Confirmed**
  The event is scheduled and confirmed.

Back Cancel Save

Your event has been created and saved. You can use the options below the confirmation to continue working on your event.

This event has been successfully submitted pending any location request approvals.

Here's Some Information About Your Event

- **Location Requests Pending Approval**
  Location 'HHH0102' requested for Feb 16 2017.

What's Next?

- **View Details**
  View the Event Details page for this event. The full range of actions are available to you from there.

- **Edit**
  Need to make some more edits to this event? Click this button to start editing.

- **Copy**
  Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts.

- **Email**
  Email the details of this event to its stakeholders or anyone else.