

25Live Event Wizard

Training Manual

25Live Navigation – classroom.fiu.edu

The screenshot shows the FIU Office of Class Management website. At the top left is the FIU logo and "FLORIDA INTERNATIONAL UNIVERSITY". To the right is "Office of Class Management" and a "Search OCM" box. A "MENU" sidebar on the left lists: Home, 25LIVE & Classrooms, Forms & Guidelines, Training Materials, Additional Resources, and Contact Us. Below the menu are three login icons: PantherSoft Campus Solutions, FIU OCM HELPDESK, and FIU RESERVATION SYSTEM 25LIVE (highlighted with a red box and a blue arrow). The main content area features a photo of a lecture hall, "UPCOMING OCM TRAININGS" (with a link to "OCM HelpDesk 2.0 & 25Live Demonstration" on Dec 5, 2014), and "UPCOMING OCM DEADLINES" table.

Date	Process
9/15/2014	Fall 2015 Key-In Opens
11/14/2014	Fall 2015 Key-In Closes
11/14/2014	Special Room Request and Recitation forms due for Fall 2015

2015 OCM Production Calendar

Office of Class Management
Modesto A. Maidique Campus | Tel (305) 348-2369 | schedule@fiu.edu
Biscayne Bay Campus | Tel (305) 919-5751 | bbcsched@fiu.edu
FIU at I-75 | Tel (954) 438-8600 | broward.scheduling@fiu.edu

Click icon to access
25Live.



25Live Homepage – Sign In


Florida International University uses 25Live to share event information.


- Please use [Firefox](#) (3.0 or higher) or [Google Chrome](#) to access 25Live.
- To submit your 25Live event request you must have an active FIU AD account.
- Training documentation can be found on the [Office of Class Management](#) site.
- If you need general assistance submitting event information, email schedule@fiu.edu or call 305-348-2369.
- If you have questions pertaining to College of Business rooms or if you are a COB student and you do not see the [Event Wizard](#) tab, email cbasch@fiu.edu with your FIU email and Panther ID.

To sign out of 25Live, please clear the browser cache and refresh the page.

Click “Sign In” to log into 25Live.

Quick Search

 Search Events

 Search Locations

Public Event Searches

Public Location Searches

Recently Viewed

(none)

25Live Homepage – Log In

FIU | FLORIDA INTERNATIONAL UNIVERSITY
Division of Information Technology

Federated Single Sign-On


MyFIU | MyAccounts | FIU Home | UTS

Log In

Enter your FIU MyAccounts Username and Password
(e.g.: jdoe001)

Username:


Password:



Instructions

The following web site has asked you to log in and you have chosen FIU as your home institution.

CollegeNET, Inc.



Please sign in with your FIU MyAccounts username and password to access FIU Federated information systems.

Log in using your AD Username and Password.

25Live Homepage – Create an Event

Home Event Wizard Events Locations Organizations Reports

Florida International University uses 25Live to share event information.

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Dashboard

Calendar

Quick Search

Search Events Go

Search Locations Go

Your Starred Location Searches

Your Starred Event Searches

Your Starred Reports


You do not have any Starred Reports!

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!**

 [Create an Event](#)



**Click "Create an Event" to
open up Event Wizard**


Customize Dashboard

Help

Recently Viewed

Your Starred Events


You do not have any Starred Events!

Throughout this site you can mark any Event as "Starred" by clicking its  icon.

Your Starred Locations

Your Events

 **No Events** in which you are the *Scheduler*

 **5 Events** in which you are the *Requestor*

Event Wizard

Department Meeting

New Event...



Untitled #1

[General Assignment Space](#) is controlled by the Office of Class Management (OCM). These spaces can be found under Public Location Searches. Final confirmation for the use of OCM space will be provided by the Office of Class Management.

Start by entering the basic event information.



Event Name



Fill out name of event.

Contact Name, Phone and Department



Fill out contact information.

Make sure to include full phone number and name of department.

Event Type

Choose an event type by clicking on an option or typing it in the search box.



Event Type

Meeting ☆

Search

Pr Ceremony

Commencement

Conference

Course Extension

Dissertation

Entrance / Standardized Exam

Film

Guest Lecture/Speaker

Information Session

Maintenance

Meeting

◀ Back

Next ▶

*



Note: You can star event types. This will make that particular type a “favorite” and will automatically populate when a new form is generated.

Primary Organization

Primary Organization

Search for an Organization *

No matches found

Back Browse... Next

Cancel Finish

Click browse to view list of Primary Organizations.

Select an Organization

Find By...
Your Starred Organizations
Search
Index
Types
Categories

Types
SPECIAL EVENT

SPECIAL EVENT
ATHLETICS
COLLEGE/SCHOOL
DIVISION OF ACADEMIC AFFAIRS
DIVISION OF EXTERNAL RELATIONS
DIVISION OF FINANCE
DIVISION OF GOVERNMENTAL RELATIONS

Click "types" then click on "Special Event". Choose the organization that your department best falls under.

Primary Organization

DIVISION OF ACADEMIC AFFAIRS ☆

Back Next

Cancel Finish

Note: You can star an organization. This will make that particular organization a "favorite" and will automatically populate when a new form is generated.

Expected Head Count and Event Description

Indicate approximate number of attendees. This will ensure that spaces with the specific capacity or above are looked at for availability.

Enter additional basic event information.

Expected Head Count

20 ✓

Event Description ✓

Meeting with department head

Write brief description for the event. (optional)

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Next ▶

✕ Cancel

📄 Finish

Single or Repeating Occurrences



Does this event have more than one occurrence?

No

This event has only one occurrence.
Any other related events are separate and distinct.

Yes

This event has more than one occurrence.
It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.

If the event only has one occurrence choose "No."

If the event repeats at the same time on several days choose "Yes."



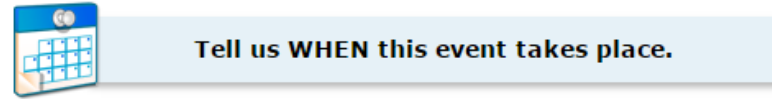
◀ Back

Next ▶

✕ Cancel

📄 Finish

Event Day/Time – Single Occurrence



Select the dates and times of the **actual event**.
Setup, takedown, pre- or post-event times can be specified below.

Event Start: Sat Dec 06 2014 9:00 am
Event End: Sat Dec 06 2014 10:00 am

Indicate event start time and end time.
Start date and end date should match
since events in classrooms may not end
later than 11pm.



Does this event require
Setup or Pre-Event time? Yes No

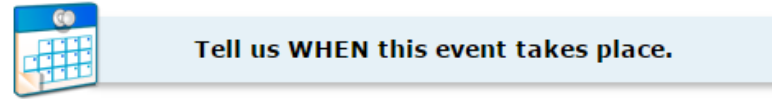
Does this event require
Post-Event or Takedown time? Yes No



If setup time or takedown time is needed, please
select yes and indicate amount of time required.



Event Day/Time – Multiple Occurrences



Select the dates and times of the **actual event**.
Setup, takedown, pre- or post-event times can be specified below.

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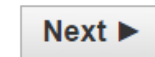


Does this event require
Setup or Pre-Event time? Yes No


Does this event require
Post-Event or Takedown time? Yes No



If setup time or takedown time is needed, please
select yes and indicate amount of time required.



Event Day/Time – Multiple Occurrences



Choose how this event REPEATS.

Ad Hoc Repeats
Individually select dates to add to the event.

Daily Repeats
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Does Not Repeat
This event has only one occurrence.

Select an option based on how this event will repeat.

Note that repeating events are for events that occur at the **same** time throughout the semester.



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Next ▶

✕ Cancel

💾 Save

Multiple Occurrences (Ad Hoc & Weekly)



Describe how this event REPEATS.

Ad Hoc Repeats ▾

Click on any date to add it to the Occurrence List.

December 2014						
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Select repeating dates for event.



Occurrence List		
Date	Comments	Status
Sat Dec 06 2014	<input type="text"/>	Active ▾
Mon Dec 08 2014	<input type="text"/>	Active ▾
Wed Dec 17 2014	<input type="text"/>	Active ▾
Mon Dec 29 2014	<input type="text"/>	Active ▾

Dates will reflect in the occurrence list.



Describe how this event REPEATS.

Weekly Repeats ▾

Repeats every week ▾

Repeats on Mon Tue Wed Thu
 Fri Sat Sun

Select repeating days for event.



Indicate last date of occurrence.



Repeats through Sat Dec 27 2014

Ends after 1 iterations

Occurrence List		
Date	Comments	Status
Sat Dec 06 2014	<input type="text"/>	Active ▾
Sat Dec 13 2014	<input type="text"/>	Active ▾
Sat Dec 20 2014	<input type="text"/>	Active ▾
Sat Dec 27 2014	<input type="text"/>	Active ▾

Dates will reflect in the occurrence list.



Event Locations

Find and select EVENT LOCATIONS.

* You must select at least one location.

Your Starred Locations...

Search by Location Name...

If you are looking for a specific location you may search for that space by clicking this tab and typing the space name.

Saved Searches...

- Your Starred Searches
- All of Your Searches
- Public Searches

- All General Classrooms
- All General Computer Labs
- All General Course Capture Classrooms
- All General VideoConferencing Classrooms
- COB - Departmental
- COB - Study Rooms

Show only my authorized locations that have no time conflicts

Enforce head count

Refresh

Click public searches if no specific location is required. Choose a search based on campus/building preference.

Advanced Search...

If you are looking for a space with specific features click on "Advanced Search."

Back Cancel Finish Next

Saved Searches...

- Your Starred Searches
- All of Your Searches
- Public Searches

- General Assignment - ENGINEERING CENTER
- General Assignment - FIU at I-75
- General Assignment - MMC
- General Assignment - MMC - AHC2
- General Assignment - MMC - AHC3
- General Assignment - MMC - AHC4

AHC2655
Academic Health Center 2 Room 655 - Classroom (limited use) (cap 46)
Max Capacity: 46

AHC3205
Academic Health Center 3 Room 205 - Classroom (cap 89)
Max Capacity: 89

AHC3215
Academic Health Center 3 Room 215 - Classroom (cap 60)
Max Capacity: 60

AHC4101

Show only my authorized locations that have no time conflicts

Enforce head count

Refresh

A list of available spaces will populate. Click on a space of your choosing to select the space.

Navigation icons: back, forward, save, print, help, close

Selected Locations

AHC2655 ✓ ☆ ✕

Academic Health Center 2 Room 655 - Classroom (limited use) (cap 46)

Max Capacity: 46

Features: Movable Seating; Tablet Armchairs

Selected Occurrences: All Occurrences

Conflicts: None

View and Modify Occurrences

When you click and select a location it will show under "Selected Locations."

*Note: no space is guaranteed until an event has been confirmed.

Popular University Events

Select CATEGORIES for this event.

Popular University Events



If you would like this event advertised on the OCM website please select the "Popular University Events" box.

◀ Back

Next ▶

✕ Cancel

📄 Finish

Comments/Notes

Edit additional COMMENTS and NOTES for this event.

Internal Notes



You may use this space to provide additional information about the event for review. Please note that this field is optional.

◀ Back

Next ▶

✕ Cancel

💾 Save

Rules and Regulations

Rules and Regulations

Academic classes have priority over special event reservation. Academic space(s) will be assigned on a first-come, first-served basis once request is submitted and according to the policy of the University's Office of Class Management.

I am aware that the submission of this special event request **DOES NOT** indicate University approval, support, or endorsement of event plans. I am required to monitor the status of this event as it moves through the approval process. An email confirming or denying the request will be sent from the appropriate department.

I am aware that event details included in this submission will be made available as needed to the University community for the purpose of confirming space, time availability, and for assisting in associated event coordination and planning.

I understand that if I have selected the Publish (Popular University Events) option, once confirmed, this event can be published to various public University calendars that will be available to the general public.

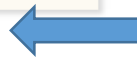
Furniture must not be removed and must be left in its original condition/room layout approved by Academic Space Management. Please make sure to close the door once you are finished using the room. Note: Do not prop doors open with tape, trashcans, paper or any other items that would inhibit the door from properly closing. The building has security measures in place to enforce this.

Event must use their assigned space and are not permitted to use unauthorized rooms.

Prohibited Items The use of candles, firearms, fireworks, explosives, oil lamps, incense, illicit drugs, space heaters, or any combustible device (i.e., gasoline, benzene, flammable liquids, and chemicals) is strictly prohibited inside and in proximity of the FIU buildings.

Personal and/or Departmental Property: University does not assume any liability for loss, damage or theft of any personal or departmental property and expects occupants to take reasonable precautions & against loss of personal and/or departmental property. All losses due to theft should be reported to Public Safety immediately at 305-348-2626.

I agree ✓



Click "I agree" in the rules and regulations page in order to save the reservation.

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Next ▶

✖ Cancel

💾 Save

Confirmation Page

DEPARTMENT MEETING [New Event...](#)

DEPARTMENT MEETING
John Doe 305 348 2369 OCM

Meeting
DIVISION OF ACADEMIC AFFAIRS
30 Attendees Expected
Meeting with department head.
Sat Dec 06 2014 9:00 am - Sat Dec 06 2014 10:00 am
AHC2655
OCM

ID: 2014-AAJJKS

Done!

This event has been successfully saved. [Close](#)

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

Event Tasks
No Active Tasks

More Event Options

- [Print Confirmation](#)
- [Copy](#)
- [Create "To Do"](#)
- [Manage Relationships](#)
- [Manage Bindings](#)
- [Take Ownership of this Event](#)
- [Add to Starred?](#)

This ID number is used by OCM when referencing an event via phone or email.

You may view details, edit an event, or email event details using one of these buttons.