Using 25Live for Event Promotions

Publishing Events to the ’Canes Calendar and to Other University of Miami Resources

Office of Space Management and the Division of University Communications

A document covering some of the basics for how to submit an event request to 25Live and how those event requests are considered for inclusion in various University promotional venues.
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How to Post an Event on the ‘Canes Calendar

Suggested web browsers to use when working with 25Live:

- Mozilla Firefox
- Google Chrome
- Safari
- Internet Explorer (version 8.0 or above), IE works but it has been known to experience performance issues

25Live Website:  http://www.miami.edu/calendar/login

Open a web browser window and navigate to the website, the Non-SignedInView or 25LiveViewer is displayed.

The events displaying here are already events published on the ‘Canes Calendar.

The drop down list in the center of the page includes some of the sub-calendars on the ‘Canes Calendar.
To submit an Event Request click the Sign In option at the top of the screen.

A valid **CanID** is required to post an event to the ‘Canes Calendar.

For the purposes of this demo, we are using a CanID service account that reflects the default user access for submitting an event request.

After successful Sign In, you will be directed back to 25Live and your name should appear at the top of the page.
In addition to seeing all of the same things as the non-Signed In view, default access includes the Event Creation and Editing tab. Clicking on the **Event Creation and Editing** tab loads the event creation form.

The left pane of the page includes two sections; Event Status and Edit Event Details. This area auto-updates as event information is entered. The red asterisks indicate required fields.

(Note: Event Name and Date and Time are required even though they currently do not show a red asterisk.)
**Event Type:** Default access currently allows one event type to be selected, Request a Calendar Listing. Select it to proceed with your request. Once chosen, it will appear in the Selected Event Type section.
**Event Name:** These are two required fields for naming your event, Short Title and Long Title. Since 25Live has numerous views and displays, both are required.
Editor Card # 3

Date & Time: Most event Start and End Dates will be on the same day. For events that occur on multiple days, be sure you have considered the difference between an event that “repeats” and an event that “spans” a period of time.

Repeating events have a specific start and end time for each occurrence. (i.e. an event on Monday, Wednesday, and Friday from 12 to 2 p.m.) This is by far the more common scenario.

Span events have only one start and end time and continue 24 hours a day over multiple days. (i.e an event that begins on Monday at 8 a.m. and continues 24 hours a day until Friday at 5 p.m.)

If your event repeats, use the Event Repeats option to establish the reoccurrence pattern.

Reoccurring events that do not share the same Start/End times must be entered separately. (Helpful tip: See also How to Copy/Duplicate an Existing Event.)
**Event Description:** This field is HTML-enabled. Please check the Source tab at bottom of Editor to review and validate HTML.

**Expected Head Count:** Enter an expected number of attendees, to the best of your knowledge.
**Primary Org:** Organization that originates or is most responsible for the event.

**Additional Orgs:** Organization(s) that are affiliated and/or involved in the event. Multiple orgs can be selected.

**Comments:** If an organization cannot be found in the search, enter it in the comments field.
Publish Options: Indicate how you wish to share your event.
**Editor Card # 7**

**Additional Info:** Include your contact phone number for easier follow up.

**Affirmation:** Read and check off the Event Request Affirmation “I Agree” box.

Click **Finish** to submit your event request.
After you’ve clicked the Finish button, this Confirmation Page appears.

- **Event Details Panel**: A quick view of details captured on this event submission.
- **Event Details Summary Box**:
  - **Event Reference**: A unique ID for this particular event submission.
  - **Event State**: All initial events are submitted as “Drafts.” This status will change as the Event Request moves through the system.
  - **Scheduler**: This is the contact role responsible for reviewing your event and considering it for publication.
  - **Requestor**: This is the person who requested the event. If you submitted the event, your name will appear here.
- **Event Tasks Box**: Tasks get generated once an event has advanced past the “Draft” state.
- **What’s Next Box**: You can use these options to view more details of your event, return to the edit form if you made a mistake, and e-mail the listing to someone else. *Please note: They will need to be able to login to 25Live to view this listing, so they must also have a ‘Cane ID.*
- **More Event Options**: Use these options to copy this event.
**The Lifecycle of an Event Request**

**Event Requested: Draft Event**
When you submit your event in 25Live you can continue to come back and edit it directly only up until the point when a calendar assigner considers the listing for display in requested venues like the ‘Canes calendar or the UM mobile app.

After that point, edits and cancellations can be requested by communicating via 25Live directly, by calling 305-284-4775, or by e-mailing uschedule@miami.edu.

**Event Processed**
Calendar moderators will confirm details of the event and will consider the listing for inclusion in the appropriate selected venues. The event is no longer directly editable by the person who requested the listing.

**Event Published**
When an event gets published, it may still be listed as “Tentative” in 25Live, but approved calendar resources will appear in the event’s details meaning that the event has been endorsed by a supporting organization and that the event has been published. If the event is denied, a reason for the denial will appear.
How Do I See the Events I Have Already Requested?

Find the events you have already requested by visiting the Home tab Dashboard view.

Any current events you have requested will appear in the Your Events box.
When you click on the “Events in which you are a Requestor” link, a list will appear. By default, only **Current and Future Dates** appear. You can click on the “Dates” option to view events you submitted in the past as well.

You can change the columns that appear on this view by selecting the **Choose Visible Columns** option. Only the columns of interest to you can be set to display.

**Some interesting columns you may want to choose to have displayed:**

**Name:** The Event Name (Short Title)

**Title:** The Event Name (Long Title)

**Reference:** A unique reference id for the event.

**Categories:** Categories are details the calendar assigner working on publishing your listing may add that can help filter your event listing to various publications based on characteristic criteria.

**Start Date:** The Date the event starts.

**Creation Date:** The date the event was requested.

**State:** The current state of the event. A “draft” event has not yet been handled by a calendar assigner and is an event that you can still edit directly. A “tentative” event is either being processed by a calendar assigner and may or may not be published. A “denied” event request has been denied by a calendar administrator and will not be published to a calendar.

**Resources:** The resources column indicates and endorsements and services associated with your event that get the event request approved in various promotional venues. If an event is “tentative” and has resources assigned, the event is being published to those resources.
How Do I Know If My Event Is Being Processed?

Once your event has been submitted, it is automatically cued to be processed based on the details you submitted on the Event Creation and Editing form.

From the Home tab Dashboard view, events in the Your Events box include all of the current events you have submitted.

The Your Event Draft box contains event requests you have submitted that have not been processed yet.

In the example above, six events have been requested and one is waiting to be processed. By clicking on the Your Events link, the details of the six events are revealed. The State and Resources columns indicate if the event is being processed. Below, three events have been published to ‘Canes Calendar’, the UM Mobile App, and e-Veritas. One event was denied and so is not appearing and one event has not begun to be processed yet (Draft).
How Do I Know If My Event Has Been Published?

Visit the **Home** tab **Dashboard** view. Any current events you have submitted will appear in the **Your Events** box.

Click the “Events in which you are the Requestor” link. A list similar to the one below will appear.
Note the **State** and **Resources** columns.

<table>
<thead>
<tr>
<th>Year</th>
<th>State</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>Tentative</td>
<td>Canes Calendar, Main, Mobile App, e-Veritas</td>
</tr>
<tr>
<td>2012</td>
<td>Tentative</td>
<td>Canes Calendar, Main, Mobile App, Publish, University Communications, e-Veritas</td>
</tr>
<tr>
<td>2012</td>
<td>Tentative</td>
<td>Canes Calendar, Main, Mobile App, Publish, University Communications, e-Veritas</td>
</tr>
<tr>
<td>2012</td>
<td>Denied</td>
<td></td>
</tr>
</tbody>
</table>

A “Draft” state indicates that the event has not yet been handled by a calendar assigner and can still be edited directly. **An event request that is in a “draft” state has not been published yet.**

A “Tentative” state indicates that the event request is being processed by a calendar assigner and may be published depending on what appears in the Resources column.

You will know whether the event is published by reviewing the different resources that appear. A **“tentative” state plus particular resources indicates that an item has been published to the resources listed.**

As you can see in the example at the left, three of the four tentative events have been published to the ‘Canes Calendar, the UM Mobile App, and e-Veritas. One event is currently being processed, but has not received any publish resources and so is not appearing in any promotional venues yet.

A “denied” event request has been denied by a calendar administrator and will not be published.
How Do I Find Out Why My Event Was Denied?

There are various aspects of your event that can be denied.

- The entire event itself may be denied for inclusion in any venues.
- Certain venues may be denied, while others are approved. i.e. The event may appear in the ‘Canes calendar, but not in e-Veritas.

In order to learn why something was denied, you can always e-mail uschedule@miami.edu or call 305-284-4775.

Usually, a calendar assigner will leave a note as to why a denial occurred in 25Live as well.

How to Find Notes and Comments Entered About an Event

Visit the Home tab Dashboard view. Any current events you have submitted will appear in the Your Events box.
Click the “Events in which you are the Requestor” link. A list similar to the one below will appear.

If you see an event with the Event State listed as “Denied,” this means that a calendar administrator denied the event request. The event will not be considered for inclusion in any promotional venues.

If you want to determine whether the calendar administrator has left a note regarding why the denial occurred, click on the Event Name for the Denied event request.

An Event Details view will load for that event. Make sure the Details sub tab is exposed.

You will notice that the details for this event shows that it has been denied. You may have to click the “+” icon to expand the Denied section in order to see a comment that was left.
How Do I Duplicate or Copy An Event?

There are a number of ways to Copy event information from one event request to another. Copying an event creates a duplicate event with all of the same details allowing you to save some time by requiring you to edit only the elements that you want to change.

Be careful! You should try to use the “Date and Time” field in order to establish a reoccurring event listing without having to “Copy” and duplicate anything. If the same event reoccurs, try editing the single event request and providing a pattern for the reoccurrence, that way you only have to edit one listing that will affect all of the occurrences.

Following the steps below creates a separate copy of the event based on an original source which means they become two separate events in the system. This is best for events that cannot be patterned by the Date and Time field or are different events with a large amount of similar information.

You can copy an event from the following views:

1. After you have submitted an event, select the “Copy” option from the **More Event Options** box on the confirmation page that appears.
2. On any **Event Details** view, click the “More Actions” menu to reveal the “Copy This Event” menu item.
How Do I Edit, Delete, or Cancel An Event?

After you submit an event request, the event is saved in a “Draft” state until it is processed by a calendar assigner. During that time, your event can be edited directly in 25Live. After calendar assigners process your event, the status of the event changes to “Tentative” and you will no longer be able to edit the event directly in 25Live.

For assistance with editing, cancelling or deleting any event that is no longer a draft, e-mail uschedule@miami.edu or call 305-284-4775. You can also reach out to the event scheduler listed on your event for assistance as well.

Editing an Event Request

Drafts you can edit in 25Live appear in the “Your Event Drafts” box on the Home tab Dashboard view.

When you click on the “Event Drafts in which you are a requestor” link, you will find a list of any Draft events you have submitted:

Click the icon to edit the draft event and follow the same steps as you would when submitting a new event request.
Deleting an Event Request
You can delete an event request that is still a draft by selecting the “Delete this Event” menu option on the “More Actions” menu. You can only delete an event this way BEFORE it is handled by a calendar assigner.

If your event is no longer a draft and you want the event deleted:

- Contact the event scheduler directly (see below).
- E-mail uschedule@miami.edu or call 305-284-4775.

I Get A Message: “Sorry, you do not have permissions to edit this event.”

You receive this message when:

- You are trying to edit an event that you did not request.
- You are trying to edit an event that is no longer a “draft” and has been processed by a calendar assigner.

To change these events you can either

- Contact the event scheduler directly (see below).
- E-mail uschedule@miami.edu or call 305-284-4775.
How to E-mail the Event Scheduler (the person who can approve/cancel/edit your event after it is published)

From the Event Detail view of the event you require assistance with, click on the More Actions menu item and select the “Email Event Details” menu option.

Send an e-mail with details to the “Scheduler” listed in the pop-up window that appears.