

# MountAllison

## Conference & Event Services

### Quick Guide for Booking Events in [25Live](#)

Screen #1 – add name, type and organization (department, office, club/society, etc.)

Screen #2 – this screen can be skipped for events such as department meetings – add a description only if you want your event published to the MtA website events calendar and in the “What’s On” emails that are sent out from Marketing & Communications. (Submission is due by Monday at 9am).

Screen #3 – allows you to choose recurring dates if your meeting repeats. (Please note – if you fill in more than one occurrence for an event that you want added to the events calendar then only the first occurrence will get loaded to the calendar. If each occurrence should be in the events calendar you will have to book each event separately.)

The screenshot shows the 'Weed and Feed at the Farm' event creation interface. On the left, a sidebar displays the event title, location (Camp), and administrative services. The main content area features a question: 'Does this event have more than one occurrence?'. Two options are presented: 'No' (single occurrence) and 'Yes' (recurring event). Navigation buttons for 'Back', 'Next', 'Cancel', and 'Save' are visible at the bottom.

Screen #4 – date and time for your event. If you want your event added to the MTA events calendar please indicate the exact time of your event and then add the set up and tear down times to increase the length of your reservation.

The screenshot displays the 'Yellow Hat Tea Party' event creation screen. The central section is titled 'Tell us WHEN this event takes place.' and includes fields for 'Event Start' (Mon 2016 May 02 10:00 am) and 'Event End' (Mon 2016 May 02 11:00 am). Below these, there are radio buttons for 'Setup or Pre-Event time?' (selected 'Yes') and 'Post-Event or Takedown time?' (selected 'Yes'). Each 'Yes' option has dropdown menus for Days, Hours, and Minutes. On the right, a 'Date Restrictions' box notes a 1-day restriction. Below that, two green boxes show 'Event Duration: 1 Hour' and 'Reservation Duration: 4 Hours'. Navigation buttons for 'Back' and 'Next' are at the bottom.

Screen #5 – add your chosen location for your event. If your booking is for A/V equipment only you can skip this step.

The screenshot shows the 'Add, remove or edit EVENT LOCATIONS' screen. On the left, a sidebar displays event details for 'Yellow Hat Tea Party', including dates (Mon 2016 May 02 10:00 am - Mon 2016 May 02 11:00 am) and the 'FARM' location. The main area features a 'Your Starred Locations...' list with items like BARC 02, CTEE 223, FARM, and MCCN 111, each with a green checkmark. Below the list are search and filter options. On the right, a 'Selected Locations' panel shows 'FARM' as the chosen location with its details: Max Capacity: 1000, Features: None, Selected Occurrences: All Occurrences, Conflicts: None. Navigation buttons for 'Back' and 'Next' are at the bottom.

Screen #6 – select any resources required for your event. If you do not require any A/V equipment or services, Dining Services, Bar Services or Facilities Services such as cleaning, moving tables/chairs, etc. then skip this step.

The screenshot shows the 'Add, remove or edit EVENT RESOURCES' screen. The sidebar on the left is identical to the previous screen, but now includes 'BS Bar Service - Cash' as a resource. The main area displays 'Your Starred Resources...' with 'BS Bar Service - Cash' listed. The right-hand 'Selected Resources' panel shows 'BS Bar Service - Cash' as the selected resource, with 'Also Assign:' options for 'BS Bartender', 'ES Door Security', and 'ES ID Checks'. A note at the top right states: 'Please note that resource requests require advance notice of two business days.' Navigation buttons for 'Back' and 'Next' are at the bottom.

## Screen #7 – add any additional comments that will help support your event.

The screenshot shows the 'Yellow Hat Tea Party' event page. The left sidebar contains event details: 'Camp ADMINISTRATIVE SERVICES', dates 'Mon 2016 May 02 10:00 am - Mon 2016 May 02 11:00 am', setup and takedown times, and location 'FARM'. The main content area has a header 'Edit additional COMMENTS and NOTES for this event.' and a text box with the comment: 'Hi Tabatha - I will talk directly to Dining Services as we will be requesting yellow coloured cookies and yellow types of teas.' Below the text box are 'Back', 'Next', 'Cancel', and 'Save' buttons. A small tooltip on the right says 'Please add any additional information regarding this event.'

## Screen #8 – Your reservation is completed. You will receive a confirmation email from Book It once your event is confirmed.

The screenshot shows the confirmation screen for the 'Yellow Hat Tea Party' event. A green banner at the top states: 'This event has been successfully saved as a request. You will receive confirmation of your request from bookit.' Below this is a section 'Here's Some Information About Your Event' with sub-sections: 'Locations Saved as Event Preferences' (Location 'FARM' removed and converted to a preference), and 'Resources Saved as Event Preferences' (Resource 'BS Bar Service - Cash' removed and converted to a preference). There are three buttons: 'View Details' (to view the full range of actions), 'Edit' (to make more edits), and 'Email' (to email details to stakeholders). A 'More Event Options' section includes 'Print Confirmation', 'Copy', 'Create "To Do"', 'Manage Relationships', 'Manage Bindings', 'Take Ownership of this Event', and 'Add to Starred?'. An 'Event Preferences' section lists requested locations ('FARM') and resources ('ES ID Checks', 'ES Door Security', 'BS Bartender').

**Questions?** Visit our website for our event planning guide and checklist. You can also email [bookit@mta.ca](mailto:bookit@mta.ca) or call 364-2251 for assistance.