

Quick Guide for Booking Events in 25Live

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

The screenshot shows the 'Screen #1' event booking form in 25Live. The navigation bar includes 'Home', 'Event Wizard', 'Events', 'Locations', 'Resources', and 'Organizations'. The current event is 'Yellow Hat Tea Party'. The form fields are:

- Event Name:** Yellow Hat Tea Party (with a green checkmark)
- Event Type:** Camp (with a green checkmark)
- Primary Organization for this Event:** ADMINISTRATIVE SERVICES (with a green checkmark)

Navigation buttons include 'Back', 'Next', 'Cancel', and 'Save'. A tooltip on the right says: 'Please provide the name of the organization sponsoring this event or the name of your department.'

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.

The screenshot shows the 'Screen #2' event booking form in 25Live. The navigation bar is the same as in Screen #1. The current event is 'Yellow Hat Tea Party'. The form fields are:

- Description for Events Calendar:** This event celebrates the colour yellow and is held annually when the dandelion are in bloom. Tickets are \$5 at the door.

Navigation buttons include 'Back', 'Next', 'Cancel', and 'Save'. A tooltip on the right says: 'Notes: To embed HTML code directly (such as a YouTube video), use the "insert/edit video" button or edit the source directly by clicking the "Source code" button. Some HTML tags (including TABLE tags) are not supported by 25Live Publisher.'

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.)

Home | Event Wizard | Events | Locations | Resources | Organizations

Weed and Feed at the Farm | New Event...

Weed and Feed at the Farm

Camp
ADMINISTRATIVE SERVICES
Description for Events Calendar
Fri 2016 Apr 29 10:00 am -
Fri 2016 Apr 29 11:00 am

Progress...

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.

◀ Back | Next ▶

Cancel | Save

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.

Yellow Hat Tea Party | New Event...

Yellow Hat Tea Party

Camp
ADMINISTRATIVE SERVICES
Description for Events Calendar
Mon 2016 May 02 10:00 am -
Mon 2016 May 02 11:00 am
Setup: 2 hours
Takedown: 1 hour

Progress...

Tell us WHEN this event takes place.

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

Event Start: Mon 2016 May 02 10:00 am

Event End: Mon 2016 May 02 11:00 am

The event begins and ends on the same day.

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

Setup: 0 Days 2 Hours 0 Minutes

Pre-Event: 0 Days 0 Hours 0 Minutes

Reservation Start: 8:00 am

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

Post-Event: 0 Days 0 Hours 0 Minutes

Takedown: 0 Days 1 Hour 0 Minutes

Reservation End: 12:00 pm

Date Restrictions
Events occurrences that you create are restricted to:
• At least 1 day from today

Event Duration: **1 Hour**

Reservation Duration: **4 Hours**

◀ Back | Next ▶

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' interface. On the left, a sidebar for the 'Yellow Hat Tea Party' event provides details: 'Camp ADMINISTRATIVE SERVICES', dates 'Mon 2016 May 02 10:00 am - Mon 2016 May 02 11:00 am', setup and takedown times, and the 'FARM' organization. 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, the 'Selected Locations' section shows 'FARM' with its capacity (1000) and other attributes. 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' interface. The sidebar on the left is identical to the previous screen, but now includes 'BS Bar Service - Cash' under the 'FARM' organization. The main area displays 'Your Starred Resources...' with 'BS Bar Service - Cash' listed. Search and filter options are present below. On the right, the 'Selected Resources' section shows 'BS Bar Service - Cash' with 'Also Assign:' options like '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.

Home | Event Wizard | Events | Locations | Resources | Organizations

Yellow Hat Tea Party | New Event...

Yellow Hat Tea Party

Camp
ADMINISTRATIVE SERVICES
This event celebrates the colour yellow and is held annually when the dandelion are in...
Mon 2016 May 02 10:00 am - Mon 2016 May 02 11:00 am
Setup: 2 hours
Takedown: 1 hour
Event Repeats
FARM
BS Bar Service - Cash
Arts/Entertainment
Hi Tabatha - I will talk directly to Dining Services as we will be requesting yellow...
ID: 2016-AABRVA

Edit additional COMMENTS and NOTES for this event.

Additional Comments to Scheduler

Hi Tabatha - I will talk directly to Dining Services as we will be requesting yellow coloured cookies and yellow types of teas.

Please add any additional information regarding this event.

Back | Next | Cancel | Save

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

Home | Event Wizard | Events | Locations | Resources | Organizations

Yellow Hat Tea Party | New Event...

Yellow Hat Tea Party

Camp
ADMINISTRATIVE SERVICES
This event celebrates the colour yellow and is held annually when the dandelion are in...
Mon 2016 May 02 10:00 am - Mon 2016 May 02 11:00 am
Setup: 2 hours
Takedown: 1 hour
Arts/Entertainment
Hi Tabatha - I will talk directly to Dining Services as we will be requesting yellow...
ID: 2016-AABRVA

This event has been successfully saved as a request. You will receive confirmation of your request from bookit. [Close]

Here's Some Information About Your Event

- Locations Saved as Event Preferences**
Location 'FARM' was removed from 2016 May 02 and converted to a preference.
- Resources Saved as Event Preferences**
Resource 'BS Bar Service - Cash' was removed from 2016 May 02 and converted to a preference.

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 Preferences

The following locations were requested for this event:

- FARM

The following resources were requested for this event:

- ES ID Checks
- ES Door Security
- BS Bartender

More Event Options

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