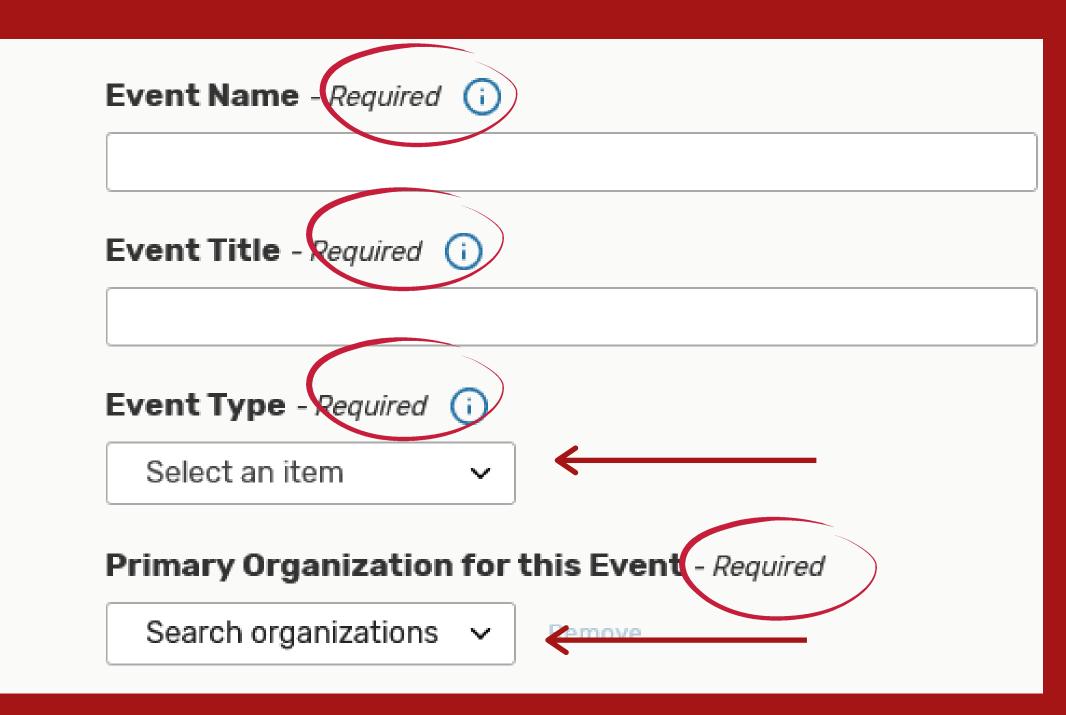
## Scheduling and Events: Guide to 25Live

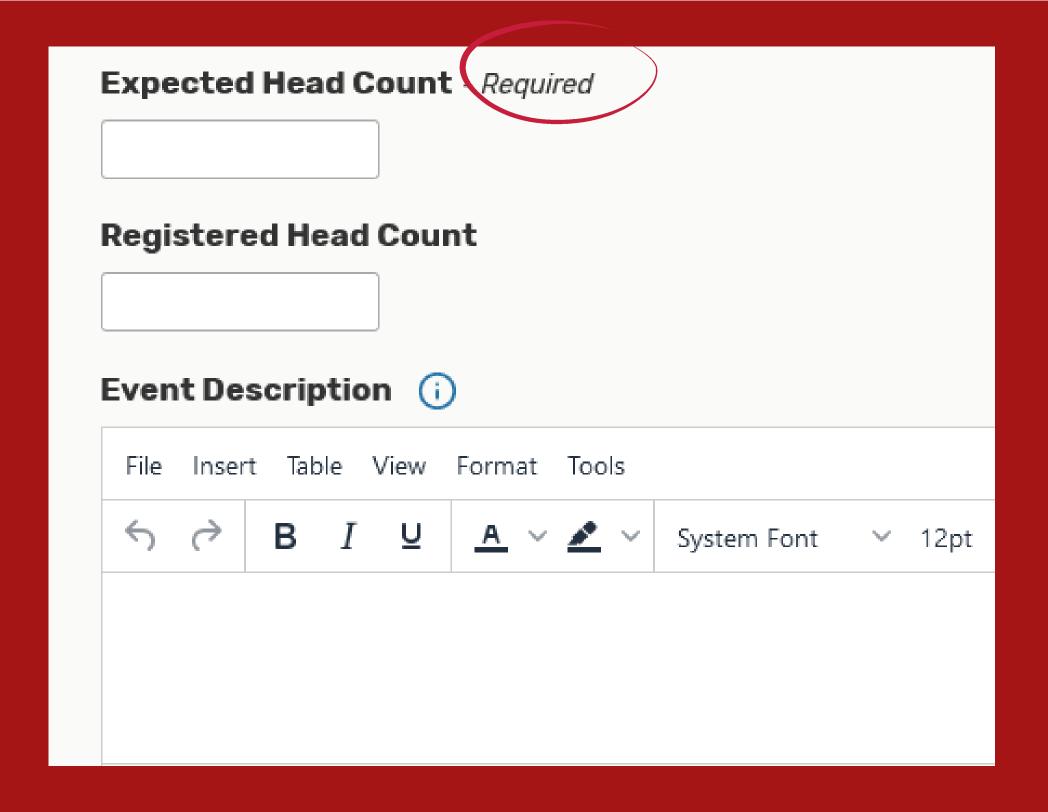


https://25live.collegenet.com/pro/wittenberg#!/home/dash

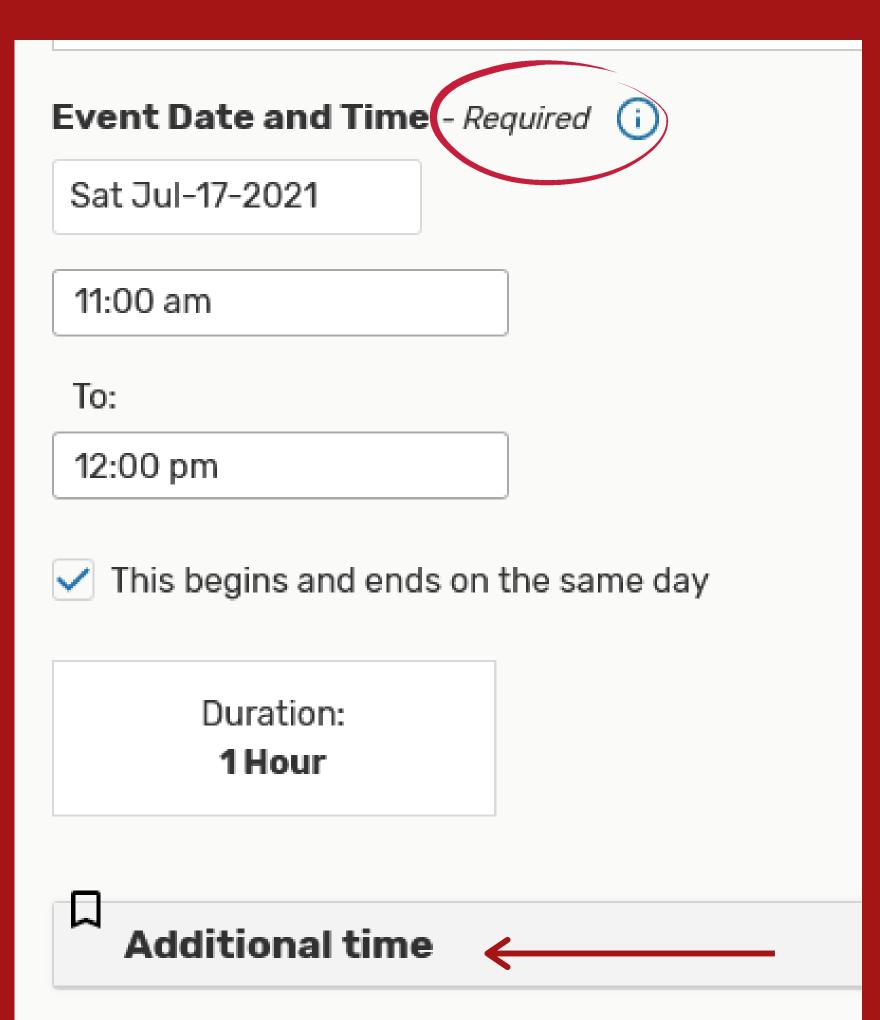
Use your Wittenberg credentials to sign in, then click on "Event Form" in the upper right corner of the screen to begin



- 1. Name the event you want to have
  - 2. Title the event, sometimes also the name of the event
  - 3. Click the dropdown botton and select the type of event you wish to have
    - 4. Click the dropdown button and select the organization you are scheduling the event for
    - 5. Type the amount of people expected



- 6. Type the amount of people registered for your event, sometimes similar to the headcount
- 7. Describe your event in as much detail as possible int he box provided, and what is to be expected to occur during



8. Select the Date and Time of your event

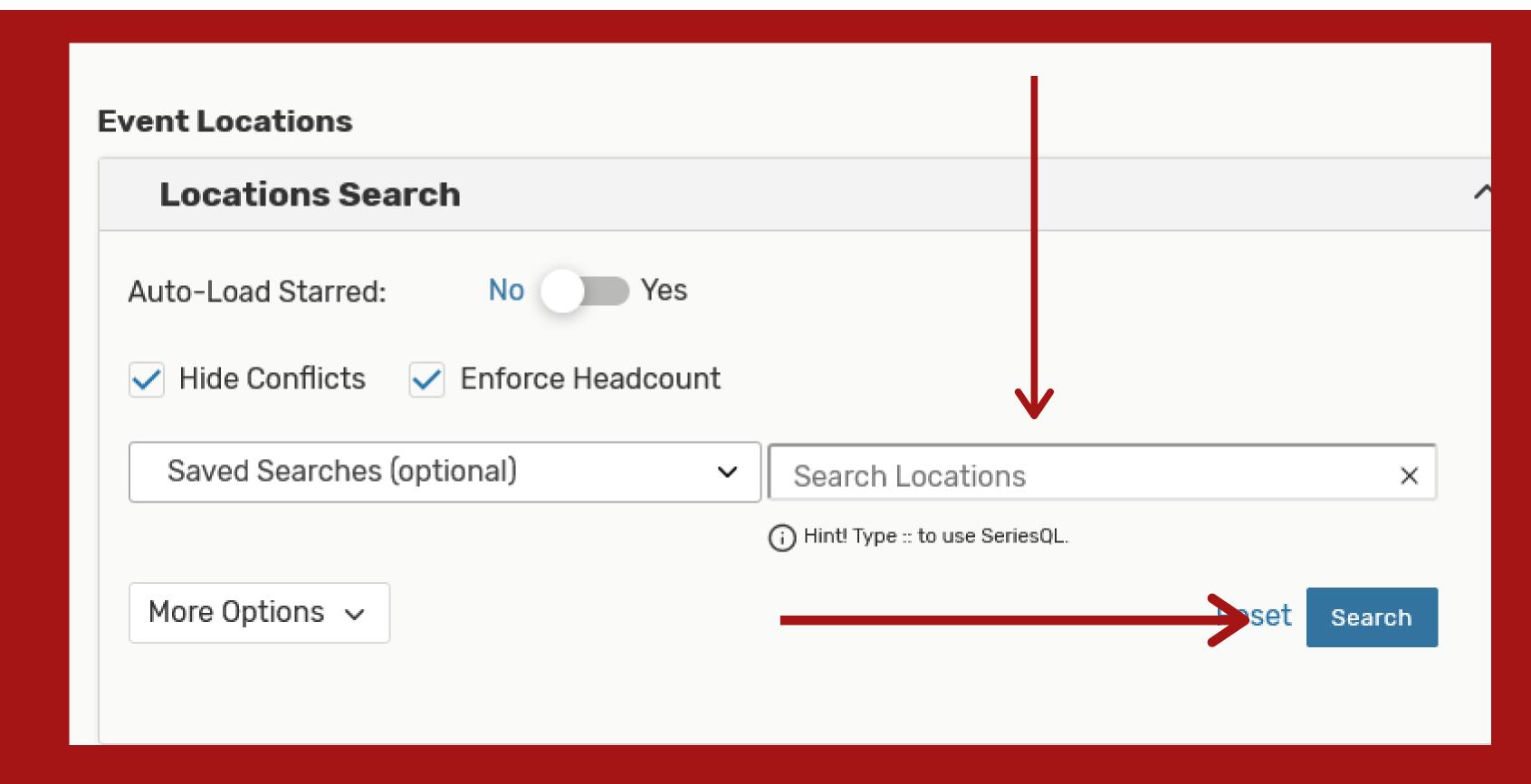
Note: Event forms must be submitted at least 5 days before event is set to occur

9. If additionall time is needed for the event such as set-up or tear-down, please indicate that by using the Additional Time dropdowm

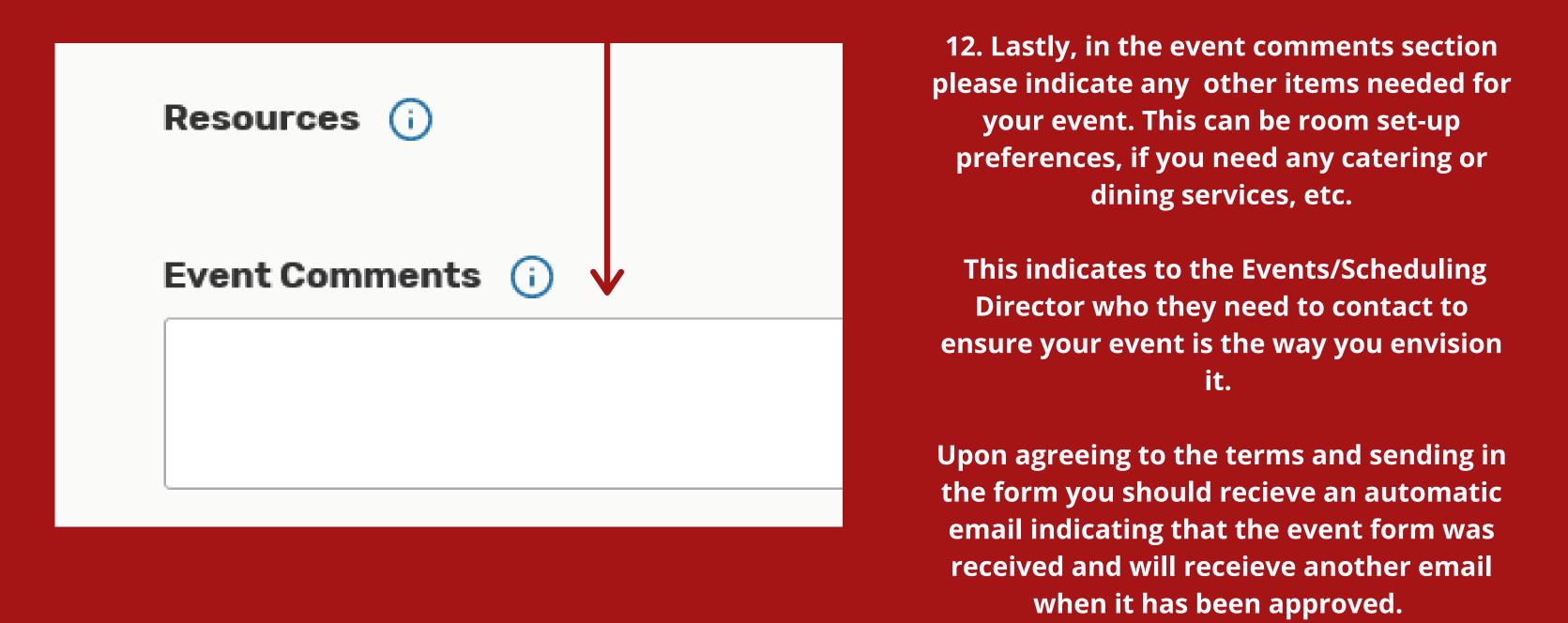


10. If your event is a repeating one, and needs to be continually scheduled please indicate this

by pressing the repeating pattern button and selecting the date of repetition



11. If there is a specific location you wish to hold your event. You can request so by typing in the location and pressing the search button.



## Affirmation - Required

I understand I am submitting a request for a meeting/event and that my use of the requested space is not yet guaranteed. I will not advertise, sign any contracts or invite guests to the meeting or event prior to receiving official confirmation from Central Scheduling notifying me that my reservation has been confirmed.

