

25Live Pro Event Management



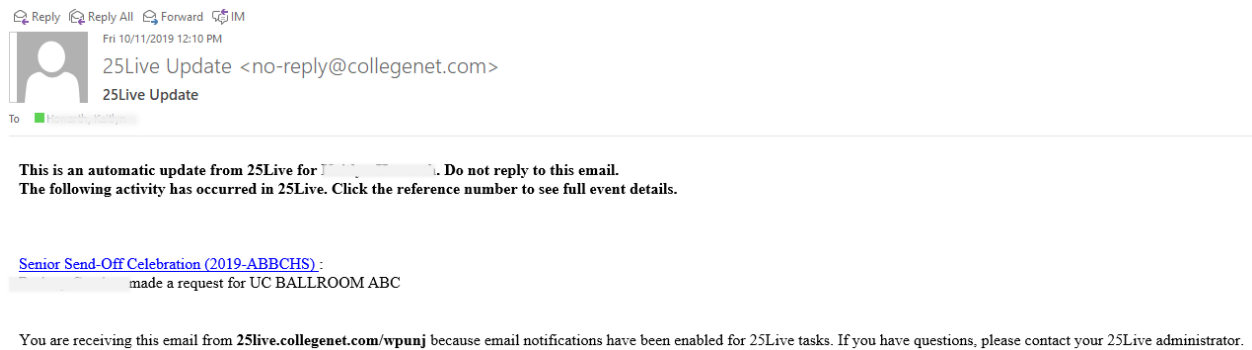
Approve an Event in a Location

APPROVE AN EVENT

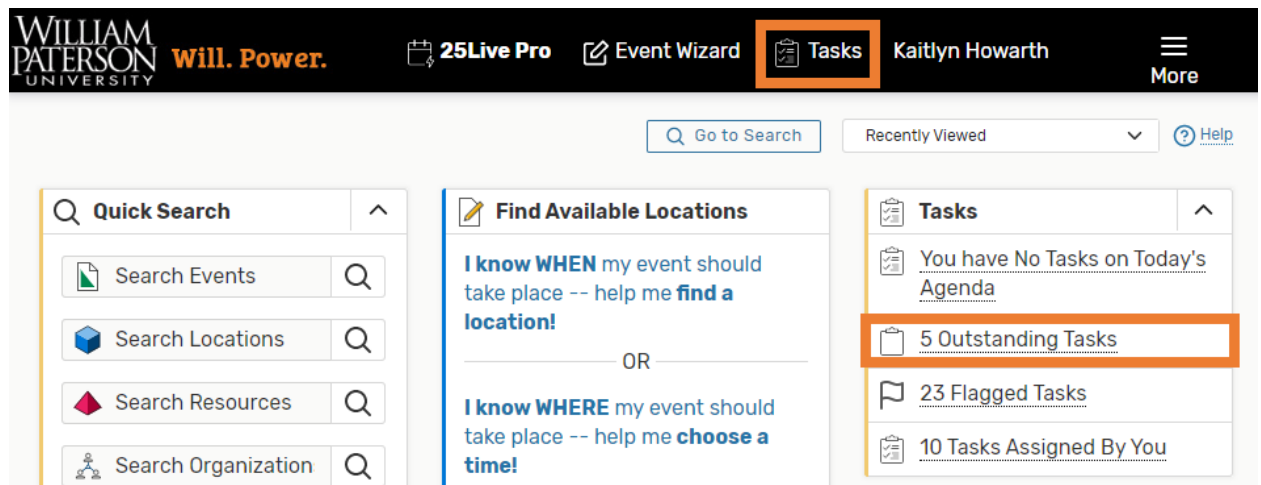
25Live Pro Website: <https://25live.collegenet.com/pro/wpunj>

NOTE: Tentative event requests will be displayed on the location availability and calendar pages. These requests are not confirmed until the requester has received a confirmation from the Events and Conference Scheduling Office or other Location Scheduler after receiving all necessary approvals.

1. Receive an email about a task in your inbox.



2. Click on **Sign In** in the upper right-hand corner of 25Live Pro and login with your WPconnect username and password. Once logged in, you will see the last page you were on in the system. Choose **Tasks** or **Outstanding Tasks**.



NOTE: Your dashboard is customizable so these selections will be located where you have placed them.

3. Click on the event name to view all of the event details.

List		Calendar		Choose Columns		Create "To Do" Task			
Event	Title	Task Item	Status	Actions	Respond By	First Date	Reference		
Testing Pricing		WHEEL*101	In Progress	Approve Deny	Wed 07 Aug 2019	Fri 09 Aug 2019	2019-ACH3PK		

4. You can review information about the different aspects of the event by clicking on the different buttons.

25 Live Pro Test Event

Draft

2019-ABBCPT

Mon Oct 21 2019 12:00 pm - 1:00 pm

Details

Occurrences

Calendar

Schedule

Task List

Pricing

Audit Trail

Edit Event

Draft

More Actions

General

Event Name: 25 Live Pro Test Event

Event Title:

Event Type: Meeting

Organization: Hospitality Services

Scheduler: Venezia, Tori

Requestor: Howarth, Kaitlyn

Head Count: expected 50
registered 0

Description: Banquet lunch. Will need 5 banquet tables of 10 chairs, 4 food service tables, a podium with microphone, and a projector.

Comments:

Internal Notes:

Confirmation Text:

Attached Files: Choose File No file chosen

Tasks Completed

Event Categories

Custom Attributes

Are attendees primarily external guests? No Yes

Do you require A/V equipment? Specify: podium, mic, projector

Do you require catering for this event? No Yes

Do you require PPO or Campus Police? No Yes

Email howarthk1@wpunj.edu

Is the event open to campus community? No Yes

Is there a registration fee? No Yes

Name (Day of Event Contact) Kaitlyn Howarth

Phone/Mobile # 973-406-6472

Will SGA funds be requested for event? No Yes

a. The Details page will provide the description, head count, location and time.

25 Live Pro Test Event

Tentative

2019-ABBCPT

Mon Oct 21 2019 12:00 pm - 1:00 pm

UC BALLROOM A

Details

Occurrences

Calendar

Schedule

Task List

Pricing

Audit Trail

Edit Event

Tentative

More Actions

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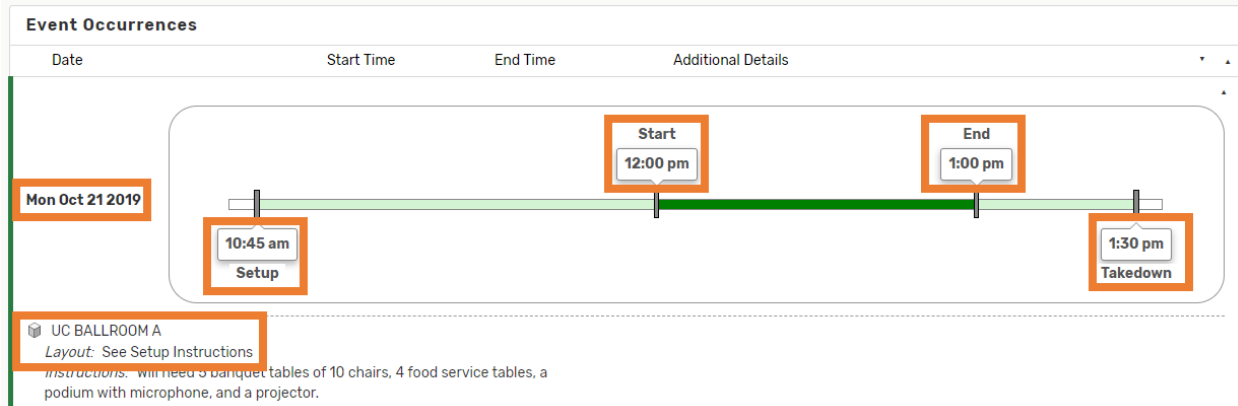
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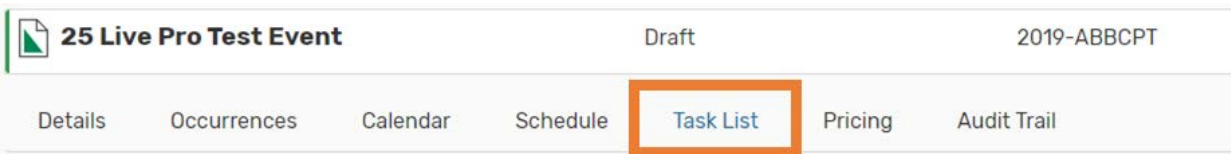
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Phone/Mobile # 973-406-6472

- b. The Occurrence page will provide location, layout, setup time, event time and takedown time.



5. Once you have reviewed the information that you need, you can select the Task List option.



6. Based on the information you have been provided, you may select Approve or Deny.
7. Select what type of event you are approving – most events will be either **Staff/Faculty Events** or **Student Events**.

Under which heading would you like to save this event?

☐ I Don't Know

If you do not choose a heading, this event will be saved as a Draft, and any Locations or Resources you selected will only be assigned as a preference.

☐ Administrative Events

☐ RENTALS

☐ Staff/Faculty Events

☐ Student Events

☐ VENDORS

Save