Quick Guide to 25Live
Teachers College

Creating an Event (Event Wizard)

1. **Locate** the Event Wizard tab or click the “Create an Event” button (center of home page). Be sure to include all information in the required fields (Event Name, Event Title, Event Type, etc.) Click NEXT.
2. **Expected Head Count** must be included. Click NEXT.
3. **Event Occurrence**: If the event only occurs once, select NO. If the event repeats, you will be prompted to list all reoccurring dates and times. Selected dates should be within a 24 hour period. On the following pages select additional dates. Click NEXT.
4. **Location**: Select a location by either entering the location by building name or room number (Search by Location Name), or by selecting from the Public Search list. Available rooms/spaces will be noted by a green check mark, while unavailable spaces will be noted by a red triangle. Select the location and click NEXT.
5. **Event Custom Attributes**: Provide the requested information if available. Click NEXT.
6. **Contacts**: Select the contacts for the event. The scheduler and requestor can be the same person. Click NEXT.
7. **Categories**: A category must be selected. You are able to choose more than one, but choose one that best fits. Click NEXT.
8. **Comments and Notes**: Additional comment field is required. Providing event details will generally expedite the event confirmation/reviewing process. In order for the room request to be submitted for review, you must hit SAVE.

Reminders

- ALL room/event requests are reviewed before approval. Room Assignments reserves the right to edit or change the initial location request as necessary.
- Submitting a room request **does not** constitute an immediate approval. ALL requests are automatically placed in “DRAFT” status, waiting to be reviewed and approved.
- Co-Sponsored requests **must complete** a co-sponsorship form. Inquire with Room Assignments.
- Student Organizations related requests **must be approved** by the Director of SDA before room requests are confirmed.
- Room Assignments is not responsible for the contents in rooms/spaces, please contact Media Services for technology assistance and Facilities for questions regarding room set-up and furniture.
- Room requests can be “saved” during the process and can be finished later if necessary.

Notes

- 25Live training is available upon request in HM 234 Thursdays 11AM-1PM. Please email **roomassignments@tc.columbia.edu** to confirm attendance.
- **Contact Information**
  Email: **roomassignments@tc.columbia.edu**
  Phone: 212-678-3707