

Posting 25Live Events to UIW Web Calendar(s)

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25Live allows users to submit events to the UIW Communications and Branding department for approval to publish to a web calendar. UIW has two calendars to select from.

- UIW Main Events Calendar – this calendar is published on the UIW.edu site and viewable by anyone in the internal UIW community as well as the general public.
- UIW Internal Calendar – this calendar is accessible only to the UIW students, faculty, and staff. You must log in to Cardinal Apps to access this calendar of events.

Create your event in 25Live

- Event Title – Descriptive title will post on web calendar
- Event Type – will be used as a filter on the web calendar
- Primary Organization – organizations will be used as a filter on the web calendar
- Expected Attendance – include an expected headcount

The screenshot shows the 25Live Pro interface for creating an event. The top navigation bar includes the University of the Incarnate Word logo, '25Live Pro', 'Event Form', 'Tasks', 'Iris Solcher', and a 'More' menu. A search bar and 'Nothing recently viewed' notification are also present. The main content area is titled 'Add New' and 'Fall Festival'. A configuration dropdown is set to 'Create - PRO - Approvers'. A sidebar on the left lists various event fields. The main form fields are:

- Event Name** (Required): Text input containing 'Fall Festival'.
- Event Title for the Events Web Calendar** (Info icon): Text input containing 'UIW 13th Annual Fall Festival of Leaves'.
- Event Type** (Required): Dropdown menu with 'Fair / Festival' selected.
- Primary Organization or Department Host for this Event** (Required): Dropdown menu with 'Etting Ctr for Civic Leadership (ECCL)' selected and a 'Remove' button.
- Additional Organization(s) for this Event** (Info icon): Includes an 'EDIT' button and a 'Create Organization' link.
- Expected Attendance** (Required): Text input containing '100'.

At the bottom right, there are 'Cancel', 'Preview', and 'Save' buttons.

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- It is important that you provide event information in the 'Event Web Calendar Description' box. Information such as a description of the event, who is invited to attend, and a point of contact email is typically all that is required.

The screenshot shows a web interface for creating an event. On the left is a sidebar with navigation links: Event Name, Event Title for the Events Web Calendar, Event Type, Primary Organization or Department Host for this Event, Additional Organization(s) for this Event, Expected Attendance, Event Web Calendar Description, Event Date and Time, Locations, Resources, Attached Files, Additional Event Information, and Contact Roles for this Event. The main content area is titled 'Event Web Calendar Description' and contains a rich text editor with a menu (File, Insert, View, Format, Tools) and a toolbar (undo, redo, bold, italic, underline, link, font color, background color, font family, font size). The description text reads: 'Come Celebrate the UIW 13th Annual Fall Festival of Leaves. There will be food trucks, face painting, and leaf art on display. Questions? Contact Dusty at dusty.place@uiwtx.edu or 210-999-9999.' Below this is the 'Event Date and Time' section, which is required. It includes input fields for the date (Sat Nov 30 2019), start time (1:00 pm), and end time (5:00 pm). A checkbox is checked for 'This event begins and ends on the same day'. Below that is an 'Event Duration' field showing '4 Hours'. There is an 'Additional time' dropdown menu. A note says 'Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.' A 'Repeating Pattern' button is present. At the bottom, there is a calendar navigation bar for 'November 2019' and buttons for 'Cancel', 'Preview', and 'Save'.

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- If the event is being hosted in multiple locations, select all associated event locations rather than creating separate events for each **location**.
- Select 'No Location needed' if the event is a general announcement such as 'maintenance'.
- Select 'Non UIW Location' if the event is hosted at a non-UIW site.

Locations ⓘ

Locations Search ^

Auto-Load Starred: No Yes

Hide Locations with Conflicts Enforce Headcount

Your Starred Locations

Reset Search

Add	Name	Title	Capacity	Availability	Conflict Details
Reserve	JB 104	Joyce Building 104 - Classroom	13	1/1	None
Reserve	LIBR 221	Mabee Library 221 - Sterling Conference Room	12	1/1	None
Reserve	LIBR 230	Mabee Library 230 - Classroom Information Literacy Lab	30	1/1	None

List Calendar Availability Choose Columns ↻ ⓘ

Name	Formal Name	Categories	Features	Layouts	Max Capacity
☆ No Location Needed	No Location Needed	Sites - Broadway Campus, Sites - Open for Public Use Requests		As Is	999
☆ Non-UIW Location	Non-UIW Location	Sites - Broadway Campus, Sites - Open for Public Use Requests		As Is	999

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*This next step is critical to notifying Communications and Brand Marketing that you would like your event posted to one of the UIW Web Calendars.

- Reserve the **resource** necessary for posting to the web calendar(s).
 - Key in 'CAL' in the 'Search Resources' box to start the calendar search
 - Select from one of the two available calendars to begin the approval process
 - CAL-UIW Main Events Calendar – viewable by general public
 - CAL – UIW Internal Events Calendar – viewable by UIW students, faculty, staff (ONLY)
 - Select 'MKT' in the 'Search Resources' box to search for marketing promotion services
 - MKT – UIW Event Promotion
 - MKT – UIW Photography
 - MKT – UIW Featured Event

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First Previous 1 Next Last

Items per page 25

Resources ⓘ

Resources Search

Auto-Load Starred: No Yes

Saved Searches (optional)

Hint! Type :: to use SeriesQL

More Options

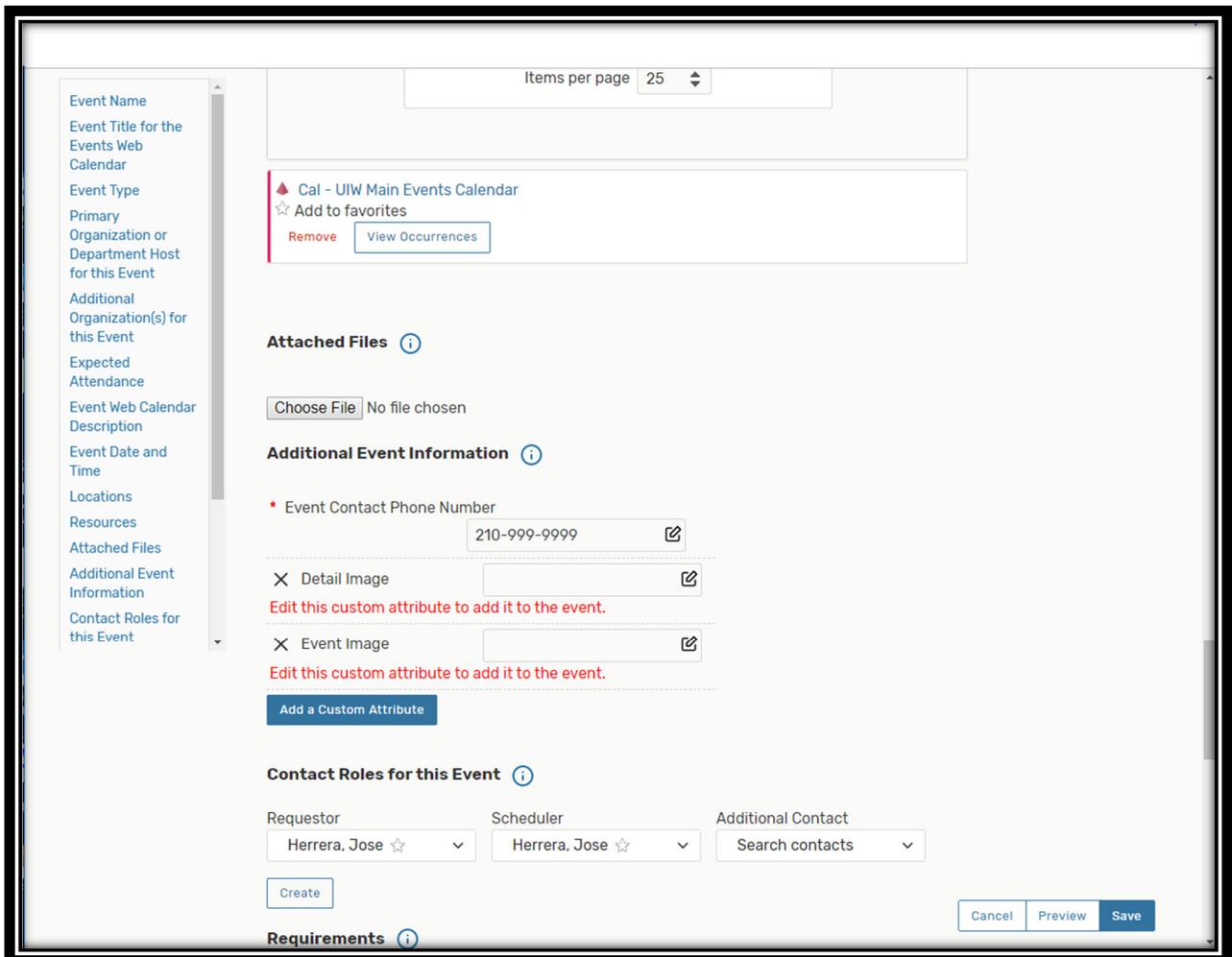
Add	Name	Quantity Available	Conflict Details
1 <input type="button" value="Reserve"/>	Cal - Academic	Unlimited	None
1 <input type="button" value="Reserve"/>	Cal - Alumni	Unlimited	None
1 <input type="button" value="Reserve"/>	Cal - PHARM	Unlimited	None
1 <input type="button" value="Reserve"/>	Cal - SOM	Unlimited	None
1 <input type="button" value="Reserve"/>	Cal - UIW Internal Events Calendar	Unlimited	None
1 <input type="button" value="Reserve"/>	Cal - UIW Main Events Calendar	Unlimited	None

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- Attach any files that are applicable to the event (agenda, flyers)
- Enter the event contact phone number
- Select custom attributes 'Detail Image' and 'Event Image' to published a web calendar photo(s)
- You must enter the URL where the photo is located
- Enter the person who is hosting the event in the 'requestor' field
- Enter detailed information in the 'requirements' comment boxes, as appropriate. This ensures the appropriate UIW staff is notified of the requirement and provides services to your event.
- Submit the event for approval!



Posting 25Live Events to UIW Web Calendar(s)

Requirements ⓘ

Click if your event will require custodial services.
Comment

Provide comment to notify Campus Police event hosted outside business hours.
Comment

Provide comment to notify Campus Police event includes minors under 18.
Comment