Posting 25Live Events to UIW Web Calendar(s)
Posting 25Live Events to UIW Web Calendar(s)

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
Posting 25Live Events to UIW Web Calendar(s)

- 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.
Posting 25Live Events to UIW Web Calendar(s)

- 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.
Posting 25Live Events to UIW Web Calendar(s)

*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
Posting 25Live Events to UIW Web Calendar(s)

- 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)

The image shows a screenshot of the requirements for posting events to UIW's web calendar. The screen includes options for selecting whether the event requires custodial services, comments for collecting remaining trash from grounds, notifying Campus Police about events outside business hours, and providing a comment on the event hosted outside business hours. Additionally, there are options to comment on events that include minors under 18 and specifying whether minors are invited to attend the event.