

Quick Guide for Booking Events in 25LivePro

Screen #1 – add name, type and organization (department, office, club/society, etc.)

British Drama Night New Event...

British Drama Night
Film / Movie
ADMINISTRATIVE SERVICES

Start by entering the basic event information.

Event Name
✓ British Drama Night

Event Type
Film / Movie ☆ ✓

Primary Organization for this Event
ADMINISTRATIVE SERVICES × ✓

Provide the name of the organization sponsoring this event or the name of your department.

Screen #2 – this screen can be skipped for events such as department meetings – add a description only if you want your event published to the MtA website events calendar and in the “What’s On” emails that are sent out from Marketing & Communications. (Submission is due by Monday at 9am)

British Drama Night New Event...

British Drama Night
Film / Movie
ADMINISTRATIVE SERVICES

Enter additional basic event information.

Description for Events Calendar. If you want your event added to the MTA web site event calendar please add a description. If you do not want your event published please leave this blank.

Description for Events Calendar. If you want your event added to the MTA web site event calendar please add a description. If you do not want your event published please leave this blank.

Progress... █

This screen can be skipped for non public events such as department meetings. Add a description if you want your event published to the MTA web site Events Calendar and in the "What's On" e-mail sent out each week.

Notes:
To embed HTML code directly (such as a YouTube video), use the "Insert/edit video" button or edit the source directly by clicking the "Source code" button.

Some HTML tags (including TABLE tags) are not supported by 25Live Publisher.

Screen #3 – allows you to choose recurring dates if your meeting repeats. (Please note – if you fill in more than one occurrence for an event that you want added to the events calendar then only the first occurrence will get loaded to the calendar. If each occurrence should be in the events calendar you will have to book each event separately.)

The screenshot shows a web interface for creating an event. At the top, there is a breadcrumb 'British Drama Night' and a 'New Event...' button. On the left, a card displays the event title 'British Drama Night', category 'Film / Movie', and 'ADMINISTRATIVE SERVICES'. Below this is a description field with a placeholder text: 'Description for Events Calendar. If you want your event added to the MTA web site event calendar please add a description. If you do not want your event published please leave this blank.' A progress bar is visible below the card. The main content area asks 'Is this a repeating event?' with two options: 'No' (This event happens only once. Any other related events are separate and distinct.) and 'Yes' (This event occurs multiple times. It repeats daily, weekly, monthly, or irregularly (ad hoc).) A utility bar at the top right contains navigation and action icons: back, forward, save, print, help, and close.

Screen #4 – date and time for your event. If you want your event added to the MTA events calendar please indicate the exact time of your event and then add the set up and tear down times to increase the length of your reservation.

The screenshot shows the 'Tell us when this event takes place' screen. The breadcrumb is 'British Drama Night (Shetland 5)' and the 'New Event...' button is present. The left card shows the event title 'British Drama Night (Shetland 5)', category 'Film / Movie', and 'ADMINISTRATIVE SERVICES'. The description field is the same as in Screen #3. Below the description, the event date and time are specified as 'WED 2019 OCT 09 6:00 pm - 9:00 pm'. A progress bar is shown below the card. The main content area asks 'Tell us when this event takes place.' and 'Select the dates and times of the actual event.' It includes 'Event Start' (Wed 2019 OCT 09 6:00 pm) and 'Event End' (Wed 2019 OCT 09 9:00 pm) fields. A checkbox is checked: 'The event begins and ends on the same day.' Under 'Additional Time', there are two questions: 'Does this event require additional time before the event?' (No selected) and 'Does this event require additional time after the event?' (No selected). On the right, a 'Date Restrictions' box states 'Event occurrences that you create are restricted to: At least 1 day from today'. Below that, the 'Event Duration' is '3 Hours'. A text box at the bottom right asks for 'Enter the date and exact start and end time of your event. If you require additional time in the space to set up or tear down please enter the required time in the Pre-Event and Post-Event boxes to extend your reservation.' A utility bar at the top right contains navigation and action icons: back, forward, save, print, help, and close.

Screen #5 – add your chosen location for your event. If your booking is for A/V equipment only you can skip this step.

British Drama Night (Shetland 5) New Event...

British Drama Night (Shetland 5)

Film / Movie

ADMINISTRATIVE SERVICES

Description for Events Calendar. If you want your event added to the MTA web site event calendar please add a description. If you do not want your event published please leave this blank.

WED 2019 OCT 09
6:00 pm - 9:00 pm

Event Repeats

Event Locations

Progress...

Find and select event locations.

★ **Your Starred Locations...**

LIBR 316 ✓
Ralph Pickard Bell Library Theatre
Max Capacity: 60

Show only my authorized locations that have no time conflicts Refresh

Enforce head count

Search by Location Name...

Saved Searches...

Advanced Search...

Enter your preferred location. If this is an A/V equipment reservation you do not have to choose a location. Hide ▲

Selected Locations

None Selected

Screen #6 – select any resources required for your event. If you do not require any A/V equipment or services, Dining Services, Bar Services or Facilities Services such as cleaning, moving tables/chairs, etc. then skip this step.

British Drama Night (Shetland 5) New Event...

British Drama Night (Shetland 5)

Film / Movie

ADMINISTRATIVE SERVICES

Description for Events Calendar. If you want your event added to the MTA web site event calendar please add a description. If you do not want your event published please leave this blank.

WED 2019 OCT 09
6:00 pm - 9:00 pm

Event Repeats

LIBR 316

AV Data Projector

Progress...

Find and select event resources.

★ Your Starred Resources...

Search by Resource Name...

av

AV BluRay Player 1/1

AV Card Reader 1/1

AV Computer Laptop (Windows) 4/4

AV Conference Phone 1/1

AV Consultation 10/10

AV Data Projector 3/3

AV Digital Camera 1/1 Refresh

Saved Searches...

Advanced Search...

Please note that resource requests require advance notice of two business days. If you do not require A/V, Dining, Bar or Facilities Services then skip this step. Hide ▲

Selected Resources

AV Data Projector ✓ ☆ ×

Conflicts: None

Setup Instructions:

Avail/Total: 3/3

Quantity: 1

Screen #7 – add any additional comments that will help support your event.

British Drama Night (Shetland 5) New Event...

British Drama Night (Shetland 5)

Film / Movie

ADMINISTRATIVE SERVICES

Description for Events Calendar. If you want your event added to the MTA web site event calendar please add a description. If you do not want your event published please leave this blank.

WED 2019 OCT 09
6:00 pm - 9:00 pm

Event Repeats

LIBR 316

AV Data Projector

We want to dim the lights - how do you do this in the Library Theatre?

Progress...

Add additional comments and notes for this event.

← Save Print ? ×

Additional Comments to Scheduler

We want to dim the lights - how do you do this in the Library Theatre?

← Back

× Cancel Save

Screen #8 – Your reservation is completed. You will receive a confirmation email from Book It once your event is confirmed.

British Drama Night (Shetland 5) New Event...

British Drama Night (Shetland 5)

Film / Movie

WED 2019 OCT 09
6:00 pm - 9:00 pm

We want to dim the lights - how do you do this in the Library Theatre?

ID: 2019-AAHPPX

Done!

This event has been successfully saved as a request. You will receive confirmation of your request from bookit. Close

Here's Some Information About Your Event

Locations Saved as Event Preferences
Location 'LIBR 316' was removed from 2019 OCT 09 and converted to a preference.

Resources Saved as Event Preferences
Resource 'AV Data Projector' was removed from 2019 OCT 09 and converted to a preference.

What's Next?

View Details View the Event Details page for this event. The full range of actions are available to you from there.

Edit Need to make some more edits to this event? Click this button to start editing.

Copy Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts.

Questions? Visit our website for our event planning guide and checklist. You can also email bookit@mta.ca or call 364-2251 for assistance.