University Event Center
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Student Center
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University Event Center

Staff Contact Information

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University Event Center Policies and Procedures

1. The University Event Center Reservation Request(s) must be completed and submitted to the University Event Center Fifteen (15) WORKING DAYS prior to any event in order to ensure timely processing, confirmation of availability, and any costs associated with the production of the event.

   • **Internal submissions** (Students, Faculty, Staff, Departments, University affiliated etc.) submit via the online 25 Live scheduling system.

   • **External submissions** (Community, Private events, outside organizations, and those not affiliated with the University, etc.) submit via the University Event Center Reservation Form.

2. All events taking place outdoors, held in venues holding 500 people or more, and/or requiring tickets sales/distribution are considered MAJOR EVENTS. These events often time require extensive logistical needs, including but not limited to staging, sound/light equipment, campus security, musical performance/theatrical productions, etc. All persons/organizations planning major events must complete and submit the University Event Center NO less than THIRTY (30) DAYS prior to the proposed event date. NO EXCEPTIONS!!!

3. All major events soliciting payment for admission and/or offering FREE admission require ticketed admission and must be coordinated through the University Ticket Office via the University Event Center.

4. Compliance with all University building policies and procedures is required at all times for all events. Inappropriate conduct or any misuse of a facility may result in the suspension and/or termination of the right to request or reserve space.

5. Cancellation/Change of any event must be received by the University Event Center through written completion of the University Event Center Event Cancellation/Change form no later than SEVENTY-TWO (72) HOURS prior to the event. Failure to properly cancel a reservation will result in the forfeiture of the reservation deposit, suspension and/or termination of the right to request or reserve space, and/or full charge of all preparation costs for such event.

6. Publicity concerning on-campus events/activities should not begin before the organization or the requester has received written confirmation of the reservation from the University Event Center. THIS REQUEST FORM IS NOT A CONFIRMATION OF YOUR REQUEST. Any written/online materials to be used for the marketing of on-campus events must first receive stamped approval from the Office of Student Activities. Failure to procure such approval may result in the cancellation of the event and may result in the suspension and/or termination of the right to request or reserve space.

7. The University Event Center may, at any time, reassign or cancel a reservation/confirmation if, due to unforeseen or uncontrollable circumstances, the
space reserved must be used for other purposes in the best interest of the institution or such reservation is deemed outside of the overall University mission and goal.

8. The University Events Center reserves the right to assign University Police coverage to any event deemed as a safety risk. The sponsoring organization will be responsible for paying all costs associated with the event. Please note that all events requesting door sales require University Police coverage. Please contact the University Police Department at (336) 334-7128 for security related price estimates.

9. All Staff-Affiliated and Community events are subject to payment at the time of booking. Staff-Affiliated includes all personal events hosted by current University Employees (this does not include students participating in on-campus internships or work-study programs). Discounts vary based on space, and in some cases may not apply. Community includes all students, alumni, and off-campus organizations/customers. Full payment is required at time of booking for all Staff-Affiliated and Community space requests totaling $250.00 and under. All space requests exceeding this amount require a deposit of $500.00 (excluding Moore Gymnasium), with the remaining balance due two weeks prior to the event.

10. Open flames are not permitted inside campus facilities. All outdoor activities utilizing open flames, particularly “Cook Outs”, require a University issued Burn Permit. Burn Permits may be obtained from the Office of Environmental Health and Safety, after the event has been confirmed by the University Events Center. All safety requirements as issued by the Office of Environmental Health and Safety must be enforced at all times. The University Event Center, University Police Administration, and the Office of Environmental Health and Safety reserve the right to reassign or cancel confirmed reservations if, due to unforeseen or uncontrollable circumstances, the event poses a safety risk.

11. Rental Equipment (tables, chairs, tents, etc.) ordered and secured by the sponsoring organization is the sole responsibility of the organization. Organization representatives must be present to set-up and breakdown resources and must secure equipment pick-up within 12 hours of event conclusion, unless otherwise directed by the University Event Center. The University Event Center is not responsible for rental equipment.
ONLINE ACCESS

In order to obtain a user ID and Password to access the University Event Center Online Reservation system, you are required to complete the Online Username & Password Request Form contained on the next page.

NEW REQUESTORS MAY REQUEST ACCESS by completing the attached form on the next page and returning it via the following:

UEC@ncat.edu

If you do not have a user name and password, you will not be able to access the University Event Center Online Reservation System 25 LIVE until you do. Once issued please keep your user name and password secure.

ONCE YOU HAVE ACCESS..........................LETS BEGIN!!!!!

HELPFUL REQUESTOR TIP OF THE DAY ..........

Review the University Event Center Policies and Procedures. This will help with making sure that your request is processed efficiently and prevent your request from being denied.
Online Username & Password Request Form

ALL requests for space MUST be submitted online through the Events Calendar website, via username & password. Once this form is submitted and approved, the information detailed herein will be used to generate online scheduling usernames/passwords. Only the contacts included on this form will receive a username/password (including the advisor). Student Organizations submitting this form must be registered through the Office of Student Activities. Usernames/passwords will be distributed to contacts/advisors via the email address provided. Please write legibly.

Organization/Department: ___________________________ (NO abbreviations)

Username/Password should be NO MORE THAN eight (8) characters in length and MUST include at least one number. Each contact person must have a different username and password.

Contact #1 (Department contacts should use campus address and telephone number)
Name: ___________________________ Position: ________________
Address: ___________________________ City, State, Zip: ________________
Home/Cell telephone #: ___________________________ Email Address: ________________
Desired Username: ___________________________ Desired Password: ________________

Contact #2 (Department contacts should use campus address and telephone number)
Name: ___________________________ Position: ________________
Address: ___________________________ City, State, Zip: ________________
Home/Cell telephone #: ___________________________ Email Address: ________________
Desired Username: ___________________________ Desired Password: ________________

Advisor Contact Information (Student Organizations Only)
Name: ___________________________ Position: ________________
Campus Address: ___________________________ Email Address: ________________
Work Phone: ___________________________ Alternate Telephone #: ________________
Desired Username: ___________________________ Desired Password: ________________

All those signed hereto have read and understand all University Event Center policy and procedures and agree to abide by the rules and regulations of the University Event Center. I understand that I am signing on behalf of my organization.

Contact Name ___________________________ Signature ___________________________ Date ___________________________

Advisor Name (Please Print) ___________________________ Advisor Signature ___________________________ Date ___________________________

For University Event Center use only: Completed by: ___________________________ Date: ___________________________
25 LIVE Frequently Used Terms and Definitions

requestor- The Requestor with limited permissions to create/complete the event, who can expect, for example, that location and resource assignments (and the event itself) might be submitted to others for completion.

draft -- A submitted event that requires authorization or further handling may be saved initially in the Draft state. The user creating an event may choose to save it as a draft or, depending on user permissions, this may happen automatically as part of security enforcement applied when the event is saved. Any location or resource assignment selected for an event saved in the Draft state is released for reassignment; a preference for any such item(s) is saved with the event for use by an authorized scheduler completing the handling request. Changing the state allows a draft to be saved to the permanent events database.

event -- Any activity being planned at your school and tracked in 25Live/R25, such as a class, a non-academic campus event, or a community event. You can edit an event after it's been saved, although you can't change the event type; other rules may also apply. An event created in 25Live can have only one start and end time. You may link multiple activities in 25Live by establishing content relationships among the events. An R25 event may comprise multiple activities called "reservations," which can be edited in 25Live, one reservation at a time. See also the definition for reservation below.

organization -- An academic department or other group that sponsors events on your campus. The "primary" organization is the main, responsible group among possibly several organizations associated with an event.

resource -- Anything other than the location that's required for an event, such as equipment, catering, or personnel.

space -- The term used to describe a location in R25.

state -- The event's current place in the planning or completion process. The options are Draft (when it's not yet a "real" event with location and/or resource assignments), Tentative, Confirmed, Sealed, and Cancelled. The business practices at your school determine the significance of each state applied to an event.

resources-- No resources (tables, chairs, microphones, speakers, podiums, projectors, etc.) will be provided by University Event Center in Academic spaces. Dudley Multi-purpose room does have resources available for use.
food & drink--Food and drinks are not allowed in any academic classrooms and Auditoriums. It is only allowed in lobby’s and/or lounges.

facility usage-- For entry into academic buildings after business hours and on weekends please contact Campus Dispatch at (336) 334-7675, 15 minutes prior to arrival. Please have a copy of the Event Confirmation sheet in hand for event verification once Campus Police arrive.

rental spaces-- Harrison Auditorium, Corbett Gym, Farm Shelter, Moore Gym, and Alumni Foundation Event Center are the only rental spaces on campus. All other spaces are for student/department use only, no personal use is allowed in academic spaces. (Rental spaces have their own policies in addition to these)

FUNDRAISER SOLICITATION FORM-- If you there will be donations, selling of products and/or merchandise, including, but not limited to registration fees, ticket sales, and admissions fees an application for Fundraising & Soliciting must be completed 30 days prior to the event through the Office of Student Development via OrgSync. https://orgsync.com/31223/forms/31214

EVENT SECURITY REQUEST FORM -- events requesting on-site ticket sales (i.e. at the door) must complete and submit the form to University Event Center no less than 10 days prior to your event. Also, please be advised that an Event Security Request Form must also be completed to book venues such as Dudley and ACB, or if you intend to have amplified sound/DJ at your event. (form can be downloaded from the University Event Center website) ..\Security Event Forms\Event Security Request Form-BLANK.pdf

CANCELLATION/CHANGE FORM -- 72 hour notice is required for any change/cancellation to your event. Failure to properly cancel a reservation may result in the forfeiture of the reservation deposit, suspension and/or termination of the right to request or reserve space, and or/or full charge of all preparation costs for such events. (form can be downloaded from the University Event Center website) http://www.ncat.edu/student-affairs/student-services/university-events/assets/downloads/Event%20cancellation-change%20form-updated..pdf

WORK ORDER -- Please note that a work order must be completed 15 days prior to your event to request any services from University Facilities. Once this work order has been completed, please submit your work order number to UEC for verification. : http://www.ncat.edu/divisions/business-and-finance/facilities/
USERNAME/PASSWORD --Username and passwords are issued to an individual, not a department or student organization. Each person needs to have their own username and password, sharing is not allowed.

RESERVATION SUBMISSION --All reservation request must be submitted via 25 Live, no paper submissions are accepted except for rental spaces. Contact with the building representative prior to online submission is prohibited.
WELCOME TO 25 LIVE!!!!!!!

Getting started……sign in using:  https://25live.collegenet.com/ncat

Home screen

This is what your home screen will look like when you open up 25 LIVE.

LOGIN to 25 LIVE using your user ID and password

Open using one of the following browsers: Mozilla Firefox or Google Chrome

** Each requester must have their own 25 LIVE User ID and Password. **
Your Dashboard

**Please note that your dashboard can be customized and the general appearance shown may vary from one rep to the other.** (see page 12 for more information)

**Your Dashboard**

The Dashboard is designed to be your browser-based desktop for working in 25Live.

**To personalize your Dashboard:**

When signed in, you can drag and drop "box" elements to rearrange them on your personal dashboard. Click Customize Dashboard at the top.

**How to check the status of your request**

From your dashboard look for the image below. Click on the first option which shows you have # of events in which you are the Requestor. From there the list of events you have created will be shown. Click on each individual event to check the status.
CREATE YOUR EVENT
To start creating an event, you can:
Click the Event Wizard tab.  OR
Click the Create an Event button shown below on the Home tab Dashboard.
Title your event with an Event Name
Make sure ALL REQUIRED fields are completed
What is the type of event? (Select the closest option)

Once all of the *Required Fields* are completed, Hit NEXT to go to the next part of the wizard
Enter your head count and hit NEXT

ALWAYS INCLUDE AN ACCURATE HEAD COUNT OF ATTENDEES.
DOES THIS EVENT REPEAT?

NO-click NO and NEXT to go to select the date of your event

YES- Click YES and Next to add the repeat to the event
REPEATING EVENTS

If your event repeats…….SELECT YES and the next screen will look like this. Include the information indicated below.

Additional Definitions
Pre Event time-another event that is taking place before the requested event.
Set –Up Time-the amount of time needed to set up for your requested event.

Post Event Time-another event that is taking place after the requested event.
Takedown Time-the amount of time needed to clean up the space, return it to its original condition after the requested event.

For repeating events….the start date should be the first day of your event even if there are subsequent days in the event. Ad Hoc the repeating dates.

CLICK NEXT
For Repeating Events……..

Select **Ad HOC** and then add in the individual dates for the repeating dates.
Select the individual repeating dates for the event.

Click the individual dates that will repeat on the calendar.

Individual repeating dates will appear here.
Location Search Options

General search
Search for your location of choice by typing in the name of the building and all the available locations for that date and building will show up.

Starred Search
Search by locations you have STARRED by using them in the past. When you make a location selection and you know you will use that location in the future, click the yellow star next to it to "star" it to be used again without having to look it up. It will be listed under your STARRED LOCATIONS from now on. You can go there to select it with ease.
Once you select your location, if it is available, a green check will appear to the right of the location. The location will appear on the right of the screen and this is where you “STAR” the location for future use.

CLICK the YELLOW STAR to add the location to your starred locations for future use.
ADDITIONAL EVENT INFORMATION

This itemized list is where important information is captured to assist us in getting your request turned around quickly.

PLEASE COMPLETE ALL ITEMS AND ALWAYS INCLUDE ALTERNATE LOCATIONS. Click NEXT to go to the next section of the wizard.

Helpful hints……..

Answer all items that show a red * beside them. Please be mindful to submit an alternate location and alternate facility. Alternate date can not be before the original date. If no alternate location is not included and the original location is not available, your request will be denied and require a new submission.
**AUDIO VISUAL**

If you need audio visual resources, this is where you enter the information. If not, please add a note indicating that these resources are not needed or by entering N/A. (See note contained in the image below for a sample.)
**AFFIRMATION**

You must click the box to AGREE and then click SAVE to create your event.

Affirm, SAVE, SAVE AGAIN..... You will get a confirmation message as follows: You have successfully created your event and your event will be assigned a unique reference number.
FORGOT YOUR PASSWORD??

• If you forget your password, send an email with “forgot 25 LIVE password” in the subject line to the following:

    UEC@ncat.edu

For any additional questions or concerns contact your scheduler directly. Contact information for them is found on page.