Candler Student: How to Create an Event in 25Live
How 25 Live is used

• Reserve space in:
  Rita Anne Rollins Building (RARB)
  Pitts Theology Library (CST)
  Cannon Chapel (CC)

• Publicize events to internal and external audiences via...
  – Candler website calendar
  – Building digital signage
Criteria for events published to the Candler homepage:

• A public event open to the largest portion of our audience (i.e. not a student-only event)
• Aligns with our strategic messaging and/or mission
• Admissions events
• Worship events (by week)
• Academic calendar events
Student Organization
Event Responsibilities

• Contact Candler’s Events Office with questions about date availability or general event planning guidelines. alice.tarkington@emory.edu
• Submit request for space in 25Live.
  For meetings, request space 2 weeks in advance of function date.
  For functions with registration and/or food, request space 4 weeks in advance of function date.
• Order staging equipment (i.e. tables, chairs, lectern, etc.) directly from Emory’s facilities maintenance. Email event details, speed type number, and equipment needed to cscsc@emory.edu.
• Order catering. Include your choice for event clean-up (custodian or cleaning packet) in the space request.
• Order AV directly from Candler IT no later than 48-hours in advance of the function:
  http://candler.emory.edu/life-at-candler/academic-development-support/it/index.html
Click on the Event Wizard to Create Event

- This is found on your 25Live home page.
Event Name

- Name should be meaningful to others.
- Must be less than 40 characters.
- **TIP:** The subject of the event might be more interesting to our audience than the speaker; typically, only one of those will fit, so think about what will be more effective. You can always list the speaker and other details in the description.
Event Type

- **Candler User** for ALL event submissions.
- Click the star ★ next to Candler User to mark it as a favorite for next time.
Primary Organization for this Event

- Should always be Th Student Organizations.
- Choices will auto populate as you begin typing.
- NEVER use “Candler School of Theology”.
- Click the star next to your primary organization to mark it as a favorite for next time.
Expected Head Count

• Amount of people you expect to attend this event.
Event Description Required—for Publication only.

- DO NOT TYPE ANYTHING if you DO NOT want this event to be published.
- Use template for Event Description found on the next slide.
Template for Event Description

- If a 25Live event submission is marked for publication to the Candler events calendar, use the Event Description section (on the second page of the 25Live Requestor submission form) to inform the calendar reader of the following:
- PLEASE NOTE items with “ * ” must be included in each event description in the order in which they appear below for presentation consistency on the events calendar. Items 1 and 5 are optional. If an event has items 1 and/or 5, please add them in the appropriate order as listed below.

1. Event registration hyperlink (Start with event registration link if registration is required)
2. Event host *
3. Who is invited to attend *
4. Why the intended audience should attend *
5. If the event has a schedule, a hyperlink to that information
6. Host contact information — name, email (and or) phone *
7. Physical location *
   - The following is the copy to use for the location section in the event description:
   - For Candler, use: Candler School of Theology is located on the campus of Emory University at 1531 Dickey Drive, Atlanta, GA, 30322.
   - For Cannon, use: Cannon Chapel is located on the campus of Emory University at 515 S. Kilgo Circle, Atlanta, GA, 30322.
Template for Event Description Continued...

Below is an example of an event description. Please note wording and formatting.

EXAMPLE DESCRIPTION:

Dean Jan Love invites all to attend the Dean’s Lecture with Joel Green, Professor of New Testament Interpretation and Associate Dean for the Center for Advanced Theological Studies at Fuller Theological Seminary.

Registration: Register online at (hyperlink). The registration deadline is March 26, 11:59 p.m. All registered attendees will receive a lunch.

Joel B. Green has been associate dean for the Center for Advanced Theological Studies since 2008 and professor of New Testament interpretation at Fuller since 2007; prior to that, he served for ten years at Asbury Theological Seminary as professor of New Testament Interpretation, as dean of the School of Theology and as provost.


He is the editor of the New International Commentary on the New Testament and coeditor of both the Two Horizons New Testament Commentary and Studies in Theological Interpretation. He is editorinchief of the Journal of Theological Interpretation and serves on the editorial boards of the journals Bulletin for Biblical Research, Theology and Science, and Science & & Christian Belief. Green has been elected to membership in both Studiorum Novi Testamenti Societas (SNTS) and the International Society for Science and Religion (ISSR).

Green has 12 years of pastoral ministry, and is currently Teaching Pastor at La Cañada United Methodist Church.

Contact: For more information, contact Alice Tarkington at alice.tarkington@emory.edu or 404.727.9142.

Location: Candler School of Theology is located on the campus of Emory University at 1531 Dickey Drive, Atlanta, GA, 30322.
Does this event have more than one occurrence?

• Choose NO—if there is only one occurrence of this event.
• Choose YES—if there is more than one occurrence of this event.
Event Start/End

- Event Start: Start date/time of the first event occurrence.
- Event End: End date/time of the first event occurrence.
- **Make sure the first event occurrence starts/ends on the same date.**
Setup Time

- NEVER USE PRE-EVENT TIME.
- Use Setup time if your event needs a room set, staging, or any additional time to get everything ready.
Takedown Time

- NEVER USE POST-EVENT TIME.
- Use Takedown time if your event needs a room reset, cleanup, etc.
Choose how this event repeats.

- Only if you chose “Yes” to “Does this event have more than one occurrence?”
- Choose how this event repeats from list above.
Describe how this event repeats.

- EX. Weekly Repeats
- Repeats Every: Week
- Repeats through: July 31
- Occurrence list—shows you the dates the event will occur on.
Describe how this event repeats continued...

- If a date falls on a holiday, or needs to be cancelled, you can cancel one occurrence underneath the “status” column of the occurrence list.
Guide for Submitting Events That Repeat Through More Than One Semester

For Example: An event repeats every Thursday From Aug. 23 – May 3.
• Two separate submissions must be created.
• One for the Thursdays that occur within the fall semester dates: Aug. 22 thru Dec. 31
• A second request for Thursdays that occur within the spring semester dates: Jan. 1 thru May 9

Semester Dates:
• Fall Semester Dates: Aug. 22 – Dec. 31
• Spring Semester Dates: Jan. 1 – May 9
• Summer Semester Dates: May 10 – Aug. 21
Find and select event locations.

- Search by location name.
  - RARB—Rita Anne Rollins
  - CST—Pitts Space
  - Cannon—Cannon Space
Locations continued...

- Locations with green check are available.
- Locations with red triangle are unavailable.
- Location with yellow triangle—press refresh button.
Locations continued...

• Once location is selected, it will show up under the “selected locations” column.
• You may select more than one location.
• Make sure rooms still have green check mark next to them.
“On Campus” Events

- If you are creating an event happening on the Candler/Emory campus that does not need a space reservation, but still needs to appear on the public web calendar, type in “Th On” or “Th On Campus”
- Theology On Campus, and Theology On Campus 1-10 are all the same—selecting any one that has a green check mark will make the event location read as “ON CAMPUS” on the website and digital signage
- **Note:** Theology on Campus does NOT mean that you have made a space reservation. If you still need space in RARB or elsewhere, create the space reservation separately. The Theology on Campus option is primarily for publicity purposes (for example—Orientation happens over a number of days and in a number of spaces, which all matter for space reservations. But to publicize Orientation for our external audience, just so they know it is happening, we only need a brief description and an “ON CAMPUS,” non-space reservation setting.)
“Off Campus” Events

- If you are creating an event that is NOT happening on campus but still needs to be publicized on the Candler website calendar (i.e. XX speaking at the Center for Civil and Human Rights, Georgia Tech, etc.), type in “Th Off” or “Th Off Campus”
- Theology Off Campus, and Theology Off Campus 1-10 are all the same—selecting any one that has a green check mark will make the event location read as “OFF CAMPUS” and you will state the exact location in the event description.
“Pitts Theology Library” Events

• If you are creating an event that is happening in Pitts Theology Library generally, type in “Pitts Theology Library” and select that option.
• The primary use of this non-space reservation is for ongoing events such as exhibits, which don’t need a space reservation, but still need to be advertised on the Candler calendar and digital signs.
Additional Services

• This section is optional.
• Student Organizations are responsible for ordering equipment directly from cscsc@emory.edu and for ordering catering for their events.
• Select a custodial option if food is being served.
Select Categories for this event.

- FOR PUBLICATION ONLY. Do not check any boxes if this event will not be published.
- Only use “Th” Categories.
- **Select only ONE category**
- Select a “Th” category that most generally reflects the type of event being hosted – “Th Meetings” or “Th Lecture”, etc.
- Do not select a “Th” with an organization name.
Select which Calendars should publish this event.

- FOR PUBLICATION ONLY. Do not check any boxes if this event will not be published.
- (For example, if you are scheduling a 4-person meeting, don’t click anything on this page.)
- Select only ONE calendar – “Th Student Organizations”.
Add additional comments and notes for this event.

- Add any additional information that will be helpful in understanding this event.
User Agreements

- Candler Faculty/Staff User Agreement
- AV Request Form

☐ I agree *

Back	Cancel

Save
Verify or change event state.

- ALWAYS Select “DRAFT.”
- Click Save.
Successfully saved event request.

- This page should appear when your event has been successfully saved in draft state.
- Email appropriate 25Live Scheduler whenever updates are needed once the space request has been confirmed.