

25Live Training Manual

March 2022

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“More” Menu



The “More Menu” is located in the top right corner of your 25Live Homepage. Use this menu for the following:

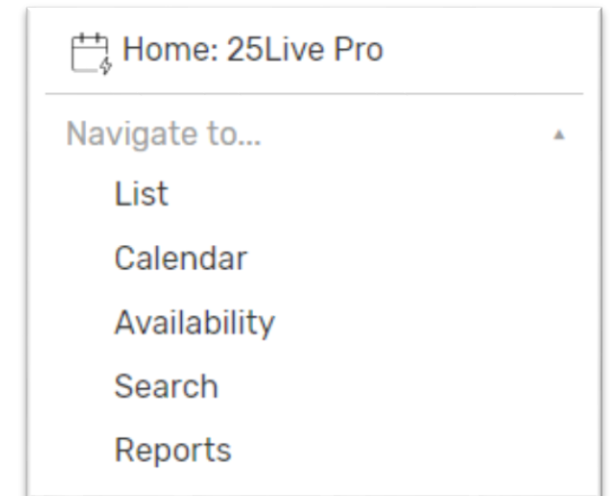
List: A 1-day list view of all events scheduled in a location or event search.

Calendar: A 7-day calendar view of all events scheduled in a location or event search.

Availability: A 1-day view of all events listed by time. Also gives the option to click on an available time and start an event reservation.

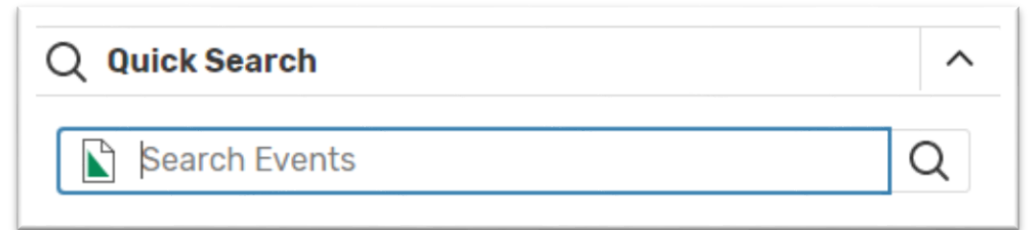
Search: Allows quick searches and advanced searches of events, locations, organizations, resources or tasks.

Reports: Lists available reports by category and allows for reports to be viewed or emailed.



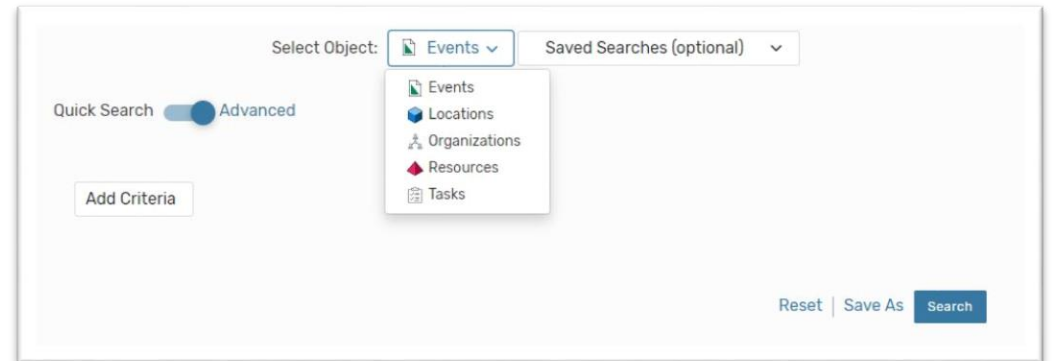
How to Locate Courses:

To locate one particular course, use the **quick search** on your 25Live homepage to look up a course by CRN or by subject code/course number/section number.



A screenshot of the 'Quick Search' interface. At the top, there is a search bar with a magnifying glass icon and the text 'Quick Search'. Below this is a larger search input field containing the text 'Search Events' and a magnifying glass icon on the right side.


To locate **ALL** courses within a subject code, open the **Search page** (located within the “More” Menu). Make sure that **Events** is selected from drop-down menu and that the toggle is on **Advanced**.



A screenshot of the 'Search' page. At the top, there is a 'Select Object:' dropdown menu with 'Events' selected, and a 'Saved Searches (optional)' dropdown menu. Below this is a 'Quick Search' toggle switch set to 'Advanced'. There is an 'Add Criteria' button. A dropdown menu is open, showing options: 'Events', 'Locations', 'Organizations', 'Resources', and 'Tasks'. At the bottom right, there are 'Reset', 'Save As', and 'Search' buttons.

Click **Add Criteria** and add the **Cabinet** (Imported Sections Cabinet 2019-2099), **Organization** (subject code) and **SIS Term Code**.

Click **Search** to generate your results. Click **Save As** to save a copy of your search.

Select Object:  Events ▼ Saved Searches (optional) ▼

Quick Search Advanced

Cabinets ×

[EDIT](#)

× ****Imported**
Sections Cabinet:
2019-2099

and ⌵

Organizations ×

Include Any ⌵

[EDIT](#)

× AAAS

and

SIS Term Code
(Custom Attribute) ×

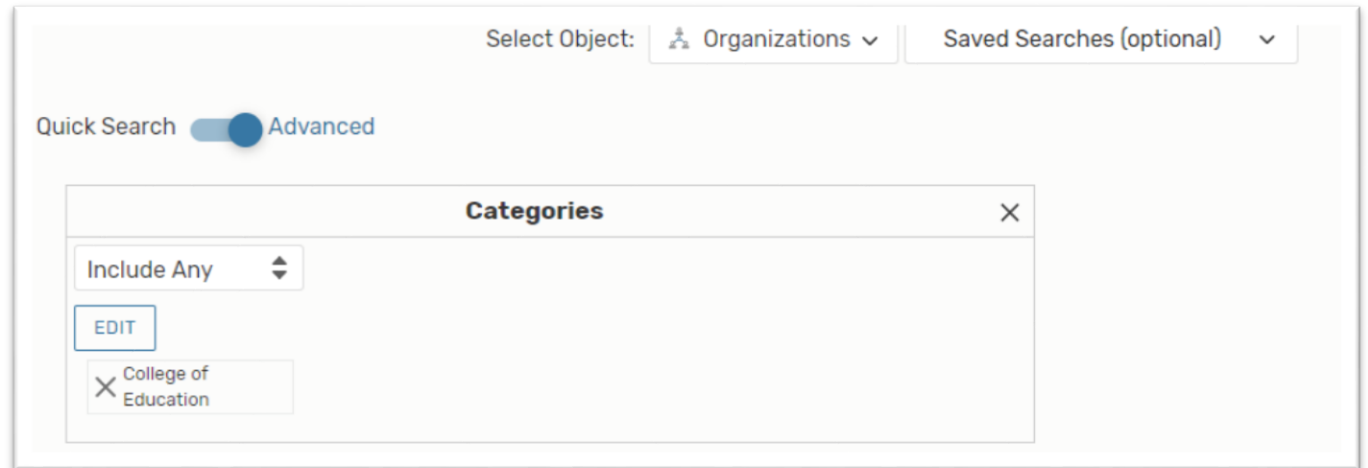
contains ⌵ 2022 Spring

[Add Criteria](#)

If you prefer to see **ALL** of the subject codes within your college, first you will need to make an **organization search**.

Make sure that **Organizations** is selected from the drop-down menu and the toggle is set to **Advanced**.

Click **Add Criteria** and then **Categories**. Select your college from the list. Click **Done** and then save your search. That search can then be used in place of the subject code when doing your event search.



How to Assign a Room/Change a Room:

Click on a course to see the details. If a room has already been assigned, you will see it in the top right corner.

If you need to assign a room click **Edit Event**.

Note: If you need to remove a room assignment, but do not plan to assign a new one, the room must be removed in Banner. 25Live will not allow you to save a course if it does not have a room assignment!

The screenshot displays the Banner system interface for an event. At the top, the event details are shown: AAAS 0829 001 29339 (Tentative), 2019-ABQVGN, Mon Jan 13 2020 12:00 pm - 12:50 pm, Repeats every week on Monday, Wednesday and Friday through 5/6. The room code ANDRSN_00014 is circled in red. Below the event details, there are tabs for Details, Occurrences, Calendar, Schedule, Task List, Pricing, and Audit Trail. The 'Edit Event' button is circled in red. The event is currently Tentative. The 'More Actions' dropdown menu is visible. The 'General' section includes fields for Event Name, Event Title, Event Type, Organization, Scheduler, Head Count, Description, Comments, Internal Notes, Confirmation Text, and Attached Files. The 'Event Categories' section includes an 'Add' button. The 'Custom Attributes' section includes fields for SIS Campus Code, SIS Instruction Method/Mode, SIS Part of Day code, SIS Section Type, SIS Status Code, SIS Sub-Term Code, and SIS Term Code. The 'Event Info' section is partially visible at the bottom.

After clicking Edit Event, you can remove an existing room assignment by clicking **Remove** under the room assignment/occurrence dates.

To search for an available room, make sure that “Hide Locations with Conflicts” and “Enforce Headcount” are checked off. You can then search through one of your **Saved Searches** (such as your Starred Locations) or you can search for a specific room.

The screenshot displays a web interface for managing locations. At the top, the title is "Locations - Required". Below this, a location card for "ANDRSN_00014" is shown. The card includes a star icon for "Add to favorites", the location title "ANDERSON HALL LECTURE HALL 00014", a capacity of 160, and a list of included dates from January 13, 2020, to April 27, 2020. At the bottom of the card, there are two buttons: "Remove" (highlighted with a red circle) and "View Occurrences".

Below the location card is a "Locations Search" section. It features two checked checkboxes: "Hide Locations with Conflicts" and "Enforce Headcount". There is a search input field with the placeholder text "Enter Location Search" and a "Reset" button. A dropdown menu is open, showing "Saved Searches (optional)" and "Pre-Defined Groups". The "Pre-Defined Groups" section is highlighted with a red circle and contains the text "Your Starred Locations".

After clicking **Search**, the results will generate.

Click **Reserve** to assign a room.

Note: Please do not use 25Live to request a room for a course. Until further notice, if you cannot accommodate a course in your own space, you will continue to send those requests to the Scheduling Office for placement.

Locations - Required

Locations Search

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) ▼ TTL ×

Hint! Type :: to use SeriesQL.


More Options ▼ Reset Search

Add	Name	Title	Capacity	Availability	Conflict Details
Reserve	TTLMAN_0001 A	TUTTLEMAN LEARNING CENTER CLASSROOM 0001A	24	Available (5/5)	None

39 Matching Locations Page 1 of 4

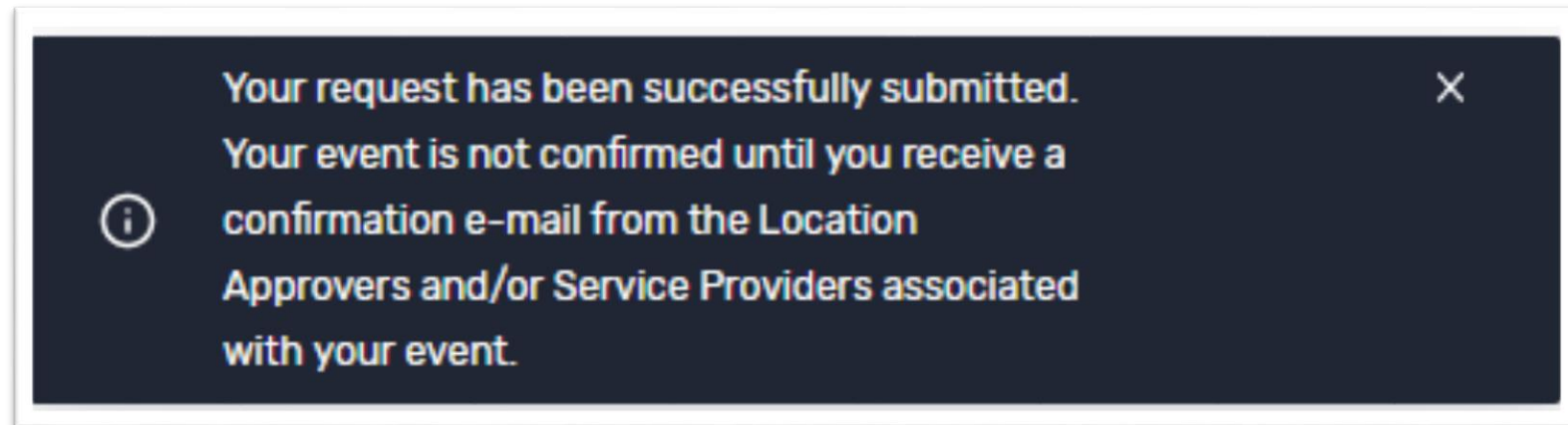
First Previous 1 Next Last

Items per page 10



After reserving the room, click **Save**. The room will automatically be sent to Banner!

Note: This is the standard message that everyone receives when saving, even if the room belongs to you.




Final Exam Scheduling


- Unlike R25 where course schedules were carried through the week of Final Exams, **25Live stops the course schedules on the last day of classes.**
- **Main campus, base courses that are on-matrix will be automatically assigned a final exam timeslot** based on the Final Exam Schedule (available on the Registrar's website). These courses will be assigned to the same room that the class meets in during the semester. **Courses that do not meet the criteria above must have their final exam scheduled through their college.** A list of these courses will be sent out by the Scheduling Office.
- If you change the location of a course AFTER the final exam schedules have been entered for the semester, you must also change the location of the final exam.


If a course has been automatically assigned a final exam, that reservation will appear as a “**related event**” for that course.


Clicking on that reservation will allow you to edit the final exam reservation if need be. You can cancel it if it is no longer needed, or change the room assignment.


General


Event Name: HRM 3503 003 33577 


Event Title: Communicating in Organizations 



Event Type: Section-MN 


Organization: HRM 


Scheduler:  Admin, Lynx


Requestor:  Gola, Kristen


INSTRUCTOR:  Kliger, Dominique M.

Head Count: expected 40 
registered 40 

Description: Instructors: Kliger, Dominique Monolescu 

Comments: Instructors: Kliger, Dominique Monolescu 

Internal Notes: 

Confirmation Text: 

Attached Files: No file chosen


Tasks Completed

Approvals: 0/0 [View this event's Task List](#)

Assignments: 0/0

To Do's: 0/0

Event Relationships

Related Events:  EXAM: HRM 3503 003 33577



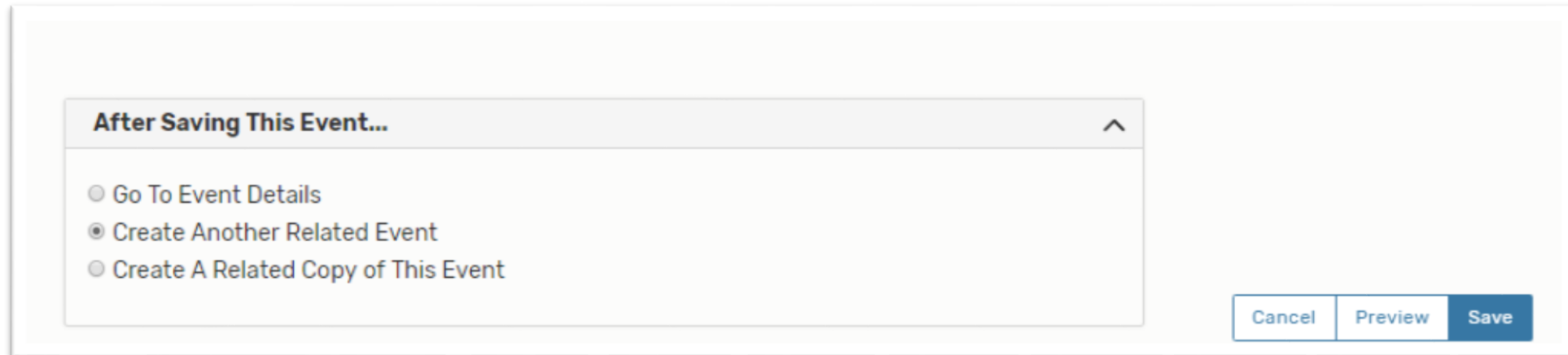
Final exam reservations that were automatically made will also show up when searching for a particular course:

	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler
☆	EXAM: HRM 3503 003 33577	EXAM: Communicati ng in Organizations	2019-ABRRNQ	HRM	Final Exam		Requestor	Thu Dec 12 2019	5:45 pm	Wed Jul 24 2019 11:59 am	Tentative	ANDRSN_000 28		Lynx Admin
☆	HRM 3503 003 33577	Communicati ng in Organizations	2019-ABPZFS	HRM	Section-MN		Requestor	Thu Aug 29 2019	5:30 pm	Fri May 24 2019 8:57 pm	Tentative	ANDRSN_000 28		Lynx Admin

If you need to create a new final exam reservation, find the course and then select **Edit Event.**

Scroll to the bottom of the course and select **Create Another Related Event**. Then click **Save**. This will open up a brand new event form where you can enter in the exam reservation, using the event type “Final Exam”.

See page 17 of this manual for more detailed information about scheduling a one time event.

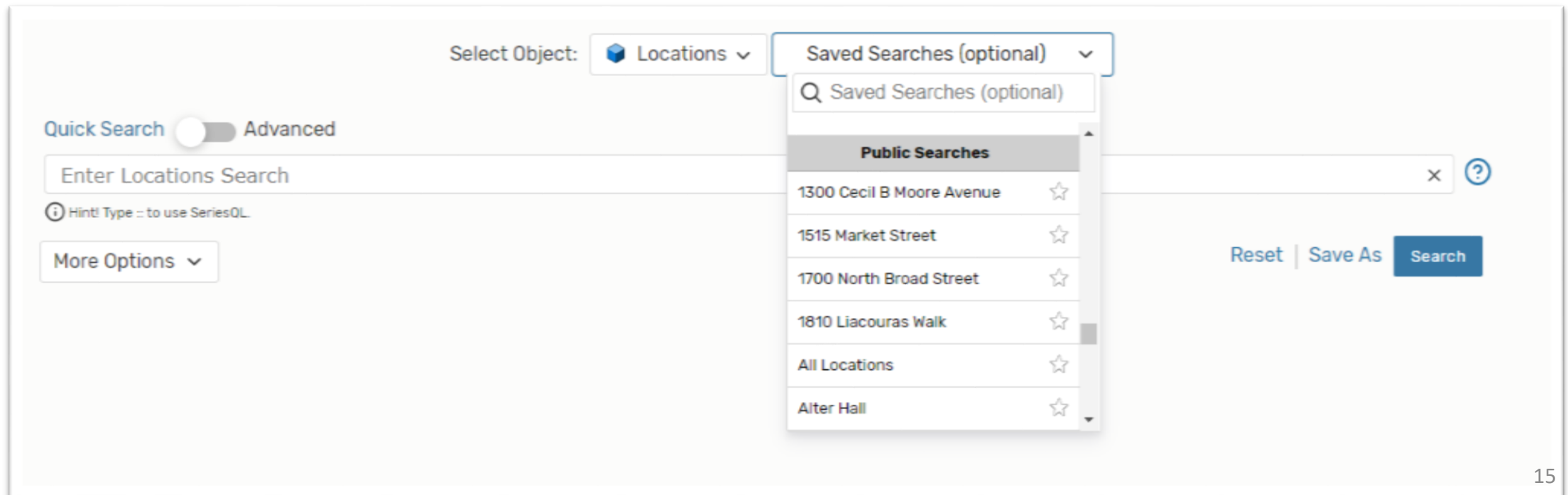


The screenshot shows a user interface element with a title bar that reads "After Saving This Event..." and an upward-pointing arrow icon on the right. Below the title bar, there are three radio button options: "Go To Event Details", "Create Another Related Event" (which is selected), and "Create A Related Copy of This Event". To the right of the options, there are three buttons: "Cancel", "Preview", and "Save". The "Save" button is highlighted in blue.

How to View Space and Availability:

To view a list of spaces, click the **Search** page (located in the More Menu) and select **Locations**. You can use the **Public Searches** to see an entire building at once or you can create your own search.

By moving the toggle to **Advanced**, you can search for criteria such as room features or partitions.



The screenshot displays a search interface with the following elements:

- Select Object:** A dropdown menu with "Locations" selected.
- Quick Search / Advanced:** A toggle switch currently set to "Quick Search".
- Search Input:** A text box containing "Enter Locations Search".
- Hint:** A small icon and text: "Hint! Type :- to use SeriesOL".
- More Options:** A dropdown menu.
- Saved Searches (optional):** A dropdown menu with a search icon and text "Saved Searches (optional)".
- Public Searches:** A list of search results, each with a star icon:
 - 1300 Cecil B Moore Avenue
 - 1515 Market Street
 - 1700 North Broad Street
 - 1810 Liacouras Walk
 - All Locations
 - Alter Hall
- Buttons:** "Reset", "Save As", and "Search".

After you have searched for space, you can select **Calendar** or **Availability** to see all of those spaces at one time.

The **Availability** tab is a great way to get a quick glance of room schedules throughout the day. This tab also allows you to click on one of the open time blocks and start an event reservation in that space. You can also shortcut to the Availability tab directly from the **More Menu** on your homepage.

Select Object: Locations ALL 1700NB

Quick Search Advanced

ALL 1700NB

Search Actions Reset Save Save As Search

List **Calendar** **Availability**

← Wed Sep 04 2019 → View Standard (default) Overlapping

	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
1700NB_00302		CSCD 1108...		CSCD 3234 002...	HRPR 1001...	HRPR 1001...	HRPR 1001...	PHTH 8150 002 40758		SSWG 8814 001 27234						Closed
1700NB_00307		DANC 9801 001 22281														Closed
1700NB_00308		IELP Fall 2019		IELP Fall 2...		IELP Fall 2019										Closed
1700NB_00310																Closed
1700NB_00312		CSCD 330...	KINS 4315...		ADV 4064...			RCTH 3185 001 40...		HPM 5006 001 24603						Closed
1700NB_00314																Closed
1700NB_0301H		HRPR 1001...	KINS 4296...	KINS 4096...								SSWG 5003 0 40732				Closed

No More Results

After you have searched for space, you can also click on one particular space for more viewing options. The **Availability Weekly** tab is a great way to view the room schedule for the entire week. It also allows you to click on an available time block and start an event reservation in that room.

1700NB_00302
1700 N. BROAD STREET CLASSROOM 00302

Details List Availability (Daily) Availability (Weekly) Calendar

← Sun Oct 06 2019 → Weeks: 1 Days More Actions ↻ ?

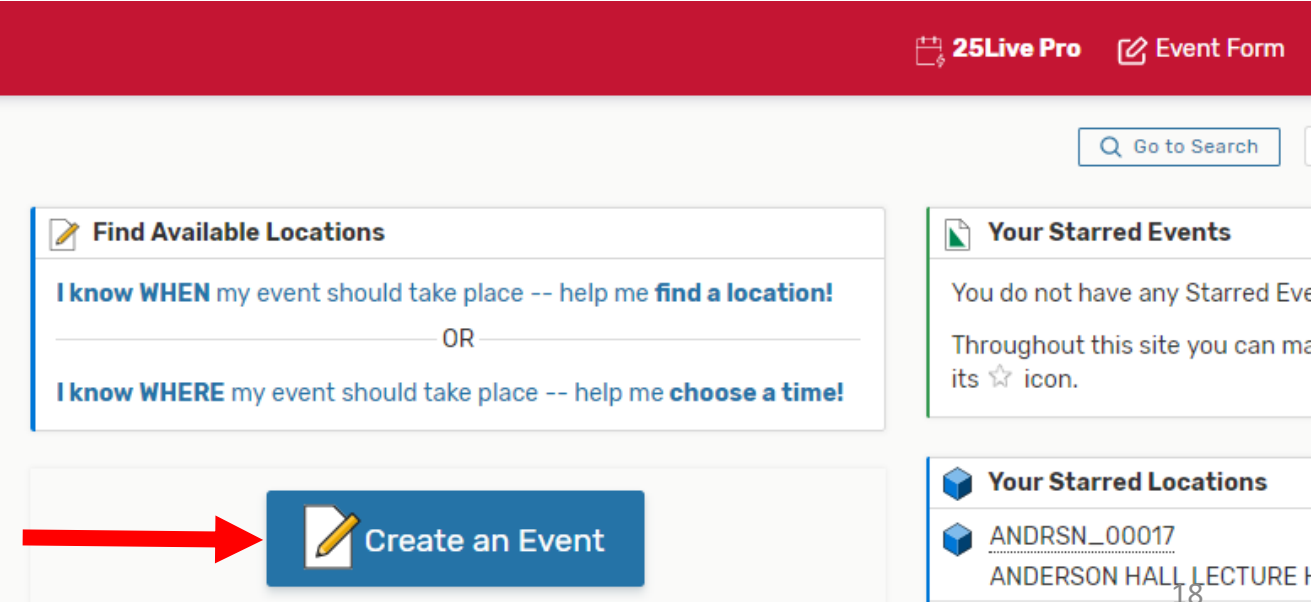
	Sunday 10/6	Monday 10/7	Tuesday 10/8	Wednesday 10/9	Thursday 10/10	Friday 10/11	Saturday 10/12
8:00 AM					SSWG 5001 001 39587		
9:00 AM		CSCD 1108 002 XL 27059	SBS 3185 002 XL 30635	CSCD 1108 002 XL 27059		CSCD 1108 002 XL 27059	
10:00 AM							
11:00 AM		CSCD 3234 002 32959	RCTH 2103 001 40803	CSCD 3234 002 32959	RCTH 2103 001 40803	CSCD 3234 002 32959	
12:00 PM		HRPR 1001 009 MMP XL 30496		HRPR 1001 009 MMP XL 30496			
1:00 PM		HRPR 1001 012 MMP XL 41585	SBS 3496 007 30637	HRPR 1001 012 MMP XL 41585	SBS 3496 007 30637		
2:00 PM		HRPR 1001 021 MMP XL 41958	EPBI 3102 001 1502	HRPR 1001 021 MMP XL 41958	EPBI 3102 001 1502		
3:00 PM				PHTH 8150 002 40758			
4:00 PM			KINS 3296 007 33241		KINS 3296 007 33241		
5:00 PM							
6:00 PM		SSWG 8205 006 41219	SSWG 8101 003 992	SSWG 8814 001 27234	RCTH 4205 001 40821		
7:00 PM							
8:00 PM							

How to Schedule an Event:

25Live allows you to schedule events in your own space AND request space that does not belong to you.

To start a room reservation or request, click **Event Form** in the top right corner OR **Create an Event** in the middle of your homepage.

Note: **Find Available Locations** is a shortcut for creating events. Be careful using the “I know WHEN” option. It requires you to enter a capacity and will only display results that are within a small range of that capacity and not ALL rooms that are actually available.



The screenshot displays the 25Live Pro interface. At the top right, there is a red navigation bar containing the text "25Live Pro" and a link labeled "Event Form" with a document icon. A red arrow points down to this "Event Form" link. Below the navigation bar, there is a search bar with the text "Go to Search". The main content area is divided into several sections. On the left, there is a section titled "Find Available Locations" with a pencil icon. It contains two options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!". In the center, there is a blue button with a pencil icon and the text "Create an Event". A red arrow points to this button. On the right, there are two sections: "Your Starred Events" and "Your Starred Locations". The "Your Starred Events" section shows a message: "You do not have any Starred Events. Throughout this site you can mark your favorite events with its ☆ icon." The "Your Starred Locations" section shows a list of locations, including "ANDRSN_00017" and "ANDERSON HALL LECTURE HALL".

The event form requires the following:

- **Event Name**
- **Event Type**
- **Primary Department** (it is recommended that you use your College and not a specific subject code.)
- **Expected Attendance**

Untitled X

This event form is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information.

*** All requests are subject to approval ***

Event Name - *Required*

Event Type - *Required*

Select an item ▼

Primary Department or College - *Required*

Search organizations ▼ Remove

Additional Departments or Colleges

EDIT

[Create Organization](#)

Expected Attendance - *Required*

Preview Save

Next you will enter the **start date** and the **start and end time**. The box next to “This event begins and ends on the same day” is automatically checked off and should remain checked off.

If your event has more than one date, you can choose **ad hoc dates on the calendar**.

OR...

If it is a **repeating pattern**, you can choose daily, weekly, or monthly.

To review all of the dates you have selected, click **View All Occurrences**.

Date and Time - Required ⓘ

Tue Mar 15 2022

2:00 pm

To:

3:00 pm

This begins and ends on the same day

Duration:
1 Hour

Additional time ▾

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern

March 2022						
S	M	T	W	T	F	S
27	28	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19

View All Occurrences will open up a new window that lists each date.

From this window, you can remove individual dates by selecting **Remove Occurrence** OR by changing the **State** to Canceled. *This is a great way to exclude Holidays, Spring Break, ect from a large date range.*

You can also alter the **start and/or end time** of individual dates from this window.

Note: Be mindful that when searching for space across multiple dates with different times, the available rooms may be limited. If you would like to use different rooms on different dates, the better option is to create a new related event for those dates. (See page 24).

The screenshot shows a window titled "All Date Occurrences" with a close button (X) in the top right corner. The window contains two entries, each with a date, time, and a "Remove Occurrence" button.

Entry 1: Date: 26 July 2019, Day: Fri, Time: 01:00 pm - 02:00 pm. Below the date is a "Comment" text box and a "State" dropdown menu set to "Active". A "Remove Occurrence" button is located to the right of the entry.

Entry 2: Date: 2 August 2019, Day: Fri, Time: 01:00 pm - 02:00 pm. Below the date is a "Comment" text box and a "State" dropdown menu set to "Active". A "Remove Occurrence" button is located to the right of the entry.

To search for a space, check off “Hide Locations with Conflicts” and “Enforce Headcount”.

Then select a saved search (such as your starred locations) **OR** type in a search criteria such as the name of the building. Click **Search**.

When the available rooms appear, it will say either **Request** (if the room does not belong to you) or **Reserve** (if the room is yours).

You can select multiple rooms for the same event.

Locations - Required

Locations Search ^

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) ▼ TUCC x

Hint! Type :: to use SeriesQL.


More Options ▼ Reset **Search**


Add	Name	Title	Capacity	Availability	Conflict Details
Request	TUCC_00205	TUCC 1515 MARKET STREET SEMINAR ROOM 00205	16	Available (1/1)	None
Request	TUCC_00206	TUCC 1515 MARKET STREET SEMINAR ROOM 00206	22	Available (1/1)	None

Once a room has been selected, it will appear under **Locations**.

You also have the option to **remove** the room here.

Locations - *Required*

 Tucc_00205

 Add to favorites

Location Title: Tucc 1515 MARKET STREET SEMINAR ROOM 00205

Capacity: 16

[Remove](#) [View Occurrences](#)

After selecting your room(s) you have the option to change the event state from **Tentative** to **Confirmed**. Either event state is fine to use.

Next is the option to:

- **Go to Event Details**

OR

- **Create Another Related Event** (which will save the event and then open up a brand new event form that allows you to schedule another event that will be linked with the one you just completed. This is the option you will want to use if you have a complex event with multiple dates/times.)

OR

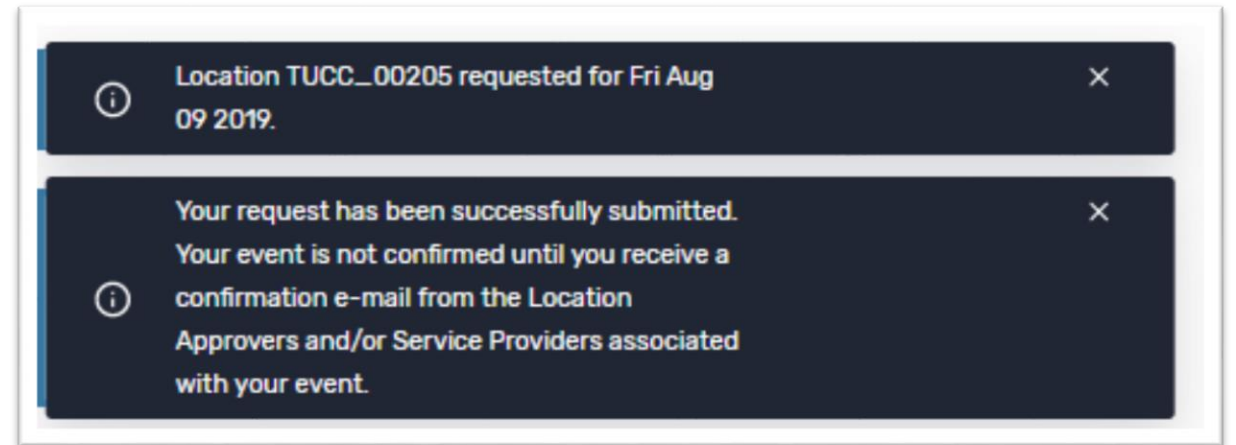
- **Create a Related Copy of This Event** (which will save the event and then open up a new event form that copies everything from the previous form, including event title, type, org, dates/times, and locations.

After selecting your option, click **Save**.

The screenshot shows a web interface for event management. At the top, there is a section titled "Event State" with a dropdown menu currently set to "Tentative". Below this is a section titled "After Saving This Event..." which contains three radio button options: "Go To Event Details" (which is selected), "Create Another Related Event", and "Create A Related Copy of This Event". At the bottom right of the interface, there are two buttons: "Preview" and "Save".

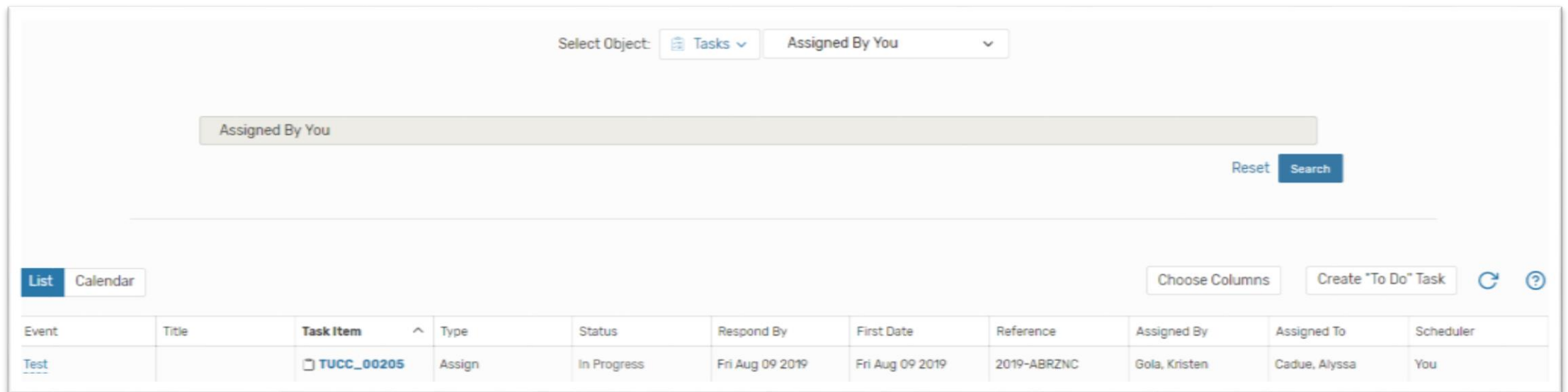
After saving your event, you will receive the message “**Your request has been successfully submitted....**” Everyone gets this standard message, even if the space belongs to you.

If the space does **NOT** belong to you, you will get the additional message stating “**Location xxx requested...**”



If you have requested a room for an event and would like to check the status, click on **Tasks** located in the top right corner of the 25Live homepage. Change the drop-down to “**Assigned By You**” and you will see all of the room requests you have submitted.

Remember that the room has not been officially reserved until you have received an email confirmation from that room’s owner/approver.



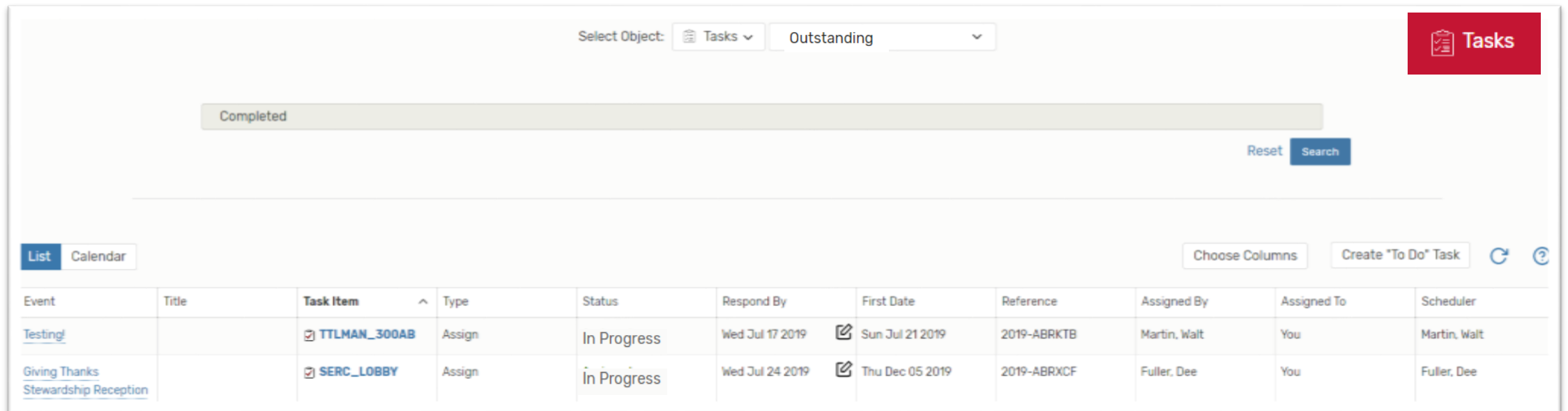
The screenshot displays the 25Live interface for viewing tasks. At the top, there is a 'Select Object:' section with a 'Tasks' dropdown menu and a filter dropdown set to 'Assigned By You'. Below this is a search bar containing the text 'Assigned By You', with 'Reset' and 'Search' buttons to its right. At the bottom left, there are 'List' and 'Calendar' view options. To the right of these are 'Choose Columns', 'Create "To Do" Task', a refresh icon, and a help icon. The main content is a table with the following data:

Event	Title	Task Item	Type	Status	Respond By	First Date	Reference	Assigned By	Assigned To	Scheduler
Test		TUCC_00205	Assign	In Progress	Fri Aug 09 2019	Fri Aug 09 2019	2019-ABRZNC	Gola, Kristen	Cadue, Alyssa	You

How to Approve an Event in your Space:

Click **Tasks** from the top right corner of your 25Live Homepage. Outstanding requests need to be acted upon.

Click on the **Event Title** to review the details of the request.



The screenshot displays the 25Live Tasks interface. At the top, there is a 'Select Object:' dropdown menu set to 'Tasks' and a filter dropdown set to 'Outstanding'. A red 'Tasks' button is visible in the top right corner. Below the filter, there is a 'Completed' bar and 'Reset' and 'Search' buttons. The main content area shows a table with two rows of tasks. The table has columns for Event, Title, Task Item, Type, Status, Respond By, First Date, Reference, Assigned By, Assigned To, and Scheduler. The first row is for 'Testing!' with Task Item 'TTLMAN_300AB', Type 'Assign', Status 'In Progress', Respond By 'Wed Jul 17 2019', First Date 'Sun Jul 21 2019', Reference '2019-ABRKTB', Assigned By 'Martin, Walt', Assigned To 'You', and Scheduler 'Martin, Walt'. The second row is for 'Giving Thanks Stewardship Reception' with Task Item 'SERC_LOBBY', Type 'Assign', Status 'In Progress', Respond By 'Wed Jul 24 2019', First Date 'Thu Dec 05 2019', Reference '2019-ABRXCF', Assigned By 'Fuller, Dee', Assigned To 'You', and Scheduler 'Fuller, Dee'. There are also 'List' and 'Calendar' tabs, 'Choose Columns', and 'Create *To Do* Task' buttons.

Event	Title	Task Item	Type	Status	Respond By	First Date	Reference	Assigned By	Assigned To	Scheduler
Testing!		<input checked="" type="checkbox"/> TTLMAN_300AB	Assign	In Progress	Wed Jul 17 2019	Sun Jul 21 2019	2019-ABRKTB	Martin, Walt	You	Martin, Walt
Giving Thanks Stewardship Reception		<input checked="" type="checkbox"/> SERC_LOBBY	Assign	In Progress	Wed Jul 24 2019	Thu Dec 05 2019	2019-ABRXCF	Fuller, Dee	You	Fuller, Dee

After reviewing the details of the event, select **Task List**. Here you will be able to **Assign** or **Deny** the request.

After taking action on the request, email the requester to inform them of the action taken.

Select **More Actions** and then select **Email Event Details** from the drop-down.

The screenshot displays the 'First Tech Kick Off' event page. The 'Task List' tab is circled in red. A red arrow points to the 'More Actions' dropdown menu. The table below shows a task item 'SERC_LOBBY' with 'Assign' and 'Deny' buttons.

Task Item	Type	Status	Actions	Respond By	First Date	Assigned To	Comments
SERC_LOBBY	Assign	In Progress	Assign Deny	Wed Aug 07 2019	Mon Sep 09 2019	▼ You and Davis, Keith; Gunning, Stacey; User, Public Search;	

Buttons: Approve Checked, Deny Checked

In the email event details, check the **TO** box next to the requester's name. You can add additional recipients as well, including yourself.

Attach a PDF with the details of the event. In most cases, **Event Confirmation (Detailed)** will be the best option. If you created an event that has related events, and you want to confirm them all at once, use **Event Confirmation (Related)**.

The **subject line** is automatically populated with the event title and reference number.

In the **message body**, state whether the event was confirmed or denied, with any additional information you would like to include. You can also choose to include the event details in the message body.

Click **Send!**

Email Event Details

Link to: Pro Original 25Live Scheduling

Related Recipients

	TO	CC	BCC
Self (Gola, Kristen)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Requestor (Fuller, Dymeka)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler (Fuller, Dymeka)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Assignment Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Notification Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attach:

- Event Invoice (Related)
- Event Confirmation (Related)
- Event Confirm (Related) Estimate
- Event Confirm (Detailed) Estimate
- Event Invoice
- Event Confirmation (Detailed)
- iCal File

No file chosen

Additional Recipients

TO

CC

BCC

Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.

Subject: First Tech Kick Off (2019-ABRZFW)

Message Body Check the checkbox to include Event Details. Add a custom message if desired.

Hello,
Your event has been scheduled,|

Include event details in body of message

If you have any 25live questions, the **Help Menu** is located directly below the More Menu on your homepage.

Or as always, feel free to reach out to the Scheduling Office 😊