

25Live

1. Go to: 25live.collegenet.com/ju/
2. Click "Sign In" at the top right
3. The screenshot shows the top navigation bar of the Jacksonville University website. On the left is the Jacksonville University logo. On the right, there are links for "Sign In", the date "Today is Mon Jun 11 2018", and a "Help" button.
4. Use your JU username and password to sign in
5. Click the "Create Event" in the middle of the screen



6. First, enter your event name and event title for published calendars. (These names can be the same).
7. Next select your event type
 - a. *If you are unsure or if your type is not listed, please choose the closest one*
8. Next, select your organization from the list.
 - a. *If you do not see your organization list, please select Student Involvement and email the GA for Student Organizations to have your organization added.*
9. Next, input your expected attendance for your event and provide a brief event description

Start by entering the basic event information.

Event Name *

This field is required.

Event Title for Published Calendars

Event Type *

Event Type is required.

Primary Organization

Search for an Organization

Additional Organizations

Search for Additional Organizations

10. For expected attendance, please write down how many people you think will attend. This will assist in finding a room that will find at least that many people
11. Select if your event is a repeating event or only occurs once. If your event is repeating, select the dates that apply to your reoccurring event
12. Next, indicate when the event takes place
13. Select a location on campus. Each location has a code. The list of codes is below.
14. Select the resources you will need. Example: chairs, tables, microphone, etc.
15. Select contacts for the event
16. Add any additional comments you have
17. Agree to the terms and conditions
18. Make sure your event is highlighted as "Tentative" and press "Save". If you save your event as a "Draft," it will be saved but not submitted.
19. You will receive an email confirmation when your event is approved.