

Using 25Live for Event Promotions

Publishing Events to the 'Canes Calendar
and to Other University of Miami
Resources

Office of Space Management and the Division of University Communications

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How to Post an Event on the 'Canes Calendar

Suggested web browsers to use when working with 25Live:

- Mozilla Firefox
- Google Chrome
- Safari
- Internet Explorer (version 8.0 or above), IE works but it has been known to experience performance issues

25Live Website: <http://www.miami.edu/calendar/login>

Open a web browser window and navigate to the website, the Non-Signed In view or **25LiveViewer** is displayed.

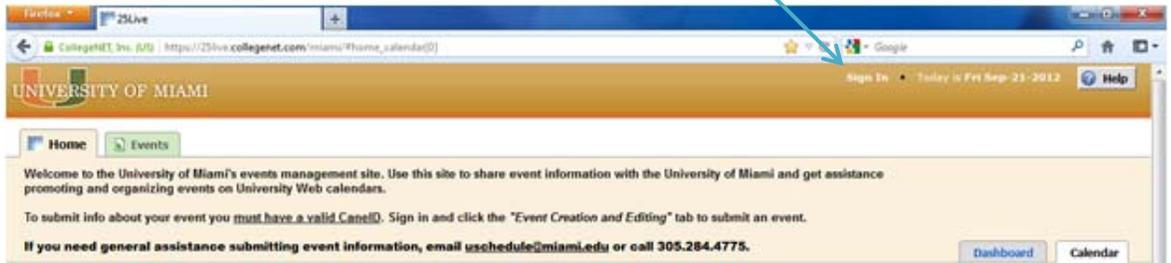
The events displaying here are already events published on the ['Canes Calendar](#).

The drop down list in the center of the page includes some of the sub-calendars on the 'Canes Calendar.

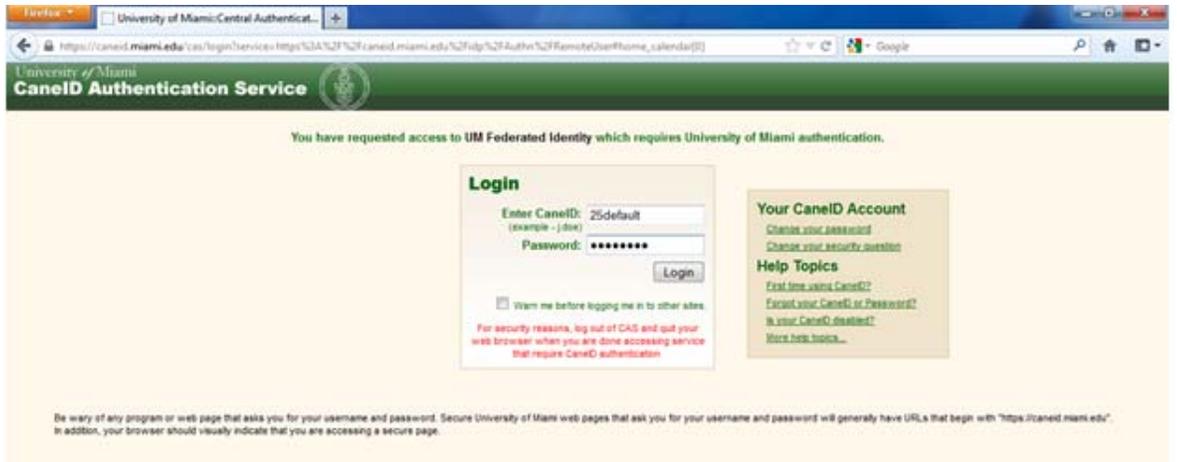
The screenshot shows the University of Miami's 25Live calendar interface. At the top, there's a navigation bar with 'Home' and 'Events' buttons. Below that, a welcome message and instructions for submitting events are displayed. The main content area features a calendar grid for the week of September 16-29, 2012. A dropdown menu is open, showing a list of sub-calendars including Academic, Admissions, Alumni, Arts and Culture, Athletics, Community, Faculty and Staff, Parents, Student Life, and Wellness. The calendar grid shows events for Friday, September 21st and Saturday, September 22nd, including 'Nantes-Miami: Urban Mutations: An Exhibition of Student Projects from Nantes and Miami', 'Taking Flight: Year of the Humanities', 'UM Soccer vs. UTSA', and 'UM Volleyball at Virginia'.

To submit an Event Request click the Sign In option at the top of the screen.

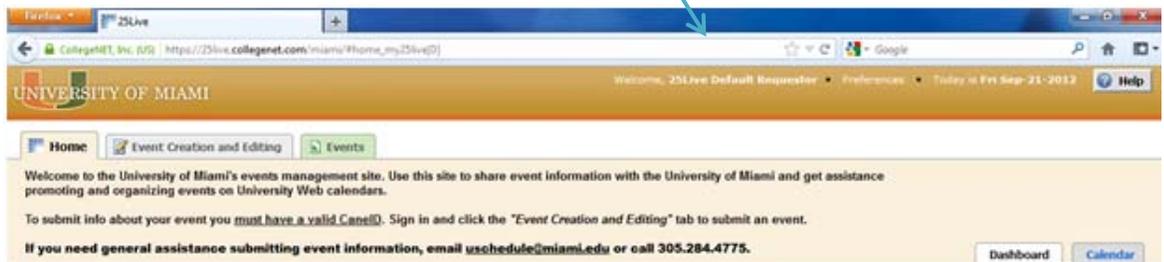
A valid CaneID is required to post an event to the 'Canes Calendar.



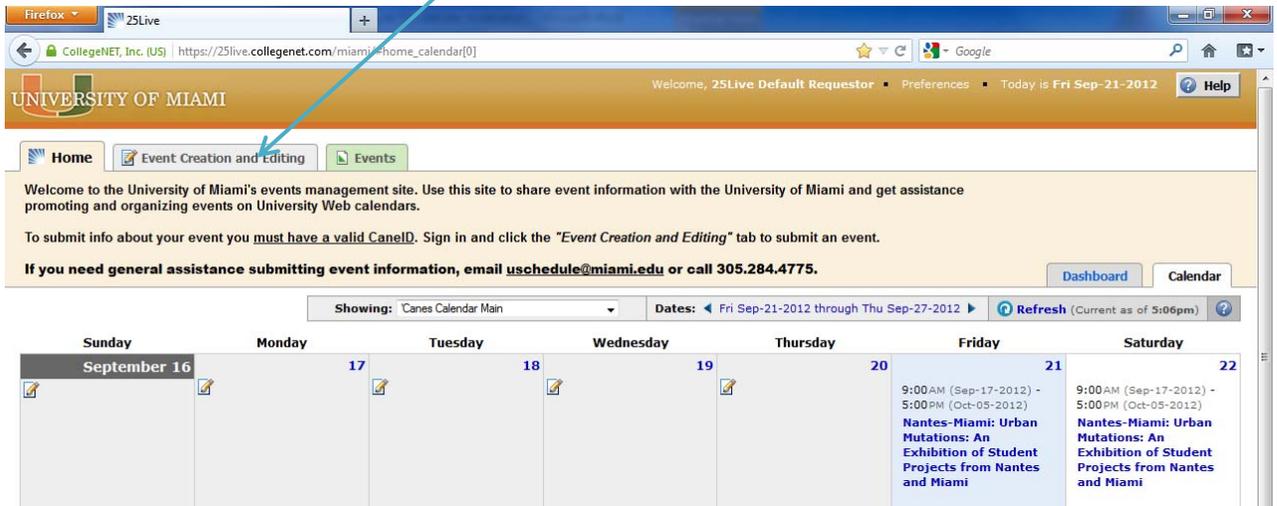
For the purposes of this demo, we are using a CaneID service account that reflects the default user access for submitting an event request



After successful Sign In, you will be directed back to 25Live and your name should appear at the top of the page.



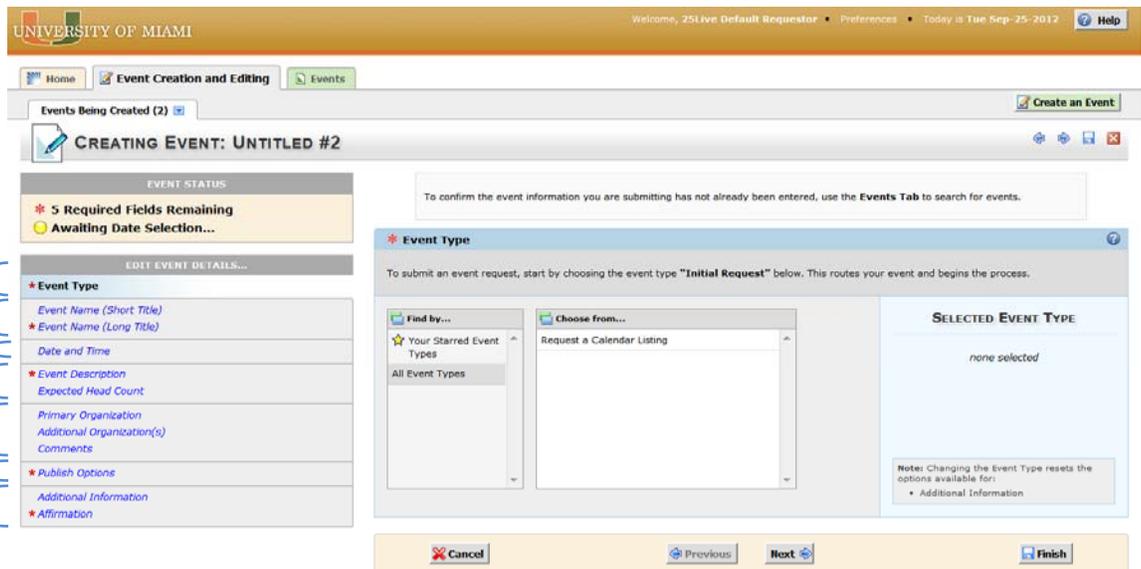
In addition to seeing all of the same things as the non-Signed In view, default access includes the Event Creation and Editing tab. Clicking on the **Event Creation and Editing** tab loads the event creation form.



The left pane of the page includes two sections; Event Status and Edit Event Details. This area auto-updates as event information is entered. The red asterisks indicate required fields.

(Note: Event Name and Date and Time are required even though they currently do not show a red asterisk.)

- Editor Card # 1
- Editor Card # 2
- Editor Card # 3
- Editor Card # 4
- Editor Card # 5
- Editor Card # 6
- Editor Card # 7



Editor Card # 1

Event Type: Default access currently allows one event type to be selected, Request a Calendar Listing. Select it to proceed with your request. Once chosen, it will appear in the Selected Event Type section.

The screenshot displays the '25Live' event creation interface. At the top, the University of Miami logo and navigation tabs for 'Home', 'Event Creation and Editing', and 'Events' are visible. A yellow notification box states: 'Create an event and assign or request locations and resources, as required.' Below this, the page title is 'CREATING EVENT: UNTITLED #2'. On the left, an 'EVENT STATUS' panel shows '5 Required Fields Remaining' and 'Awaiting Date Selection...'. The main 'EDIT EVENT DETAILS...' section includes fields for 'Event Name (Short Title)', 'Event Name (Long Title)', 'Date and Time', 'Event Description', 'Expected Head Count', 'Primary Organization', 'Additional Organization(s)', 'Comments', 'Publish Options', 'Additional Information', and 'Affirmation'. The 'Event Type' section contains a 'Find by...' list with 'Your Starred Event Types' and 'All Event Types', and a 'Choose from...' list with 'Request a Calendar Listing'. A 'SELECTED EVENT TYPE' panel on the right shows 'Request a Calendar Listing' as the chosen option. A blue arrow points from the text above to this selection. At the bottom, there are 'Cancel', 'Previous', 'Next', and 'Finish' buttons.

Editor Card # 2

Event Name: These are two required fields for naming your event, Short Title and Long Title. Since 25Live has numerous views and displays, both are required.

The screenshot shows the '25Live' event creation interface. At the top, the University of Miami logo is on the left, and the user 'Welcome, 25Live Default Requestor' is on the right. Below the header, there are navigation tabs for 'Home', 'Event Creation and Editing', and 'Events'. The main content area is titled 'EDITING EVENT: COSFORD CINEMA SCREENING'. On the left, there is a sidebar with 'EVENT STATUS' and 'EDIT EVENT DETAILS...'. The 'EVENT STATUS' section shows 'Event Reference: 2012-AADQXT', 'Last Saved: Mon Sep-24-2012 4:59pm', and two green checkmarks indicating 'All Required Fields Complete' and 'No Scheduling Conflicts Detected!'. The 'EDIT EVENT DETAILS...' section lists various fields: 'Event Type' (Request a Calendar Listing), 'Event Name (Short Title)' (Cosford Cinema Screening), 'Event Name (Long Title)' (Cosford Cinema Screening: The Fish Child), 'Date and Time' (From 07:00 PM to 10:00 PM on Thu Sep-27-2012), 'Event Description' (Content entered...), 'Expected Head Count' (100), 'Primary Organization' (Cosford Cinema), 'Additional Organization(s)' (empty), 'Comments' (empty), 'Publish Options' (empty), 'Additional Information' (Contact Phone Number), and 'Affirmation' (empty). The main content area has two input fields for 'Event Name (Short Title)' and 'Event Name (Long Title)'. The short title field contains 'Cosford Cinema Screening' and has a note '(maximum length is 40 characters)'. The long title field contains 'Cosford Cinema Screening: The Fish Child' and has a note '(maximum length is 120 characters)'. At the bottom of the main content area, there are buttons for 'Close', 'Previous', 'Next', and 'Save'.

EVENT STATUS

- Event Reference: 2012-AADQXT
- Last Saved: Mon Sep-24-2012 4:59pm
- All Required Fields Complete
- No Scheduling Conflicts Detected!

EDIT EVENT DETAILS...

- * **Event Type:** Request a Calendar Listing
- Event Name (Short Title):** Cosford Cinema Screening
- * **Event Name (Long Title):** Cosford Cinema Screening: The Fish Child
- Date and Time:** From 07:00 PM to 10:00 PM on Thu Sep-27-2012.
- * **Event Description:** Content entered...
- Expected Head Count:** 100
- Primary Organization:** Cosford Cinema
- Additional Organization(s):**
- Comments:**
- * **Publish Options:**
- Additional Information:** Contact Phone Number
- * **Affirmation:**

Event Name (Short Title)

Please keep the Event Name (Short Title) clear and simple to make sure it is understandable to others.

Cosford Cinema Screening
(maximum length is 40 characters)

*** Event Name (Long Title)**

The Event Name (Long Title) allows for a longer, more detailed and descriptive title for the event.

Cosford Cinema Screening: The Fish Child
(maximum length is 120 characters)

[Close](#) [Previous](#) [Next](#) [Save](#)

Editor Card # 3

Date & Time: Most event Start and End Dates will be on the same day. For events that occur on multiple days, be sure you have considered the difference between an event that “repeats” and an event that “spans” a period of time.

Repeating events have a specific start and end time for each occurrence. (i.e. an event on Monday, Wednesday, and Friday from 12 to 2 p.m.) This is by far the more common scenario.

Span events have only one start and end time and continue 24 hours a day over multiple days. (i.e. an event that begins on Monday at 8 a.m. and continues 24 hours a day until Friday at 5 p.m.)

If your event repeats, use the **Event Repeats** option to establish the reoccurrence pattern.

Reoccurring events that do not share the same Start/End times must be entered separately. *(Helpful tip: See also How to Copy/Duplicate an Existing Event.)*

The screenshot displays the 'EDITING EVENT: COSFORD CINEMA SCREENING' interface. The top navigation bar includes 'Home', 'Event Creation and Editing', and 'Events'. The main content area is divided into several sections:

- EVENT STATUS:** Shows 'Event Reference: 2012-AADQXT', 'Last Saved: Mon Sep-24-2012 4:59pm', and status indicators for 'All Required Fields Complete' and 'No Scheduling Conflicts Detected!'.
- EDIT EVENT DETAILS...:** Lists event information such as 'Event Type: Request a Calendar Listing', 'Event Name (Short Title): Cosford Cinema Screening', 'Event Name (Long Title): Cosford Cinema Screening: The Fish Child', 'Date and Time: From 07:00 PM to 10:00 PM on Thu Sep-27-2012.', 'Event Description: Content entered...', 'Expected Head Count: 100', 'Primary Organization: Cosford Cinema', and 'Additional Information: Contact Phone Number'.
- Date and Time:** A section for setting the event's timing. It includes fields for 'Start Date' (Thu Sep-27-2012), 'Start Time' (07:00 pm), 'End Date' (Thu Sep-27-2012), and 'End Time' (10:00 pm). It also features 'Event Repeats?' set to 'No. Does Not Repeat' and an 'Occurrence List' table.

Date	Comments	Status
Thu Sep-27-2012	(none)	Active

At the bottom of the form, there are buttons for 'Close', 'Previous', 'Next', and 'Save', along with a 'Check for Location/Resource Conflicts' button.

Editor Card # 4

Event Description: This field is HTML-enabled. Please check the Source tab at bottom of Editor to review and validate HTML.

Expected Head Count: Enter an expected number of attendees, to the best of your knowledge.

The screenshot shows the 'EDITING EVENT: COSFORD CINEMA SCREENING' interface. On the left, there are two panels: 'EVENT STATUS' and 'EDIT EVENT DETAILS...'. The 'EVENT STATUS' panel shows: Event Reference: 2012-AADQXT, Last Saved: Mon Sep-24-2012 4:59pm, All Required Fields Complete, and No Scheduling Conflicts Detected!. The 'EDIT EVENT DETAILS...' panel shows: Event Type: Request a Calendar Listing, Event Name (Short Title): Cosford Cinema Screening, Event Name (Long Title): Cosford Cinema Screening: The Fish Child, Date and Time: Thu Sep-27-2012 7:00pm - 10:00pm, Event Description: Content entered..., Expected Head Count: 100, Primary Organization: Cosford Cinema, and Additional Information: Contact Phone Number. The main area is titled '* Event Description' and contains a rich text editor with the following text: 'Presented as part of the Cosford's Cinematic Celebration of Hispanic Heritage Month. Writer-director Lucia Puenzo follows up her 2007 award-winning film XXX, with this steamy tale of star-crossed love set on both sides of the class divide in South America. Lala (Inés Efron) is the privileged teenage daughter of a powerful judge, and she's fallen hard for her family's maid, La Guayi (Mariela Vitale). The two women plot to escape to Buenos Aires and live together on the remote shores of Paraguay's Lake Ypoá. Before they can carry out their plan, Lala's father is murdered, and she runs away from home and heads toward Guayi's village in Paraguay, hoping that her lover will follow. While in Paraguay, she begins to explore Guayi's troubled past. She is hiding a crime from long ago. In Spanish and Guarani with English subtitles. The Fish Child screens Friday, September 14 at 7 p.m. and Saturday, Sept. 15 at 6 p.m. General admission is \$9. Admission is \$7 for seniors, University of Miami alumni, faculty, non-UM students, and staff. Free for UM students. To purchase tickets online or for more information, visit www.cosfordcinema.com or call 305-284-4861.' Below the editor is a note about HTML tags. The 'Expected Head Count' section has a radio button for 'Unknown' and a selected radio button for '100'. At the bottom, there are buttons for 'Close', 'Previous', 'Next', and 'Save'.

Editor Card #5

Primary Org: Organization that originates or is most responsible for the event.

Additional Orgs: Organization(s) that are affiliated and/or involved in the event. Multiple orgs can be selected.

Comments: If an organization cannot be found in the search, enter it in the comments field.

The screenshot shows the 'EDITING EVENT: COSFORD CINEMA SCREENING' interface. At the top, there's a navigation bar with 'Home', 'Event Creation and Editing', and 'Events'. A 'Create an Event' button is visible. The main content area is divided into several sections:

- EVENT STATUS:** Shows 'Event Reference: 2012-AADQXT', 'Last Saved: Mon Sep-24-2012 4:59pm', and 'All Required Fields Complete'.
- EDIT EVENT DETAILS...:** Contains fields for 'Event Type' (Request a Calendar Listing), 'Event Name (Short Title)' (Cosford Cinema Screening), 'Event Name (Long Title)' (Cosford Cinema Screening: The Fish Child), 'Date and Time' (Thu Sep-27-2012 7:00pm - 10:00pm), 'Event Description' (Content entered...), 'Expected Head Count' (100), 'Primary Organization' (Cosford Cinema), and 'Additional Organization(s)'. There are also 'Publish Options', 'Additional Information' (Contact Phone Number), and 'Affirmation' sections.
- Primary Organization:** A search section with a 'Find by...' sidebar (Your Starred Organizations, Search, Index, Types, Categories) and a 'Search' box. The 'SELECTED ORGANIZATION' panel shows 'Cosford Cinema'.
- Additional Organization(s):** A search section similar to the primary one, but the 'SELECTED ORGANIZATIONS' panel shows 'none selected'.
- Event Comments:** A large empty text area for entering comments.

At the bottom, there are navigation buttons: 'Close', 'Previous', 'Next', and 'Save'.

Editor Card # 6

Publish Options: Indicate how you wish to share your event.

The screenshot shows the 'EDITING EVENT: COSFORD CINEMA SCREENING' interface. On the left, the 'EVENT STATUS' section displays: Event Reference: 2012-AADQXT, Last Saved: Mon Sep-24-2012 4:59pm, All Required Fields Complete, and No Scheduling Conflicts Detected! Below this is the 'EDIT EVENT DETAILS...' section with fields for Event Type (Request a Calendar Listing), Event Name (Short Title: Cosford Cinema Screening, Long Title: Cosford Cinema Screening: The Fish Child), Date and Time (Thu Sep-27-2012 7:00pm - 10:00pm), Event Description (Content entered...), Expected Head Count (100), Primary Organization (Cosford Cinema), and Additional Information (Contact Phone Number). The 'Publish Options' section on the right allows sharing the event with Everyone, Faculty/Staff, Students, and Alumni, each with a comments field. There is also a 'DO NOT SHARE MY EVENT' option. Navigation buttons for Close, Previous, Next, and Save are at the bottom.

Editor Card # 7

Additional Info: Include your contact phone number for easier follow up.

Affirmation: Read and check off the Event Request Affirmation "I Agree" box.

The screenshot shows the 'EDITING EVENT: COSFORD CINEMA SCREENING' interface. The top navigation bar includes 'Home', 'Event Creation and Editing', and 'Events'. The main content area is divided into several sections:

- EVENT STATUS:** Displays 'Event Reference: 2012-AADQXT', 'Last Saved: Mon Sep-24-2012 4:59pm', and status indicators: 'All Required Fields Complete' and 'No Scheduling Conflicts Detected!'.
- EDIT EVENT DETAILS...:** A table of event information:

* Event Type:	Request a Calendar Listing
Event Name (Short Title):	Cosford Cinema Screening
* Event Name (Long Title):	Cosford Cinema Screening: The Fish Child
Date and Time:	Thu Sep-27-2012 7:00pm - 10:00pm
* Event Description:	Content entered...
Expected Head Count:	100
Primary Organization:	Cosford Cinema
Additional Organization(s):	Comments
* Publish Options:	
Additional Information:	Contact Phone Number
* Affirmation:	
- Additional Information:** A section with a checked 'Contact Phone Number' field containing '305-284-5555'. A label indicates 'Enter up to 80 alphanumeric characters:'.
- Affirmation:** A section with three paragraphs of text and a checked 'I Agree' checkbox.

At the bottom, there are navigation buttons: 'Close', 'Previous', 'Next', and 'Save'. A blue arrow points to the 'Save' button.

Click **Finish** to submit your event request.

Confirmation Page

After you've clicked the Finish button, this Confirmation Page appears.

The screenshot shows the 25Live web application interface. At the top, there's a navigation bar with 'Home', 'Event Creation and Editing', and 'Events' tabs. Below this, a breadcrumb trail shows 'Events Being Created' and a 'Create an Event' button. The main heading is 'CREATING EVENT: COSFORD CINEMA SCREENING'. A green banner at the top of the main content area states: 'The event request has been submitted. To cancel, change or remove an existing event, click the "Edit Event" link or email uschedule@miami.edu or call 305.284.4775.'

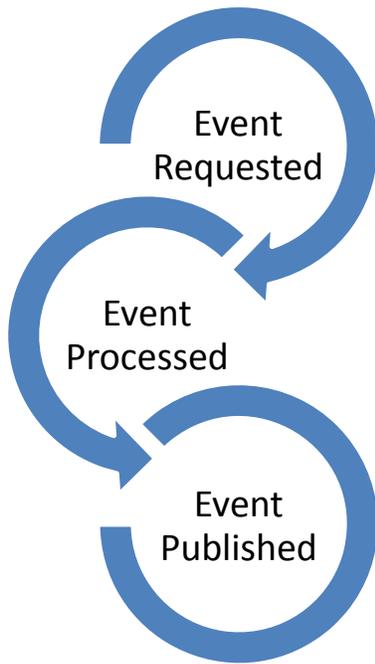
The page is divided into several panels:

- EVENT STATUS:** Shows 'Event Reference: 2012-AADQXR', 'Last Saved: Fri Sep-21-2012 3:14pm', and green checkmarks for 'All Required Fields Complete' and 'No Scheduling Conflicts Detected!'.
- EDIT EVENT DETAILS...:** A table-like structure showing event information:
 - Event Type:** Initial Request
 - Event Name (Short Title):** Cosford Cinema Screening
 - Event Name (Long Title):** Cosford Cinema Screening: The Fish Child
 - Date and Time:** Fri Sep-14-2012 7:00pm - 10:00pm
 - Event Description:** Content entered...
 - Expected Head Count:** 100
 - Primary Organization:** Cosford Cinema
 - Additional Organization(s):** (empty)
 - Comments:** (empty)
 - Publish Options:** Share My Event With Everyone
 - Additional Information:** Contact Phone Number
 - Affirmation:** Checked
- Event Details:** A summary box containing:
 - Event Reference:** 2012-AADQXR
 - Event State:** Draft
 - Scheduler:** 25Live Administration
 - Requestor:** 25Live Default Requestor
- Event Tasks:** No Active Tasks
- What's Next?:** A box with three buttons: 'View Details' (with a tooltip explaining it shows the full range of actions), 'Edit' (with a tooltip explaining it starts editing), and 'Email' (with a tooltip explaining it emails details to stakeholders).
- More Event Options:** A box with three options: 'Copy', 'Establish Relationships', and 'Add to Starred?'.

At the bottom, there's a footer with 'Icon Legend', 'Feedback', 'Help Tips: Disable', and 'Text Size' controls. The version information '25Live v21.0 - ©2008 - 2012 CollegeNET, Inc.' is also present.

- **Event Details Panel:** A quick view of details captured on this event submission.
- **Event Details Summary Box:**
 - **Event Reference:** A unique ID for this particular event submission.
 - **Event State:** All initial events are submitted as "Drafts." This status will change as the Event Request moves through the system.
 - **Scheduler:** This is the contact role responsible for reviewing your event and considering it for publication.
 - **Requestor:** This is the person who requested the event. If you submitted the event, your name will appear here.
- **Event Tasks Box:** Tasks get generated once an event has advanced past the "Draft" state.
- **What's Next Box:** You can use these options to view more details of your event, return to the edit form if you made a mistake, and e-mail the listing to someone else. *Please note: They will need to be able to login to 25Live to view this listing, so they must also have a 'Cane ID.*
- **More Event Options:** Use these options to copy this event.

The Lifecycle of an Event Request



Event Requested: Draft Event

When you submit your event in 25Live you can continue to come back and edit it directly only up until the point when a calendar assigner considers the listing for display in requested venues like the 'Canes calendar or the UM mobile app.

After that point, edits and cancellations can be requested by communicating via 25Live directly, by calling 305-284-4775, or by e-mailing uschedule@miami.edu.

Event Processed

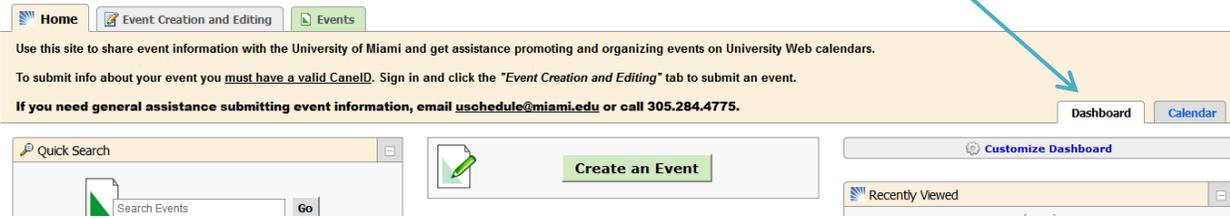
Calendar moderators will confirm details of the event and will consider the listing for inclusion in the appropriate selected venues. The event is no longer directly editable by the person who requested the listing.

Event Published

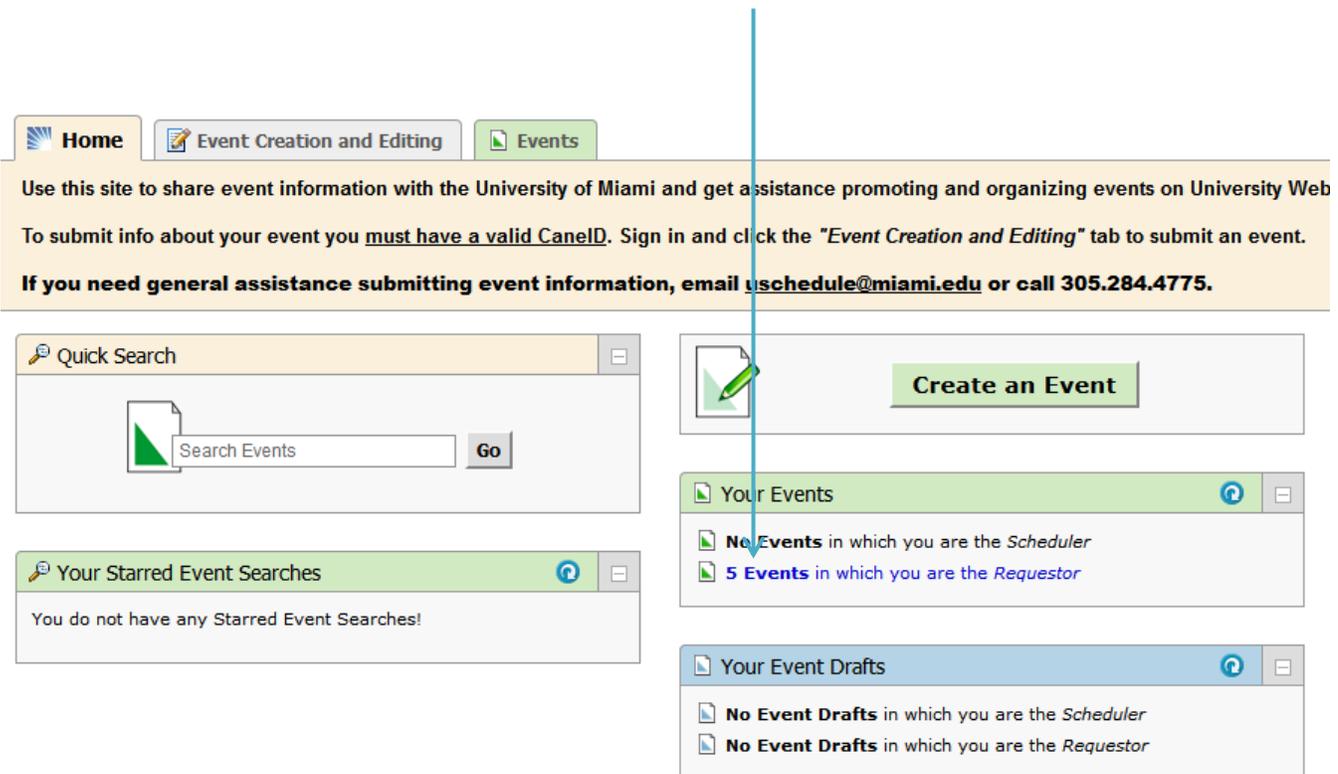
When an event gets published, it may still be listed as "Tentative" in 25Live, but approved calendar resources will appear in the event's details meaning that the event has been endorsed by a supporting organization and that the event has been published. If the event is denied, a reason for the denial will appear.

How Do I See the Events I Have Already Requested?

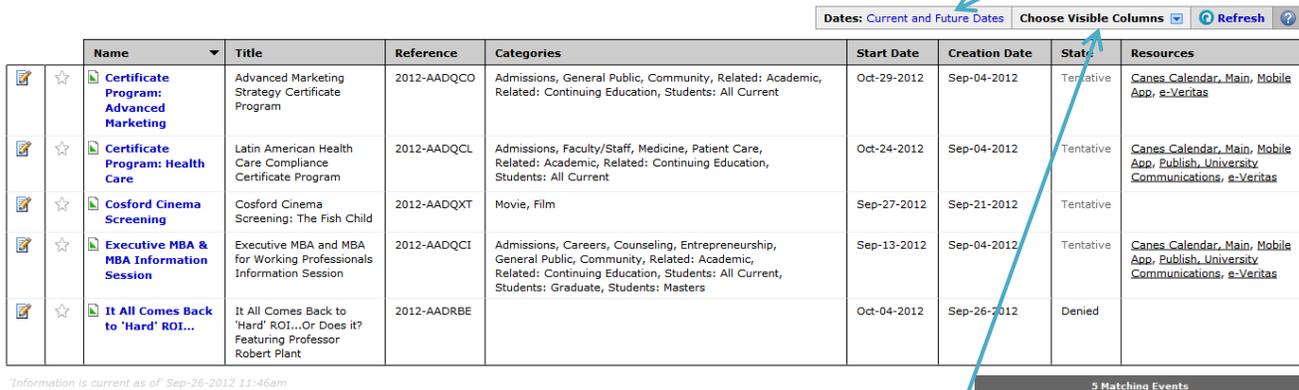
Find the events you have already requested by visiting the **Home** tab **Dashboard** view.



Any current events you have requested will appear in the **Your Events** box.



When you click on the “Events in which you are a Requestor” link, a list will appear. By default, only **Current and Future Dates** appear. You can click on the “Dates” option to view events you submitted in the past as well.



The screenshot shows a table of events with the following columns: Name, Title, Reference, Categories, Start Date, Creation Date, State, and Resources. The table is filtered to show 'Current and Future Dates'. A blue arrow points to the 'Choose Visible Columns' dropdown menu in the top right corner of the table interface.

Name	Title	Reference	Categories	Start Date	Creation Date	State	Resources
Certificate Program: Advanced Marketing	Advanced Marketing Strategy Certificate Program	2012-AADQCO	Admissions, General Public, Community, Related: Academic, Related: Continuing Education, Students: All Current	Oct-29-2012	Sep-04-2012	Tentative	Canes_Calendar_Main, Mobile App, e-Veritas
Certificate Program: Health Care	Latin American Health Care Compliance Certificate Program	2012-AADQCL	Admissions, Faculty/Staff, Medicine, Patient Care, Related: Academic, Related: Continuing Education, Students: All Current	Oct-24-2012	Sep-04-2012	Tentative	Canes_Calendar_Main, Mobile App, Publish, University Communications, e-Veritas
Cosford Cinema Screening	Cosford Cinema Screening: The Fish Child	2012-AADQXT	Movie, Film	Sep-27-2012	Sep-21-2012	Tentative	
Executive MBA & MBA Information Session	Executive MBA and MBA for Working Professionals Information Session	2012-AADQCI	Admissions, Careers, Counseling, Entrepreneurship, General Public, Community, Related: Academic, Related: Continuing Education, Students: All Current, Students: Graduate, Students: Masters	Sep-13-2012	Sep-04-2012	Tentative	Canes_Calendar_Main, Mobile App, Publish, University Communications, e-Veritas
It All Comes Back to 'Hard' ROI...	It All Comes Back to 'Hard' ROI...Or Does it? Featuring Professor Robert Plant	2012-AADRBE		Oct-04-2012	Sep-26-2012	Denied	

Information is current as of Sep-26-2012 11:46am

5 Matching Events

You can change the columns that appear on this view by selecting the **Choose Visible Columns** option. Only the columns of interest to you can be set to display.

Some interesting columns you may want to choose to have displayed:

Name: The Event Name (Short Title)

Title: The Event Name (Long Title)

Reference: A unique reference id for the event.

Categories: Categories are details the calendar assigner working on publishing your listing may add that can help filter your event listing to various publications based on characteristic criteria.

Start Date: The Date the event starts.

Creation Date: The date the event was requested.

State: The current state of the event. A “draft” event has not yet been handled by a calendar assigner and is an event that you can still edit directly. A “tentative” event is either being processed by a calendar assigner and may or may not be published. A “denied” event request has been denied by a calendar administrator and will not be published to a calendar.

Resources: The resources column indicates and endorsements and services associated with your event that get the event request approved in various promotional venues. If an event is “tentative” and has resources assigned, the event is being published to those resources.

How Do I Know If My Event Is Being Processed?

Once your event has been submitted, it is automatically queued to be processed based on the details you submitted on the **Event Creation and Editing** form.

From the **Home** tab **Dashboard** view, events in the **Your Events** box include all of the current events you have submitted.

The **Your Event Draft** box contains event requests you have submitted that have not been processed yet.

In the example above, six events have been requested and one is waiting to be processed. By clicking on the **Your Events** link, the details of the six events are revealed. The **State** and **Resources** columns indicate if the event is being processed. Below, three events have been published to 'Canes Calendar', the UM Mobile App, and e-Veritas. One event was denied and so is not appearing and one event has not begun to be processed yet (Draft).

Dates: Current and Future Dates Choose Visible Columns Refresh ?									
	Name	Title	Reference	Categories	Start Date	Creation Date	State	Resources	
	BookTalk: Joel Nickels	The Poetry of the Possible: Spontaneity, Modernism and the Multitude	2012-AADRBW		Oct-03-2012	Sep-26-2012	Draft		
	Certificate Program: Advanced Marketing	Advanced Marketing Strategy Certificate Program	2012-AADQCO	Admissions, General Public, Community, Related: Academic, Related: Continuing Education, Students: All Current	Oct-29-2012	Sep-04-2012	Tentative	Canes_Calendar_Main, Mobile_App, e-Veritas	
	Certificate Program: Health Care	Latin American Health Care Compliance Certificate Program	2012-AADQCL	Admissions, Faculty/Staff, Medicine, Patient Care, Related: Academic, Related: Continuing Education, Students: All Current	Oct-24-2012	Sep-04-2012	Tentative	Canes_Calendar_Main, Mobile_App, Publish, University_Communications, e-Veritas	
	Cosford Cinema Screening	Cosford Cinema Screening: The Fish Child	2012-AADQXT	Movie, Film	Sep-27-2012	Sep-21-2012	Tentative		
	Executive MBA & MBA Information Session	Executive MBA and MBA for Working Professionals Information Session	2012-AADQCI	Admissions, Careers, Counseling, Entrepreneurship, General Public, Community, Related: Academic, Related: Continuing Education, Students: All Current, Students: Graduate, Students: Masters	Sep-13-2012	Sep-04-2012	Tentative	Canes_Calendar_Main, Mobile_App, Publish, University_Communications, e-Veritas	
	It All Comes Back to 'Hard' ROI... Or Does It? Featuring Professor Robert Plant	It All Comes Back to 'Hard' ROI... Or Does It? Featuring Professor Robert Plant	2012-AADRBE		Oct-04-2012	Sep-26-2012	Denied		

*Information is current as of Sep-26-2012 12:37pm

6 Matching Events

How Do I Know If My Event Has Been Published?

Visit the **Home** tab **Dashboard** view. Any current events you have submitted will appear in the **Your Events** box.

[Home](#) | [Event Creation and Editing](#) | [Events](#)

Use this site to share event information with the University of Miami and get assistance promoting and organizing events on University Web ca

To submit info about your event you must have a valid CaneID. Sign in and click the "Event Creation and Editing" tab to submit an event.

If you need general assistance submitting event information, email uschedule@miami.edu or call 305.284.4775.

Quick Search

Search Events

Create an Event

Your Starred Event Searches

You do not have any Starred Event Searches!

Your Events

- No Events** in which you are the *Scheduler*
- 6 Events** in which you are the *Requestor*

Your Event Drafts

- No Event Drafts** in which you are the *Scheduler*
- 1 Event Draft** in which you are the *Requestor*

Click the "Events in which you are the Requestor" link. A list similar to the one below will appear.

		Name		Title	Reference	Categories	Start Date	Creation Date	State	Resources
		BookTalk: Joel Nickels	The Poetry of the Possible: Spontaneity, Modernism and the Multitude	2012-AADRBW			Oct-03-2012	Sep-26-2012	Draft	
		Certificate Program: Advanced Marketing	Advanced Marketing Strategy Certificate Program	2012-AADQCO	Admissions, General Public, Community, Related: Academic, Related: Continuing Education, Students: All Current		Oct-29-2012	Sep-04-2012	Tentative	Canes_Calendar_Main , Mobile App , e-Veritas
		Certificate Program: Health Care	Latin American Health Care Compliance Certificate Program	2012-AADQCL	Admissions, Faculty/Staff, Medicine, Patient Care, Related: Academic, Related: Continuing Education, Students: All Current		Oct-24-2012	Sep-04-2012	Tentative	Canes_Calendar_Main , Mobile App , Publish , University Communications , e-Veritas
		Cosford Cinema Screening	Cosford Cinema Screening: The Fish Child	2012-AADQXT	Movie, Film		Sep-27-2012	Sep-21-2012	Tentative	
		Executive MBA & MBA Information Session	Executive MBA and MBA for Working Professionals Information Session	2012-AADQCI	Admissions, Careers, Counseling, Entrepreneurship, General Public, Community, Related: Academic, Related: Continuing Education, Students: All Current, Students: Graduate, Students: Masters		Sep-13-2012	Sep-04-2012	Tentative	Canes_Calendar_Main , Mobile App , Publish , University Communications , e-Veritas
		It All Comes Back to 'Hard' ROI...	It All Comes Back to 'Hard' ROI...Or Does it? Featuring Professor Robert Plant	2012-AADRBE			Oct-04-2012	Sep-26-2012	Denied	

Information is current as of: Sep-26-2012 12:37pm

6 Matching Events

Note the **State** and **Resources** columns.

on Date	State	Resources
-2012	Draft	
-2012	Tentative	Canes Calendar, Main, Mobile App, e-Veritas
-2012	Tentative	Canes Calendar, Main, Mobile App, Publish, University Communications, e-Veritas
-2012	Tentative	
-2012	Tentative	Canes Calendar, Main, Mobile App, Publish, University Communications, e-Veritas
-2012	Denied	

6 Matching Events

administrator and will not be published.

A “Draft” state indicates that the event has not yet been handled by a calendar assigner and can still be edited directly. **An event request that is in a “draft” state has not been published yet.**

A “Tentative” state indicates that the event request is being processed by a calendar assigner and may be published depending on what appears in the Resources column.

You will know whether the event is published by reviewing the different resources that appear. **A “tentative” state plus particular resources indicates that an item has been published to the resources listed.**

As you can see in the example at the left, three of the four tentative events have been published to the ‘Canes Calendar, the UM Mobile App, and e-Veritas. One event is currently being processed, but has not received any publish resources and so is not appearing in any promotional venues yet.

A “denied” event request has been denied by a calendar

How Do I Find Out Why My Event Was Denied?

There are various aspects of your event that can be denied.

- The entire event itself may be denied for inclusion in any venues.
- Certain venues may be denied, while others are approved. i.e. The event may appear in the 'Canes calendar, but not in *e-Veritas*.

In order to learn why something was denied, you can always e-mail uschedule@miami.edu or call 305-284-4775.

Usually, a calendar assigner will leave a note as to why a denial occurred in 25Live as well.

How to Find Notes and Comments Entered About an Event

Visit the **Home** tab **Dashboard** view. Any current events you have submitted will appear in the **Your Events** box.

The screenshot shows the top navigation bar with three tabs: "Home" (selected), "Event Creation and Editing", and "Events". Below the navigation bar is a yellow banner with the following text: "Use this site to share event information with the University of Miami and get assistance promoting and organizing events on University Web ca. To submit info about your event you must have a valid CaneID. Sign in and click the "Event Creation and Editing" tab to submit an event. **If you need general assistance submitting event information, email uschedule@miami.edu or call 305.284.4775.**"

Below the banner are four main sections:

- Quick Search:** A search box with the text "Search Events" and a "Go" button.
- Your Starred Event Searches:** A section with the text "You do not have any Starred Event Searches!"
- Create an Event:** A button with a pencil icon and the text "Create an Event".
- Your Events:** A section with a refresh icon and a minus icon. It contains two lines of text: "No Events in which you are the Scheduler" and "6 Events in which you are the Requestor".
- Your Event Drafts:** A section with a refresh icon and a minus icon. It contains two lines of text: "No Event Drafts in which you are the Scheduler" and "1 Event Draft in which you are the Requestor".

How Do I Duplicate or Copy An Event?

There are a number of ways to Copy event information from one event request to another. Copying an event creates a duplicate event with all of the same details allowing you to save some time by requiring you to edit only the elements that you want to change.

Be careful! You should try to use the “Date and Time” field in order to establish a reoccurring event listing without having to “Copy” and duplicate anything. If the same event reoccurs, try editing the single event request and providing a pattern for the recurrence, that way you only have to edit one listing that will affect all of the occurrences.

Following the steps below creates a separate copy of the event based on an original source which means they become two separate events in the system. This is best for events that cannot be patterned by the Date and Time field or are different events with a large amount of similar information.

You can copy an event from the following views:

1. After you have submitted an event, select the “Copy” option from the **More Event Options** box on the confirmation page that appears.

The screenshot shows the University of Miami 25Live interface. At the top, it says 'UNIVERSITY OF MIAMI' and 'Welcome, 25Live Default Requestor'. The main heading is 'CREATING EVENT: BOOKTALK: JOEL NICKELS'. A green message box states: 'The event request has been submitted. To cancel, change or remove an existing event, click the "Edit Event" link or email uschedule@miami.edu or call 305.284.4775.' Below this, there are sections for 'Event Details', 'Event Tasks', and 'What's Next?'. The 'More Event Options' section at the bottom contains a 'Copy' button with a document icon, which is highlighted by a blue arrow. Other options include 'Add to Starred?' and 'Establish Relationships'.

EVENT STATUS

- Event Reference: 2012-AADRBW
- Last Saved: Wed Sep-26-2012 12:37pm
- All Required Fields Complete
- No Scheduling Conflicts Detected!

EDIT EVENT DETAILS...

- * Event Type: Request a Calendar Listing
- Event Name (Short Title): BookTalk: Joel Nickels
- * Event Name (Long Title): The Poetry of the Possible: Spontaneity, Modernism and the Multitude
- Date and Time: Wed Oct-3-2012 8:00pm - 8:00pm
- * Event Description: Content entered...
Expected Head Count
- Primary Organization: College of Arts and Sciences
Additional Organization(s)
- Comments: cant find center for humanities
- * Publish Options: Share My Event With Everyone
- Additional Information
- * Affirmation: Checked

Event Details

- Event Reference: 2012-AADRBW
- Event State: Draft
- Scheduler: 25Live Administration
- Requestor: 25Live Default Requestor

Event Tasks

No Active Tasks

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.
- Email**: Email the details of this event to its stakeholders or anyone else.

More Event Options

- Copy**
- Add to Starred?**
- Establish Relationships**

25Live v21.0 - ©2008 - 2012 CollegeNET, Inc. - Browser Recommendations - Product Feedback

2. On any **Event Details** view, click the “More Actions” menu to reveal the “Copy This Event” menu item.

The screenshot displays the University of Miami 25Live interface. At the top, the header includes the university logo, the user name '25Live Default Requestor', and the date 'Today is Wed Sep-26-2012'. Below the header, there are navigation tabs for 'Home', 'Event Creation and Editing', and 'Events'. The main content area is titled 'THE POETRY OF THE POSSIBLE: SPONTANEITY, MODERNISM AND THE MULTITUDE'. On the left, the 'Event Details' section provides information such as the event name, title, type, reference, state, organization, cabinet, requestor, scheduler, and head count. The 'Description' section contains a detailed paragraph about the event's theme. On the right, the 'Event Occurrences' table shows a single occurrence on Wednesday, October 3, 2012, at 8:00pm. A 'More Actions...' dropdown menu is open, listing options like 'Copy this Event', 'Delete this Event', 'Email Event Details', 'Subscribe to this Event', and 'Close this Event'. A blue arrow points to the 'Copy this Event' option.

Event Occurrences			
Start Date	Start Time	End Date	End Time
Wed Oct-3-2012	8:00pm	Wed Oct-3-2012	8:00pm

How Do I Edit, Delete, or Cancel An Event?

After you submit an event request, the event is saved in a “Draft” state until it is processed by a calendar assigner. During that time, your event can be edited directly in 25Live. After calendar assigners process your event, the status of the event changes to “Tentative” and you will no longer be able to edit the event directly in 25Live.

For assistance with editing, cancelling or deleting any event that is no longer a draft, e-mail uschedule@miami.edu or call 305-284-4775. You can also reach out to the event scheduler listed on your event for assistance as well.

Editing an Event Request

Drafts you can edit in 25Live appear in the “Your Event Drafts” box on the **Home** tab **Dashboard** view.

The screenshot shows the 25Live dashboard with the following elements:

- Navigation tabs: Home, Event Creation and Editing, Events.
- Introductory text: "Use this site to share event information with the University of Miami and get assistance promoting and organizing events on University Web ca. To submit info about your event you **must have a valid CaneID**. Sign in and click the "Event Creation and Editing" tab to submit an event. If you need general assistance submitting event information, email uschedule@miami.edu or call 305.284.4775."
- Quick Search: A search box with "Search Events" and a "Go" button.
- Your Starred Event Searches: A message stating "You do not have any Starred Event Searches!".
- Create an Event: A button with a pencil icon.
- Your Events: A summary showing "No Events in which you are the Scheduler" and "6 Events in which you are the Requestor".
- Your Event Drafts: A summary showing "No Event Drafts in which you are the Scheduler" and "1 Event Draft in which you are the Requestor". A blue arrow points from this section to the "Create an Event" button.

When you click on the “Event Drafts in which you are a requestor” link, you will find a list of any Draft events you have submitted:

		Dates: Current and Future Dates		Choose Visible Columns	Refresh	?	
Name	Title	Reference	Categories	Start Date	Creation Date	State	Resources
BookTalk: Joel Nickels	The Poetry of the Possible: Spontaneity, Modernism and the Multitude	2012-AADRBW		Oct-03-2012	Sep-26-2012	Draft	

Information is current as of Sep-26-2012 3:14pm

1 Matching Events

Click the icon to edit the draft event and follow the same steps as you would when submitting a new event request.

Deleting an Event Request

You can delete an event request that is still a draft by selecting the “Delete this Event” menu option on the “More Actions” menu. You can only delete an event this way BEFORE it is handled by a calendar assigner.

UNIVERSITY OF MIAMI

Welcome, 25Live Default Requestor | Preferences | Today is Wed Sep-26-2012 | Help

Home | Event Creation and Editing | Events

Search For Events | Your Event Searches | Individual Events (3)

THE POETRY OF THE POSSIBLE: SPONTANEITY, MODERNISM AND THE MULTITUDE

Details | Calendar | Audit Trail

Edit this Event | More Actions... | Refresh

Not Starred (Add to Starred?)

Copy this Event

Establish Relationships

Delete this Event

Email Event Details

Subscribe to this Event

Close this Event

Event Details	
Event Name:	BookTalk: Joel Nickels
Event Title:	The Poetry of the Possible: Spontaneity, Modernism and the Multitude
Event Type:	Request a Calendar Listing
Reference:	2012-AADRBW
State:	Draft
Organization:	College of Arts and Sciences
Cabinet:	(none)
Requestor:	25Live Default Requestor
Scheduler:	25Live Administration
Head Count:	--
Publish to Calendar:	
Share My Event With Everyone	
Creation Date:	Wed Sep-26-2012
Description:	
<i>The Poetry of the Possible</i> recovers modernist literature's utopian dimension, arguing that modernism's abstractions and difficulties are ways of imagining powers of collective self-organization. Challenging the image of modernism as a socially detached movement, <i>The Poetry of the Possible</i> demonstrates how modernists' anxieties about vanguard parties and bureaucratic centralization stimulated their interest in unofficial, decentralized political manifestations and the spontaneous political capacity of the multitude.	
"The Poetry of the Possible is one of the finest pieces of scholarship I have recently read. It is an excellent model of how to read modernist works politically. . . ." - Luke B. Carson, author of <i>Consumption and Depression in Gertrude Stein, Louis Zukofsky and Ezra Pound</i>	
By examining scenes of collective life in works by William Carlos Williams, Wyndham Lewis, Laura Riding and Wallace Stevens, <i>The Poetry of the Possible</i> reminds us that our own attempts to imagine leaderless networks of collective initiative are not so much breaks with modernist forms of knowledge as	

Event Occurrences			
Start Date	Start Time	End Date	End Time
Wed Oct-3-2012	8:00pm	Wed Oct-3-2012	8:00pm

If your event is no longer a draft and you want the event deleted:

- Contact the event scheduler directly (see below).
- E-mail uschedule@miami.edu or call 305-284-4775.

I Get A Message: “Sorry, you do not have permissions to edit this event.”

You receive this message when:

- You are trying to edit an event that you did not request.
- You are trying to edit an event that is no longer a “draft” and has been processed by a calendar assigner.

To change these events you can either

- Contact the event scheduler directly (see below).
- E-mail uschedule@miami.edu or call 305-284-4775.

How to E-mail the Event Scheduler (the person who can approve/cancel/edit your event after it is published)

From the Event Detail view of the event you require assistance with, click on the More Actions menu item and select the “Email Event Details” menu option.

The screenshot shows the University of Miami 25Live interface. The event title is "THE POETRY OF THE POSSIBLE: SPONTANEITY, MODERNISM AND THE MULTITUDE". The "More Actions" dropdown menu is open, showing options like "Email Event Details".

Start Date	Start Time	End Date	End Time
Wed Oct-3-2012	8:00pm	Wed Oct-3-2012	8:00pm

Event Details

Event Name: BookTalk: Joel Nickels
Event Title: The Poetry of the Possible: Spontaneity, Modernism and the Multitude
Event Type: Request a Calendar Listing
Reference: 2012-AADRBW
State: Draft
Organization: College of Arts and Sciences
Cabinet: (none)
Requestor: 25Live Default Requestor
Scheduler: 25Live Administration
Head Count: - -

Creation Date: Wed Sep-26-2012

Description:
The Poetry of the Possible recovers modernist literature's utopian dimension, arguing that modernism's abstractions and difficulties are ways of imagining powers of collective self-organization. Challenging the image of modernism as a socially detached movement, *The Poetry of the Possible* demonstrates how modernists' anxieties about vanguard parties and bureaucratic centralization stimulated their interest in unofficial, decentralized political manifestations and the spontaneous political capacity of the multitude.
"The Poetry of the Possible is one of the finest pieces of scholarship I have recently read. It is an excellent model of how to read modernist works politically." - Luke B. Carson, author of *Consumption and Depression in Gertrude Stein, Louis Zukofsky and Ezra Pound*
By examining scenes of collective life in works by William Carlos Williams, Wyndham Lewis, Laura Riding and Wallace Stevens, *The Poetry of the Possible* reminds us that our own attempts to imagine leaderless networks of collective initiative are not so much breaks with modernist forms of knowledge as

Send an e-mail with details to the “Scheduler” listed in the pop-up window that appears.

The screenshot shows the "Email Event Details: Latin American Health Care Compliance Certificate" window. The "Scheduler" (25Live Administration) is selected in the "Related Recipients" section.

Related Recipients

	TO	CC	BCC
Requestor (25Live Default Requestor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler (25Live Administration)	<input checked="" 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"/>

Additional Recipients

TO:
CC:
BCC:

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

Subject: Latin American Health Care Compliance Certificate Program

Message Body *Event Details have been pre-populated. Add a custom message if desired.*

EVENT DETAILS:
Event Name: Certificate Program: Health Care
Event Title: Latin American Health Care Compliance Certificate Program
Event Reference: 2012-AADQCL

Send Cancel