

Publishing to Website Calendar Using the 25Live Room Reservation System

For complete instructions to reserving rooms, please refer to the [Reserving a Room in 25Live instructions document on Yammer](#).

1. Create an event by following the [Reserving a Room in 25Live Instructions](#).
2. Follow the Event Wizard for instructions. **Note the fields in the Event Wizard for publishing to the calendar:**
 - a. **Required**
Event Name – event name as it appears in the 25Live system
Event Title for WEBSITE Calendars – event name as it will appear on the website calendar.

Event Name

Please enter a name that clearly describes the event.

This field is required.

Event Title for WEBSITE Calendars

The *Event Title* will replace the *Event name* (above) on all published calendars on the website. Grammar, punctuation, and clarity matter!

Figure 1 Event Name versus Event Title for Published Calendars: the circled field will appear as the Event Title for the website calendar

- b. **Required:** Select **Expected Attendance** to have at least **1**, otherwise the event may not publish to the website calendar.

- c. **Required:** Enter an **Event Description** in the following format (shown in Figure 2):
- i. **Short URL**, if it exists and link the short URL (example: **LWTech.edu/OpenHouse**).
Be sure to NOT include the prefix `http://` and `www`.
If you need a short URL, please contact alisa.shtromberg@lwtech.edu or webmaster@lwtech.edu
 - ii. **Short description of your event. Keep it to one or two paragraphs.**
 - iii. **Phrase or sentence linking to a relevant page.** This could be the same as your Short URL from step (i) or it may be a different page on the website.

Event Description

Enter additional information about the event here.
This information will appear in the [25Live event detail view](#).

NOTE: This information also appears on the **WEBSITE** calendars if you request to have it added there. Therefore, grammar, punctuation, and clarity matter!

For URLs please use short URLs in the format **LWTech.edu/PageName**, the link the text. Email webmaster@lwtech.edu if you need a short URL created.

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Figure 2 Example of how to write a description for an event that will be published on the website calendar.

- d. **Optional:** You may **attach a file** to your event for users to download. However, it is not recommended you use this option instead of the description, but as a supplement. Be sure to always include the description

(previous step). This will assure that the event is accessibility compliant.

Attached Files

You can attach up to 5 files to this event. The maximum size for a file is 25MB. File types accepted:

- PDF, TXT, RTF
- JPG, JPEG, PNG, GIF
- DOC, DOCX, CSV
- XSL, XSLX

Attached Files

Select File

Figure 3 Attaching files for calendar events in 25Live

3. **Required:** Check the box in **Publish to Calendar** section.

Publish to Calendar

Please check the box if you would like your event published to the **WEBSITE** calendar.

Check box if you would like your event published to LWTech WEBSITE calendar.

Comments:

4. Click **Save** to submit your event.
 - a. All events must be approved by the calendar approver and be in the **confirmed** state in order for the event to be published to the website calendar.
 - b. It may take up to 30 minutes for the confirmed event to publish to the website. If you do not see it after that, please contact alisa.shtromberg@lwtech.edu or webmaster@lwtech.edu.