Calendar-Friendly Way to Enter Events into 25Live
(Event Wizard Tab in 25Live)

- **Event Name:** Required. Character limitation. This is default listing that pulls to calendar. Do not use ALL CAPS or repeating punctuation (!!!) in this field.
- **Event Title:** No character limitation. Will override Event Name and pull to calendar.
- **Event Type:** Required. Choose the right type. (see definitions) Does not pull to calendar.
- **Primary Org:** Required. Important to choose the right org. Does not pull to calendar.
- **Expected Attendance:** Required. Does not pull to calendar.
- **Event Description:** Pulls to the calendar as the description. Important to keep this promotional in nature. Give the reader all the info they need. Make the reader want to attend. Link to buy tickets, register, etc. If location is being booked by 25Live in this event, you do not need to add location info. If location is not being booked by 25Live in this event, please add location in the description. Do not repeat title, date or time here.
- **Repeating?** Date/Time works like Outlook. Can enter recurring or one-time events. Event can recur when there is no change to event times, name, description, etc.
- **When:** Enter the actual start and end times of the events. This pulls to the calendar.
- **Additional Time:** Use this section to book the room for setup/teardown time before/after the event.
- **Locations:** Use only if you are booking space through 25Live. If location is entered here, the person who manages the space will be notified. Selected location(s) will show up on the calendar.
- **Resources:** Have nothing to do with the calendar.
- **Additional Event Info:** not pub – custom info only
- **Contacts:** Contacts do not pull to the calendar.
- **Categories:** Not public. Custom info.
- **Calendars:** Select the appropriate audience(s) for this event to send the event to its relative calendar(s). Administrators for each calendar reserve the right to remove an event from the calendar.
- **Comments and Notes:** These are for communicating with other people in the system. This does not pull to the calendars.
- **Event State:** Some calendar search/feeds depend on the state being either confirmed or tentative/confirmed.
- **Save**