https://25live.collegenet.com/psu/

Create Event/Events.

- o Event Name VS Event Title.

    Event Name: is limited to 40 characters and is the result returned by event searches in 25Live. As it is shorter, it fits best within the smaller window revealing your event specific searches.

    Event Title: is limited to 120 characters and plays an integral role for your website calendars in the web publishing process with 25Live Publisher. Longer event titles should not contain internal abbreviations or code words but should be clear and long enough to describe the event to the general public. If you do not provide an event title 25Live will default and pull the **event name** into the calendar.

- o Promotional information.

    Promotional Information: is irrelevant for some events and may be left blank for example meetings. However, a performance of some type should get a fully promotional write-up. There are a couple of items that you should consider including in the informational blurb including.

    - ▪ A well written account of what kind of event this is.
        a. Promotional information.
        b. Links to Websites.
        c. When doors open.
        d. Where interested parties can get tickets.
        e. Cost of tickets.
        f. Images/videos.
        g. Location if not using a location within 25Live.

- Photos/Videos

  - o 25Live functionality requires a web link to an image in order to add images into the promotional informational field. You can use any platform that allows link sharing.
  - o If you are using a Box folder designated for this purpose, right click on the desired image selecting the share icon.
  - o Click the settings wheel.
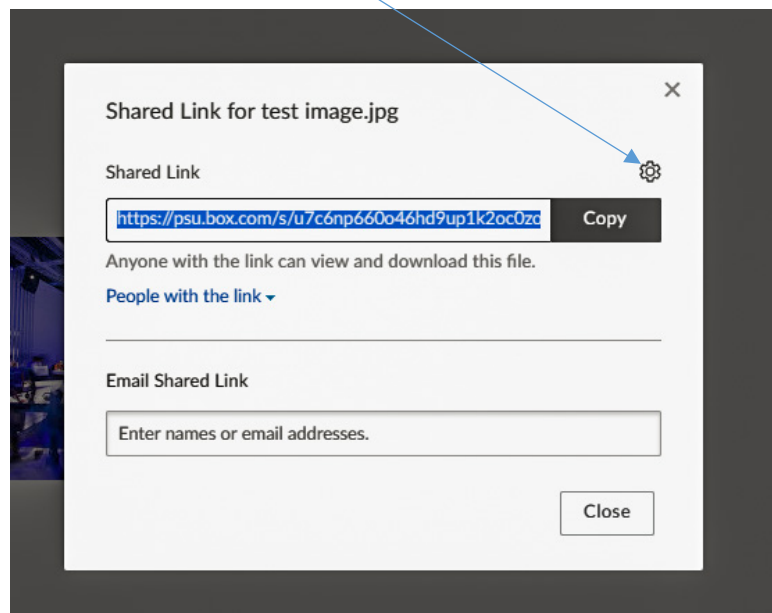
Shared Link Settings

Custom URL (Optional)

Enter a custom path

https://psu.box.com/v/

Password Protect

☐ Require Password

Link Expiration

Box should be checked. → ☐ Disable Shared Link on

Allow Download

☑ Allow users with the shared link to download this item

Direct Link

Use this link. → https://psu.box.com/shared/static/u7c6np660o46hd9   Copy

Cancel   Save

o Insert link into the source field within the insert/edit image radio button.

Insert/Edit Image Button →

Promotional Information

Insert/edit image

Paste image link in the pop up box. →

Source   https://psu.box.com/s/u7c6np660o46hd9up1k2

Image description

Dimensions   ☐ x ☐   ☑ Constrain proportions

Ok   Cancel

o It is recommended to add an image/video description for accessibility requirements.

o   Image/video dimensions will vary depending on your need, you may want to establish a parameter with your content manager. You can also Click and drag to adjust the image size within the Promotional Information box in 25Live.

o   If inserting an existing video you can insert the video via the insert/edit video radio button the paste the source code into the field labeled source then select ok, once you have clicked ok you can size the window for the video or if you know the dimensions you can enter them manually. We will use a youtube video as an example.

Promotional Information
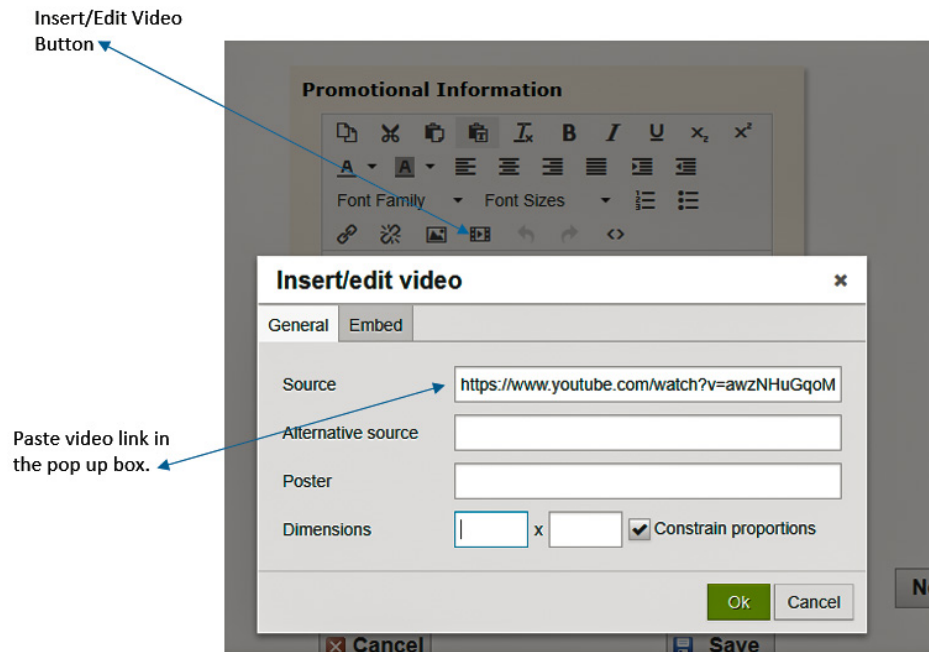
Click and drag the to size the video frame.
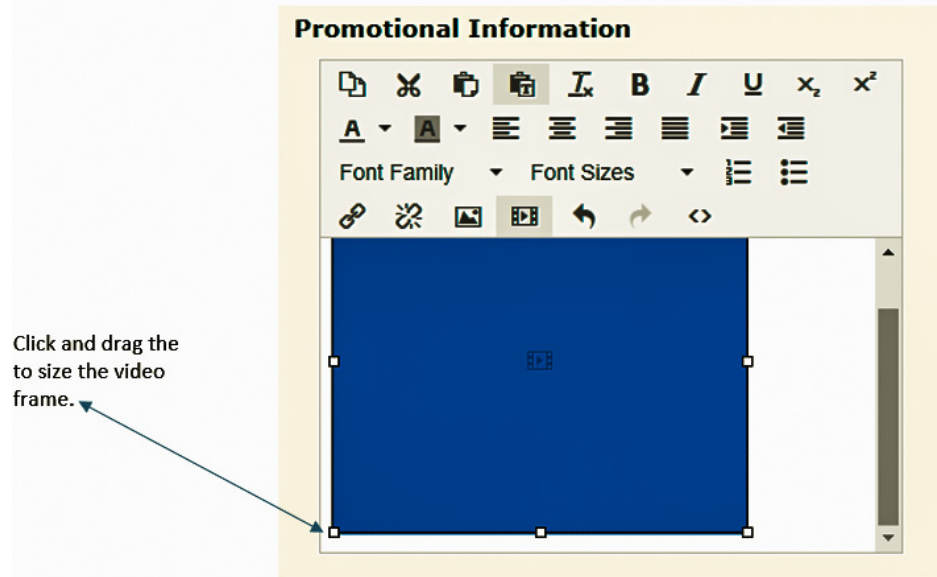
Best Practices

- Multiday / Multiple events VS spanning a single event.
  - It is better to create a recurring event for an event that occurs over several days versus creating an event that spans multiple days. A recurring event will create a cleaner appearance in your published calendar and allow for more flexibility with changes.
  - Use the repeating event functionality built into 25Live and select the dates and times as appropriate.
  - You should note that some users can only schedule an event 365 days from the date they are creating it.

- Promotional Events: an event that does not have an associated 25Live location.

  - A promotional event used for the sole purpose of having an event on a calendar can be created within 25Live.
  - You do not need to have a location on an event in order to have an event published on a calendar. Simply skip the locations page within the event wizard while creating your event.
  - You can create the event using only Event name/title, Promotional information, dates, and calendar resources page within the event wizard. Be sure to include the actual location within the Event title or description.

- Add Calendar resources.
  - ○ Calendar Resources are the key to having an event appear on a calendar in most cases for public facing calendars.
  - ○ Identify the calendar resource name that you want your event to display on and add it to each event you wish to feature or display.
    - ▪ IE: Calendar – Arts and Architecture.

  - ○ Are you sharing the event across multiple calendars? IE: Arts and Arch on another college or departments events calendar. Add multiple calendar resources to your event.