25Live:
Your Guide
to Getting Started
25Live: Your Guide to Getting Started

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Section 1: 25Live: An Introduction

What is 25Live?
25Live is Brown University's new web-based scheduling and event planning interface. The software provides an online availability calendar, scheduling system, and data repository for events held at the University, yet allows individual schedulers to maintain some of their departmental scheduling policies and practices. 25Live enables authorized members of the Brown community to view space availability and to request the use of University space 24 hours a day, seven days a week from any computer with internet access. In practical terms, 25Live is an online interface that sits on top of the underlying Resource 25 database. As such, your R25 preferences, saved searches, favorite spaces, etc will be available and viewable in 25Live. You are still connecting with the data in R25, just through this new interface. Changes made in 25Live are immediately reflected in R25, and vice versa.

25Live combines the functionality of the remote desktop client access to Resource 25 with the online request form Webviewer 1. Most of the functionality that schedulers find in R25 is now in 25Live, with a few exceptions: updating user preferences (such as your custom view and email signature), editing event types (also known as frameworks), organization searches, multi-location searches, among others.

Who can access 25Live?
Anyone with an active Brown user id and password can log in to 25Live to check availability of space and request a reservation.

Your privileges in 25Live are dictated by the security role you are assigned in the system. You should be able to see and do the same things in 25Live that you could do in the old R25 client. Security roles have been ported over. However, if you find that there is functionality that you used to have on the client side that you now lack in 25Live, notify the Scheduling Office immediately, and they will work with CIS to look into your security role to verify & address those concerns.

What are the recommended browsers?
Mozilla® Firefox® for Windows® (recommended)
GoogleTM Chrome for Windows (recommended)
Microsoft Internet Explorer for Windows (anything prior to v10)
Apple® Safari® for Windows and for Macintosh
Mozilla Firefox for Macintosh

25Live supports the latest version for each of these browsers as well as two major versions back, except for Internet Explorer. Minor display variations may occur between browsers.
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Logging in
Open the 25Live url: 25live.ad.brown.edu from one of the recommended browsers.

25Live users have 3 ways to log into 25Live:
1. Click on “Sign In” at the top right or bottom left
2. Click on the Event Creation and Editing tab
3. Click the “Create an Event” button on the home dashboard

All 3 actions will force a log in pop-up to appear. Please note that you may have to enable pop-ups for this website. You will then use your Brown user id and password to log in. If you have any issues with this user id and password, call the Help Desk at (401) 863-HELP (4357) or email them at help@brown.

Overview and Tour
When you first log in, you are placed at the Home Dashboard. From here you can either navigate directly to a favorite search or click on one of the tabs for searching or event creation.

The Dashboard and Quick Search options that appear can be edited using the “Customize Dashboard” link. You can remove and add back items, personalizing what you see when you first log in. The pages and views in 25Live are “sticky,” meaning that when you make a change to how you are viewing a page, 25Live remembers that as a
preference and will open that page the same way next time. For faster loading, we recommend minimizing your dashboard boxes in the top right corner of each. Your home dashboard will load much more quickly.

The tabs at the top represent the search and editing capabilities you have, based on your security group’s user privileges. The tabs may include:

Home>Event Creation and Editing>Events>Locations>Resources (Scheduling Office only)>Tasks>Reports>Publisher (sys admins only).

Many of you will have saved searches that will get you started processing events in your spaces, or you will see tasks appear in your tasks window. We will go over searching in the next section.
Section 2: Creating Searches in 25Live

Searching for Events Using the Events Tab
To search for a specific event by name, location or other parameters, click on the Events tab.

Under the tab Search for Events, you can Search by Keyword. If you know the exact title of the event, or some of the title’s key words, you can type it in and click Go.

TIP: Beware that you must have the spacing exactly as it was saved in order to come up with the event. Also, if the original Event Name has any misspellings, you may not find it. It’s best to type in just enough information to narrow your search, but not so much that you inadvertently miss it. For instance, typing in a very common keyword such as “meeting” will likely bring back too many search results.

If you click More Search Options to the right of the Go button, you can also Search by Event Type, Organization or Category.

If you click on the tab Predefined Event Searches, your R25 favorite searches will show up here. You can also see searches that other schedulers have made public.
Creating Advanced Event Searches

Advanced Event Searches enable you to customize your own search with multiple criteria and, more importantly, save those searches so that you can use them over and over again.

To create Advanced Searches, follow these steps:

1) Click on the Advanced Event Search tab

![Advanced Event Search](image)

2) Click New Search. Click Add Criteria to choose the criteria for your new search.

![Add Criteria](image)

3) Once you add a criteria, you may, in some cases, need to click on the pencil icon to narrow down that criteria. For example, if you choose Event States, you will have to click on the pencil to select which event states you want to search, such as Draft, Tentative or Confirmed.
4) When you have added the criteria you wish to search, click **Save** to save the search and make it a favorite if you plan to use it frequently. It will also appear on your home dashboard.

5) Click **Search** to perform your search. Each time you perform the search again from your saved searches or your home dashboard, it will redo the search with the latest information/data.

**Advanced Search Results for Events**

When an advanced search is returned, you are given 2 results tabs: **List** and **Calendar**. The **List** tab shows a list of the events or items in question with basic details such as reference number, start date and creation date. The **Calendar** tab puts those same events in a calendar view.
### Advanced Event Search

Click the "Add Criteria" button to add a search criterion. Enter a value for each input field; click the "pencil" to select value(s) for completing a field. If your search has more than one criterion, use the OR/AND selector to determine whether search results must match all your criteria or just ANY one of them.

<table>
<thead>
<tr>
<th>Name</th>
<th>Reference</th>
<th>Title</th>
<th>Organizations</th>
<th>Type</th>
<th>Categories</th>
<th>Your Role</th>
<th>Start Date</th>
<th>Creation Date</th>
<th>State</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpert Medical School Low Yield Show</td>
<td>2013-AAEYMI</td>
<td></td>
<td>MED SCHOOL</td>
<td>Concert</td>
<td></td>
<td></td>
<td>Dec 07 2013</td>
<td>Jun 17 2013</td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>Brown Folk Festival</td>
<td>2013-AAREUZ</td>
<td></td>
<td>FOLK MUSICIANS OF BROWN</td>
<td>Concert</td>
<td></td>
<td></td>
<td>Apr 12 2014</td>
<td>Apr 25 2013</td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>Brown Folk Festival</td>
<td>2013-AAREVU</td>
<td></td>
<td>FOLK MUSICIANS OF BROWN</td>
<td>Concert</td>
<td></td>
<td></td>
<td>Apr 12 2014</td>
<td>Apr 25 2013</td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>Brown Folk Festival</td>
<td>2013-AAREVU</td>
<td></td>
<td>FOLK MUSICIANS OF BROWN</td>
<td>Concert</td>
<td></td>
<td></td>
<td>Apr 12 2014</td>
<td>Apr 25 2013</td>
<td>Draft</td>
<td></td>
</tr>
</tbody>
</table>
Sample Advanced Events Searches

**SAMPLE 1:** Search by Event State>Draft
All initial event requests by the general public initially come in as a Draft Event State. If you are watching for particular events, especially at a peak time period, you can search for draft event requests and filter other criteria such as a specific event type you are watching or that you manage.

**EXAMPLE A:** The Music Department approves space requests for concerts and wants to be sure they act on those requests as soon as a draft comes in, rather than waiting for workflow tasks to come to them. They can create a saved search that filters events by Event State>Draft and then filter it by Event Type>Concert.

**TIP:** That same event would NOT appear under a search with the criteria Event State>Draft and Event Location>Grant 105 because no space has been assigned yet. It would only come back once Grant 105 was approved by Music and assigned to that event.
EXAMPLE B: The Registrar’s Office would like to track specific event types at the beginning of the semester, especially when TA’s request space for an additional discussion section, for instance. They can create a search with the parameters **Event State>Draft, Event Type>Discussion Section**. It would yield these results:
SAMPLE 2: Events by Head Count

EXAMPLE A: Environmental Health & Safety would like to keep an eye on events over 300 in case a Fire Marshall might be needed. They would create a search that used the criteria Reservation Definitions>Head Count, Expected>Minimum=300. In order to limit the occurrence dates so that it only brings up future events for the next 3 weeks, they could also add the criteria Occurrence Dates>Today+ 21 days. Results might look like this:
EXAMPLE B: Student Activities would like to search for Student Organizations requesting events with a head count over 100 people. They would search Reservation Definitions>Head Count, Expected>Minimum=100 and Organizations> Organization Searches> Your Starred Organization Searches>Student Groups.

Results might look like this:

TIP: Advanced organization searches are not yet available with this version (v22) of 25Live. The SAO would have to first create a starred organization search in the R25 desktop client, add to their favorites and then log into 25live to create the search above.
Searching for Locations Using the Locations Tab

To search for a specific location by name, features or other parameters, click on the Locations tab.

Under the tab “Search for Locations,” you can search by keyword, or click “More Search Options” to search by Category, Feature, Layout or Capacity:

Pre-defined Location Searches include your favorite searches as the event searches do:
Creating Advanced Location Searches

Advanced Location Searches, like Advanced Event Searches, enable you to customize your own search with multiple criteria and, more importantly, save those searches so that you can use them over and over again.

To create Advanced Searches, follow these steps:

1) Click on the **Advanced Location Search** tab

2) Click **New Search**. Click **Add Criteria** to choose the criteria for your new search.

3) Once you add a criteria, you may need to click on the pencil icon to narrow down that criteria.

4) When you have added the criteria you wish to search, click **Save** to save the search and make it a favorite if you plan to use it frequently. It will also appear on your home dashboard.
5) Click **Search** to perform your search. Each time you perform the search again from your saved searches or your home dashboard, it will redo the search with the latest information/data.

**Advanced Search Results for Locations**

When an advanced location search is returned, you are given 3 results tabs: **List**, **Availability** and **Calendar**. The **List** tab shows a list of the locations with basic details such as name, categories, features and max capacity. The **Availability** tab shows availability for those spaces, as a comparison. The **Calendar** tab puts those same events in a calendar view.
Availability Tab:

Calendar Tab:
Sample Advanced Locations Searches

**SAMPLE 1:** Search by Features>Disability Access.

![Advanced Location Search](image)

**SAMPLE 2:** Search by General>Minimum Capacity and General>Maximum Capacity

![Advanced Location Search](image)
SAMPLE 3: Search by Categories>Auditorium

SAMPLE 4: Search by Locations>Specific Locations>select all Salomon Classrooms. (NOTE: you will have to click each room one by one, or you can do a search in R25 and save it as a favorite.)
Section 3: Creating Reservations

Creating Events using the Event Wizard

The R25 “Speedbook” has been replaced with an interactive Event Wizard that asks many of the same questions from Speedbook but more intuitively.

To access the Event Wizard for event creation, you have 4 options. Clicking one of those 4 buttons/links opens a new Event Wizard.

Option 1: Click on the Event Creation and Editing tab:

![Event Creation and Editing tab](image)

Options 2 & 3: From the home dashboard, click either “I know when (or where) my event should take place...” or the “Create an Event” button

![Create an Event](image)
Option 4: Do a location availability search and click on an open time block:

Once in the Event Wizard, the lefthand side shows the event status and fields yet to be completed:

1) Enter the Event Name. Please do not use acronyms or abbreviations. Put the event name that would be publicly recognizable.
2) Enter Anticipated Attendance (peak attendance at any one given time):
3) Enter Event Date & Time:

If your event repeats, you can edit the meeting pattern here, both ad hoc and regular occurrences. You can also put in Setup and Breakdown times. Those show up on the availability grid as a lighter color than the reservation time. If your event occurs in different locations when it repeats, you can edit that under Locations, which is next.

4) Enter Event Location(s). If you do not control the space in question, an approval notification will be sent to the appropriate scheduler, usually the Scheduling Office. If you do not find a space that you normally are able to book, notify the Scheduling Office. Something may need to be adjusted in your security role.
Click Next:
5) Select an Event Type:
6) Choose a Primary Sponsoring Organization:
7) Type an Event Description. This editor is also HTML-enabled. When we begin to use the 25Live calendaring feature, some events will be able to automatically post to a calendar.

Note: Some HTML tags (including TABLE tags) are not supported by 25Live Publisher. To embed HTML code directly (such as a YouTube video), switch the editor to "Source" view.

Click Next:
8) Enter Event Setup Details:

![Event Setup Details Image]

This will include event details and space, resource and setup needs. It should also show any additional time required for media or setup services booked separately with Catering, Facilities Management or Media Technology Services. If the requester has asked for Green Space, they will answer the additional questions regarding tents, stages, electricity, physical activity, vehicles and amplified sound.

9) Enter Additional Event Details (formerly “Event Custom Attributes” in R25)

![Additional Event Details Image]

NOTE: The requester must make a separate request directly to Media Technology Services, Catering or Facilities Management. This space request does not book those services for them.

- Contact Phone Number
- Will You Be Serving Food Or Drinks?
- Is This Event Open To The Public?

Click Next:
10) Enter Contact Roles. This is how you enter an event on behalf of someone else, like a professor or other staff member, and make them the requester and yourself the scheduler.
11) Select the Event State

12) Click Finish. Congratulations!
An event summary screen will appear, summarizing the event details you entered.
From this screen, you can click **More Actions** to do things such as print the event details, email a confirmation, add it to your “Starred” events, or create a “To Do” Task:

A note about this “Event Wizard”: this is Brown’s customized event wizard form. Out of 21 potential modifiers (called “editors”), we have chosen the ones that you currently see. However, if you find that there are other modifiers you require or would like to see added to the form, let the University Scheduling Office know, and we will try to accommodate your request. Here is a list of all 21 potential editors (ours are in red):

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Expected Head Count (renamed “Anticipated Attendance”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Date and Time</td>
<td>Event Locations</td>
</tr>
<tr>
<td>Primary Organization</td>
<td>Event Description (HTMLEnabled)</td>
</tr>
<tr>
<td>Event Comments</td>
<td>Event Description (renamed “Event Setup Details”)</td>
</tr>
<tr>
<td>Event Custom Attributes</td>
<td>Event Description (renamed “Additional Event Details”)</td>
</tr>
<tr>
<td>Event State</td>
<td>Affirmation (request form only, renamed “Terms and Conditions”)</td>
</tr>
<tr>
<td>Event Resources</td>
<td>Internal Notes</td>
</tr>
<tr>
<td>Event Head Count</td>
<td>Event Title</td>
</tr>
<tr>
<td>Event Description</td>
<td>Event Categories</td>
</tr>
<tr>
<td></td>
<td>Contact Roles</td>
</tr>
<tr>
<td></td>
<td>Additional Organizations</td>
</tr>
<tr>
<td></td>
<td>Publish to Calendar</td>
</tr>
<tr>
<td></td>
<td>Registered Head Count</td>
</tr>
</tbody>
</table>
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Below is a screen shot of the Request Only form for non-schedulers showing the difference in editors:

![Screen shot of Request Only form]

Modifying Existing Events

**Editing Existing Events**

1) Find the event you would like to edit. If it was created recently, it will appear on your Home Dashboard under Your Events.

![Dashboard showing events]

If not (as above), you can click on the Events tab and search for it by date, name or location. Event Searching will be covered more fully in another chapter.
Once you find your event, you will see the summary of the event details. Click **Edit this Event** to open the event. That re-opens the Event Wizard, enabling you to edit any of the fields (known as “editors”) that you need to.

You can also click **More Actions** to create a To Do Task, print the event, email the confirmation, etc.

**Copying Events**
To copy an existing event, click on **More Actions** and select **Copy this Event**. A new Event Wizard is opened, and the event characteristics as possible are copied over. Change the title of the event as well as any other pertinent details. Click **Finish** to save.

**Linking Events, or “Where the heck are my other Speedbook reservation tabs?”**
In 25Live, instead of reservation tabs, separate events are created and then linked together. First, follow the instructions to create a new event using the **Event Creation and Editing tab** (the Event Wizard). Then either create a second, separate event, or when the event has been saved, click on **More Actions** and choose **Copy this Event**. Once you have your events created, select one of them, click on **More Actions** and then choose **Establish Relationships**. A window will pop up where you can search for the event to relate it to:
Cancelling Events
To cancel an event, search for and find the event. Open the event summary. Click on Event State and change the event state to Cancelled:
We recommend against selecting **More Actions > Delete This Event**. That deletes any record of the event, which is usually only appropriate in the case of an error. In most cases, an event was scheduled and, later, the customer decided to cancel. In that case, cancelling the event keeps a record of it for reporting purposes.
Section 4: Workflow, Approvals & Tasks

Overview of Workflow
Workflow in 25Live allows for department space approvers to receive notifications within the software rather than over email or phone. Whereas in our current practice, you may get an email or phone call from the Scheduling Office to approve an event in your space, 25Live will prompt you to approve or deny an event request within the interface itself. This also holds true for spaces which your department does not currently control and for which you may currently be sending a spreadsheet to the USO.

Example 1:
The Scheduling Office (USO) receives a request for Rhode Island Hall 108 for a time that appears to be available. Currently, the USO would email or call Archaeology for approval and then would finish the reservation and send a confirmation.

In 25Live, the USO would change the Event State to Tentative, and workflow would be kicked off to everyone in the Archaeology Scheduling group. Workflow would appear in the form of a pop up when they log in:

They would also see it as an outstanding task on their Tasks list on the home dashboard:

When the scheduler clicks that task link, they are brought to an approvals page where they can either immediately Assign or Deny the request:
# 25Live: Your Guide to Getting Started

## Overview of Tasks

### Choose Which Tasks To View

- Overdue
- Outstanding
- Flagged
- Completed
- Assigned By You: All
- Assigned By You: Completed
- Assigned By You: Denied

### Choose Visible Columns

- Event
- Title
- Task Item
- Status
- Actions
- Respond By
- First Date
- Reference
- Assigned By

<table>
<thead>
<tr>
<th>Event</th>
<th>Title</th>
<th>Task Item</th>
<th>Status</th>
<th>Actions</th>
<th>Respond By</th>
<th>First Date</th>
<th>Reference</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Ri Hall Request</td>
<td>RIHALL 108</td>
<td>Active / In Progress</td>
<td>Assign?</td>
<td></td>
<td>Jul 05 2013</td>
<td>Jul 08 2013</td>
<td>2013-AEYSK</td>
<td>Myniec, Laura</td>
</tr>
</tbody>
</table>

Information is current as of

---

Brown University, Scheduling Services  scheduler@brown.edu  38 of 50
Or they can drill into the event for more information. You can right-click to go direct to editing the event, or to viewing the event details (see below):

The Scheduler would then change the state to Confirmed, send an email confirmation to the requester, and the event reservation is complete.

Example 2:
The Music Department would like to schedule Sayles Hall, which they don’t control, for an orchestra concert. Currently, that concert would be on a master spreadsheet emailed to the USO.

In 25Live, the Music Department scheduler puts the event into the 25Live Event Wizard and saves it as a tentative event. The USO sees the event come in, assigns the space, and saves and confirms the reservation. It appears as a task just like the example above, fulfilled by the USO.
Creating and Fulfilling Tasks

In some instances, you may need to send an event note or “to do”. Instead of emailing the task, the task can be attached to the event itself and remain part of the event’s history. Search for the event. In the event summary, click on More Actions > Create To Do Task: Please note: the event must be in at least Tentative State for the task to be sent to the recipient.
Find a contact to send the To Do. The to do is a free form text field:

This will then appear as an outstanding task as soon as the recipient logs in:
It will also appear on the **Home Dashboard** of the recipient.

Clicking on “1 Outstanding Task” will bring it up:

Once completed, the task will remain part of the event and its completion will be noted.
Appendix

Sample Event Confirmation (Academic)
Shows events by their regular meeting pattern, such as courses with a repeating pattern

<table>
<thead>
<tr>
<th>Event Confirmation</th>
</tr>
</thead>
</table>

**Related Event Test #2**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Event Reference: 2013-AAAFBU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor:</td>
<td>Williamson, Darlene</td>
</tr>
<tr>
<td>Requestor:</td>
<td>Williamson, Darlene</td>
</tr>
<tr>
<td>Scheduler:</td>
<td>Williamson, Darlene</td>
</tr>
<tr>
<td>Organization:</td>
<td>ANTHROPOLOGY DUG (Primary Organization)</td>
</tr>
</tbody>
</table>

**Reservations**

<table>
<thead>
<tr>
<th>Ceremony</th>
<th>Head Count: Exp: 25, Reg: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time(s):</td>
<td>2:00 P.M. - 3:00 P.M.</td>
</tr>
<tr>
<td>Date(s):</td>
<td>Thu, Jul 18 2013</td>
</tr>
<tr>
<td>Occurrences:</td>
<td>1</td>
</tr>
<tr>
<td>Location:</td>
<td>SALOMN 001</td>
</tr>
</tbody>
</table>
Sample Event Confirmation (Detailed)

Shows events with each separate occurrence listed out, including ad hoc and varying occurrences

### Event Confirmation

#### Test Multi Occurrence Event

<table>
<thead>
<tr>
<th>Title:</th>
<th>Event Reference: 2013-AAFAB1L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor: Williamson, Darlene</td>
<td>Event Last Modified: Jul 16 2013 2:50 P.M.</td>
</tr>
<tr>
<td>Scheduler: Williamson, Darlene</td>
<td>Current Event State: Tentative</td>
</tr>
<tr>
<td>Organization: UNIVERSITY EVENTS</td>
<td>Phone:</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:Darlene_Williamson@brown.edu">Darlene_Williamson@brown.edu</a></td>
</tr>
</tbody>
</table>

#### Event Occurrences

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructions</th>
<th>Head Count: Exp. 25, Reg. 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri, Jul 19 2013</td>
<td>1:00 P.M. - 3:00 P.M.</td>
<td>Kassar House Room 105</td>
<td>Classroom</td>
<td></td>
</tr>
<tr>
<td>Fri, Jul 26 2013</td>
<td>1:00 P.M. - 3:00 P.M.</td>
<td>Kassar House Room 105</td>
<td>Classroom</td>
<td></td>
</tr>
<tr>
<td>Fri, Aug 02 2013</td>
<td>1:00 P.M. - 3:00 P.M.</td>
<td>Kassar House Room 105</td>
<td>Classroom</td>
<td></td>
</tr>
<tr>
<td>Fri, Aug 09 2013</td>
<td>1:00 P.M. - 3:00 P.M.</td>
<td>Kassar House Room 105</td>
<td>Classroom</td>
<td></td>
</tr>
</tbody>
</table>
Sample Event Confirmation (Related)
Shows details for related events and their occurrences

## Event Confirmation

### Related Event Test #2

<table>
<thead>
<tr>
<th>Title:</th>
<th>Event Reference: 2013-AAFABJ</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Event Last Modified: Jul 18 2013 2:03 P.M.</td>
</tr>
<tr>
<td></td>
<td>Current Event State: Tentative</td>
</tr>
<tr>
<td>Requestor:</td>
<td>Williamson, Darlene</td>
</tr>
<tr>
<td>Scheduler:</td>
<td>Williamson, Darlene</td>
</tr>
<tr>
<td>Organization:</td>
<td>ANTHROPOLOGY DUG</td>
</tr>
</tbody>
</table>

### Related Events

<table>
<thead>
<tr>
<th>Related Event Test #1</th>
<th>2013-AAFABJ</th>
</tr>
</thead>
</table>

### Event Occurrences

<table>
<thead>
<tr>
<th>Thu, Jul 18 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00 P.M. - 3:00 P.M., Related Event Test #2</td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Salomon Center Room 001</td>
</tr>
<tr>
<td>Head Count: Exp: 25, Reg: 0</td>
</tr>
</tbody>
</table>

| 2:00 P.M. - 3:00 P.M., Related Event Test #1 |
| Location | Instructions |
| Salomon Center Room 004 | Classroom |
| Head Count: Exp: 25, Reg: 0 |
Notes:
Notes: