Creating Events with Express Scheduling

> 🔒 **Security Note**
>
> All users with permission to create events (Basic: 1.0 *Create Events* in Series25 Group Administration) can use Express Scheduling for a location, provided that:
>
> - The location has been configured to allow it.
> - The user has "View" Object Security permissions and "Assign" Assignment Policy permissions setup in Group Administration.
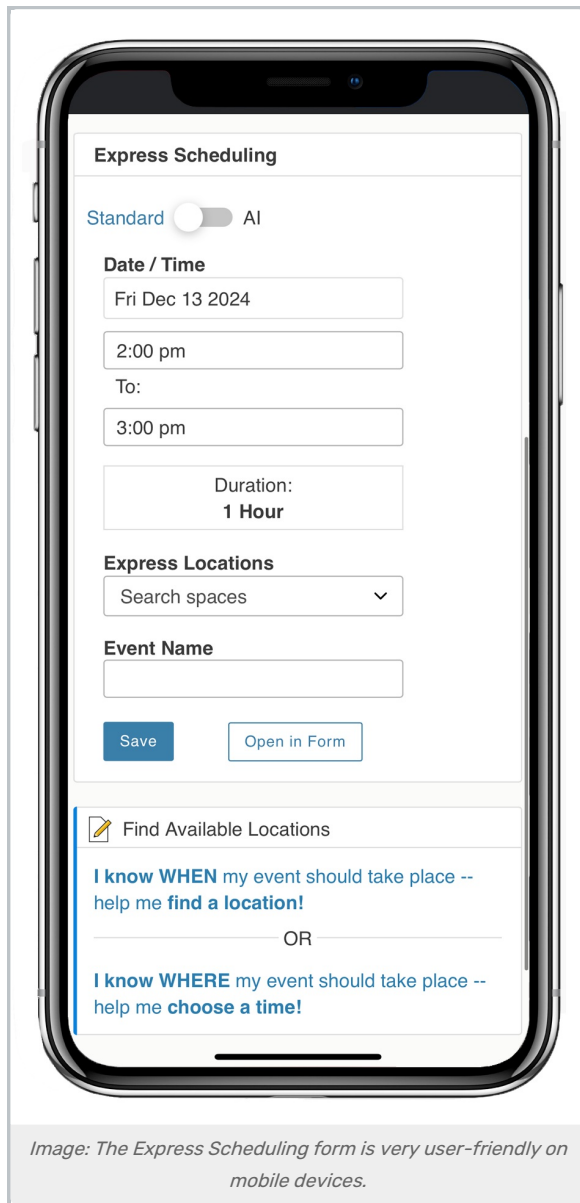
Scheduling an Event with Express Scheduling

1. Locate the Express Scheduling Widget on Your Dashboard

The Express Scheduling form is conveniently located on the home Dashboard of 25Live as a widget you can move via drag-and-drop functionality.

Image: Your Express Scheduling widget can be moved around your home dashboard.
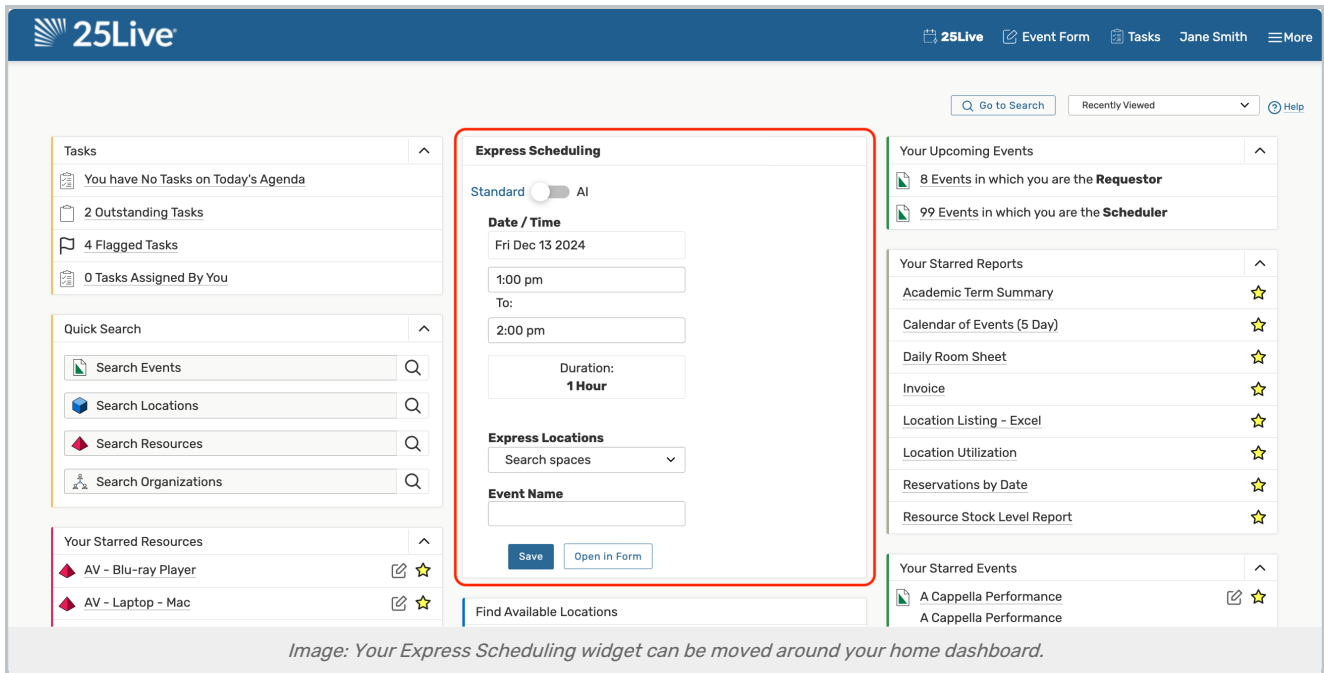
2. Complete the Express Scheduling Form

Standard Express Scheduling

This option has you complete a short form to schedule your event.

- **Set the toggle to Standard**

- **Set the date**: The date field defaults to the current date. Use the date picker if you would like to choose a different date.
  - *Note About Multi-day Events:* Express Scheduling can only be used for events that begin and end on the same day, so the end date will not be visible. Use the Event Form if you need to schedule a multi-day event.

- **Set the time:** This duration of the event must be within the confines of the duration setup for the location, otherwise an error message will display. If you would like to create a longer event, use the Event Form or contact your 25Live Administrator.

- **Search for a space**: Start typing a location name then choose a match from the resulting list. Unavailable locations do not display.

- **Enter an event name:** As with any event, the name of the event is required.

- **Save**: Press save to finalize your reservation.

Express Scheduling with AI ^NEW!

Using this option, the AI chatbot, will guide you through scheduling your event and offer available locations.

- **Set the toggle to AI**

- **Respond to the chatbot**: with your event details: In one message, enter the event date, time, expected headcount, and event name. If an event name is not entered, your event will be saved with the default event name.

- **Choose a location from the list**: Select **Reserve** on any available locations to finalize your reservation.

Express Scheduling

Standard 🔘 AI

Hello. I'm Seven, an AI-powered express scheduling assistant. Provide me with the date, start/end time, name, and maximum headcount of your new event, and I'll provide you with a list of spaces that are available!

Type your message...   Send

Image: Set the toggle to AI to have Seven, the Express Scheduling chatbot, assist with your reservation.

I need a location for January 9th, 1pm-2pm. My event is called "Library Study - Jan 09" and includes 5 people.

Here are some spaces that are available for your time slot. You may select one, or let me know if you need to change your criteria.

Type your message...   Send

ARTS 102
Capacity: 5   Reserve

ARTS 103
Capacity: 5   Reserve

ARTS 104
Capacity: 5   Reserve

ARTS 105
Capacity: 5   Reserve

MSC 102
Capacity: 25   Reserve

Image: Send Seven a message with your event name, date, time, and expected headcount. Then press Reserve one of the location options to save the event.

3. Review

If you have any error messages, review the Express Scheduling form fields. If after saving you are still having trouble, review the Troubleshooting section or contact your 25Live Administrator.

ℹ️ **Note: Use the Event Form to Complete More Details**

Use the **Open Form** link at the bottom of the form to specify further details about your event. See Creating Events with the Event Form.

✅ **Tip: Best Practice is to Keep a Single Folder for Express Scheduling Events**

We always recommend following Best Practices to reduce confusion with cabinets and folders, but, if you have more than one folder that the event can be saved into, a pop-up display will appear to allow the user to select which "heading" (or folder) they wish to save to.