

# Creating Events with Express Scheduling

## In This Article:

- [Scheduling an Event 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. (see [Setting Up Locations for Express Scheduling](#))
- The user has "View" [Object Security](#) permissions and "Assign" [Assignment Policy](#) permissions set up 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 (if using the desktop browser application).

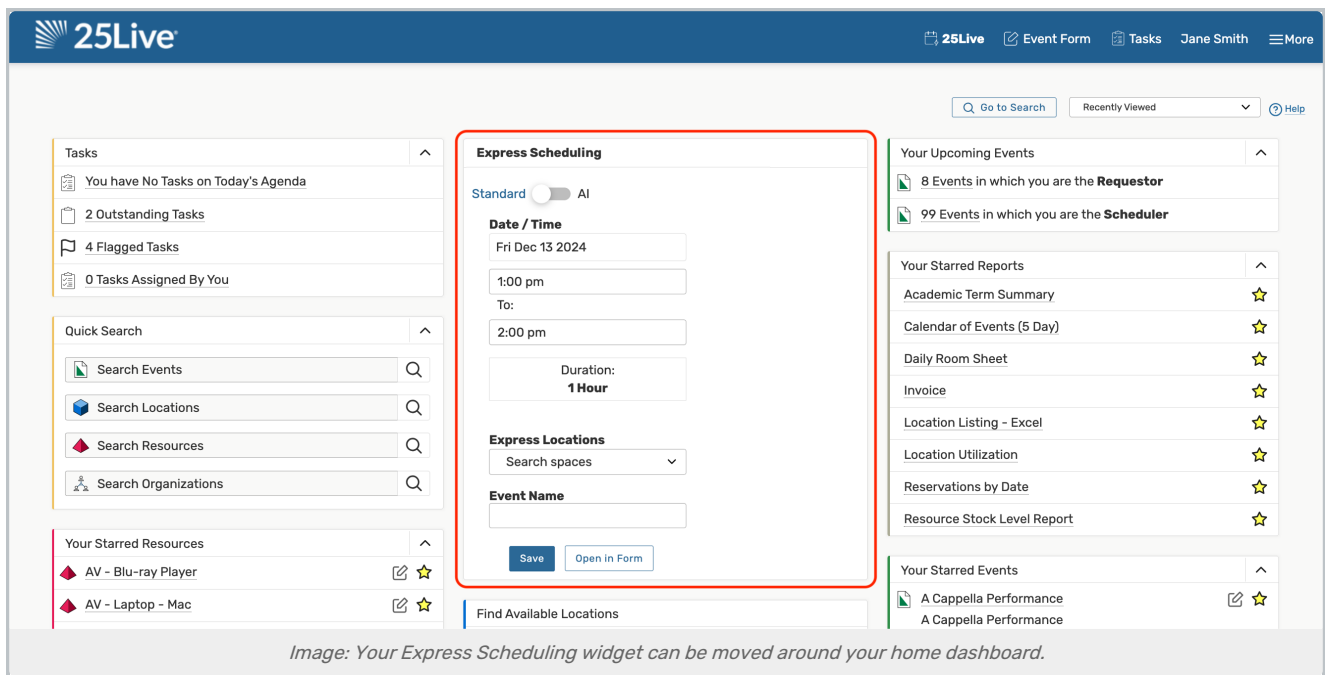


Image: Your Express Scheduling widget can be moved around your home dashboard.

### 2. Complete the Express Scheduling Form

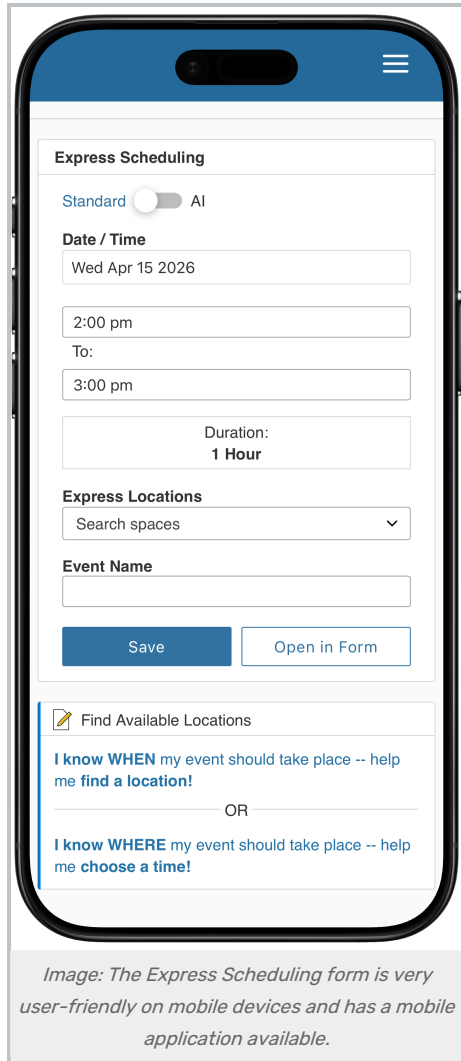


Image: The Express Scheduling form is very user-friendly on mobile devices and has a mobile application available.

### 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 today. 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](#) to schedule a multi-day event.
- **Set the time:** The event duration must be within the limits set for the location, or an error message will be displayed. 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 is required.
- **Save:** Use the **Save** button to finalize your reservation.

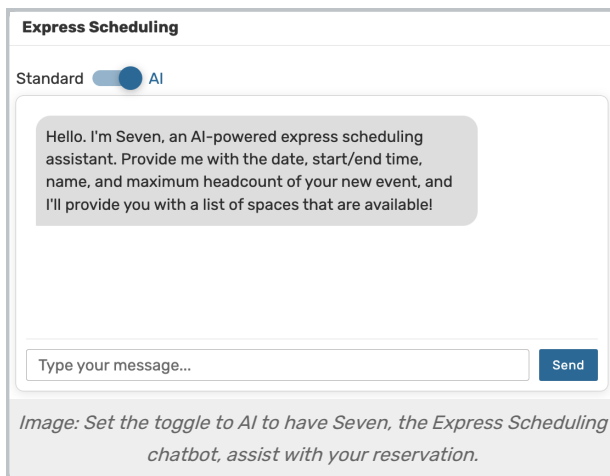


Image: Set the toggle to AI to have Seven, the Express Scheduling chatbot, assist with your reservation.

### Express Scheduling with AI

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 no event name is entered, your event will be saved with the default name.
- **Choose a location from the list:** Select **Reserve** on any available locations to finalize 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...

**ARTS 102**  
Capacity: 5

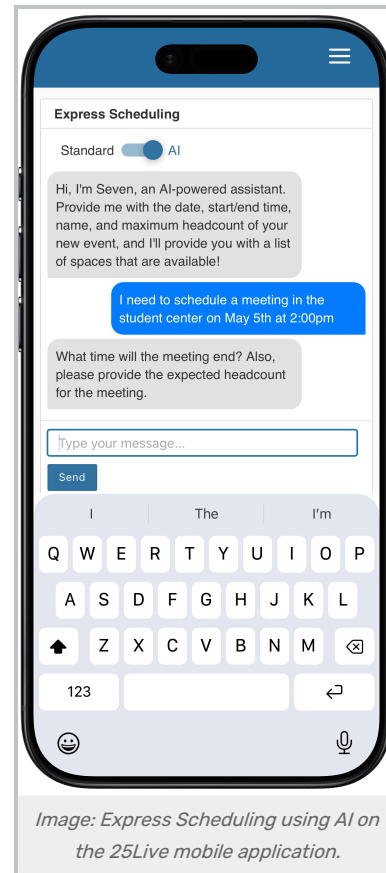
**ARTS 103**  
Capacity: 5

**ARTS 104**  
Capacity: 5

**ARTS 105**  
Capacity: 5

**MSC 102**  
Capacity: 25

*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 you are still having trouble after saving, review the Troubleshooting section or contact your 25Live Administrator.



#### Note: Use the Event Form to Complete More Details

Use the **Open in 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 where the event can be saved, a pop-up or alert will appear, allowing the user to [select which "heading" \(or folder\)](#) they wish to save to.