

# Creating Events with Express Scheduling in 25Live Pro

## What is Express Scheduling?

Express Scheduling is an easy, direct way to schedule simple events at your institution. This quick form is best used with common spaces that are immediately available for scheduling without the need for additional approval, such as library study rooms, music practice rooms, and spaces students and basic users are allowed to reserve/request. If you wish to schedule a single day, single occurrence event that doesn't require resources, Express Scheduling is the fastest way to create that event.

In 25Live, the Express Scheduling widget appears on your [home Dashboard](#) in place of the "Create an Event" widget if you have locations configured to use the feature.



## Related Topics

- [Creating Events With the Event Form](#)
- [Using and Customizing Your Home Dashboard](#)
- [Viewing Event Details](#)
- [Working with Search Results](#)
- [Cancelling Events](#)
- [Deleting Events](#)
- [Learning About 25Live Event Structure](#)
- [Viewing Location Details](#)

## Setting up Locations for Express Scheduling

Each location you would like to allow use with Express Scheduling must be configured individually in the [Location details view](#) or in the [25Live Administration Utility](#).

### Administrator note: who can use Express Scheduling?

All users with permission to create events (Basic 1.0 in [Series25 Group Administration](#)) can use Express Scheduling for a location, provided that both:

1. The location has been configured to allow it, as described above
2. The user has "Assign" permissions to the location via [Assignment Policy](#)

## 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.

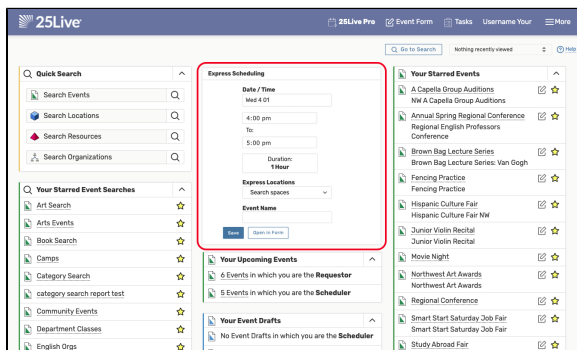


Image: Your Express Scheduling widget may be located elsewhere on your home Dashboard.

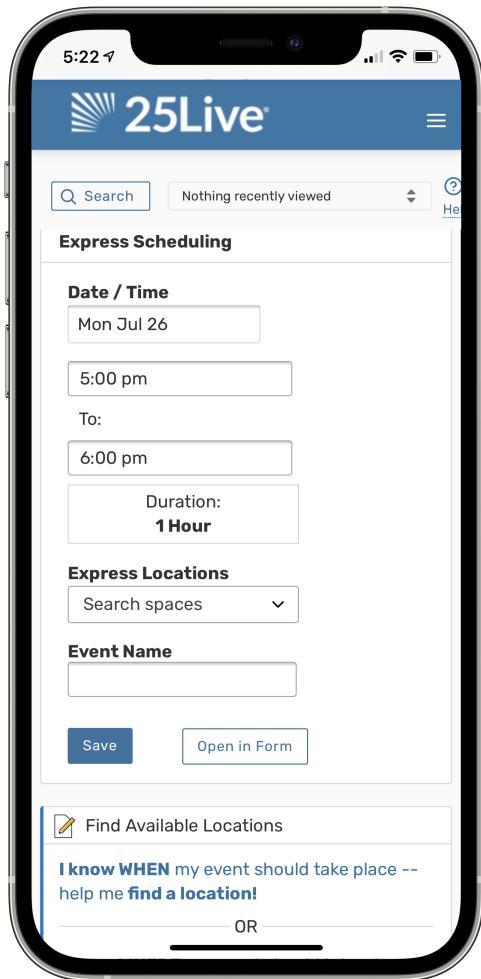


Image: The Express Scheduling form is very user-friendly on mobile devices.

## 2. Complete the Express Scheduling Form

**Express Scheduling**

**Date / Time**

Fri 12 18

5:00 pm

To:

6:00 pm

Duration:

**1 Hour**

**Express Locations**

Search spaces

**Event Name**

Save Open in Form

Image: The Express Scheduling event form is quick and easy to complete.

- **Choose 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.
- **Complete the Time:** An upper duration limit may optionally be set in the Administration Utility Express Scheduling configuration for the chosen location. If set, your event cannot be longer than that limit, or an error message will display. If you would like to create a longer event, use the [Event Form](#) or contact your 25Live Administrator.
- **Search spaces:** Start typing a location name then choose a match from the resulting list. Unavailable locations do not display.
- **Complete Event Name:** As with any event, the name of the event is required.



**Tip: If You Don't See Your Desired Location**

The location may have an [assignment window](#) configured for it in the [Series25 Group Administration tool](#) that enforces a specific period of time before which you must request a location ahead.

### 3. Save Your Event

If no error messages are displayed, use the **Save** button to save your event.



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

If your 25Live user has permissions to do so, the **Open Form** link is available at the bottom of the form for you to specify further details about your event. See [Creating Events with the Event Form](#).

If you have any error messages, review the Express Scheduling form fields and try to save again. Or, contact your 25Live administrator.



**Tip: Which Heading or Folder Will Express Scheduling Save Under?**

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.

Best practice is to keep a single folder for Express Scheduling events.

#### Additional Notes About Express Scheduling

- The event owner is determined by how your 25Live instance is configured for the location.
- For all events scheduled with the Express Scheduling form, a default event type will be assigned based on the configuration for the chosen location in the Administration Utility.
- Some Event Form configuration options for security groups are ignored for events created with the Express Scheduling form, including:
  - Date Buffer
  - Event State (will be Confirmed)
  - Event Type (will use the Event Type in Express Scheduling configuration)
  - Required Custom Attribute
  - Location Default Scheduler (defaults to current user)
  - Event Owner (defaults to system defined owner)
- Events created with Express Scheduling can be cancelled by the user who created them, even if that user doesn't normally have the rights to cancel events. See [Cancelling Events](#).
- If two users try to create events simultaneously, resulting in conflicts, errors will display.