

# Adding an Event to HHD Calendars via 25Live

To get started, go to [hhd.psu.edu/25live](http://hhd.psu.edu/25live)



## ROB TIP:

Add all public and semi-private events. Do not add internal meetings, parties, or private events.

SCREEN 1

## Creating a New Event

- Click on "Create an Event"
- Enter the title in "Event Name"
- Enter "Event Type" – most common is "Lecture/Keynote/Forum"
- Sponsoring Organization – Find your department by searching for "HHD"
  - UP-Dept-HHD-[dept./center acronym]

SCREEN 2:

## Expected Attendance

- Enter "Expected Attendance"
- Enter "Promotional Information"
  - First 280 characters should be overview/teaser of event
  - Include any registration link(s), speaker(s) or agenda(s)
  - Do not include the event title, date, or time
  - Include location only if event is off-campus

SCREEN 3:

## Repeating Event

- Complete as necessary

SCREEN 4:

## When is the Event

- Enter the public event start date and time

SCREEN 5:

## Find and Select Locations

- If the event is on-campus, add the location here. If the event is off-campus, add the location to the first line of the "Promotional Information" on screen 2.

SCREEN 6:

## Find and Select Resources

- Add all calendar resources that are appropriate.
  - Required: Calendar –HHD-Main Calendar
  - Add all other relevant resources: Calendar–HHD–[dept./center acronym]

SCREEN 7:

## Attached Files

- Any files uploaded will not appear in the calendar feed and will only appear in 25Live
- This field is rarely used

SCREEN 8:

## Additional Event Information

- Select options appropriate to your event.
- To add photos to your event:
  - Event Image (primary image) – Add URL of a square, 300px image
  - Detail Image (secondary image, optional) – Add URL of a square, 300px image

SCREENS 9, 10, 11:

## Contacts/Categories/Comments

- Complete as necessary
- No need to select categories on screen 10

SCREEN 12:

## Event State

- If you have requested an on-campus room and are awaiting confirmation, leave as is
- If the room location is off-campus (i.e., not in 25Live), change this to "Confirmed"
- Finally, click "Save." Your event is published and will appear on calendars within an hour



## ROB TIP:

To share an event: Go to [hhd.psu.edu/events](http://hhd.psu.edu/events) and select your event. Scroll to the bottom, click "Event Link," and share the URL that appears.