**Adding Set up / Takedown timelines to requests – R25**

Now you should have noticed that the 15 minutes set up and 15 minutes takedown are not in for you ever. The hour set up and take down for those of you who have this set as you needs.

**YOU need to ADD this to the request.**
**It is required between courses and events and allows for exit and entering between events.**

I suggest that you set your user preference in R25 so these are default active as a remainder if we have not already set this.

So in R25
Select Options from the top
Select User Preferences….

Select Events
Select the Create Events Tab
Check the box by “Turn on Setup & Takedown Times”
Hit [OK]
When processing your requests you will need to add the required 15 minutes set up / takedown per requirement between courses and events as well as allowing your guests to exit and enter between events.

To do this you will click in the 00M box in the set up field.

Enter 15

** YOU HAVE TO TAB for the system to read this.

TAB off the field

Click in the 00m in the takedown

Enter 15

TAB

Now move to the assignment card

Click Continue on the change warning

Click OK on the remapping box

Process as usual.