



CALIFORNIA STATE UNIVERSITY, STANISLAUS

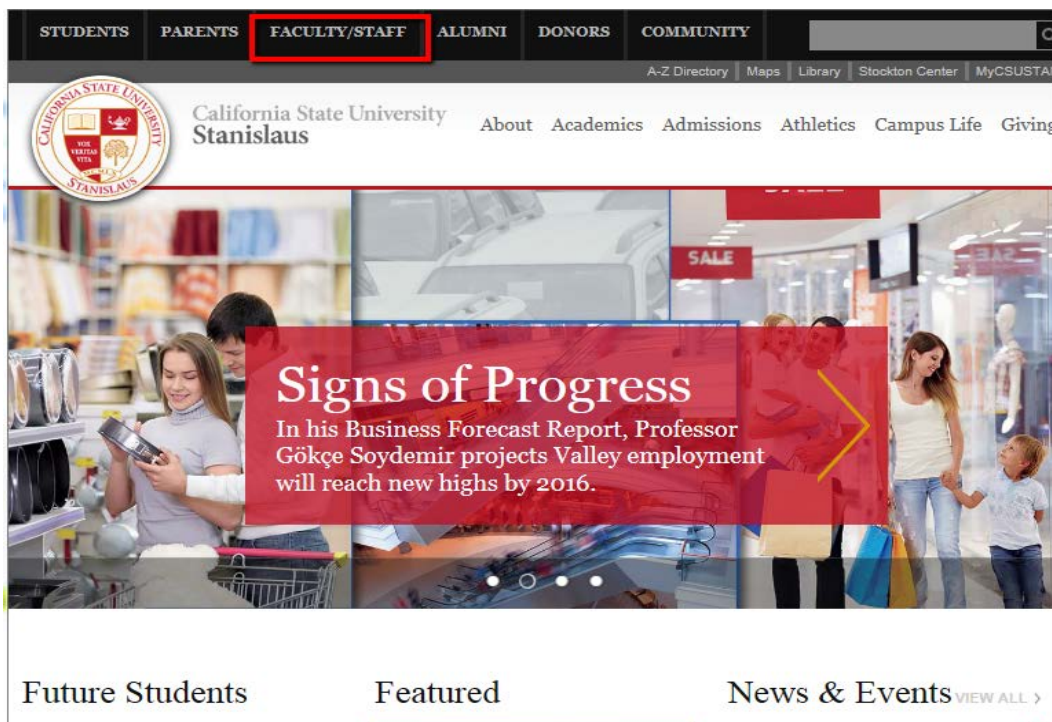
EVENT SERVICES

Step by Step Guide for Requesting an Event in 25Live

Signing in to 25Live

You will start this process from the university web using Firefox, Chrome or Safari. The address is <https://www.csustan.edu>




Once you are on the website please click on the header that best describes your relationship to campus. For the purpose of this guide we will be acting as a “Faculty/Staff” user.



From the Faculty/Staff landing page click on the gold button on the left side that says “25Live Calendars”.

Faculty & Staff

- Outlook Email >
- Blackboard >
- Computer Labs >
- Academic Catalog >
- Academic Calendar >

-  **myCSUSTAN**
-  **StanAlert**
Emergency Notifications
-  **25Live Calendars**
Campus Event Scheduling
-  **Warrior Card**
Get your card today

Faculty & Staff

See the [A-Z Directory](#) for complete department listings.

Faculty & Staff Resources

- > Financial & Support Services
- > Gateway
- > Facilities Services
- > Event Services
- > Faculty Mentor Program
- > Faculty Center
- > Faculty Affairs
- > Human Resources
- > Academic Senate
- > Faculty Handbook
- > Staff Council

This will take you to the 25Live Calendar of Events, which is the University Master Calendar. To schedule an event click on the “Submit Request through 25Live” icon.

Calendar of Events

View: Table ▾

June 2014 ◀ ▶

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Search

Calendars

- All Campus Events
- School of The Arts
- Music Events
- Theatre Events
- Student Activities
- Student Recreation Complex

Select: [All](#) | [None](#)

Submit Request Through 25Live

◀ Prev | Next ▶


[PRINT](#) | [SUBSCRIBE](#) | [iCAL](#) | [RSS](#)

Select: [All](#) | [None](#) [Add To My Calendar](#) [Remind Me By Email](#) [Other Event Actions...](#) ▾

JUNE 2014

Date	Time	Event	Location
<input type="checkbox"/> 6/9/2014	6am	Music Building Unlock	MUSIC BUILDING UNLOCK
<input type="checkbox"/> 6/9/2014	7:30am	PREP	P 120
<input type="checkbox"/> 6/9/2014	8am	Central Valley SAT Prep Academy	C 111
<input type="checkbox"/> 6/9/2014	8am	Men's Basketball Team Camp - JV	ED & BERTHA FITZPATRICK ARENA,G 001,ED AND BERTHA FITZPATRICK ARENA LOBBY
<input type="checkbox"/> 6/9/2014	8am	Orientation Leader Job Training	EVENT CENTER
<input type="checkbox"/> 6/9/2014	8am	Pre Freshman Enrichment Program	C 106,C 113,C 201,C 238,C 245,S 137,S 205,S 207,C 117,S 135
<input type="checkbox"/> 6/9/2014	8am	PREP Central Location	
<input type="checkbox"/> 6/9/2014	8am	STEM	MSR130
<input type="checkbox"/> 6/9/2014	9am	Interviews	MSR350
<input type="checkbox"/> 6/9/2014	9am	Men's Basketball Summer Camp	ED & BERTHA FITZPATRICK ARENA,G 001
<input type="checkbox"/> 6/9/2014	10am	Business & Finance Manager's Meeting	MSR285
<input type="checkbox"/> 6/10/2014	10am	UConn All Star Football	SOC REC FIELD

Once there click on the “Sign In” Link at the top of the page, located toward the right side.

 [Sign In](#) Today is Fri Jun\6\2014 [Help](#)

[Home](#) [Events](#)

[Dashboard](#) [Calendar](#)

You will then be prompted to sign in with your **Warrior Sign In** information as you do with your computer and MyCSUStan.

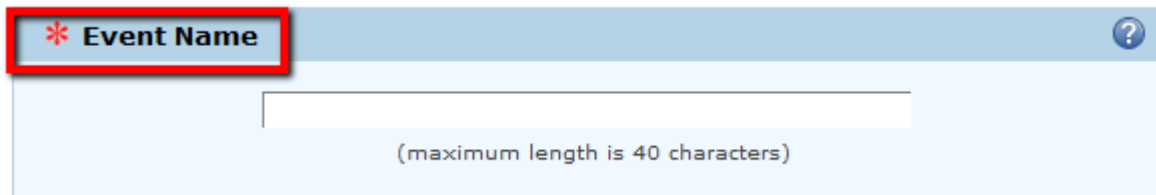
You can verify that you are signed in by the appearance of your name in the top right.

From here click on the “**Event Wizard**” tab to start your request.

The Event Wizard will lead you through a series of sections by asking questions related to your event. The sections with a red asterisk next to them are “required” fields and must be completed to move on to the next section. The left hand side is an overview of the process; the progress of your reservation can be tracked in the “Event Status” box.

The screenshot displays the 'Event Wizard' interface. At the top, there is a navigation bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. Below this, a breadcrumb trail shows 'Creating: Untitled #1' and a 'New Event...' button. The main window title is 'CREATING: UNTITLED #1'. On the left, an 'EVENT STATUS' box indicates '2 Required Fields Remaining' and 'No Scheduling Conflicts Detected!'. Below it, an 'EDIT EVENT DETAILS...' section lists required fields: Name, Type, Primary Organization, Date and Time, and State, along with optional fields like Description, Locations, Head Counts, Resources, Title, Custom Attributes, Categories, Contact Roles, Comments, Confirmation Notes, and Internal Notes. The main form area contains three sections: 'Event Name' with a text input field (40 character limit), 'Event Type' with a 'Find by...' search box and a 'Choose from...' list of event types (e.g., ASI/USU/Union Board, Alumni Event, etc.), and 'SELECTED EVENT TYPE' which is currently empty. A note explains that changing the event type resets available options. At the bottom, a 'Primary Organization for this Event' field is partially visible.

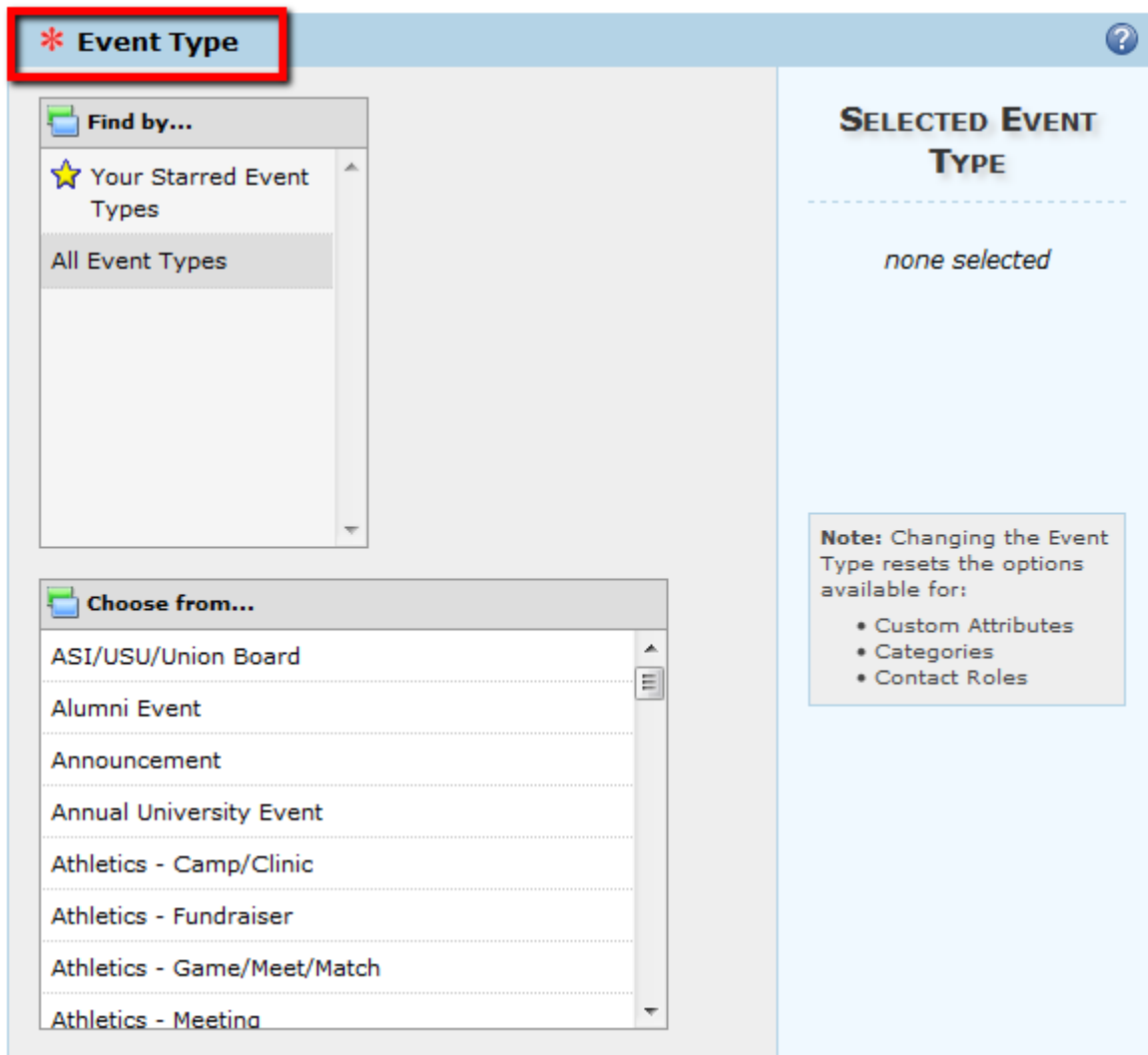
When completing the “**Event Name**” section please be clear and complete. Remember that this section will be viewed by both on and off campus groups so using acronyms in this section is not recommended. Due to the character limitations if you must abbreviate here please include the full name of you event in the “Event Description” section.



* **Event Name** ?

(maximum length is 40 characters)

The “**Event Type**” section is crucial because once you save your event you cannot go back and change this. In the 2nd phase on the 25Live implementation we will be limiting the event types that you are able to select from based on your security group which will help with your selection.



* **Event Type** ?

Find by...

- Your Starred Event Types
- All Event Types

Choose from...

- ASI/USU/Union Board
- Alumni Event
- Announcement
- Annual University Event
- Athletics - Camp/Clinic
- Athletics - Fundraiser
- Athletics - Game/Meet/Match
- Athletics - Meeting

SELECTED EVENT TYPE

none selected

Note: Changing the Event Type resets the options available for:

- Custom Attributes
- Categories
- Contact Roles

The “**Primary Organization for this Event**” is the organization who is responsible for the event; usually it is the requestor’s organization. When starting out, the Search tool is the best for finding your Organization. Once you select it and it appears on the right you may want to “Star” it so it will appear automatically next time you request an Event.

*** Primary Organization for this Event**

Find by...

- Your Starred Organizations
- Search**
- Index
- Types
- Categories

Search

Search by Organization Name:

Search

SELECTED ORGANIZATION

none selected

In the case where you are collaborating with another organization on an event you will need to complete the “Additional Organization(s) for this Event” section.

The screenshot shows a software interface with a light blue header bar. The title "Additional Organization(s) for this Event" is highlighted with a red rectangular box. In the top right corner of the header bar is a question mark icon. The main content area is divided into two vertical panels. The left panel contains two sections: "Find by..." and "Search". The "Find by..." section has a list of options: "Your Starred Organizations" (with a star icon), "Search" (with a magnifying glass icon), "Index", "Types", and "Categories". The "Search" section has a text input field labeled "Search by Organization Name:" and a "Search" button. The right panel has a light blue background and is titled "SELECTED ORGANIZATIONS" in bold. Below the title is a dashed horizontal line, and the text "none selected" is centered below the line.

The “**Event Date and Time**” section is an area that is key to your reservation and there are a few areas that you should pay special attention to this area are key to finding a location for your event. By select the date and time the system can display available spaces that match your desired criteria:

- **Pre-Event/Set-up durations and Post-Event/Takedown durations.** Complete this section to capture any time before or after the actual event time that you will need for room set-up, break-down. Always consider the time that Facilities Services and Catering may need to do their set-up and break-down for your event as well.
- The “**Occurrence Duration**” gives you an idea of the total reservation time, including any set-up or break-down.
- “**Event Repeats**” is where you would enter any additional dates that are associated with this reservation. In this section the event times must be the same for each date. For reservations that do not “repeat” exactly, but are all related to the event you can link them by “Establishing Relationships” once the reservations are complete. Please contact Susie or Monica for additional instructions on this.

* **Event Date and Time** ?

Start:
[Pre-Event/Setup durations?](#)

End:
[Post-Event/Takedown durations?](#)

Occurrence Duration: 1 Hour

Event Repeats? ▼

Occurrence List

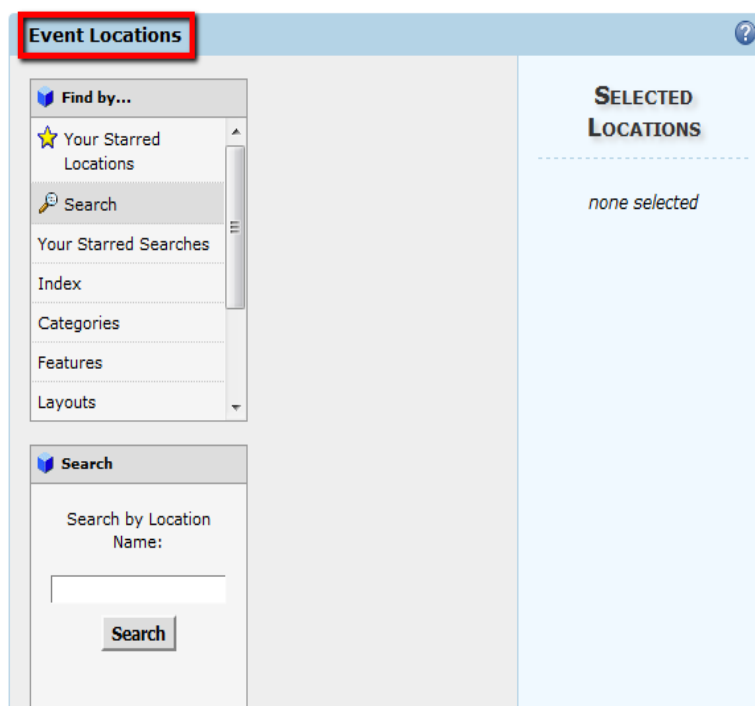
Date	Comments	Status
Sat Jun\7\2014	<input type="text" value="(none)"/>	<input type="text" value="Active"/> ▼

The “**Event Description**” section is one of the most important because it helps your audience to learn more about your event. If you have other events that are similar then the description will set them apart. If your event is a simple department meeting for on campus personnel then that is a perfect description explaining the event and who it is for.



“**Event Locations**” - By Selecting a method in the “**Find by**” box you can indicate how you wish to find locations to place your event. If you do not have any starred locations or collections we would recommend starting with either the *Categories* or *Search*. With *Categories*, once you select one a list of locations will be displayed below along with a Green Check Mark to indicate that it is available for all your dates and times. Or a Red Triangle indicating that it is NOT available. (If you have the Hide Unavailable check box selected

Hide Unavailable you will not see any unavailable locations. To select a location simple click on it and it will be moved to the right side of the fields indicating that this is a location you wish to request. If it is one you prefer you might wish to add a Star. You may add more than one location to your event if you wish by simply clicking another to add it.



“Event Head Counts”: You are only required to fill in the “Expected Head Count” value.

Event Head Counts

EXPECTED HEAD COUNT

Unknown

[]

(Select this option to enter a head count.)

REGISTERED HEAD COUNT

Unknown

[]

(Select this option to enter a head count.)

The “Event Resources” Sections behaves similar to the Locations; however there are much fewer resources available. Keep in mind all locations come with any furniture already located there so you do not need to request chairs for a conference room or classroom.

Event Resources

Find by...

- Your Starred Resources
- Search
- Your Starred Searches
- Index
- Categories
- All of Your Searches
- Public Searches

Categories

- Department Of Art
- Department Of Music
- Department Of Theatre
- Facilities Services**
- Media Equipment
- O.I.T.
- Parking Management
- Personnel

Choose from...

- Climate Control/Special Request
- Custodial Services
- Facilities Services Chairs
- Facilities Services Podium
- Facilities Services Tables
- Fencing
- Fire Permit

SELECTED RESOURCES

Dining Room Set-up ✓ ☆ ✕

Quantity: 1 []

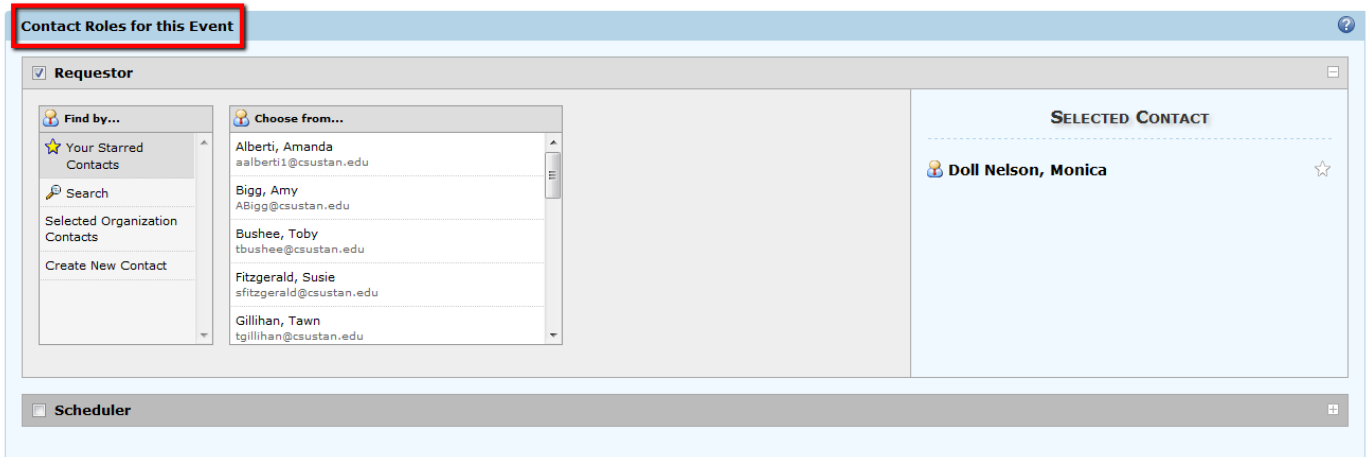
Setup Instructions: (none)

Food Service ✓ ☆ ✕

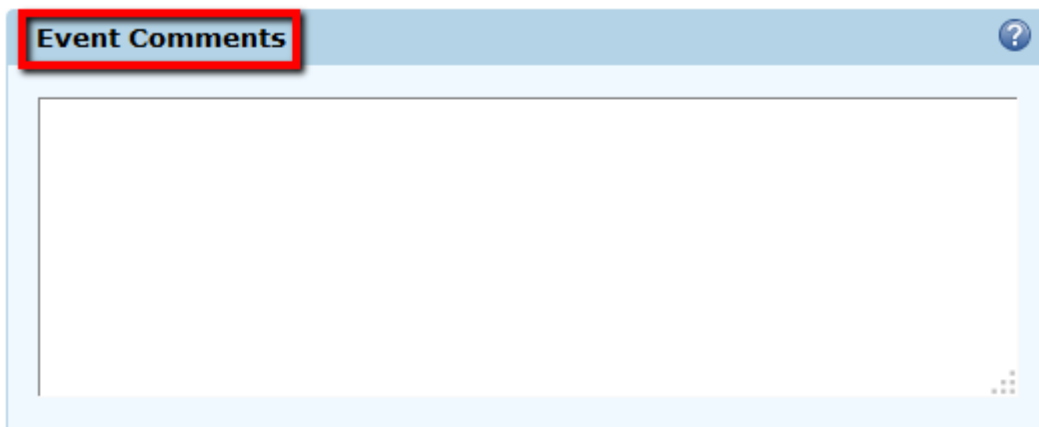
Quantity: 1 []

Setup Instructions: Dining facilities setup and catering orders must be made in advance with the Catering Manager. Please call Catering two weeks in advance of your event to make arrangements. . Request tables and other event resources in advance from the appropriate department: Campus Dining at 667-3634 or Facilities Services at 667-3211 (Work orders available at: <http://web.csustan.edu/BF/Documents/FacilityRequest-WorkOrder.pdf>) .

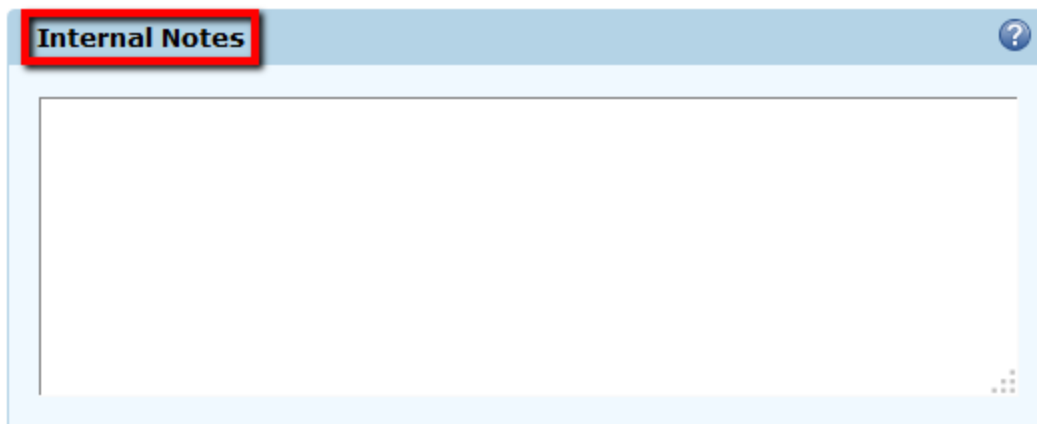
“Contact Roles for This Event”: Whoever is submitting the request will default as the “Requestor” in this section.



“Event Comments”: In this section you would want to add any other details that would be important to someone reviewing or approving your event. These comments WILL post to the calendar for the public to see.



“Internal Notes”: This is where you would be able to record comments that WILL NOT be published to the web, so would only be visible to those who log in to 25Live.



Click Finish: Once completed you can click the finish button and the system will save your event and double check that your location(s) are available as it does. Your event will be saved in a “tentative” state. Please be advised that any space(s) and/or resource(s) requested are not reserved until you receive a confirmation from that scheduling unit. You can check the status of your request by logging into the 25Live site, clicking on the Events tab and then clicking on Pre-defined Search. In the box displaying search options, click on Events You Have Requested.