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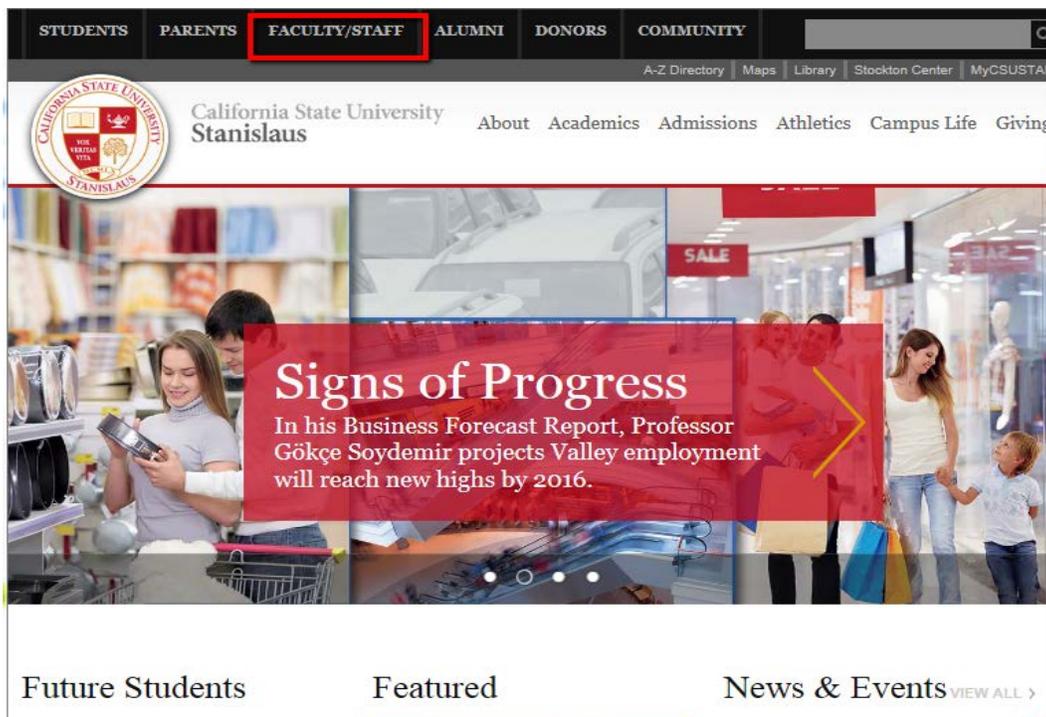
From the Faculty/Staff landing page click on the gold button on the left side that says **"25Live Calendars"**.

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" i**con.

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

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

Logging into **corp.collegenet.com**

Warrior Sign In

mdoll

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Sign In

Forgot your Warrior Username or Password?

Warrior Identity Information

Your Warrior Username is the first part of your University e-mail address, up to the "@" symbol. (ie: for JBond@csustan.edu, the Warrior Username is "JBOND").

Your Password is initially set at the "Initial" Sign In page that you received from Admissions, or you can reset your Password.

Need Help?

Documentation for Students, Faculty, or Staff.

You can also contact the OIT Help Desk for assistance, 667-3687

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.

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.
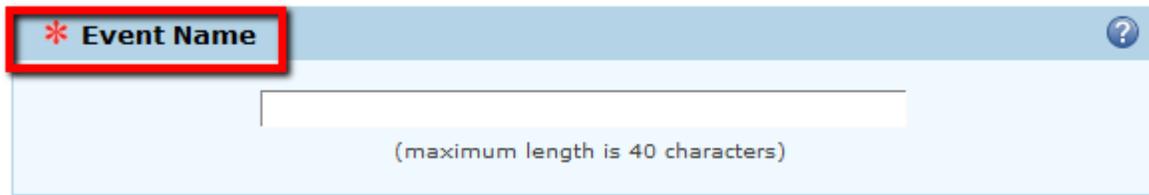
The **"Event Type"** section is crucial because once you save your event you cannot go back and change this. In the 2nd phase on the 25Live implementation we will be limiting the event types that you are able to select from based on your security group which will help with your selection.
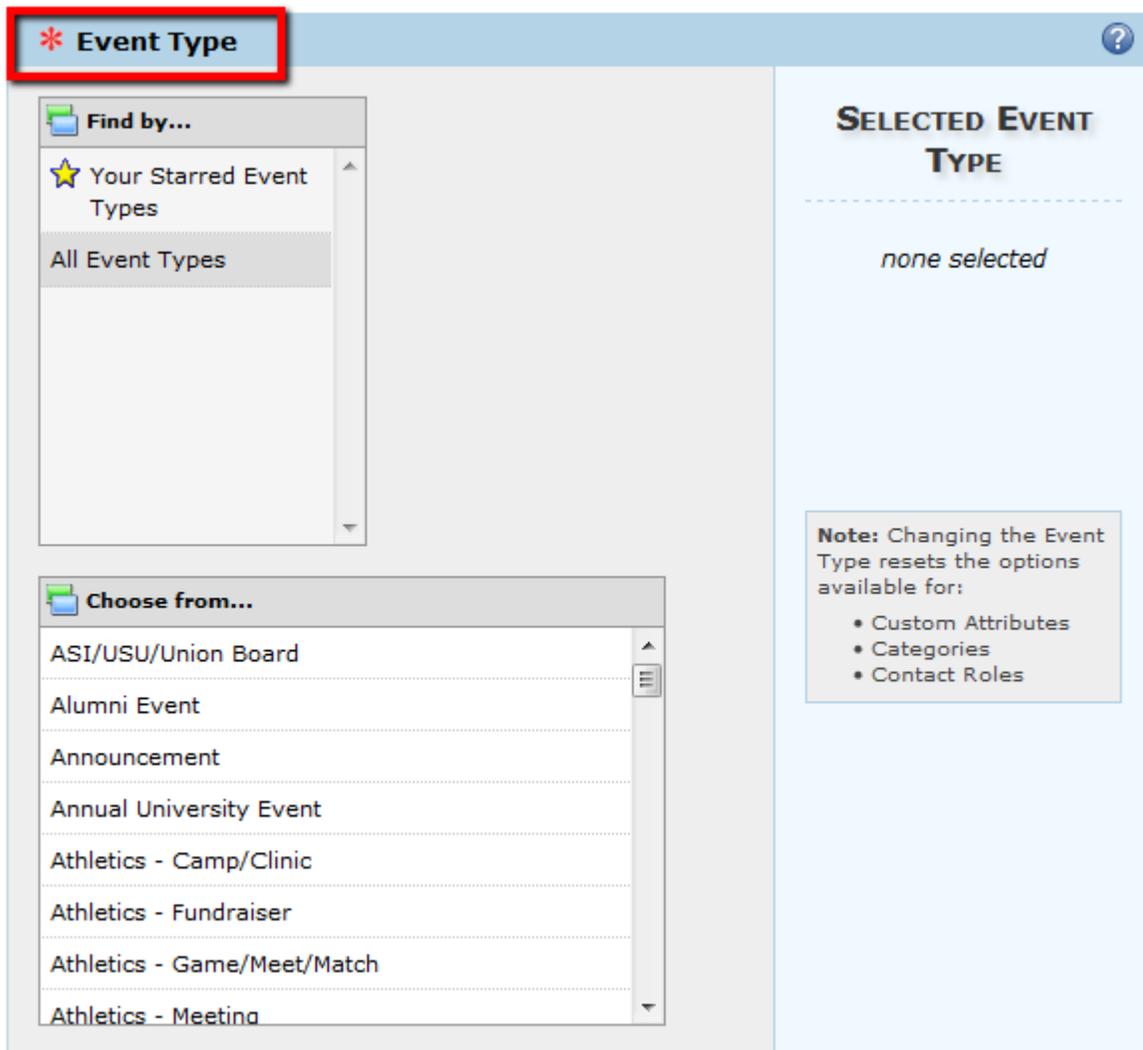
The **"Primary Organization for this Event"** is the organization who is responsible for the event; usually it is the requestor's organization. When starting out, the Search tool is the best for finding your Organization. Once you select it and it appears on the right you may want to "Star" it so it will appear automatically next time you request an Event.

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 **"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.

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

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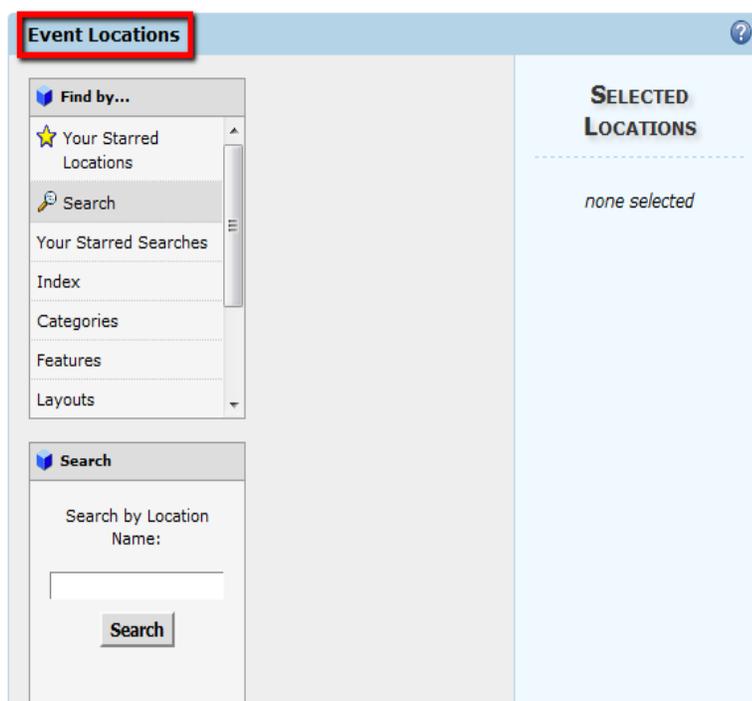
"Event Head Counts": You are only required to fill in the" Expected Head Count" value.

Event Head Counts

EXPECTED HEAD COUNT	REGISTERED HEAD COUNT
⦿ Unknown	⦿ Unknown
○ [____]	○ [____]
(Select this option to enter a head count.)	(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 ∞

🔄 Refresh

**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.
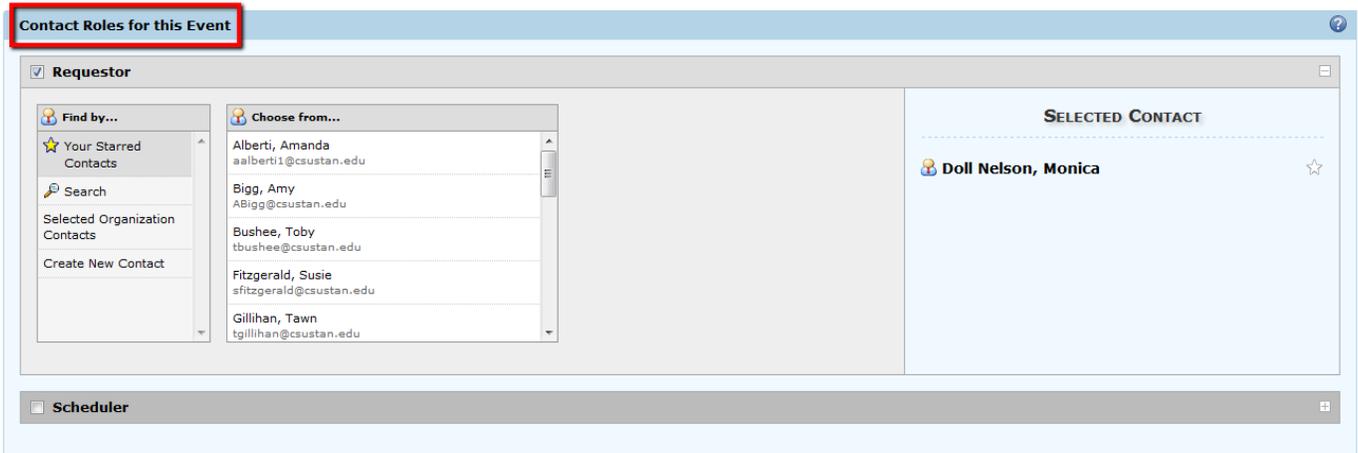
"Event Comments": In this section you would want to add any other details that would be important to someone reviewing or approving your event. These comments WILL post to the calendar for the public to see.
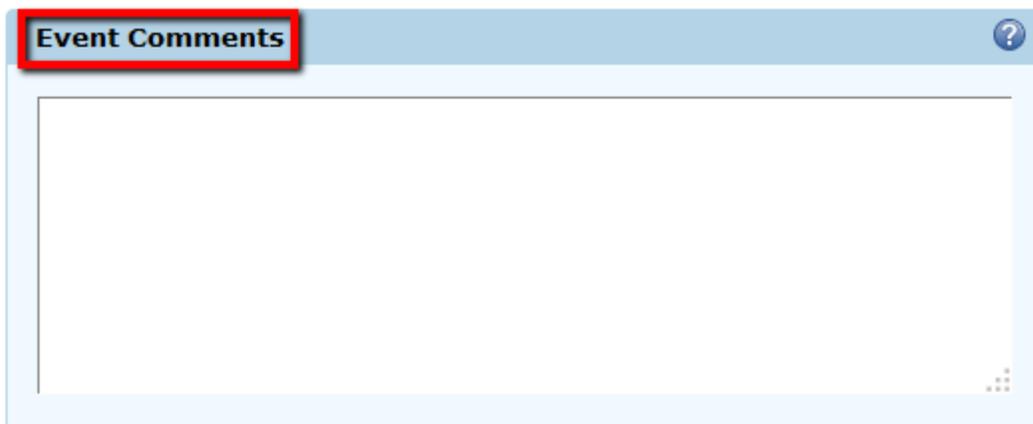
"Internal Notes": This is where you would be able to record comments that WILL NOT be published to the web, so would only be visible to those who log in to 25Live.
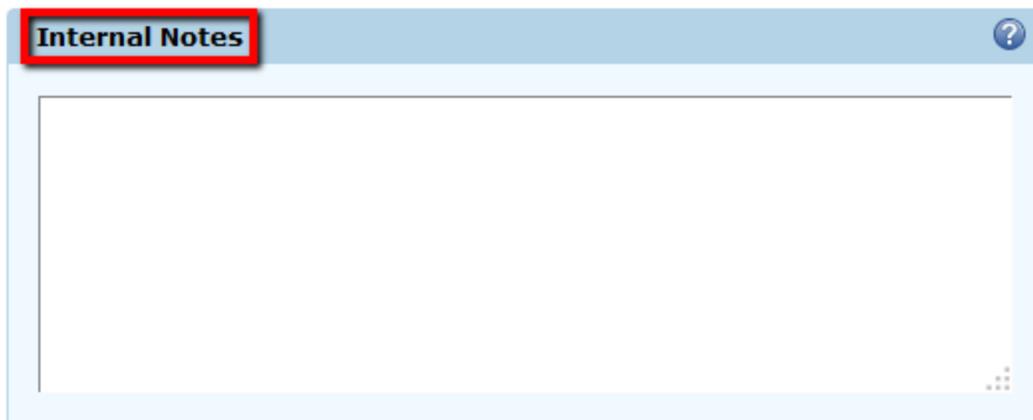
Click Finish: Once completed you can click the finish button and the system will save your event and double check that your location(s) are available as it does. Your event will be saved in a "tentative" state. Please be advised that any space(s) and/or resource(s) requested are not reserved until you 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.