25Live: Guide to Creating a Reoccurring Event Request

You will start this process by logging into 25Live from the university website using Firefox, Chrome or Safari. For step by step instructions on how to login to 25Live please use this link http://www.csustan.edu/calendar-events and refer to the Training Tools.

Click “Create an Event”. This will bring you to the Event Wizard which is 25Live’s built-in event scheduling request form.

Fill out the Event Name.
Enter the date and time for the first occurrence of your event. *This includes the Pre-Event and Post-Event time.* As a reminder, requestors need not enter Setup and Takedown times. **Please Note:** All subsequent occurrences must be at the same time as the initial date. If the time of the event differs from date to date, you will need to create a separate reservation for each time.

Type the “Event Description”. This field is intended to capture details about your event. The information will be visible to those that may wish to know more about your event. These details will also go a long way in aiding the approval process for your event so please include as much detail as possible.
Select one of the four “Event Repeats?” options and select the preferred dates.

- Repeats Ad Hoc (random dates, same time as initial date)
Select one of the four “Event Repeats?” options and select the preferred dates.

- Repeats daily (consecutive dates, same time as initial date with a specified end date)
Select one of the four “Event Repeats?” options and select the preferred dates.

- Repeats weekly (on one or more days of the week, same time as initial date with a specified end date)
Select one of the four “Event Repeats?” options and select the preferred dates.

- Repeats Monthly – “By Position” (Repeats the __ day of the week, of the month, same time as initial date with a specified end date)
All occurrence dates will appear in the “Occurrence List”. It is possible to add notes to specific event dates in addition to cancelling individual occurrences within the “Occurrence List”.

Select one of the “Event Type” options. This is the activity type that best relates to the event you are requesting. The selected type will appear in the column on the right. Once you choose an event type and save your event it cannot be changed, so if you are unsure please ask for help.

Search for your organization or department name. Searches can be performed by entering the full name or a portion of the name. Select the appropriate organization name from the “Choose from….” field. The selected organization name will appear in the column on the right. You can *Star your default organization and it will appear on the “Your Starred Organizations” section next time you are in the wizard.
If there are any other internal organizations sponsoring the event you would add them in the “Additional Organization(s) for this Event” section.

Enter the maximum number of people expected to attend the event. You must include this or you will not be able to save your event.
Search for the desired event location. 25Live will automatically search for any possible conflicts. If a space is available on all of the preferred dates, a green checkmark will appear. You can then select the space and complete the event request.

a. If there is a conflict on any of the dates, a red triangle will appear. You can hover the mouse cursor over the red triangle to view the dates with conflicts.
b. To reserve the space on the available dates, select the space from the “Choose from…” field so that it appears in the “Selected Locations” column on the right.
c. To remove the conflicted dates from that particular space request click “Modify Selected Occurrences…”
d. The conflicted dates will appear in red. Click the check box in the “Assign?” column to remove the conflicted date.
Click “Next” to move on to the next screen.

Based on the Event Type you selected you may see “Requirements”, such as parking, in this area. Using parking as an example, if you need to make arrangements other than your guests purchasing a daily pass, or staff/student/faculty using their annual pass you will check this box and in the “Internal Notes” area include which lot you are requesting. Parking Management will review your event and determine the best way to handle parking for your event. You will receive a separate email with details and costs related to parking.

If you have any additional details regarding your event you can add them in the “Event Comments” section.
Any event details that you would like included in the reservation, but not viewable to the general public you can add in the “Internal Notes” area. Only 25Live campus users who log in to the system will be able to view these comments.

You must check the “I Agree” box before your event can be saved.

Click “Finish” to save and submit the request.