25Live: Guide to Creating a Single Occurrence Event Request

You will start this process by opening a web browser using Firefox, Chrome or Safari. Go to the University website at www.csustan.edu. From here you will click on the top section that says STUDENTS.
From this page scroll down until you see the series of gold boxes on the left hand side. Once you are there click on the 25Live Calendars icon.

This will take you to the University Calendar of Events Calendar. The default view is “Non Academic Events”, but to view only “Student Activities” you can scroll down to the Calendars section on Check the Student Activities box, then uncheck the Non Academics Events.

To submit a request for space for an event, please click on the “Submit Request Through 25Live Portal.”
This will take you to 25Live. From here please click on the Sign In link on the top right.

You will be redirected to a “Warrior Sign In” screen. Please enter the first part of your csustan.edu email address, up to the @ symbol. Ex. mdoll (full email address is mdoll@csustan.edu)

Once you have entered your log in information you can confirm that you are logged in by looking for you name in the same area you saw the sign in icon before.
The “Dashboard” area of the 25Live program is where you will track the progress of your reservations once you have submitted them. For now we are going to focus on submitting a request for space.

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

Enter the “Event Name”. This space only allows for 40 characters, so if you need to use an abbreviation in this area please be sure to give the full name of the event later in the event description field.
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.

Enter the start date and time for the event. Select a date by clicking the calendar icon. Then type the start time into the corresponding field. The event date must NOT pass midnight. For requests after midnight you will need to do a reoccurring event, which we will go over later.
Select one of the “Event Type” options. For all student orgs/clubs the event type will be a “Student Activity”. Once you click on Student Activity in the Choose from…. Section it will appear in the Selected Event Type section to the right. From here you can “Star” this event type.
In the Primary Organization for this Event section search for your Club/Organization name. Searches can be performed by entering the full name or a portion of the name or by clicking on “Types” and Student Organizations”. 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/clubs sponsoring the event you would add them in the “Additional Organization(s) for this Event” section.

The next section will identify you as the “Requestor” for this event.
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. You can search for a particular location by typing the space name into the search field and clicking “search”. You can also search based on Categories, Features, Layouts or Capacities.

Select the preferred location(s) from the “Choose from..” field. Note that available locations will be accompanied with a green check mark. Locations with conflicts will be accompanied by a red triangle.
If you see a yellow triangle hit the refresh button to clear this up. Once selected, locations will appear in the column on the right.

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.

To request a parking lot, check the Requirement "Parking Request" below under Requirement section and note in the comments which parking lot you would like to request. Lot numbers and locations can be found here: Lot Locations. Note: If you expect a headcount of 25 or less, do not use the "Parking Request" but instead go to Guest Parking Request Form to fill out a visitor parking form. Please complete a Special Event Safety Plan if you have selected any of the requirements, and forward the completed form to Safety and Risk Management. Form can be found here: Special Event Safety Plan.

Check All Requirements That Apply - If your event involves alcoholic beverage service, live music, sports activities, live animals, children in attendance, or other risk factors, please select 'Risk Management'.

- Catering [56]
- Contracts/Agreements [66]
- Risk Assessment [91]
The section will ask you for additional information, please check all of the boxes that apply to provide accurate details regarding your event. Contact email, name, phone number should be the person coordinating the event.
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.

* I acknowledge this event is filled out properly and is complete. I understand the event state will be Tentative until the appropriate scheduler confirms the event in which an email will be sent to the requester

Click the “Finish” button and your event will be saved.