

25LIVE PRO EVENT CREATION GUIDE

HOW TO ACCESS 25LIVE PRO

- <https://25live.collegenet.com/pro/csustan>

HOW TO FIND AN AVAILABLE LOCATION

- “More” menu > Availability shows a full list of what is scheduled on the Turlock campus for a specific date (select the date you would like to view and ensure “Turlock Campus Locations” is chosen from the drop down
- Quick Search for a location by entering the name on the “Search Locations” box on the dashboard
- View location details and the “Availability (Daily)” for that specific location by clicking on the location name
- “Go to Search”> select “Locations” enter the location name, or select a dropdown search, or click on “more options” to add additional parameters to your search

HOW TO CREATE AN EVENT REQUEST

There are two ways to go to creating an event. Both of these options will take you to the Event Form

- On the dashboard/Home page you can click on the “Create an Event” icon
- Click on the “Event Form” button in the right top of the screen

“EVENT NAME” SECTION

- Be as specific as possible
- If you have to abbreviate any items, please be sure to spell out the full title in the description

“EVENT TYPE” SECTION

- Select one of the “Event Type” options
- Review the 25Live Event Types on our webpage if you have questions

“PRIMARY ORGANIZATION RESPONSIBLE FOR THIS EVENT”

- This is the CAMPUS organization that is primarily responsible for this event

“ADDITIONAL ORGANIZATION(S) RESPONSIBLE FOR THIS EVENT”

- Other CAMPUS organizations involved in planning your event

“EXPECTED HEAD COUNT”

- It is important for the head count to be accurate, since the system recommends rooms based on the head count

“EVENT DESCRIPTION”

- This field is intended to capture details about your event.
- The information will be visible to the public on our campus calendar, so please use it as a marketing section to inform guests regarding your event.

“EVENT DATE AND TIME”

- Choose the first date of your INITIAL event.
- Chose the start and end time of your ACTUAL event.
- Do NOT include setup and takedown time here, rather in the next section for “Additional Time”
- It is important to keep the check box “The event begins and ends on the same day”

ADDITIONAL TIME

- Input additional time for setup if:
 - You are wanting to change the layout
 - You are having food delivered to your event
 - You need time to set out materials
 - You would like to access the room before your event
- Input additional time for setup if:
 - You changed the layout and the room will need to be reset back to the default
 - You have food/beverage present and therefore will need custodial services to clean after
 - You would like to access the room after your event

“EVENT REPEATS”

- Select dates on the displayed calendar for any repeating days for this event
- All occurrence dates chosen will display as a blue box on the calendar
- You can view an entire list of occurrences by clicking on “View All Occurrences”
- To adjust the times for individual occurrences, select the time displayed and update it to a new time
 - Durations can be different for each date
 - Setup and take down times remain the same for each date
- To remove individual occurrences, select the red “Remove” button

“EVENT LOCATIONS” SECTION

- You can choose an existing location search from the drop down “Saved Searches (optional)” list or just enter a keyword for the location you’d like
 - You can either use the building acronym or the full name
 - Please note that most locations have letters, a space, and then the room numbers

Once you search for a location, a few things can occur:

- “RESERVE”:
 - If a space is available on all of the dates you entered, a blue “reserve” button will appear.
- “RESERVE AVAILBLE”:
 - If there is a conflict on any of the dates, a brown “reserve available” button will appear
 - You can click on the “Conflict Details” wording to view the conflicts
 - If you would like to use the room on the dates without conflicts, click on the “reserve available” button and it will select all the available dates
 - You are able to start the search over again to add an alternate location for the conflicting dates and then unselect the previously selected dates with the other location by going to “view occurrences”
- “UNAVAILABLE”
 - The location selected is unavailable for all the dates you have selected
- “NO RESULTS”:
 - You either do not have permission to reserve this location or it does not exist in the 25Live system

Selected locations will display below the search box

- You can “remove” locations here by clicking on the “remove” button
- “View Occurrences” to unselect a location for certain dates and UPDATE THE LAYOUT needed
- If you have a large event with multiple rooms, you may receive an error that the headcount exceed the capacity of the room. This is just a warning, so you are able to continue with the reservation.

ADDITION OF LOCATIONS

- “Off Campus Location”: Select this option if you have a University Sponsored event or an event using University Funds that is occurring off campus
- “Online/Webinar”: Select this option if you have an event that is taking place online or in a webinar, not utilizing any space on campus, but would still like it publicized by Internal Communications
- “Other Campus Location”: Select this option if you have an event that will be taking place in a campus location that is not currently listed in 25Live and make note of the location you are reserving in the requestor comments section

“EVENT RESOURCES”

- Select Quad resources such as tables, chairs, awnings, etc. that are only available for use in the Quad
- Please note that although these resources are able to be selected for locations other than the Quad, they will only be approved for your reservation in the quad.

“EVENT FILES”

- Include information such as a event flyers, agendas, itineraries, etc.
- Do not use this area to upload photos you would like included in publications.
- There is a question in the next section to upload an image without text called “Image for web display”

“ADDITIONAL INFORMATION”

- Different questions populate depending on the event type you have selected
- Answer all of the questions regarding this event, such as:
 - Contact Information: List who should be contacted with questions regarding this request.
 - Attendees: Select which group(s) of people are invited to your event
 - Invite: Select how the attendees are being invited
 - “Image for web display” please include a thumbnail WITHOUT text for internal communications
- Remember, exclusion of event information will result in a delay of confirmation.

“EVENT REQUIREMENTS”

- Please select only the options that apply to your event (do not click on each one and input “N/A”)
- Choose the “No Support is Needed” option if you truly do not require any additional support or services
 - Event Setup
 - List information here about the room setup if you are planning on changing anything from the default configuration and any assistance that you will need.
 - This is where you use that layout wording and list what layout you need.
 - NOTE: you will still need to submit a work order to Facilities Services.
 - Custodial Services
 - List information here about the cleaning you will need done either before, during, or after your event. This would include vacuuming, garbage removal, and cleaning and re-stocking any nearby restrooms.
 - If you have any food/beverages present at your event, custodial is required
 - NOTE: you will still need to submit a work order to Facilities Services.
 - Food/Beverage cooked by Chartwells
 - Outline the types of food and beverage that you wish to serve at your event and whether you are planning on bringing the food yourself or having it cooked by Chartwells.

- Include information such as whether it is breakfast, lunch, dinner, snacks, and beverages only, and if it is plated, boxed, express pickup, buffet, etc.
 - All food being served that is not cooked by Chartwells requires a TFP approval
 - Chartwells is our on campus food service provider and you will need to reach out to them separately if you plan on having your event catered.
- Food/Beverage cooked/served by other entity
 - If you are ordering food from Chartwells that still needs to be prepared, or if you are getting food from a source other than Chartwells, please select this option
 - A TFP is required for any food that is not being cooked via Chartwells
- Alcoholic Beverages
 - List all beverages that you wish to serve and for how long
 - UPD and Safety and Risk Management will be notified automatically
 - Additional paperwork is needed and there may be a charge associated with having an officer present at your event when alcohol is being served.
- Audio/Visual Equipment Needed
 - List ALL A/V equipment you plan to use, bring, or need to request.
 - NOTE: if you require services from OIT you will need to submit a ticket
- Elected Official/Candidate will be Present
 - List any high-profile attendees that are invited to your event
 - University Advancement will be notified automatically
- Off-Campus Minors will be Present
 - List any off-campus minors that will be invited to this event
 - Include whether or not they will be chaperoned by their parents or teacher
 - Safety and Risk Management will be notified automatically
- Parking Lot
 - If you are requesting the use of a parking lot for your event and plan to either pay for the lot usage or request a parking fee waiver, please choose this box.
 - Be sure to indicate which Lot you would like to request for your event.
 - Your request will be forwarded to UPD where they will process and approve/deny.
 - Please be sure you have filled in your chart string information for UPD to charge.
 - If approved, a Parking Lot will be added as a location on your reservation.
- Fundraising Event
 - List the details if this event is a fundraiser

“PUBLISH TO CALENDAR”

- Select the calendar and newsletter options you would like to promote this event within.
 - Publication Request for StanEvents & Announcements E-Newsletter- goes to all staff/faculty
 - Publication Request for University Events Calendar - publicized on the csustan.edu website
 - Publication Request for Warrior Weekly Student E-Newsletter - goes to all students
- Please ensure that the options you are choosing for publication reflect the attendees for your event
- When do you want to start promoting this event?
 - Please input a date if you are wanting to publicize the event at a future time
- If you do not want your event to be publicized on any of the internal communications, please choose “I do not want this event publicized in any of the above”

“REQUESTOR COMMENTS”

- Please include additional comments regarding your event that should be relayed to the departments reviewing this request.

I AGREE*

- **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.**
 - Your event is not approved until all involved University departments have reviewed your information
 - Additional information may be needed before your event is confirmed
 - Please do not advertise your event until it is confirmed

HOW TO FIND YOUR EVENT AGAIN

- On the dashboard, enter a keyword or reference number in the “Search Events” box
- On the dashboard, click on “xx events in which you are the requestor” under the Your Upcoming Events box
- “Go to Search” button, select “Events” in the select object dropdown and click on “Saved Searches (optional)” and scroll down to find “Events You have Requested”
- Find your email confirmation with a link directly to your reservation

HOW TO FIND YOUR REFERENCE NUMBER

- Displayed with the year, dash, and 6 letters (ex: 2019-AATTVL)
- Shown on the email sent to you after your reservation is input
- Shown on the “Events in which you have Requested” search
- Shown on the event details page of your event

WHO TO EMAIL WITH QUESTIONS

- Review the scheduler listed on your reservation
- From the event details page, click on “More Options”, “Email Event Details”, your scheduler will automatically populate as an option to send an email to.
- Type your message
- Always select “include event details” under the message box
- Please ALWAYS refer to your reference number (which is automatically included if you are emailing through the 25Live system)

If you have any questions, please contact
25Live@csustan.edu or the 25Live Line at 667-3525.