

# 25LIVE SCHEDULING EVENT CREATION GUIDE

## HOW TO ACCESS 25LIVE SCHEDULING

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

## HOW TO FIND AN AVAILABLE LOCATION

- “See Available Locations” button or “Hamburger menu”
- Choose a selection from the dropdown menu
  - “Classrooms by Timeblock” shows most available classrooms on campus
  - “Turlock Campus Locations” shows ALL locations on this campus
- “Checking Availability for” specific date and time, so be sure to update to your event date/time
- Also see “Showing All Locations”, you should be able to change this to only show locations that you can request
- You will see different words next to the locations.
  - Unavailable: means you can request, there is just a conflict
  - Reserve It: means it is open and it will hold the space for your event until it is reviewed
  - Request it: means it may or may not be open and it will not hold the space for your event until it is reviewed.
  - Restricted: means you cannot reserve or request this space
- If you want to see more details about what is scheduled in a specific space, click on the location name itself
  - Schedule
    - Shows all of the current events scheduled in that space
    - Can click on the calendar icon and choose a different start date to display
    - You can find open dates here, but please note that if you are scheduling an event BEFORE OR AFTER an Academic Course, there MUST be a 10 minute buffer.
  - Events
    - List view of all upcoming events
  - Summary
    - Shows detailed location information, such as features in the room, comments, and instructions for use
  - Layouts
    - Shows you photos, layout diagrams, comments about using that layout, along with max capacities for each layout.
    - Default layout is what is shown first.
    - Can click on the image to open a slightly larger photo, or can right click and say “open image in new tab”. This makes it PRINTABLE and something you can submit to Facilities Services.
  - Note that you can click on “RESERVE IT” from here

## 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 Wizard

- On the main screen you can click on the “Create an Event” icon in the middle of the page
- Click on the “Create an Event” 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\***

- Select YES for additional time before 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
- Select YES for additional time after 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 one of the “Event Repeat” options:

1. Does Not Repeat
2. Ad Hoc Repeats
  - a. Event repeats on the dates you choose from the calendar, in any order
3. Daily Repeats
  - a. Event repeats every day through the end date at the same time as the initial date
4. Weekly Repeats
  - a. Event repeats on the same day every week at the same time as the initial date
5. Monthly Repeats
  - a. Event repeats on the same day/date every month at the same time as the initial date

- All occurrence dates chosen will appear in the “Occurrence List” directly below this section
- You may cancel individual occurrences by clicking on the status drop down menu for that day and changing the status from “Active” to “Cancelled” or clicking on the “x” next to the date if it shows.

### “EVENT LOCATIONS” SECTION

- If the location you are wanting is one of your starred locations, it will show up if you click on the “search for locations” section.
- Enter a keyword for the location you are trying to search; either 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:

- RED BRICK WALL:  No Permissions for this Location
  - You have permission to view this location, but not to select it for a reservation.
- GREEN CHECKMARK:  Location has no Conflicts
  - If a space is available on all of the dates you entered, a green checkmark will appear.
- RED TRIANGLE:  Location has Conflicts
  - 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
  - If you would like to use the room on the dates without conflicts, click on the Occurrences date and unselect the date that has the conflict
  - You are able to start the search over again to add an alternate location for the conflicting date and then unselect the previously selected date

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 all that apply, or 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**

- “Search for Events”
- Can enter a keyword or reference number in the “Find Events by Name” section
- Select the drop down menu and change to “Events in Which you are the Requestor”
- You will also get an email sent to you 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 event details page
- Shown on the email sent to you after your reservation is input

## WHO TO EMAIL WITH QUESTIONS

- Review the scheduler listed on your reservation
- Click on the scheduler name in 25Live Scheduling and their contact information will show
- Please ALWAYS refer to your reference number

**If you have any questions, please contact**  
[25Live@csustan.edu](mailto:25Live@csustan.edu) or the 25Live Line at 667-3525.