How to REQUEST an Event in 25Live (A Step-by-Step Tutorial)

Step 1: Log in to 25Live

- You can access the 25Live portal at: http://www.csub.edu/events/index.html.
- Log in using your myCSUB login information.

Step 2: Click on the "Create an Event" button

- The "Create an Event" button is located in the middle of the screen on your Dashboard
- You will be directed to the Event Wizard to begin creating the event:
    - Event Name. What is the title of your event? Be brief but descriptive.
    - Event Type. ALWAYS put "Student Sponsored Event."
    - Primary Organization. What organization is responsible for the event?
    - Co-Sponsoring Organization(s). Are there any other parties responsible for the event? (optional)

NEXT

- Expected Head Count. This is an estimate of the number of people you expect at your event. It should not exceed the maximum capacity of the desired venue.
- Event Description. Provide a detailed description of the event including the purpose, content, attendees invited, etc. (Note: anyone should be able to discern what the event is about from this description).

NEXT

- Occurrences. Will this event happen at the same time but on multiple days?

NEXT

- When. Choose the date and actual event time of the event.
- Setup. If you need time before the event to decorate, etc., indicate that here.
- Post-Event. If you need time after the event to take down decorations, etc., indicate that here.

NEXT

- If your event repeats: Occurrences. Choose ad hoc (non-consistent days), daily (everyday including weekends), weekly, monthly, or does not repeat.

NEXT

- If your event repeats: Repeats. Indicate how many time or until when the event repeats.

NEXT

- Location. Search for the location you wish to use. You can search by name or do an advanced search to find a space that is available and meets your needs. A green check mark means that the space is available for all of the dates and times you've requested. A red triangle means that the space is not available for all of the dates and times you've requested.
- Once you click on the location, it will show up on the right side of the screen.
- You can view and modify occurrences to indicate set-up needs, differences in attendee numbers, and share the space if you want.
- If you share the space, another event can take place at the same date, time, and location as your event.

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- Resources. Choose resources that you need for your event (i.e. tables, chairs, guest access codes to the internet, laptop, projector, screen, podium, microphone(s), parking – lot(s) or coupon codes, etc.)

NEXT

- Additional Questions. Answer as many questions as possible and be as thorough as possible.
- Required information (at the very least): on-site contact, phone, e-mail; and expected number of students, staff/faculty, off- campus

NEXT

- Calendars. Select a campus calendar if you want your event to be advertised on one (or multiple). If you do not put anything in the "comments" section, your event description will be on the calendar.

NEXT

- Billing Information.
- For on-campus departments. Input the account string and the name of the account signer. Business Unit = BKASI. Fund = MR007. Department – D23210. Account Number = 660832 (Space Rental). Project Number = The "MA" number specific to your club.

- Input the name of the club/organization president & advisor.

TWO THINGS TO REMEMBER AFTER YOU SAVE:

1 – YOU'RE NOT DONE YET

You'll need to create the To-Do Tasks for the account signer or club President & Advisor

2 – YOU'RE STILL NOT DONE YET

Your submission is an event *request*. The space is not being held, your event is not approved, and you cannot host your event until all the proper approvals have been completed and your event state is changed to CONFIRMED. Contact the listed Scheduler to ensure your event gets confirmed.

Step 3: Create To-Do tasks

- After saving, click the "View Details" button
- On the right side of the screen, click "More Options"
- Select "Create 'To Do' Task"
- "To Do" Name should be one of the following:
    - Acct Signer – [name of signer]
    - "President Authorize"
    - "Advisor Authorize"
- "To Do" Comment should be one of the following:
    - "Please review and authorize this account string." (for account signers)
    - "Please review and authorize this event." (for Presidents & Advisors)
- Due Date. Select a date you want the task to be completed by. Be sure to allow enough time for review. Typical due dates are 1-2 weeks out.
- Search for Contacts. Type in and select the person who needs to complete the task. If the person's name does not come up in the search, it is likely they have never signed into 25Live before. Ask them to sign in, and then let you know so you can create the "to-do" task.
- CREATE

Remember that clubs/organizations need BOTH the President & Advisor to approve the event and will, therefore, need to create TWO To-Do Tasks. (If the President or Advisor are the ones that created the 25Live event request, then they only need to create ONE "to-do" task, for the other party.)

Additionally, 25Live does not automatically send notifications to those individuals who have tasks to complete. As the requestor, you will want to notify those individuals to complete the tasks assigned to them by sending them an email, asking them to log into 25Live and approve their pending tasks.