# How to Create an Event

On occasion, you may want to email the event information to someone. The system will automatically notify your event scheduler and requester. These instructions will guide you in emailing an event to someone else.

<table>
<thead>
<tr>
<th>#</th>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To begin,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Click the Dashboard tab</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>From your Dashboard,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Click the <strong>Create an Event</strong> button</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>The Event Wizard opens.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• In the <strong>Event Name</strong>, enter a name for your event.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="image" alt="Event Name" /></td>
</tr>
<tr>
<td></td>
<td>The Event Name must be 40 or less characters. When abbreviating the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>name, try to maintain the integrity of your publicized name for the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>event.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>• In the <strong>Event Date and Time</strong>, enter the beginning and ending</td>
<td><img src="image" alt="Event Date and Time" /></td>
</tr>
<tr>
<td></td>
<td>dates and times.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>To allocate time to your event for pre-event and setup,</td>
<td><img src="image" alt="Event Date and Time" /></td>
</tr>
<tr>
<td></td>
<td>• Click the Pre-Event/Setup durations link</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>• In the <strong>Pre-event</strong>, use the down arrow to specify the amount of</td>
<td><img src="image" alt="Event Date and Time" /></td>
</tr>
<tr>
<td></td>
<td>time, such as 30 minutes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• In the <strong>Setup</strong>, use the down arrow to specify the amount of</td>
<td><img src="image" alt="Event Date and Time" /></td>
</tr>
<tr>
<td></td>
<td>time, such as 1 hour.</td>
<td></td>
</tr>
</tbody>
</table>
How to Email an Event

7. To allocate time to your event for post-event and breakdown,
   - Click the Post-Event/Takedown Durations link.

8. In the Post-event, use the down arrow to specify the amount of time, such as 30 minutes.
   - In the Takedown, use the down arrow to specify the amount of time, such as 1 hour.

9. The Occurrence Duration allows you to see the event duration and the reservation duration.

10. If your event is a one-time occurrence, then skip to step 14. However, if your event occurs on a repeating basis, such as annually or other,
    - In Event Repeats?, use the down arrow to make your selection, such as Repeats Ad Hoc.
    Use Repeats Ad Hoc, if your event occurs annually or irregularly.

11. Select the desired month, day, and year for the recurring event.
    - Changes the years
    - Changes the months

12. The Occurrence List shows your selections. The first entry is your current event and the subsequent entries are your future occurrences.
    - (Optional) Add comments to the occurrences.

13. By the way,
    - You can remove a recurrence by clicking the x beside the event.
    - You change the occurrence status to Cancelled by using the down arrow and selecting it.

14. For the Event Type,
    - In the Find by…, click All Event Types.

15. In the Choose from…,
    - Select the Event type, such as Meeting.
    - Click Next.

Start: Fri May 17 2013 11:03:30 am
Pre-Event/Setup durations?
End: Fri May 17 2013 11:05:30 pm
Post-Event/Takedown durations?

End: Fri May 17 2013 11:05:30 pm
Post-Event: 0 Days 0 Hours 20 Minutes
Takedown: 0 Days 1 Hours 0 Minutes

Occurrence Duration: 2 Hours (Reserved: 5 Hours)

Event Repeats?
- No, Does Not Repeat
- Repeats Ad Hoc
- Repeats Daily
- Repeats Weekly
- Repeats Monthly

Occurrence List
- Changes the years
- Changes the months

Occurrence List
- Removes the event
- Active

Choose from...
- Ceremony - (Commencement, Reception, etc.)
- Gathering - (Festival, Tour, Camp, Movie, etc.)
- Meeting - (Conf., Lecture, Training, Exam, etc.)
- Performance - (Concert, Dance, etc.)
- Sales - (Product, Posd, Rentals, etc.)
- Sporting - (Game, Practice, Dance, etc.)
16. For the Event Locations,
   - In the **Find by…**, click Search

17. • In the **Search** box, enter the location, such as **Dezember**
   • Click **Search**

18. Your search results will appear in the **Choose from…** box.
   • Scroll through the selections
   • Notice the location shows the maximum capacity

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Checkmark]</td>
<td>Indicates that the location is available</td>
</tr>
<tr>
<td>![Warning]</td>
<td>Indicates a conflict exists with the location</td>
</tr>
<tr>
<td>![Exclamation]</td>
<td>Check this box if you want to see only the locations that are available</td>
</tr>
<tr>
<td>![Refresh]</td>
<td>Refreshes the search results</td>
</tr>
</tbody>
</table>

19. To see more information,
   • Hover over the location, such as **BDC 402D**

20. When satisfied,
   • Click the desired location, such as **BDC 402**

21. In the **Event Description**, enter a description for the event. Be sure to include sufficient detail, so that the approvers and resource providers will understand the significance and purpose of your event.

22. In the **Expected Head Count**, enter an estimate for your expected attendance
   • Click **Next**

23. For the Primary Organization for this Event,
   • In the **Find by…**, click Search
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### In the Search box,
- Enter the department or name of the organization sponsoring or conducting this event, such as history
- Click **Search**

### Your search results will appear in the Choose from… box.
- Click the desired organization, such as History Department

### If only one organization is presenting your event, then click **Next**.
Otherwise,
- In the Find by…, click Search
- In the Search box for the Co-sponsoring Organization(s) for the Event, enter the department or name of the co-sponsoring organization, such as arts
- Click **Search**

### Your search results will appear in the Choose from… box.
- Click the desired organization, such as the School of Arts and Humanities
- Click **Next**

### For the Event Resources,
- In the Find by…, click Search
- In the Search box, enter the resource, such as UPD
- Click **Search**

### Your search results will appear in the Choose from… box.
- Click the desired resource, such as UPD-Flood Lights

### In the Selected Resources,
- In the Quantity, enter the desired amount, such as 1
- Click the **pen** for Setup Instructions

### In the Setup Instructions,
- Enter the instructions for the selected resource.
- Click **Next**
32. Depending on the Event Type you selected, there are additional questions for you to answer. You should answer all of the questions that apply to your event.

33. For the **Who is the on-site event contact**,  
   - Check the Who is the on-site event contact box  
   - In the box, enter the contact's name

34. For the **What is the contacts phone number**,  
   - Check the What is the contacts phone number box  
   - In the box, enter the contact’s phone number (use their cell phone, if possible)

35. For the **What is the contacts email address**,  
   - Check the What is the contacts email address box  
   - In the box, enter the contact’s email address

36. For the **Expected # of CSUB Students**,  
   - Check the Expected # of CSUB Students  
   - In the box, enter the number of students, such as 100

37. For the **Expected # of CSUB Faculty/Staff**,  
   - Check Expected # of CSUB Faculty/Staff  
   - In the box, enter the number, such as 8

38. For the **Number of Off Campus guests**,  
   - Check Number of Off Campus guests  
   - In the box, enter the number, such as 192

39. For the **Will your event be advertised**,  
   - Check Will your event be advertised  
   - Check Yes or No

40. For the **If yes, how**,  
   - Check If yes, how  
   - In the box, your response, such as TV, Newspaper, Posters, and social media

41. For the **Will Aramark be providing the meal(s)**,  
   - Check Will Aramark be providing the meal(s)  
   - Check Yes or No
### How to Email an Event

**25Live! Event Management System v.23**

**Anyone**

**Job Aid**

#### 42. For the **Will Togos be providing the meal(s)?**
- Check **Will Togos be providing the meal(s)**
- Check **Yes** or **No**

#### 43. For the **If no, by whom?**
- Check **If no, by whom**
- In the box, enter the name of the catering business, such as **Mossman’s Kitchen**

#### 44. For the **Does caterer have liability insurance?**
- Check **Does caterer have liability insurance**
- Check **Yes** or **No**

#### 45. For the **Does caterer have food permit?**
- Check **Does caterer have food permit**
- Check **Yes** or **No**

#### 46. For the **Will you be providing alcohol?**
- Check **Will you be providing alcohol**
- Check **Yes** or **No**

#### 47. For the **If yes, will it be served or sold?**
- Check **If yes, will it be served or sold**
- Click **Next**

#### 48. For the **Billing Information**, enter internal or external billing information.
- **Internal Billing**
  - Enter your chartfield string
  - Enter the name of your authorized signer.
- **External Billing**
  - Enter the organization’s full billing address.

#### 49. For the **Affirmation**
- Click **I Agree**
- Click **Finish**

#### 50. Check the **Event Status** to ensure that your event request:
- **Was saved**
- Shows that the event has requested locations
- (Optional) shows that the event has requested resources
- Has all required fields completed
- Has no scheduling conflicts and
- Has no errors