25Live Requestor Steps

Before requesting your events please consider:

- Requesting your event 2 weeks in advance. This will allow sufficient time for any necessary approvals.
- Know the *Account Strings* (*Account number, Fund & Department)to be billed and *Account Signer* who will approve
- Have all *contact*, *attendance*, *vendors* and *advertising* information available
- Find out what *Resources* you will need for your event, i.e.: UPD, Parking, ITS, Facilities Management

Steps to planning your event

First you will need to Login to https://25live.collegenet.com/csub/ using your Net ID and password to see space and date availability

1) Enter the **Event Name**. Try and avoid using acronyms or abbreviations. Use a name that would be publicly recognizable.

   NOTE: As of Dec. 20, 2013 all events in 25Live have the option to be published onto the CSUB calendar.

2) Enter **Event Date & Time** with any pre or post-event time

   NOTE: The start and end time MUST be the same date. If your event is more than one day, add "Additional Occurrence" below the first date and time.

   IMPORTANT: Please choose the ACTUAL event start and end time. Specify Setup and Breakdown time by clicking "Pre-Event/Setup durations" or "Post-Event/Takedown durations" under start and end time.

   If your event repeats and the time and location is the same for each occurrence, you can edit the meeting pattern here, ad hoc, daily, weekly, or monthly.

3) Select an Event **Type**

4) 4. Enter Event **Location(s)**

5) Type an Event **Description**

   NOTE: If you choose to publish your event on the CSUB calendar, this description will be viewed on the calendar.

6) Enter **Anticipated Attendance** (peak attendance at any one given time).

7) Choose a **Sponsoring Organization** and **Co-Sponsor**, if applicable.
It is possible to have multiple co-sponsors.

8) Enter **Event Resources** needed for your event to take place.

   NOTE: These are requests only; resources will be approved by each service provider. Any changes may cause a delay in the approval of your event. Resource requests DO NOT replace the facilities management work order system. Please list the event name, date, time and location within your work order(s).

9) Answer ALL **Additional Questions** related to your event.

   NOTE: The more detailed you are in your answers the faster the date and location can be approved. You must make a separate request directly to Catering or Facilities Management for food and specific room set-up.

10) Enter all **Billing Information.** For on campus groups, you must provide account strings and an authorized account signer before your event is saved on the calendar. For off-campus groups, a Facility Use Agreement form must be received with billing information.

   IMPORTANT: You will need to create a "To-do" for your account signer and have them approve via 25Live. They will need to log in and see this task or you can send them an email after you've created the "To-do" prompting them to approve within the system. Be specific in your tasks.

   To-Do example: *"Please Approve Account Strings for Billing"*. Comments are optional. Select a date and assign to the authorized approver.

   NOTE: Cabinet members do not approve through 25Live. Please make a "to-do" for their designee for account approval.

11) Optional: **Publish to Calendar** if it is a public event.

12) Read the **Terms & Conditions** and select **I agree** to proceed.

13) Select **Finish**

Congratulations!
Please be aware that this does not automatically confirm your event or meeting. It is not saved until it is moved into the 'Tentative' state.
You should be notified shortly if more is needed to complete your request. Please be respectful and return emails or phone calls in regards to your event being scheduled.