Creating an Event

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Navigating to 25Live

From the main CSUEB webpage, click on Quicklinks on the right-hand side of the page and select University Scheduling.

From the University Scheduling webpage, select New! 25Live Search Location on the left-hand side of the page.
**Sign In to 25Live and Start the Event Wizard**

**Using the online help**
Keep in mind that you can always consult the online help if you have questions about what to do. Click the general “Help” button in the upper right of the page to access all Help topics, or click the Help icon in the navigation bar to access context-specific help for the current view or functional area.

Once the 25Live program opens, select Sign In at the top of the display. Enter your Username and Password and Select Sign In.

Once signed in, your home page displays. Choose the Event Wizard tab.
Entering Basic Event Information

Enter meaningful names for Event Name and Event Title. The Event Name is displayed on the University Calendar. Select the Event Type from the List. Select the Primary Organization from the List.

When completing each page of the Event Wizard, Click Next or Click the blue arrow pointed toward the right near the top of the display.

Enter the Expected Head Count or Select “I Don’t Know” if the Head Count is unknown.

Enter other descriptive information about the event. The text entered in this area can be formatted and other items can be attached here, such as: Images, videos, and website links. This information will be displayed on the University Calendar.
Does the event repeat?

If the event has only one occurrence, select “No;” if it has more than one occurrence, select “Yes.”

Click “Next” to set the event start/end date and time.
When is the first occurrence?

Specify the date and times of the first occurrence of the event. If your event occurs on multiple days, you’ll describe how it repeats later. If your event has multiple occurrences that happen at different times, you’ll need to create separate events for each time. You can then connect those events to each other later using Manage Related Events functionality.

If the event requires Setup/Pre-Event and/or Post-Event/Takedown time, select the option you need, then set the number of days, hours, or minutes needed.

Click “Next” to set up multiple event occurrences, or if the event has only one occurrence click “Next” to select the event’s Location.
How does the event repeat?

If your event has more than one occurrence, select how the event repeats

Click “Next” to set the event’s occurrence dates.
Define the exact dates of the event

Use the repeat date controls to define the event’s repeating pattern or ad hoc dates. Once defined, you see the dates in the Occurrence List at the bottom of the page.

Click “Next” to set the event location(s).
Select location(s)

Select one or more favorite “starred” locations, or search for suitable locations by location name, saved search, or advanced search. Locations that best fit your head count will appear higher in the list. If you’ve searched, choose one or more available locations for your event.

A red triangle means the location is not available. A green check mark means the location is available. A green box with lines inside means the location is in use, but the event that is using it is willing to share the location.

If there is only one event occurrence, it is possible to change the layout of the room, add setup instructions or change the number in attendance by selecting the information on the right side of the display.
Changing Occurrence Details for location(s)

If there are multiple occurrences for this event and if you need to un-assign a location for specific occurrences, choose a different layout, or add setup instructions, click “View and Modify Occurrences” on the right and perform the required task(s).

Make changes and then Click “Save Changes”.
Click “Next” to select the event’s resource(s).
Select resources(s)

Select one or more favorite “starred” resources, or search for resources by resource name, saved search, or advanced search. If you’ve searched, choose one or more available resources for your event.

A red triangle means the resource is not available. A green check mark means the resource is available.

If there is only one event occurrence, it is possible to add setup instructions or change the quantity by selecting the information on the right side of the display.
Changing Occurrence Details for resource(s)

If there are multiple occurrences for this event and if you need to adjust the quantity of a resource needed for specific occurrences, un-assign a resource for specific occurrences, or add setup instructions, click “View and Modify Occurrences” on the right and perform the required task(s).

Make changes and then Click “Save Changes”.

Click “Next” to select the event’s resource(s).
Enter Custom Attributes

Select and enter values for the custom attributes listed that are pertinent to your event. These custom attributes are very important when creating events.

It is possible to upload images of event related documents – advertisements, alcohol approval form, and fire marshal documents.

Click “Next” to select the event’s Contacts.
Select Contacts

Select the contacts associated with the event. If you’re not the primary contact for the event, you need to specify who is. To specify a contact, click the drop-down icon and enter a few letters of the contact’s name, then select it when the full name displays. You can also add a name by selecting “Create New...” and then entering the contact’s “Basic Information” and “Email” address.

The scheduler may be automatically assigned to your event depending on security; this might be the Location Scheduler for your selected location or the default scheduler for your security group.

Click “Next” to select the event’s categories.
Select Categories

Select the categories the event belongs to. Categories help other users find events when searching and can determine things, such as whether your event is promoted on web calendars or is student-organized.

Click “Next” to add Comments and Notes.
Add Comments and Notes

Enter appropriate comments and/or notes for the event.

- Event Comments can be seen by most users.
- Internal Notes can be seen only by people who are event contacts, like Requestor and Scheduler.

Click "Next" for Event Affirmation.
Affirmation

After reading the agreement clause, Select, “I Agree” and then Click “Save”.

Click “Save” to Save the Event.
Event Saved Display

At this point, the Event Details can be displayed, the Event can be Edited, Details of the Event can be E-mailed to its stakeholders, and many other event-related Options can be initiated from this display.

Note that the Location and Resources are only saved as a Preference until the authorized Steward assigns the objects to the event.