A couple quick reminders:

- Final exam room reservations for academic courses are not shown in 25Live. If you are requesting the use of a lecture classroom during Finals Week please be aware that it may not actually be available.
- If food is needed for your event an order can be placed with Aramark.

Event Wizard & University Events Calendar Changes

With hopes of improving our University Events Calendar we have made some changes to the event creation process with the Event Wizard in 25Live.

1) Categories page has been removed from the Event Wizard

2) A new Custom Attribute has replaced the “IT support” question

   Select CUSTOM ATTRIBUTES for this event.
   
   Food Served? Select Aramark resource.
   • Yes • No
   
   Will your event need IT support?
   • Yes • No
   
The required replacement question is:

Show Event on University Calendar? Yes/No

- If you select “No” for this new Custom Attribute your event will not appear on the University Calendar for the public to see.
- If you choose to show your event on the University Calendar please try to write a short description on the Event Description page.
- Some Event Types will never show on the University Calendar (ie. Interview, Meeting, Exam)

• The SOCCER TEAM FLD location has been renamed to “PRACTICE FIELD” to minimize confusion as this location is not the Stadium but the field located behind the Softball Field.
• New Event Types are available: Banquet & Staff Celebration

Note: If your event needs IT support please open a ticket at the IT Service Desk