



As we wind down the Academic year, two things have emerged with certainty: Our CSUEB student population is growing and we have more events than ever filling our calendars! This presents us with more opportunities to work together and find ways to improve the event scheduling processes within 25Live, and Summer is our best time to find solutions and implement. A survey will be sent to you all soon and your feedback will be very helpful to identify our best 'next steps'. Many thanks to you all for your input, feedback and patience as we all learn more about the 25Live System!

[Quick Tips](#) now available on the [University Scheduling](#) web page. Here you can find some step-by-steps, and other tips for scheduling events.

The Challenge of Change

Oh, by the way, here's another fairly certain thing: change. Many of you have discovered that Event changes in 25Live present some challenges, but challenges always come with opportunities. Understanding how the system handles Event changes will assist with decisions on how to move forward with Event changes.

With a **Self-Service Location** (conference rooms), you are free to make changes as needed. You can change the Location, the day, time, etc. If you have also requested the Resource H-Aramark Food Services, AND the Resource has been 'Assigned' you can still change your event, and Aramark will receive a Task for the new day/time. In this case, it is best to send a message to Aramark as informative of the change. This kind of information is very helpful for the Service departments.

However, for all other **Locations that have been Assigned by one of the Location stewards**, - classrooms, Union rooms, outdoor Locations - you cannot change the details of your event. In this case it is best to copy the Event, cancel the original Event, and IF any Resources were Assigned to the Event - send an email from within 25Live to let the service Department know your Event was cancelled and a new one created. By sending the email from 25Live the Service Department will receive the Event Reference Number - ie 2016-ABCDEF.

Of course University Scheduling or the University Union Reservations are always available to assist or answer your questions about changes to events. We will also be announcing workshops in July and August where you can come with questions and hopefully leave with answers!

Contact Us

On the web: [University Scheduling](#)

By email

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Something New!

On you home page in the upper right corner you will see a new Availability tab alongside Dashboard and calendar. This is a new feature that is based on your starred Locations and the Public Searches. This is pretty cool and can be a time saver. So, be sure to Star your favorite Locations!

