



25Live News!

There are now over 200 CSUEB personnel who are using 25Live to schedule meetings and events! Everyone is doing an excellent job and we appreciate how you've all embraced the new system. We know it doesn't solve all issues, but we now have an official repository for event details and information. Good job to you all!

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

Advanced Searches and Reports are now available in your 25Live. If you missed a training session, we will be announcing new dates. The step-by step documentation will soon be posted on the University Scheduling web page.

Is Food Allowed?

- A new feature has been added to Locations: **Food Allowed**
- This new feature can be used as a search criterion so that you can create a new location search.
- Or, you can ★ these locations and search by Starred Locations.



Friday Drop-in Workshops

SA-1400 ★ 9-10AM
March 25 ★ April 8 & 22

This is a good opportunity to learn more about all of the updates and best practices for event scheduling!

Contact Us

On the web: [University Scheduling](#)

By email

[Lucero Wallace, Director](#)

[Cecilia Grima, Reservations Coordinator](#)

[Ruth Carter, Scheduling Analyst](#)

Event State vs Location/Resource assigned

- Event states are **Tentative** or **Confirmed**.
- The default is *Confirmed*. Schedulers have the option to change the event state.
- Event state is not an indicator of Locations or Resources being assigned.
- Keeping an event in *Tentative* until all details are confirmed is a good way to track outstanding event needs.

Assignment of Location/Resource

- There is normally a delay between assignment of Location and Resources.
- Resources cannot be assigned until a Location is confirmed!

ToDo: Something new?

- A 'To Do' in 25Live is a new way to communicate that something is needed to complete an event.
- The ToDo lives in the 25Live event and allows transparency of communication.
- A ToDo also allows various service departments to get a full picture of event logistics.
- Examples of ToDos
 - An account number is needed for payment
 - Submit event diagram

Need IT support for an event?

Be sure to submit a [Service Desk](#) ticket. This would include the following needs but check with us if you are in doubt:

- Microphones/lapel mics, speakers
- VBT 124 technician after business hours
- Technology that is not currently installed in a classroom