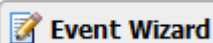




A couple quick reminders:

- 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

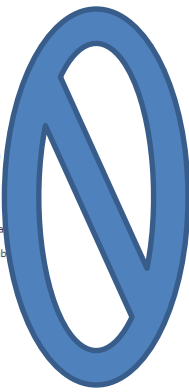


With hopes of improving our [University Events Calendar](#) we have made some changes to the event creation process with the Event Wizard in 25Live.

- 1) **Categories** page has been removed from the Event Wizard

Select CATEGORIES for this event.

- Academic
- Administrative
- Art and Media
- Athletic
- Athletic Training
- Baseball
- Choose Event Type
- Community Event
- Corporate
- Cross Country / Tri
- Don't Publish to Web
- Fitness
- Golf
- Important Date
- Intramural Sports
- Maintenance
- Men's Basketball



- 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)

### Contact Us

On the web: [University Scheduling](#)

By email

[Lucero Wallace](#), Director  
[Cecilia Grima](#), Reservations Coordinator  
[Mark Chan](#), Academic Scheduler

UU Website: [University Union](#)

By email: [Reservations](#)

Note: If your event needs I T support please open a ticket at the [IT Service Desk](#)

- 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