

# VIRTUAL EVENT SCHEDULING REFERENCE GUIDE

## STEP 1: LOG INTO 25LIVE

Click 'Create an Event'.

## STEP 2: CREATE YOUR EVENT

Follow the normal steps in the event request form in 25Live.

*For a step-by-step guide on how to create an event, please refer to the [Event Space Request Manual](#).*

When you reach the 'Event Locations' search, type in 'Virtual Event'.

## STEP 3: VIRTUAL EVENT RESOURCE

If you would like to request an Event Specialist to assist you in planning your event, please follow this next step: When you reach the 'Event Resources' search, type in 'Event Specialist Requested' and select this resource.

You do not need to select Event Specialist if you do not require University Events support.

## STEP 4: ADD YOUR ACCOUNTING STRING\*

In the 'Event Custom Attributes' section, add your billing contact information and departmental accounting string.

*\*This information be used only to track departmental virtual event support requests; your department will not be charged for the event or for the event support provided.*

## STEP 5: VIRTUAL EVENT OUTLINE

Under 'Event Comments', please provide a detailed outline of what you envision to take place during your virtual event, (i.e., webinar, panelists, break-out rooms). This information will help us understand the event more thoroughly to provide you with the best possible support. If there are no conflicts, an Event Specialist will reach out to assist you with your event planning based on the information provided.

## STEP 6: SUBMIT YOUR EVENT

Once submitted, please allow three business days for processing this event and/or for an Event Specialist to reach out to you.

## STEP 7: EVENTS CALENDAR

If you would like this event posed to the Events Calendar on the CSUCI homepage, please email Hayley Van Arsdell at [hayley.vanarsdell@csuci.edu](mailto:hayley.vanarsdell@csuci.edu) with a hyperlink to your event webpage and the 25Live reference number.

If you have any additional questions, please send them to [events@csuci.edu](mailto:events@csuci.edu)