Space/Event Request Manual
I. Revision Control

Document Title: Space/Event Request Manual

Author: Conferences & Events office

<table>
<thead>
<tr>
<th>Date</th>
<th>By</th>
<th>Action</th>
<th>Pages</th>
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III. Logging into 25Live

From the CSU Channel Islands webpage (www.csuci.edu) click on the “Events” icon in the upper right corner.
Click on the "Request Event" button to log in.

Click on the "Request Event" button to log in.

This will direct you to myCI. Use your myCI credentials to log into 25Live.
Once you are logged into 25Live, you will arrive at the Home page.

IV. The Dashboard

a. Quick Searches

On the Home page, there is a Dashboard and Calendar view.

The system will remember which tab you last selected and always take you to that preference when you log in.
The Dashboard offers quick access to what you are interested in within 25Live.

You can use the Quick Search box to quickly find an Event, Location, or Resource.

**EXAMPLE:** Type in the name of a location (or part of the name) you are interested in.

Hit “Go”.
This will generate a List, Availability and Calendar view for all the spaces that have “SALON” in their name.

From the List tab, you can click on a space, review the “Details” tab and view a photo of each space.

You can click the red “X” and it will take you back to the List, Availability and Calendar view.
From the “Availability” tab, you can view when the space is available and when it is reserved.

You can click on the date and change it to the date you are interested in.
If you find an open time and would like to place a request to reserve it, you can click on the open time and it will take you directly to the Event Wizard.

*Note*
The benefit of this is the date/time will already be filled out on the Event Wizard.

You can click the red “X” and it will take you back to the List, Availability and Calendar view.

From the “Calendar” tab, you can view the spaces calendar.
You can click on the date range and change it to the date range you are interested in.

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon Mar 09 2015</td>
<td>Sun Mar 15 2015</td>
</tr>
</tbody>
</table>

Select Today  Select Today

- Enforce a Date Range Interval of 1 Week

Done
You can also enforce a Date Range Interval of:

- 30 Days
- 1 Day
- 1 Week
- 2 Weeks
- 60 Days
- 90 Days (max)
b. Starring your Favorite Events, Locations, & Resources

The benefits of starring your favorite Events, Locations and Resources is for easy access to them on your Dashboard and in your Event Requests. You will no longer have to search for them. For example, starring the Organization you plan events for is beneficial when you are placing an Event Request, because that Organization will show up automatically.

i. Starring Events:
Click on the “Events” tab

In the “Search by Keyword” box, type in the name of the event you are looking for and click “GO”.

Make sure you are viewing the “List” view option. Find your event and click on the star next to it to make it Yellow.

**COMMENCEMENT 2015**
Click on the “Home” tab.

Under “Your Starred Events” click the refresh button.

The Event you just starred will now show in this box until you un-star it.

You can un-star your event by simply clicking on the yellow star, making it white again.
Then hit Refresh and it will disappear from this list.

**ii. Starring Locations:**
Click on the “Location” tab

In the **Search by Keyword** box, type in the name of the Location you want to add to your favorites and click “GO”.

Make sure you are viewing the **List** view option. Find your event and click on the star next to it to make it Yellow.
Click on the “Home” tab.

Under “Your Starred Locations” click the refresh button.

The Location you just starred will now show in this box until you un-star it.

You can un-star your event by simply clicking on the yellow star, making it white again and clicking Refresh.
iii. Starring Resources:
Click on the “Resource” tab.

In the “Search by Keyword” box, type in the name of the Resource you want to add to your favorites and click “GO”.

Search by Keyword:

Make sure you are viewing the “List” view option. Find your event and click on the star next to it to make it Yellow.

★ Chairs - Almond/Folding
Click on the “Home” tab.

Under “Your Starred Resources” click the refresh button.

The Location you just starred will now show in this box until you un-star it.

You can un-star your event by simply clicking on the yellow star, making it white again and clicking Refresh.
V. Quick Schedule Request

a. Definition of a Quick Schedule

A Quick Schedule request was designed to accelerate an event requests approval process; when you are in need of a space only. Before you begin, please note that this process should only be used if your event request meets the following three criteria:

i. Requires use of a space only
ii. Attendees will be Internal (campus) attendees only
iii. No Resources or Services are needed

b. Step-by-Step Process for placing a Quick-Schedule Request

Click the “Create an Event” button.
You will be taken to the “Event Wizard” where you will begin filling out the request form.

Start by filling out the “Event Name” and “Event Title”.

These are required fields. They must be filled out in order to submit your request.

The Name and Title can be the same, however the Title allows more characters and is what is displayed on the Events Calendar.
Choose "1 – Quick Schedule" for the Event Type.

*Note*
Quick Schedules do not appear on the Public Calendar. If you would like yours to show on the Public Calendar, you should choose "Events Listing" for your Event Type.

Choose "1 – Quick Schedule" for the Primary Organization for this Event.

Click "Browse"
Click “Search”.

Type “1” in the search box and hit “Search”.

Click on “1 – Quick Schedule” to select it as the Organization.

Once all the fields are filled out and have green checks, click the “Next” button.

**Event Name**

Quick Schedule Request TEST

**Event Title**

Quick Schedule Request TEST

**Event Type**

1 - Quick Schedule

**Primary Organization for this Event**

1 - QUICK SCHEDULE
Enter the “**Expected Head Count**” for your event.

Once entered, you will see a green check.

If you chose “**Events Listing**” as your “**Type**” and are publicizing this to the Public Calendar, please enter an “**Event Description**”.

*Note*
This description is required for any event being published to the Public Calendar.

Once all the fields are filled out and have green checks, click the “**Next**” button.
If your request is for one occurrence, select “No”. If your request is for multiple occurrences, select “Yes”.

Enter the “Start” and “End” date for your request. Click on the calendar icon to choose the date.

*Note* The “Start” and “End” dates should be the same, unless your event spans midnight.

If your event repeats, that should be added separately.
Enter your “Start” and “End” times by clicking in the time boxes and selecting from the drop down menu.

Please pay special attention to AM/PM.

*Note*
The Event Start and End times should be your actual event time.

If you need any extra time before or after the event time to “Pre-Event” or “Post-Event”, add this time in by clicking “Yes”.

Use the arrows to add Days, Hours and Minutes needed in the “Pre-Event” and “Post-Event” fields.

*Note*
The Setup and Takedown fields are utilized by C&E for the purposes of scheduling laborers. Do not use these fields.
As you add time, you will see the Reservation Start and End times update, as well as your Event Reservation and Event Duration times.

Once all the time is set, click "Next".
If you selected that your event had multiple occurrences, you will come to this page, where you will select your repeating dates.

Select your preference for entering the Repeat dates.

Choose how this event REPEATS.

**Ad Hoc Repeats**
Individually select dates to add to the event.

**Daily Repeats**
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

**Weekly Repeats**
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

**Monthly Repeats**
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

**Does Not Repeat**
This event has only one occurrence.
Once you enter your repeat dates, it will automatically generate an Occurrence List.

<table>
<thead>
<tr>
<th>Date</th>
<th>Comments</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed Mar 25 2015</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Mon Mar 30 2015</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Wed Apr 01 2015</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Mon Apr 06 2015</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Wed Apr 08 2015</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Mon Apr 13 2015</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Wed Apr 15 2015</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Mon Apr 20 2015</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Wed Apr 22 2015</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Mon Apr 27 2015</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Wed Apr 29 2015</td>
<td></td>
<td>Active</td>
</tr>
</tbody>
</table>
If there is one date on the list you don’t need, you can change it from “Active” to “Cancelled”.

<table>
<thead>
<tr>
<th>Date</th>
<th>Comments</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed Mar 25 2015</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Mon Mar 30 2015</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td><strong>Wed Apr 01 2015</strong></td>
<td></td>
<td><strong>Cancelled</strong></td>
</tr>
<tr>
<td>Mon Apr 06 2015</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Wed Apr 08 2015</td>
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<td>Active</td>
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<td>Mon Apr 13 2015</td>
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<td>Wed Apr 22 2015</td>
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<td>Active</td>
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<tr>
<td>Mon Apr 27 2015</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Wed Apr 29 2015</td>
<td></td>
<td>Active</td>
</tr>
</tbody>
</table>

Once all your dates are chosen, click “Next”.

Next ▶
Select your **Event Location** preference.

If you have any “**Starred Locations**” you can choose this option to choose from that list.

**Your Starred Locations...**

<table>
<thead>
<tr>
<th>Location</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAND SALON</td>
<td>600</td>
</tr>
<tr>
<td>Malibu Hall 100</td>
<td>300</td>
</tr>
<tr>
<td>PETIT SALON</td>
<td>250</td>
</tr>
<tr>
<td>SOUTH QUAD</td>
<td></td>
</tr>
</tbody>
</table>

- Show only my authorized locations that have no time conflicts
- Enforce head count

* You must select at least one location.
If you want to "Search by Location Name", click that option and type in the Location Name in the Search box. Then hit Enter.
If you want to do an “Advanced Search”, click that option.

If you click on “Features” you can search for a Location with a specific feature you need.

Use the arrows to scroll through all the options.
You can keep clicking and add as many as you would like.

You can also change the search to look for spaces that either have “All” the Features you selected or “Any”.

If you click on “Categories” you can search for a Location under a specific category.

Use the arrows to scroll through all the options.
You can keep clicking and add as many as you would like.

You can also change the search to look for spaces that either have “All” the Categories you selected or “Any”.

If you click on “Layouts” you can search for a Location that has a specific Layout.

Use the arrows to scroll through all the options.
You can keep clicking and add as many as you would like.

You can also change the search to look for spaces that either have “All” the Layouts you selected or “Any”.

If you want to search by “Capacity”, slide the square up or down the bar to increase or decrease the capacity you are in need of.

*Note*  
**Capacity** is based on the maximum number of seats allowed in a space. Consult the Location Details for your requested space to view the capacity for certain layouts.
You can enter items in all or one field.

Once you have entered all your preferences, hit "Search".

This will generate a list of spaces on campus that meet all of the preferences you selected.
Once you generate a list of spaces, select the Location you want to request.

- Means available
- Means not available

Click on the space you want to reserve. Once it is selected, it will show up under “Selected Locations”.

*Note*
You can select as many spaces as you would like to reserve at the same date/time.
If you selected a space and you want to remove it, click on the red "X".

Click "Save" to submit your Quick Schedule Request.

Once request is saved you will be sent to this final page.
Here, you can click on the "View Details" button to look at an overview of what you requested.

You can also click the "Edit" button to go back into the Event Wizard to make changes to your request.

*Note*
You can only edit event requests that are in "Draft" state. Once they change to "Tentative" or "Confirmed" you may no longer edit.

Once you have made any necessary changes, click "Save".
You do not have "Email" privileges within 25Live. Be aware you will not be able to send an email.

Click ‘X’ to exit.
c. How to Publicize a Quick Schedule on the Public Calendar

Choose "Event Listing" for the Event Type.

*Note*
Quick Schedules do not appear on the Public Calendar. If you would like yours to show on the Public Calendar, you should choose "Events Listing" for your Event Type.

Choose "1 - Quick Schedule" for the Primary Organization for this Event.
<table>
<thead>
<tr>
<th>Fill out the Event Description. This is what the public will read when viewing your event on the Public Calendar.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>This description is required for any event being published to the Public Calendar.</td>
<td></td>
</tr>
</tbody>
</table>

| Follow all other steps for a Quick Schedule request. | |

Event Description (HTML-Enabled)
d. How to Check if your Quick Schedule is Confirmed

Click on the “Events” tab.

Click on the “Pre-Defined Event Searches” tab.

Make sure “Pre-Defined Groups” is selected and then choose “Events You Have Requested”.

Then click “Run”.

It is recommended to look at this in “List” view.
If you click on the "Dates", you can select "Search All Dates", "Search Current & Future Dates" or "Select a Date Range".

Enter dates and click "Done".

The "State" is what you want to pay attention to.

**Draft** = Request has not been processed by C&E office yet. (You can still edit these requests)

Click ✏️ to edit.

There are two types of "Approved" events (can no longer edit):

1) **Tentative** = the request is routing for approvals.
2) **Confirmed** = the request approvals are complete & event is confirmed.

**Cancelled** = the request has been cancelled.

If you need to make changes to your request AFTER the state has changed to Tentative or Confirmed, you MUST email your changes to events@csuci.edu
e. Editing your Quick Schedule Request

Search for your event. Once you find it, click on the “Event Name” in blue.

*Note*
You can only edit event requests in “Draft” state.

Email events@csuci.edu to make any changes to a “Tentative” or “Confirmed” event.

You will come to the “Event Wizard” where you can make your changes.

Once all changes are made, click “Save”
VI. Event Request

a. Definition of an Event Request

An Event Request should be requested by staff, faculty and student assistants to reserve a space(s) and any/all campus resources needed for an event.

b. Step-by-Step Process for Placing an Event Request

Click the “Create an Event” button.
You will be taken to the "Event Wizard" where you will begin filling out the request form.

Start by filling out the "Event Name" and "Event Title".

These are required fields. They must be filled out in order to submit your request.

The Name and Title can be the same, however the Title allows more characters and is what is Displayed on the Events Calendar.
Choose any Event Type you feel is closest related to what type of event you are hosting.

*Note* You should NOT be selecting “1 – Quick Schedule” or “Events Listing”. These two types are for Quick Schedule requests only.

Choose the Primary Organization putting on this Event.

Click “Browse”
Click "Search".

Type the Organization Name in the search box and hit "Search".

Click on your choice to select it as the Organization.

Once all the fields are filled out and have green checks, click the "Next" button.
Enter the "Expected Head Count" for your event. Once entered, you will see a green check.

If you are publicizing this to the Public Calendar, please enter an "Event Description".

*Note*
This description is required for any event being published to the Public Calendar.

Once all the fields are filled out and have green checks, click the "Next" button.
If your request is for one occurrence, select “No”.

If your request is for multiple occurrences, select “Yes”.

Enter the “Start” and “End” date for your request.

Click on the calendar icon to choose the date.

*Note*
The “Start” and “End” dates should be the same, unless your event spans midnight.

If your event repeats, that should be added separately.
Enter your "Start" and "End" times by clicking in the time boxes and selecting from the drop down menu.

Please pay special attention to AM/PM.

*Note*
The Event Start and End times should be your actual event time.

If you need any extra time before or after the event time to "Pre-Event" or "Post-Event", add this time in by clicking "Yes".

Use the arrows to add Days, Hours and Minutes needed in the "Pre-Event" and "Post-Event" fields.

*Note*
The Setup and Takedown fields are utilized by C&E for the purposes of scheduling laborers. Do not use these fields.
As you add time, you will see the Reservation Start and End times update, as well as your Event Reservation and Event Duration times.

Once all the time is set, click “Next”.
If you selected that your event had multiple occurrences, you will come to this page, where you will select your repeating dates.

Select your preference for entering the Repeat dates.

---

**Choose how this event REPEATS.**

**Ad Hoc Repeats**
*Individually select dates to add to the event.*

**Daily Repeats**
*Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.*

**Weekly Repeats**
*Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.*

**Monthly Repeats**
*Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.*

**Does Not Repeat**
*This event has only one occurrence.*
Once you enter your repeat dates, it will automatically generate an Occurrence List.

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<tr>
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<td></td>
<td>Active</td>
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<td>Active</td>
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</tbody>
</table>
If there is one date on the list you don’t need, you can change it from “Active” to “Cancelled”.

Once all your dates are chosen, click “Next”.

Once all your dates are chosen, click “Next”.
Select your Event Location preference.

Find and select EVENT LOCATIONS.

- You must select at least one location.

- Your Starred Locations...
- Search by Location Name...
- Saved Searches...
- Advanced Search...

If you have any "Starred Locations" they will show under Your Starred Locations option in the Event Wizard. You can choose from that list of Locations.
If you want to "Search by Location Name", click that option and type in the Location Name in the Search box. Then hit Enter.
If you want to do an "Advanced Search", click that option.

Advanced Search...

If you click on "Features" you can search for a Location with a specific feature you need.

Use the arrows to scroll through all the options.
You can keep clicking and add as many as you would like.

You can also change the search to look for spaces that either have "All" or "Any" of the Features you selected.

If you click on "Categories" you can search for a Location under a specific category.

Use the arrows to scroll through all the options.
You can keep clicking and add as many as you would like.

You can also change the search to look for spaces that either have “All” or “Any” of the Categories you selected.

If you click on “Layouts” you can search for a Location that has a specific Layout.

Use the arrows to scroll through all the options.
You can keep clicking and add as many as you would like.

You can also change the search to look for spaces that either have "All" or "Any" of the Layouts you selected.

If you want to search by "Capacity", slide the square up or down the bar to increase or decrease the capacity you are in need of.

*Note*
Capacity is based on the maximum number of seats allowed in a space. Consult the Location Details for your requested space to view the capacity for certain layouts.
You can enter items in all or one field.

Once you have entered all your preferences, hit "Search".

This will generate a list of spaces on campus that meet all of the preferences you selected.
Once you generate a list of spaces, select the Location you want to request.

- Means available
- Means not available

Click on the space you want to reserve.

Once it is selected, it will show up under “Selected Locations”.

*Note*
You can select as many spaces as you would like to reserve at the same date/time.

Then click “Next”.

Next ▶
Select your Resource preference(s).

- Find and select EVENT RESOURCES.
  
  - Your Starred Resources...
  
  - Search by Resource Name...
    
      [Search]

      No Matching Results

      [Refresh]

  
  - Saved Searches...
  
  - Advanced Search...

If you have any “Starred Resources” you can choose this option to choose from that list.

- Your Starred Resources...

  Stage - 4' X 8'
  Stage - A.D.A. Ramp
  Stage - Skirt
  Stage - Stairs
If you want to "**Search by Resource Name**", click that option and type in the Resource Name in the Search box. Then hit Enter.

If you want to do an "**Advanced Search**", click that option.
If you click on "Categories" you can search for a Resource within each Service Providers.

Use the arrows to scroll through all the options.

You can keep clicking and add as many as you would like.

You can also change the search to look for resources that either have "All" or "Any" of the categories you selected.
Click on the Resources you want to reserve.

Once they are selected, they will show up under “Selected Resources”.

*Note*
You can select as many resources as you would like to reserve at the same date/time.

The numbers next to each Resource are showing you how many are available on the date/time of your event vs. how many are on campus.
Once you have selected all of your Resources, you will need to click on “View and Modify Occurrences” to enter the quantity desired.

**View and Modify Occurrences**

Then click “Save Changes”.

Save Changes

Repeat this step for all Resources selected.

Once you have updated the Quantities of all your Resources they need to have green check marks in order to move forward.

✓ = available

⚠️ = not available

---

**Selected Resources**

**Chairs - Grey - Grand Salon**

Selected Occurrences: All Occurrences
Conflicts: None

View and Modify Occurrences

**Tables - Rectangular 6’ - Grand/Petit**

Selected Occurrences: All Occurrences
Conflicts: None

View and Modify Occurrences
If you select a Resource you no longer want, you can click the red “X” to remove it from your “Selected Resource” list.

Once your list of Resources and their Quantities are set, click “Next”

Fill out all the “Event Custom Attributes”.

*Note* We recommend filling out every Custom Attribute.

If you need a banner hung for your event, select “Yes” and type in the name of the individual who will be “Providing it to the C&E Office”.

If “No”, select no and do not fill out the “Banner Provided to C&E Office By?” section.

*Note* This is not for the Banner Frames. This is if you would like to hang banners elsewhere, in approved areas.
Enter the appropriate Accounting String information for your event.

- Event Accounting String

If you are charging a “Fee” for your event, select “Yes”. If not, select “No”.

- Fees Required?
  - Yes
  - No

If you are collecting “Registration” for your event, select “Yes”, otherwise select “No”.

- Registration Required?
  - Yes
  - No

Enter the “Requestor Cell Phone Number” here. This will only be used in an emergency on the day of the event to get in contact with the on-site person.

- Requestor Cell Phone Number
Enter the "Special Lock/Unlock Time Needed".

*Note*
If these are not filled out, the doors will automatically be programmed to unlock and lock 15 minutes before and after your scheduled event time.

Enter the "Target Audience" for your event. (i.e. Open to the Public; CI Students only; etc.)
This will show on the Public Calendar.

Enter the "Web Site" for your event, if you have one. This will show on the Public Calendar.

If you requested signage, enter the name of the individual "Who Will Provide Signage to C&E Office". They are due no less than 48 hours before your event.

If you have hired Catering to serve food at your event, select "Yes". If no food is being served, select "No".

<table>
<thead>
<tr>
<th>Special Lock Time Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Unlock Time Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Target Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Web Site</th>
</tr>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Who Will Provide Signage to C&amp;E Office?</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Will Food Be Served at your Event?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Once all fields have been filled out, click “Next”.

Check any/all “Categories” that relate to your event.

These “Categories” are how the events are broken up on the Public Calendar when people are searching through events.

If you do NOT want your event to show on the Public Calendar, select “Don’t Publish To The Web”.

Click “Next”.

---

Edit CATEGORIES for this event.

- Academics & Research
- Alumni
- Community
- Don’t Publish To The Web
- Student Organizations
- University Life

---

Edit CATEGORIES for this event.

- Academics & Research
- Alumni
- Community
- Don’t Publish To The Web
- Student Organizations
- University Life

---
Check off all **Requirements** that apply to your event.

If you have an additional comment, you can type it in the "Comments" box under the checked off requirement.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Being Served At Event</td>
<td></td>
</tr>
<tr>
<td>Animals on Campus for Event</td>
<td></td>
</tr>
<tr>
<td>High Profile/Controversial Speaker</td>
<td></td>
</tr>
<tr>
<td>Minors on Campus</td>
<td></td>
</tr>
<tr>
<td>Requesting a Food Truck(s)</td>
<td></td>
</tr>
<tr>
<td>Temporary Structures (larger than 10'x20')</td>
<td></td>
</tr>
<tr>
<td>Use of Buildings for Sleeping Purposes (other than residential buildings)</td>
<td></td>
</tr>
<tr>
<td>Use of Inflatables or Mechanical Amusement Devices</td>
<td></td>
</tr>
<tr>
<td>Use of Open Flames, Candles, Portable Heaters (gas or propane) or Generators</td>
<td></td>
</tr>
<tr>
<td>Vehicles for Display (Food trucks, mobile displays)</td>
<td></td>
</tr>
</tbody>
</table>
If you are planning to have "Alcohol Being Served At Event", you will need to check off the box and also submit the Alcohol Request Form.

If you are planning to bring in "Temporary Structures larger than 10'x20'", "Use Buildings for Sleeping Purposes", and/or "Use of Open Flames, Candles, Portable Heaters, or Generators", you will be contacted by the C&E office to fill out a Fire Marshal form.
If you are planning to have “Animals on Campus for Event”, “Minors on Campus”, “Use of Inflatables or Mechanical Amusement Devices”, and/or “Vehicles for Display” you will be contacted by Risk Management.

Once all necessary Requirements are checked off, click “Next”.
(Optional)
Enter any additional information into the “Event Comments” box.

This information is seen by Service Providers only.

Examples: To specify exact parking lot rental, additional AV instructions, outside vendor delivery/pickup times, etc.

Click “Save” to submit your Event Request.

Once request is saved you will be sent to this final page.

*Note*
The Locations and Resources requested are saved as Event Preferences, meaning they are not scheduled for you yet.
Here, you can click on the "View Details" button to look at an overview of what you requested.

You can also click the "Edit" button to go back into the Event Wizard to make changes to your request.

*Note*
You can only edit event requests that are in "Draft" state. Once they change to "Tentative" or "Confirmed" you may no longer edit.

Edits can be sent to events@csuci.edu once in the Tentative or Confirmed states.

Once you have made any necessary changes, click "Save".
You do not have "Email" privileges within 25Live. Be aware you will not be able to send an email.

Email

Click “X” to exit.
c. How to Check if your Event Request has been Confirmed

Click on the “Events” tab.

Click on the “Pre-Defined Event Searches” tab.

Make sure “Pre-Defined Groups” is selected and then choose “Events You Have Requested”.

Then click “Run”.

It is recommended to look at this in “List” view.
If you click on the “Dates”, you can select “Search All Dates”, “Search Current & Future Dates” or “Select a Date Range”.

Enter dates and click “Done”.

The “State” is what you want to pay attention to.

**Draft** = Request has not been processed by C&E office yet. (You can still edit these requests)

Click to edit.

There are two types of “Approved” events (can no longer edit):

1) **Tentative** = the request is routing for approvals.
2) **Confirmed** = the request approvals are complete & event is confirmed.

**Cancelled** = the request has been cancelled.

If you need to make changes to your request AFTER the state has changed to Tentative or Confirmed, you MUST email your changes to **events@csuci.edu**
d. How to Review what you Ordered for your Event

Search for your event. Once you find it, click on the “Event Name” in blue.

Make sure you are viewing the “Details” page.

Under “Event Occurrences”, click the grey plus (+) sign to expand your order.

This is where you can view the Location, Resources and their quantities that are assigned to your event.
e. Editing your Event Reservation

Search for your event. Once you find it, click on the “Event Name” in blue.

*Note*
You can only edit event requests in “Draft” state.

Email events@csuci.edu to make any changes to a “Tentative” or “Confirmed” event requests.

You will come to the “Event Wizard” where you can make your changes.

Once all changes are made, click “Save”
VII. How to Manage your Reservations

Click on the “Events” tab.

Click on the “Pre-Defined Event Searches” tab.

Make sure “Pre-Defined Groups” is selected and then choose “Events You Have Requested”.

Then click “Run”.

It is recommended to look at this in “List” view.
If you click on the "Dates", you can select "Search All Dates", "Search Current & Future Dates" or "Select a Date Range".

Enter dates and click "Done".

The "State" is what you want to pay attention to.

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You can click on the **Column Titles** to sort.

(Example: Click on “**Start Date**” to sort your events by date)

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You can **Star** your event by clicking the star.
If you **Star** the events you are currently working on, they will show on the **Home page** on your **Dashboard** until you un-star them.

*Note*
This is a great option when working on multiple events at the same time.

You can click on the **Event Name** to get to the **Details** page.
Under “Event Occurrences”, click the grey plus (+) sign to expand your order.

This is where you can view the Location, Resources and their quantities that are assigned to your event.
VIII. Technical Support & Assistance

Please contact the Conferences & Events office if you are experiencing any technical issues with 25Live. If the issue is in regards to a specific Event Request, please include the Reference Number (i.e. 2015-AADFRE).

Conferences & Events
Email: events@csuci.edu
Phone: 805-437-3900
Location: Lindero Hall 2880