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</table>
### I. Revision Control

Document Title: 25Live Pro General Space Request Manual  
Author: University Events office

<table>
<thead>
<tr>
<th>Date</th>
<th>By</th>
<th>Action</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/2020</td>
<td>Hayley Van Arsdell</td>
<td>Revised to updated 25Live Pro</td>
<td>All Pages</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
II. Logging into 25Live

From the CSU Channel Islands website (www.csuci.edu) click on the “Events” button in the upper right-hand corner.

To log in, click on the “Request Event” button.
This will direct you to log into your myCI. Use your myCI credentials to log into 25Live.

Once you are logged in, you will be directed to the 25Live Pro homepage.
III. Quick Schedules

a. Definition of a Quick Schedule

A Quick Schedule request was designed to accelerate an event request 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 requests meets the following criteria:

i. Requires use of a space only

ii. Attendees will be Internal attendees only

iii. No Resources or Services are needed

iv. Automatic unlocking/locking of the room, exterior building doors and restrooms is not needed

NOTE: All conference rooms are scheduled to be unlocked from 8:00 am to 5:00 pm year-round. Classrooms are only scheduled to be unlocked when classes are in session, Monday-Friday of the academic school year. Event Spaces are never scheduled to be unlocked, unless an event has requested automatic unlocking times (this is done through a Full Detail Event Request).
b. Step-by-Step Process for Placing a Quick Schedule Request

On the 25Live Pro homepage, click the “Create an Event” button.

You will be directed to the “Event Wizard” where you will begin to fill 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 save 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 Event Type and for Primary Organization for this Event.
Once all fields are filled out, scroll down.

Enter the “Expected Head Count” for your event.
To place an “Event Description” type in the Event Description Box.

The Event Description gives you the opportunity to let your guests know any additional event details, as well as adding any links for advertisement of your event.

You can also add any hashtags or social media information about your event or any information you feel you would like your audience and guests to know.

*This can be viewed by anyone looking at this request in 25Live.*
Enter the “Start” date for your request.

*Note*
Always keep the box checked where your request “Start” and “End” date should be on the same day, unless your event spans to midnight.

If your event repeats multiple days, you will select the pattern in the following step.

Enter your “Start” time in the first box and “End” time in the second box by clicking in the time boxes and selecting from the drop-down menu.

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 your event time, click the drop-down arrow next to “Additional time”.

Use the “Pre-Event” and “Post-Event” boxes to add Days, Hours and Minutes needed to set-up your event.

*Note*
The Setup and Takedown fields are utilized by the UE Laborers for the purpose of setting up and taking down resources.
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 time is set, scroll down.

Select “Repeating Pattern” if your event has multiple occurrences, where you will select your repeating dates.

Select your preference for entering dates. Use the calendar to select Ad Hoc dates. Weekly and Monthly will go based off the first original start date.
Once you enter your repeat dates, select “View All Occurrences” to view your list of dates.

*Note*

Date Occurrences cannot span across calendar years.

If you are planning to have your event take place in two calendar years, place one Quick Schedule Request for the first year and a separate request for the second year.

If there is one date on the occurrence you don’t need, you can change it from “Active” to “Cancelled”.

Once all of your dates are chosen, scroll down.
Select 'Reset' to search for your Event Location(s) for your event.

**Note**
Selecting a certain location in this section does not mean you are guaranteed this space. Your space will be guaranteed once your request has been fully "Confirmed."

If you want to do an Advanced Search, click the More Options drop down to find a space based on the space Features, Categories, Layouts or Capacities.
This will generate a list of spaces that meet your requirements.

If the space is available on your desired dates and times, “None” will populate on the right column.

If the space is not available on your desired dates and times, “Conflict Details” will populate on the right column.

<table>
<thead>
<tr>
<th>Available</th>
<th>Reserve</th>
<th>Sage Hall 2132 - Extended University Conference Room</th>
<th>10</th>
<th>2/2</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOL1174</td>
<td>Reserve</td>
<td>Solano Hall 1174 - Conference Room</td>
<td>12</td>
<td>2/2</td>
<td>None</td>
</tr>
<tr>
<td>SOL2175</td>
<td>Reserve</td>
<td>Solano Hall 2175 - Conference Room</td>
<td>23</td>
<td>1/2</td>
<td>Conflict Details</td>
</tr>
<tr>
<td>Request</td>
<td>SUB1080</td>
<td>Student Union Building 1080 - Conference Room</td>
<td>26</td>
<td>2/2</td>
<td>None</td>
</tr>
<tr>
<td>Request</td>
<td>SUB2021</td>
<td>Student Union Building 2021 - Conference Room</td>
<td>12</td>
<td>2/2</td>
<td>None</td>
</tr>
</tbody>
</table>
Click on the space you want to reserve.

Once it is selected, it will show up under the location search.

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

If you selected a space and would like to remove it, click “Remove”.
**Quick Schedules DO NOT use any resources.**
Skip this section and scroll down.

Quick Schedules also don’t use any Event Custom Attributes. Continue by scrolling down.
Quick Schedules will not be published to the web even if you select one of the “Event Categories”. Skip this section.

*Note*
If you would like your Quick Schedule to publish to the web, see the Events Listing section.
Under “Requirements” select any category that may be applicable to your meeting or event. Once complete, scroll down.
Type an “Event Comments” if applicable to your event and hit the “Save” button.

*Note*
Once the event has been saved in the Draft State, it is sent to the UE Office for processing.

The space is not reserved until you receive an email from 25Live stating the event has been moved out of the Draft State and into a Tentative or Confirmed State.
Once your request has been saved, you will be directed to this page.

Here you can make “Edits” to your request or view “Details” to look at your request.

*Note*
You can only make Edits to requests that are in a Draft State. Any Edits that need to be made to a Tentative or Confirmed event can be requested by sending an email to events@csuci.edu.
IV. **Events Listing**

a. **Definition of an Events Listing**

An Events Listing request was designed to accelerate an event request process; when you are in need of a *space only but would like the reservation to populate to the Events Calendar*.

Before you begin, please note that this process should only be used if your event requests meets the following criteria:

i. Requires use of a space only

ii. Attendees will be Internal (campus) attendees only

iii. No Resources or Services are needed

iv. Automatic unlocking/locking of the room, exterior building doors and restrooms is not needed
b. Step-by-Step Process for Placing an Events Listing Request

On the 25Live homepage, click the “Create an Event” button.

You will be directed to the “Event Wizard” where you will begin to fill 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 proceed to the next page.

The Name and Title can be the same, however the Title allows more characters and is what is displayed on the Events Calendar.

Choose “Events Listing” for Event Type and “1 – Quick Schedule” for Primary Organization for this Event.
Once all fields are filled out, scroll to the next section.

Enter the “Expected Head Count” for your event.
To place an "Event Description" type in the Event Description Box.

The Event Description gives you the opportunity to let your guests know any additional event details, as well as adding any links for advertisement of your event.

You can also add any hashtags or social media information about your event or any information you feel you would like your audience and guests to know.

*This can be viewed by anyone looking at this request in 25Live.*
Enter the “Start” date for your request.

*Note*
Always keep the box checked where your request “Start” and “End” date should be on the same day, unless your event spans to midnight.

If your event repeats multiple days, you will select the pattern in the following step.
Enter your “Start” time in the first box and “End” time in the second box by clicking in the time boxes and selecting from the drop-down menu.

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 your event time, click the drop-down arrow next to “Additional time”.

Use the “Pre-Event” and “Post-Event” boxes to add Days, Hours and Minutes needed to set-up your event.

*Note*
The Setup and Takedown fields are utilized by the UE Laborers for the purpose of setting up and taking down resources.

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 time is set, scroll down.

Select “Repeating Pattern” if your event has multiple occurrences, where you will select your repeating dates.

Select your preference for entering dates. Use the calendar to select Ad Hoc dates. Weekly and Monthly will go based off the first original start date.
Once you enter your repeat dates, select “View All Occurrences” to view your list of dates.

*Note*

Date Occurrences cannot span across calendar years.

If you are planning to have your event take place in two calendar years, place one Quick Schedule Request for the first year and a separate request for the second year.

If there is one date on the occurrence you don’t need, you can change it from “Active” to “Cancelled”.

Once all of your dates are chosen, scroll down.
Select your **Event Locations** preference.

*Note*
Selecting a certain location in this section does not mean you are guaranteed this space.

If you want to do an **Advanced Search**, click the More Options drop down to find a space based on the space Features, Categories, Layouts or Capacities.
You can keep clicking as many options as you like. Once you are finished selecting options hit “Search” to generate a list of spaces that match your requirements.

* If you want to hide unavailable rooms, click the box next to “Hide Conflicts” above the search box.
This will generate a list of spaces that meet your requirements.

If the space is available on your desired dates and times, “None” will populate on the right column.

If the space is not available on your desired dates and times, “Conflict Details” will populate on the right column.
Click on the space you want to reserve.

Once it is selected, it will show up under the location search.

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

If you selected a space and would like to remove it, click “Remove”.

Events Listings DO NOT use any resources.

Skip this section and scroll down.
Fill out the “**Event Custom Attributes**” that are applicable for your Events Listing Request.

Continue by scrolling down to next section.
Check any/all "Categories" that relate to your Event.

These "Categories" are how the Events Listings are broken up on the Public Calendar when people are searching through events.

*Note*
Categories with [Not Active] next to the name will not post to the Events Listings.
Under “Requirements” select any category that may be applicable to your meeting or event.

Once complete, scroll down.
Type an “Event Comments” if applicable to your event and hit the “Save” button.

*Note*
Once the event has been saved in the Draft State, it is sent to the UE Office for processing.

The space is not reserved until you receive an email from 25Live stating the event has been moved out of the Draft State and into a Tentative or Confirmed State.
Once your request has been saved, you will be directed to this page.

Here you can make “Edits” to your request or “View Details” to look at your request.

*Note*
You can only make Edits to requests that are in a Draft State. Any Edits that need to be made to a Tentative or Confirmed event can be requested by sending an email to events@csuci.edu.
V. Full Detail Event Request

a. Definition of a Full Detail Event Request

A Full Detail Event is any request that would include any of the following:

i. University Events
   a. Request of an Event Specialist
   b. Request for Participation of President
   c. A.V. Resources Needed [i.e. Microphone(s), Mic. Stand(s), Mixer, Speakers, Projector & Projection Screen, etc.]
   d. Police & Parking Services [Request of V.I.P. Parking Stalls, Parking Lot Rental, Parking Permits, etc.]
   e. Request of any furniture [i.e. Podium, Stage, Tables, Chairs, Signage, etc.]
   f. Fire Marshal Approval
   g. Risk Management
   h. Alcohol Served at Event

ii. Facilities Services
   a. Request of lock programming needed to use of space
   b. Electrical resources needed
   c. Custodial Services for Trash and Recycle cans and clean up before and after event. Please note that O.T. charges will apply if an event occurs on the weekend or after hours.

iii. John Spoor Broome Library - Library Services needed [i.e. Approval for use of space, after hours use to schedule O.T. staff coverage, etc.]

iv. I.T. - I.T. or Wireless services Needed

NOTE: An accounting string must be provided for a Full Detail Event Request to be processed and confirmed.
A Full Detail Event Request should be placed by an community campus member [Faculty, Staff and trained Student Assistants]
b. Step-by-Step Process for Placing a Full Event Request

On the 25Live Pro homepage, click the "Create an Event" button.
You will be directed to the “Event Wizard” where you will begin to fill 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 save 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 the type of event you are hosting and the appropriate “Primary Organization for this Event”.

*Note* You should not be selecting “1 – Quick Schedule” or “Events Listing”. If your event does not need any resources, see the Quick Schedule or Events Listing Pages.

Once all fields are filled out, scroll down.
Enter the “**Expected Head Count**” for your event.

To place an “**Event Description**” type in the Event Description Box. This can be viewed by anyone looking at this request in 25Live and by clicking on the Event name on the Event Calendar.
Once all fields are filled out, scroll to next section.

Enter your "Start" time in the first box and "End" time in the second box by clicking in the time boxes and selecting from the drop-down menu.

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 your event time, click the drop-down arrow next to “Additional time”.

Use the “Pre-Event” and “Post-Event” boxes to add Days, Hours and Minutes needed to set-up your event.

*Note*
Do not use these fields. The Setup and Takedown fields are utilized by the UE Laborers for the purpose of setting up and taking down resources.
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 time is set, scroll down.

Select "Repeating Pattern" if your event has multiple occurrences, where you will select your repeating dates.

Select your preference for entering dates. Use the calendar to select Ad Hoc dates. Weekly and Monthly will go based off the first original start date.
Select your **Event Locations** preference.

*Note*
Selecting a certain location in this section does not mean you are guaranteed this space.

If you want to do an **Advanced Search**, click the More Options drop down to find a space based on the space Features, Categories, Layouts or Capacities.
This will generate a list of spaces that meet your requirements.

If the space is available on your desired dates and times, “None” will populate on the right column.

If the space is not available on your desired dates and times, “Conflict Details” will populate on the right column.

<table>
<thead>
<tr>
<th>Status</th>
<th>Name</th>
<th>Description</th>
<th>Capacity</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve</td>
<td>SAG2132</td>
<td>Sage Hall 2132 - Extended University</td>
<td>10</td>
<td>2/2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conference Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve</td>
<td>SOL1174</td>
<td>Solano Hall 1174 - Conference Room</td>
<td>12</td>
<td>2/2</td>
<td>None</td>
</tr>
<tr>
<td>Request</td>
<td>SOL2175</td>
<td>Solano Hall 2175 - Conference Room</td>
<td>23</td>
<td>1/2</td>
<td>Conflict Details</td>
</tr>
<tr>
<td>Reserve</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request</td>
<td>SUB1080</td>
<td>Student Union Building 1080 - Conference</td>
<td>26</td>
<td>2/2</td>
<td>None</td>
</tr>
<tr>
<td>Request</td>
<td>SUB2021</td>
<td>Student Union Building 1080 - Conference</td>
<td>12</td>
<td>2/2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Click on the space you want to reserve.

Once it is selected, it will show up under the location search.

*Note*
For Full Events, you can only select **ONE** location if you are requesting any resources.

If you selected a space and would like to remove it, click “Remove”.

**Event Locations**

- **Locations Search**
  - Auto-Load Starred: Yes
  - Hide Conflicts
  - Enforce Headcount
  - Search Locations
  - Saved Searches (optional)

**BRO PLAZA**
- Broome Library Plaza
- Capacity: 700
- Date: Wed Oct 14, 2020
- Time: 11:00 am - 3:00 pm
- Layout: Theater/Art
- Instructions: Must arrange
Select your Resource preference(s).

*Note*
Selecting certain resources in this section does not mean you are guaranteed them.

If you want to do an Advanced Search, click that option to find specific resources needed.
Click on the Resources you want to reserve. Once they are selected, they will show up under the Resource Search.

*Note* You can select as many resources as you would like for each event.

Use the **Quantity Available** section to see how many of each resource is available. Under **Add** section select how many you would like to reserve.
Make sure to select the corresponding "Services Requested" to Resources.

A.V. Services = A.V. Resource
UE Services = UE Resource
Facility Services = Facility Resource
Parking Services = Parking Resource

*Note*
Some Event Spaces have their own Resources. See the Event Space Resources section for specific details.

Once you have selected all of your resources, scroll down.
Fill out any appropriate "Event Custom Attributes".

*Note*
All Full Detail Event Requests MUST provide an Accounting String for the event to be processed.

To schedule an Event Space and appropriate restrooms to be unlocked/locked for your event, fill out the "Instructions" under "Locksmith Requests" Resource.

*Note* Please be sure to add what time you want the building unlocked and locked in the Instructions.

For restroom use in specific locations see the Event Space Restrooms section.
Check any/all “Categories” that relate to your Event.

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

*Note*
Categories with [Not Active] next to the name will not post to the Events Listings.

If you do not want your event to be published to the Public Calendar, select “Don’t Publish To The Web” under “Event Categories”.
If applicable, check all **Requirements** that relate to your event.

For additional information, use the "**Comments**" box under each checked off requirement.

Once all necessary fields are filled out, scroll down.

**ALCOHOL BEING SERVED AT THE EVENT:** If you select this, you need to complete **Request to Serve Alcoholic Beverages on Campus** and submit prior to your event for approval.

**FIRE MARSHAL:** There is a fee associated with a Fire Marshal permit. It is an hourly charge with a minimum of a half-hour. Your event will be charged based on the number of hours the Fire Marshal records reviewing your event permit request. UE will submit event permit request on your behalf.

**EXPECTING OVER 100 GUESTS:** Always click this button if you are submitting an event with over 100 attendees.

**FOOD TRUCK REQUESTS:** These are submitted through UAS to Roxanne Herlien.
Type an “Event Comments” if applicable to your event and hit the “Save” button.

*Note*
Once the event has been saved in the Draft State, it is sent to the UE Office for processing.

The space is not reserved until you receive an email from 25Live stating the event has been moved out of the Draft State and into a Tentative or Confirmed State.
Once your request has been saved, you will be directed to this page.

Here you can make “Edits” to your request or “View Details” to look at your request.

*Note*
You can only make Edits to requests that are in a Draft State. Any Edits that need to be made to a Tentative or Confirmed event can be requested by sending an email to events@csuci.edu.
VI. University Processes

a. Processes for Events

Timelines for Event Requests will go as follows:

i. All Quick Schedule requests must be placed through 25Live a minimum of 5 business days prior to the event start date.

ii. All Events Listing requests must be placed through 25Live a minimum of 5 business days prior to the event start date.

iii. All Full Event requests must be placed through 25Live a minimum of 14 business days prior to the event start date.

NOTE: The University Events Office reserves the right to deny any/all requests that do not meet the above listed timelines.

b. Processes for Campus Spaces

Classroom Usage:

i. The use of campus classrooms is prohibited 1 week prior to the beginning of each semester and 2 weeks after the beginning of each semester.

ii. All classroom reservations for dates that are during a semester, must be placed 2 weeks after the beginning of each semester.

iii. Any requests for classroom usage during the semester that are put in before the 2 week date will be denied.
VII. Campus Space Notes

**Event Space Restrooms:**

**Grand Salon:**

- For restroom use in this space, please request that the Del Norte Restrooms or the Madera Breezeway Restrooms are unlocked in the Facilities Services Requested box in the Resources Section.

**Petit Salon:**

- For restroom use in this space, please request that the Del Norte Restrooms or the Madera Breezeway Restrooms are unlocked in the Facilities Services Requested box in the Resources Section.

**Broome Plaza:**

- For restroom use in this space outside of the Library hours, please request that the Library remain open for restroom use in the Library Services Requested box in the Resources Section (cost of Library overtime will apply) or request that the Malibu Hall Restrooms are unlocked in the Facilities Services Section.

**Event Space Resources:**

Specific Event Spaces have their own resources that are used for the space. When selecting Resources for Malibu Hall 100, Grand Salon or Petit Salon please make sure that you are selecting the corresponding tables and chairs.

* Any request made in these spaces without resources will be denied after the second attempt to contact requestor for Resources Added.

**Requesting a Location not found in 25Live:**

**I – Other Location:**

- For any location on campus that does not come up under the Event Location Section, select “I – Other Location” and write the location name in the comments section of the Location.
VIII. University Events Office Information

University Events Office
University Advancement
Main Line: (805) 437-3900
Location: University Hall 1612
Email: events@csuci.edu
www.csuci.edu/conferences-events