25Live General Space Request Manual
I. **Revision Control**

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Author: Conferences & Events Office

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III. **Logging into 25Live**

From the CSU Channel Islands website ([www.csuci.edu](http://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 homepage.
IV. 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 (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

Please note that all Conference Rooms are scheduled to be unlocked from 8:00AM to 5:00PM 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 Event Request).

b. Step-by-Step Process for Placing a Quick Schedule 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 “1 – Quick Schedule” for Event Type and for Primary Organization for this Event.

Once all 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.

To place an “**Event Description**” type in the Event Description Box. This can be viewed by anyone looking at this request in 25Live.
Once all 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”.

*Note*
All occurrences must have the same Start and End times.

Once you select Yes or No, click the “Next” button.
Enter the “Start” and “End” date for your request.

Click on the calendar icon to choose the date.

*Note*
Your request “Start” and “End” date should be the same, unless your event spans to midnight.

If your event repeats multiple days, select “Yes” on the page before.

Enter your “Start” and “End” times 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 “Yes”.

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

*Note*
The Setup and Takedown fields are utilized by the C&E 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, click the "Next" button.

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 dates and click the "Next" button.
Once you enter your repeat dates, it will automatically generate an Occurrence List.

*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, click the “Next” button.
Select your **Event Location** 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 that option 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.

This will generate a list of spaces that meet your requirements.

If the space is available on your desired dates and times, a green check will appear next to the space name.

If the space is not available on your desired dates and times, a red triangle will appear next to the space name.
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 locations as you would like to reserve at the same date/time.

If you selected a space and would like to remove it, click on the red “X”.

Once the Selected Location is correct, click the “Next” button.
Quick Schedules do not use any resources. Skip this section and click the “Next” button.

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

*Note*
If you would like your Quick Schedule to publish to the web, see the Events Listing section.

This section is also not applicable to Quick Schedules. Continue by clicking the “Next” button.
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 C&E 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. 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:

- v. Requires use of a space only
- vi. Attendees will be Internal (campus) attendees only
- vii. No Resources or Services are needed
- viii. 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 and have green checks, click the “Next” button.
Enter the “**Expected Head Count**” for your event.

Once entered, you will see a green check.

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 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”.

*Note* All occurrences must have the same Start and End times.

Once you select Yes or No, click the “Next” button.
Enter the "Start" and "End" date for your request.

Click on the calendar icon to choose the date.

*Note*
Your request "Start" and "End" date should be the same, unless your event spans to midnight.

If your event repeats multiple days, select "Yes" on the page before.

Enter your "Start" and "End" times 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 “Yes”.

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

*Note*
The Setup and Takedown fields are utilized by the C&E 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, click the “Next” button.

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 dates and click the “Next” button.
Once you enter your repeat dates, it will automatically generate an Occurrence List.

*Note*
Date Occurrences cannot span across calendar years.

If you are planning to have your event take place in two calendar years, place one Events Listing 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, click the “Next” button.
Select your Event Location 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 that option 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.

This will generate a list of spaces that meet your requirements.

If the space is available on your desired dates and times, a green check will appear next to the space name.

If the space is not available on your desired dates and times, a red triangle will appear next to the space name.
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 locations as you would like to reserve at the same date/time.

If you selected a space and would like to remove it, click on the red “X”.

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Once the Selected Location is correct, click the “**Next**” button.
Events Listings do not use any resources. Skip this section and click the "Next" button.

Fill out the "Event Custom Attributes" that are applicable for your Events Listing Request.

Continue by clicking the "Next" button.
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.

This section is also not applicable to Events Listing. Continue by clicking the "Next" button.
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 C&E 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. Full Events

a. Definition of a Full Event

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

i. Requires Facilities, C&E, A.V., Library, Police & Parking, I.T. or S.U.B. Services
ii. Automatic unlocking/locking
iii. Trash or Recycle Cans
iv. Electrical Needs
v. Cleaning of the space before or after an event
vi. Tables, chairs, podium, stage, etc.

Any Full Event Request should be placed by an internal member of the campus including staff, faculty and select student assistants.

b. Step-by-Step Process for Placing a Full Event 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 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 “I – 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 and have green checks, click the “Next” button.
Enter the "Expected Head Count" for your event.

Once entered, you will see a green check.

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 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”.

*Note*
All occurrences must have the same Start and End times.

Once you select Yes or No, click the “Next” button.
Enter the “Start” and “End” date for your request.

Click on the calendar icon to choose the date.

*Note*
Your request “Start” and “End” date should be the same, unless your event spans to midnight.

If your event repeats multiple days, select “Yes” on the page before.

Enter your “Start” and “End” times 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 “Yes”.

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

*Note*
The Setup and Takedown fields are utilized by the C&E 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, click the "Next" button.

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 dates and click the "Next" button.
Select your **Event Location** 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 that option 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.

This will generate a list of spaces that meet your requirements.

If the space is available on your desired dates and times, a green check will appear next to the space name. 

If the space is not available on your desired dates and times, a red triangle will appear next to the space name.
Click on the space you want to reserve.

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

*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 on the red “X”.

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Once the Selected Location is correct, click the “Next” button.
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 “Selected Resources”.

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

Use the **Avail/Total** section to see how many of each resource are available. Under **Quantity** select how many you would like to reserve.

Make sure to select the corresponding “**Services Selected**” to Resources.

*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, click the "Next" button.

Fill out any appropriate "Event Custom Attributes".

*Note* All Full Event Requests must provide an Accounting String.
To schedule an Event Space and appropriate restrooms to be unlocked/locked for your event, fill out the “Special Unlock Time Needed” and “Special Lock Time Needed” Attributes.

For restroom use in specific locations see the Event Space Restrooms section.

Once all appropriate fields are filled in, click the “Next” button.
Check any/all “Categories” that relate to your Events Listing.

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

If you do not want your event to be published to the Public Calendar, select “Don’t Publish To The Web” and click the “Next” button.
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, click the “**Next**” button.
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 C&E 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.
VII. 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 10 business days prior to the event start date.

* The Conferences & Events Office reserves the right to deny any/all requests put in 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.
VIII. **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.

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

1 – Other Location:

- For any location on campus that does not come up under the Event Location Section, select “1 – Other Location” and write the location name in the comments.
IX. Conferences & Events Office Information

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