25Live Pro

General Space Request Manual

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DESCRIPTION   **PAGE**

# I. Revision Control

Document Title: 25Live Pro General Space Request Manual

Author: University Events Office

Date	By	Action	Pages
9/2024	Hector Osbaldo Riestra	Revised to updated 25Live Pro	All Pages

II.   Logging into 25Live

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From the CSU Channel Islands website (www.csuci.edu) click on the "**Events**" button in the upper right-hand corner.
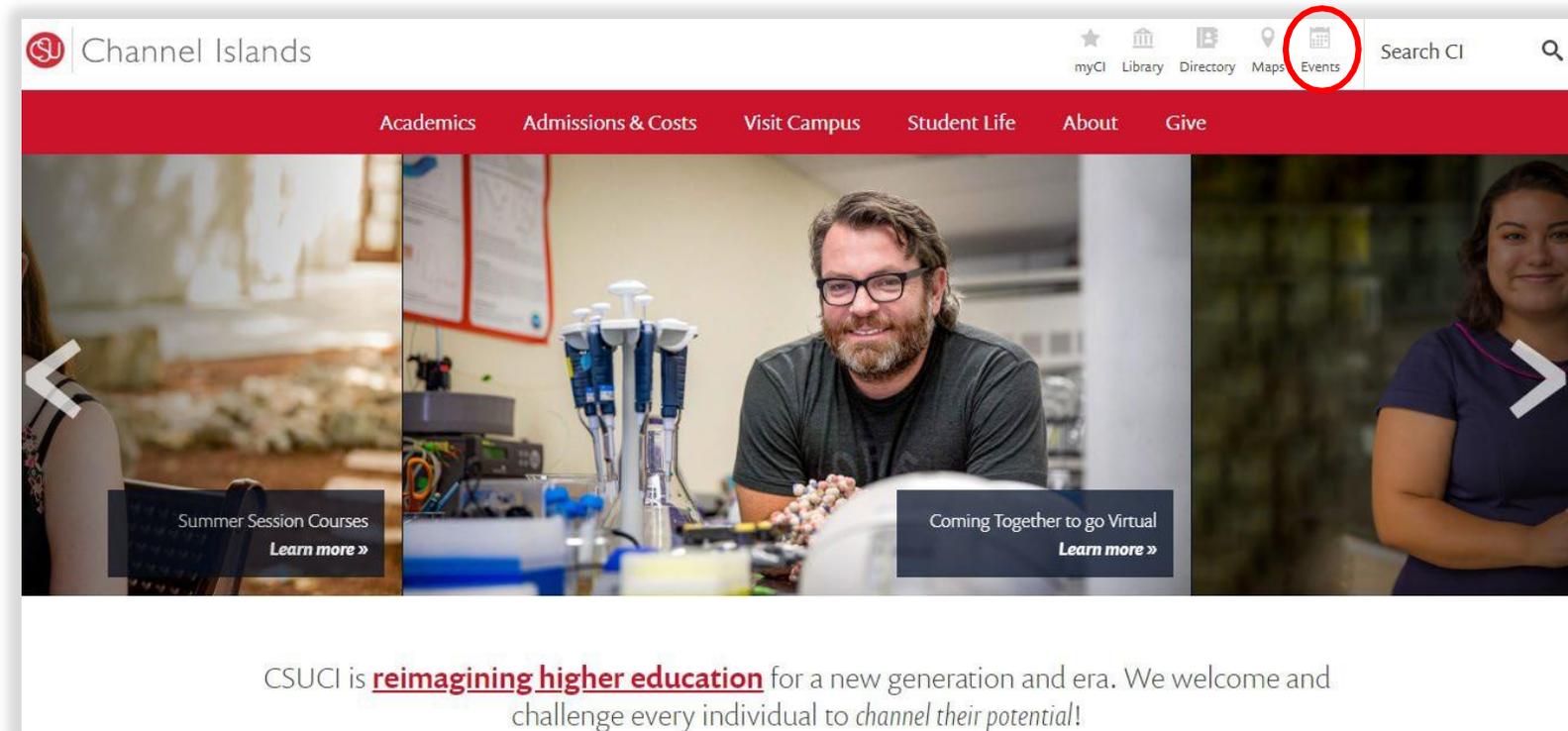
To log in, click on the "**Request Event**" button.

Request Event +

CSUCI is **reimagining higher education** for a new generation and era. We welcome and challenge every individual to *channel their potential*!

Channel Islands

Academics   Admissions & Costs   Visit Campus   Student Life   About   Give

CSUCI Events

Request Event +

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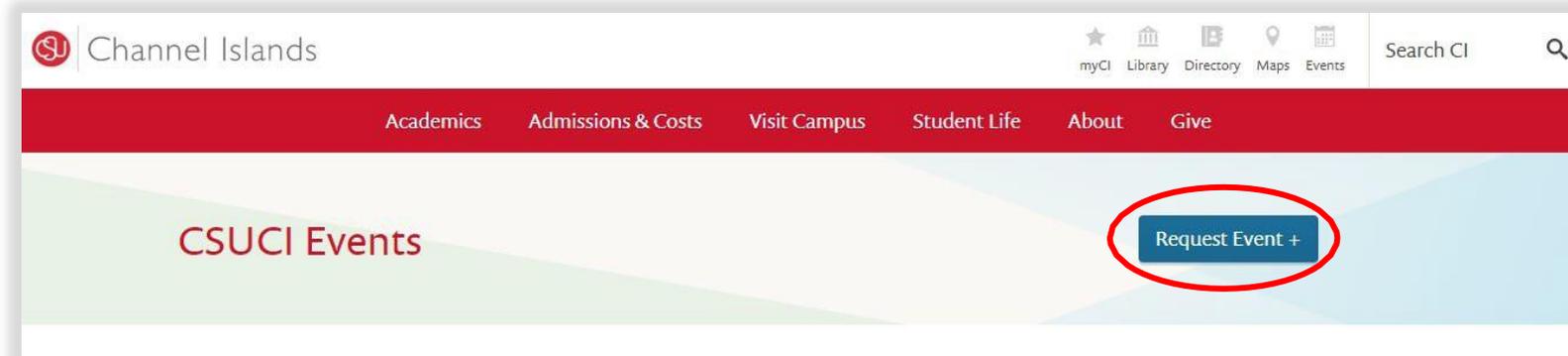
This will direct you to log into your myCI. Use your myCI credentials to log into 25Live.
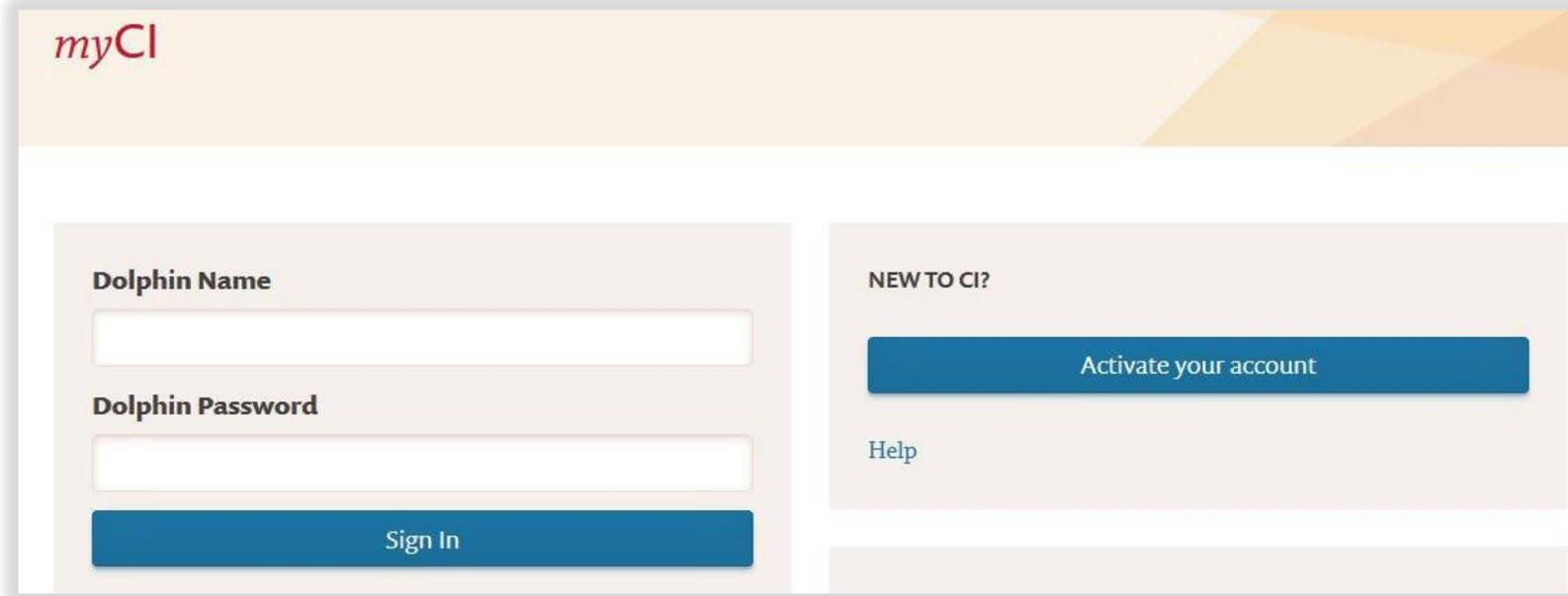
myCI

Dolphin Name

Dolphin Password

Sign In

NEW TO CI?

Activate your account

Help

Once you are logged in, you will be directed to the 25Live Pro homepage.
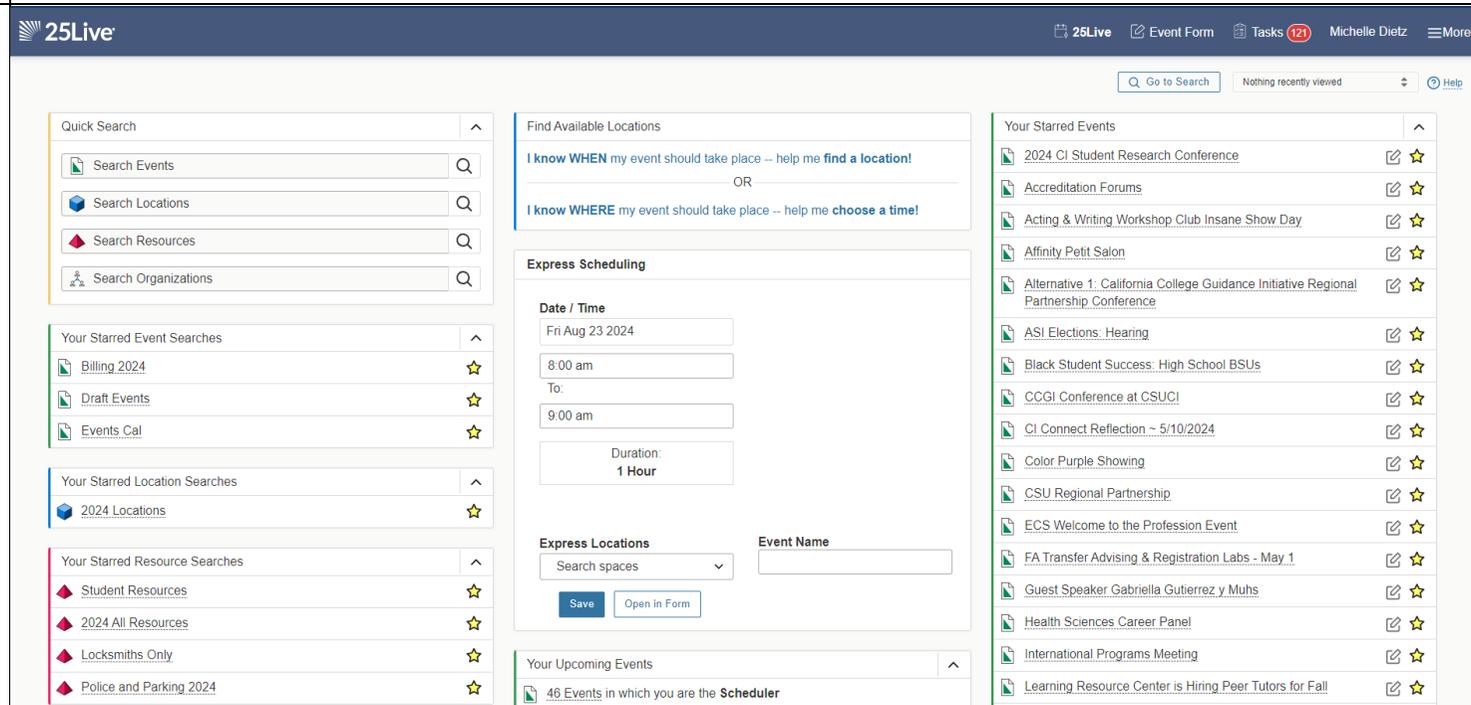
25Live   25Live   Event Form   Tasks 121   Michelle Dietz   ☰ More

Go to Search   Nothing recently viewed   ? Help

Quick Search
- Search Events
- Search Locations
- Search Resources
- Search Organizations

Your Starred Event Searches
- Billing 2024
- Draft Events
- Events Cal

Your Starred Location Searches
- 2024 Locations

Your Starred Resource Searches
- Student Resources
- 2024 All Resources
- Locksmiths Only
- Police and Parking 2024

Find Available Locations

I know WHEN my event should take place -- help me **find a location!**

OR

I know WHERE my event should take place -- help me **choose a time!**

Express Scheduling

Date / Time

Fri Aug 23 2024

8:00 am

To:

9:00 am

Duration:
1 Hour

Express Locations   **Event Name**

Search spaces

Save   Open in Form

Your Upcoming Events

46 Events in which you are the **Scheduler**

Your Starred Events
- 2024 CI Student Research Conference
- Accreditation Forums
- Acting & Writing Workshop Club Insane Show Day
- Affinity Petit Salon
- Alternative 1: California College Guidance Initiative Regional Partnership Conference
- ASI Elections: Hearing
- Black Student Success: High School BSUs
- CCGI Conference at CSUCI
- CI Connect Reflection ~ 5/10/2024
- Color Purple Showing
- CSU Regional Partnership
- ECS Welcome to the Profession Event
- FA Transfer Advising & Registration Labs - May 1
- Guest Speaker Gabriella Gutierrez y Muhs
- Health Sciences Career Panel
- International Programs Meeting
- Learning Resource Center is Hiring Peer Tutors for Fall

III. Quick Schedules

a. Definition of a Quick Schedule

A Quick Schedule request was designed to accelerate an event request process when you need **a *space only***. Before you begin, please note that this process should only be used if your event requests meet 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, you will find an express scheduling box. Locate a room, date, and time, enter the event name, click save, and you're finished.

IV.   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.   <u>University Events</u>

        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.   <u>Facilities Services</u>

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

    iv.   <u>I.T.</u> - 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, the event form button is at the top right next to the 25Live button. Alternatively, you can select "open in form" right next to the "save" button box.
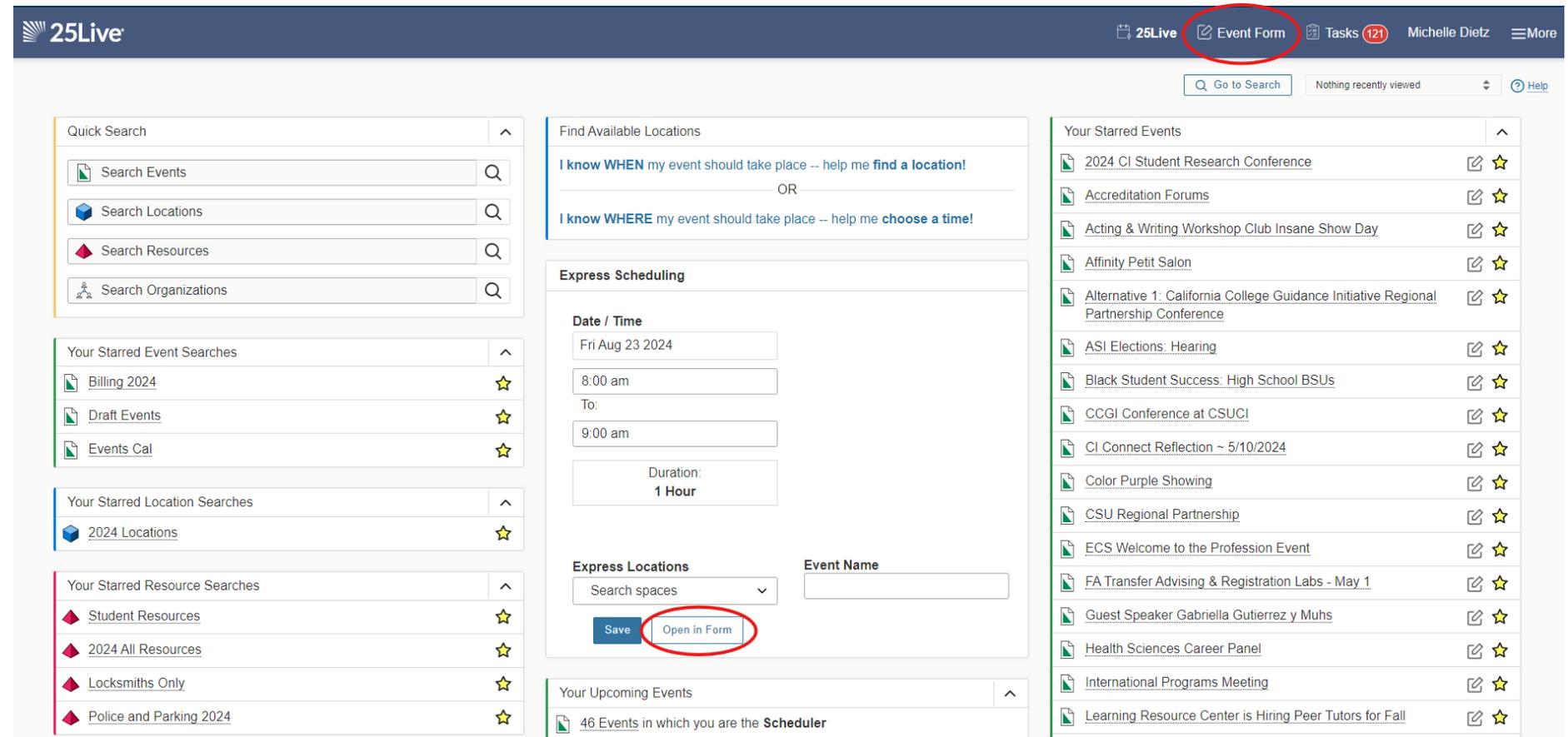
You will be directed to the "**New Ci Scheduler Wizard**" where you will begin to fill out the request form.

Add New   Untitled ✕

Event Name
Event Title
Event Type
Primary Organization for this Event
Additional Organization(s) for this Event
Expected Head Count
Event Description (HTML-Enabled)
Event Date and Time
Event Locations
Event Resources
Attached Files
Event Comments
Event State
Post-Save

Event Name - *Required* ⓘ

Event Title - *Required* ⓘ

Event Type - *Required* ⓘ

Select an item ⌄

Primary Organization for this Event - *Required*

Search organizations ⌄   Remove

Additional Organization(s) for this Event

EDIT

Create Organization

Expected Head Count - *Required*

Cancel   Preview   Save

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. The name is for us in the Events office to easily find your event on the 25live software.

Event Name - *Required* ⓘ

Short name of the event (does not display on Event Calendar)

Event Title - *Required* ⓘ

The event title will display on the Events Calendar
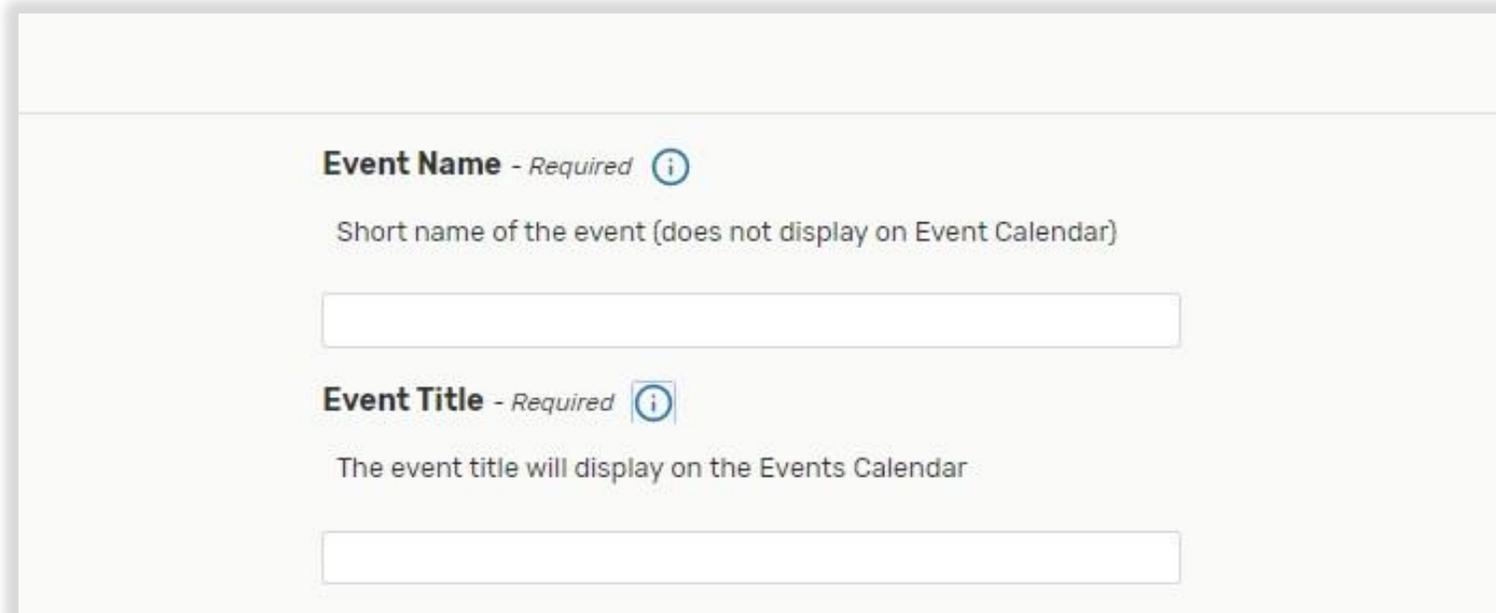
Choose any "**Event Type**" you feel is **closest** related to the type of event you are hosting and the appropriate "**Primary Organization for this Event**".	**Event Type** - *Required* ⓘ Select an item ⌄ **Primary Organization for this Event** - *Required* Search organizations ⌄ Remove **Additional Organization(s) for this Event** EDIT Create Organization
Once all fields are filled out, scroll down.	**Event Name** - *Required* ⓘ Full Event Request Test **Event Title** - *Required* ⓘ Full Event Request Test **Event Type** - *Required* ⓘ Meeting ⭐ ⌄ **Primary Organization for this Event** - *Required* CONFERENCES & EVENTS ☆ ⌄ Remove

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If event has multiple co-hosts, they will need to be added to the Additional Organization(s) for this Event field

Additional Organization(s) for this Event

EDIT

Organizations | ☆ Only Favorites ✓ Select All ✕ Select None ✕

Done

File Insert Table View Format Tools

Select **"Event Categories"** and choose whether to publish it on the CI Events Calendar.

Event Categories - *Required* ⓘ

Events that will appear on the public Events Calendar MUST have at least one category selected. Events without categories may not appear on the events calendar. If you definitely do not want an event to display on the calendar then check "Don't Publish To The Web."

EDIT

Categories [   ] ✕   ✓ Select All   ✕ Select None   ✕

☐ Academics & Research   ☐ Community   ☐ Staff   ☐ Teaching & Innovations

☐ Alumni   ☑ Don't Publish To The Web   ☐ Student Organizations   ☐ University Life

Done

Input the "**Expected Head Count**" for the event.

Expected Head Count - *Required*

To place an "**Event Description**" type in the Event Description Box.

For events that are added to the events calendar, an Event Description is REQUIRED. The Event Description will inform students, staff, faculty, and the CSUCI community what your event is about. Ensure the information provided is accurate and relevant.

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.

Event Description (HTML-Enabled)

File   Insert   Table   View   Format   Tools

B   I   U   A ∨   ✎ ∨   ☰ ☰   System Font ∨   12pt ∨   🔗

The purpose of this event is to offer our users precise and helpful information. I will make sure that the information provided is accurate and relevant.

To schedule an event, start by selecting a suitable "**Date**". All event requests must be submitted and finalized through 25Live **at least 15 business days before the event start date**. If your event falls outside these parameters, it will not be saved.

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.

Event Date and Time - *Required*

Wed Oct 14 2020

11:00 am

To:

3:00 pm

☑ This event begins and ends on the same day

Duration:
4 Hours

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.
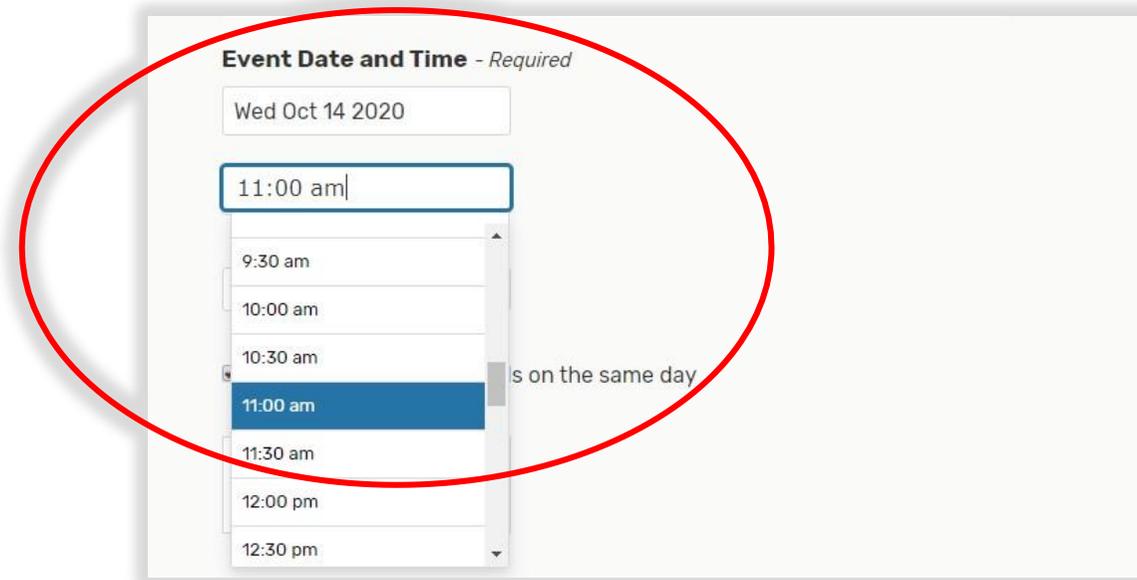
Event Date and Time - *Required*

Wed Oct 14 2020

11:00 am

- 9:30 am
- 10:00 am
- 10:30 am
- 11:00 am
- 11:30 am
- 12:00 pm
- 12:30 pm

s on the same day

If the event requires setup and breakdown time, click the drop-down arrow next to "**Additional time**"

a. Setup Time: This is used for ....

b. Pre-Event Time: This is used for ....

c. Post-Event Time: This is used for ....

d. Takedown Time: This is used for ....

Notes

Large events often require a full day for set-up and break-down.

If you plan on showing any slides, videos, or other visuals, please send them to our AV specialist, who will determine the best option for your event. If you plan on using Audio Visual (AV) equipment, it is important to schedule a mic check at least an hour prior to the event.

Duration:
4 Hours

☐ **Additional time**

Setup Time

| 0 | Days | 0 | Hours | 0 | Minutes |

Pre-Event Time

| 0 | Days | 2 | Hours | 0 | Minutes |

Post-Event Time

| 0 | Days | 0 | Hours | 30 | Minutes |

Takedown Time

| 0 | Days | 0 | Hours | 0 | Minutes |

Reservation Start:
Wed Oct 14 2020 9:00 am

Reservation End:
Wed Oct 14 2020 3:30 pm

Reservation Duration:
6 Hours, 30 Minutes

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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.

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Use the calendar to select Ad Hoc dates. Weekly and Monthly meetings will be based on the first original start date. Ad hoc meetings are those that do not follow a specific pattern.

Pattern Picker

Choose how you would like this to repeat | Does Not Repeat

Does Not Repeat
Ad hoc
Daily
Weekly
Monthly

Cancel   **Select Pattern**

Once you enter your repeat dates, select **"View All Occurrences"** to view your list of dates.

View All Occurrences
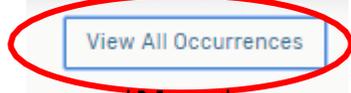
Note

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.

6 Hours, 30 Minutes

All Date Occurrences

Dates	Times	Extra Times	Comment	State	Remove
Wed Oct 14 2020	11:00 am / 3:00 pm	Pre-Event Time - Oct 14, 9:00 AM / Post-Event Time - Oct 14, 3:30 PM		Active	Remove
Thu Oct 22 2020	11:00 am / 3:00 pm	Pre-Event Time - Oct 22, 9:00 AM / Post-Event Time - Oct 22, 3:30 PM		Active	Remove
Mon Oct 26 2020	11:00 am / 3:00 pm	Pre-Event Time - Oct 26, 9:00 AM / Post-Event Time - Oct 26, 3:30 PM		Active	Remove

Close

Event Locations

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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.

All Date Occurrences

Dates	Times	Extra Times	Comment	State	Remove
Wed Oct 14 2020	11:00 am / 3:00 pm	Pre-Event Time - Oct 14, 8:00 AM / Post-Event Time - Oct 14, 3:30 PM		Active	Remove
Thu Oct 22 2020	11:00 am / 3:00 pm	Pre-Event Time - Oct 22, 8:00 AM / Post-Event Time - Oct 22, 3:30 PM		Cancelled	Remove
Mon Oct 26 2020	11:00 am / 3:00 pm	Pre-Event Time - Oct 26, 8:00 AM / Post-Event Time - Oct 26, 3:30 PM		Active	Remove

Close

There are two ways to search for a location.

a. The left menu field allows you to choose from a list of options.

b. The right menu field allows you to type a specific location option such as "salon," "courtyard," or "classroom".

Note

Selecting a certain location in this section does not mean you are guaranteed this space. You should prepare a first and second preference in case of a schedule conflict

Select your **Event Locations**

preference.

Note
Selecting a certain location in this section does not mean you are guaranteed this space.
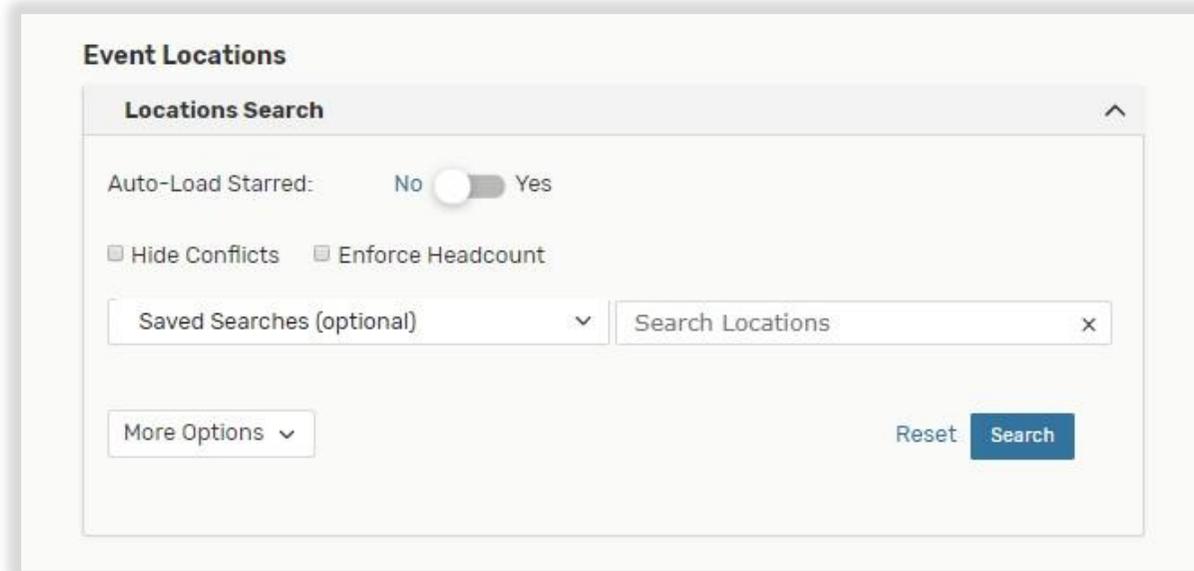
If you want to do an **Advanced Search**, click the More Options drop down to find a space based on the space Features, Categories, Layouts or

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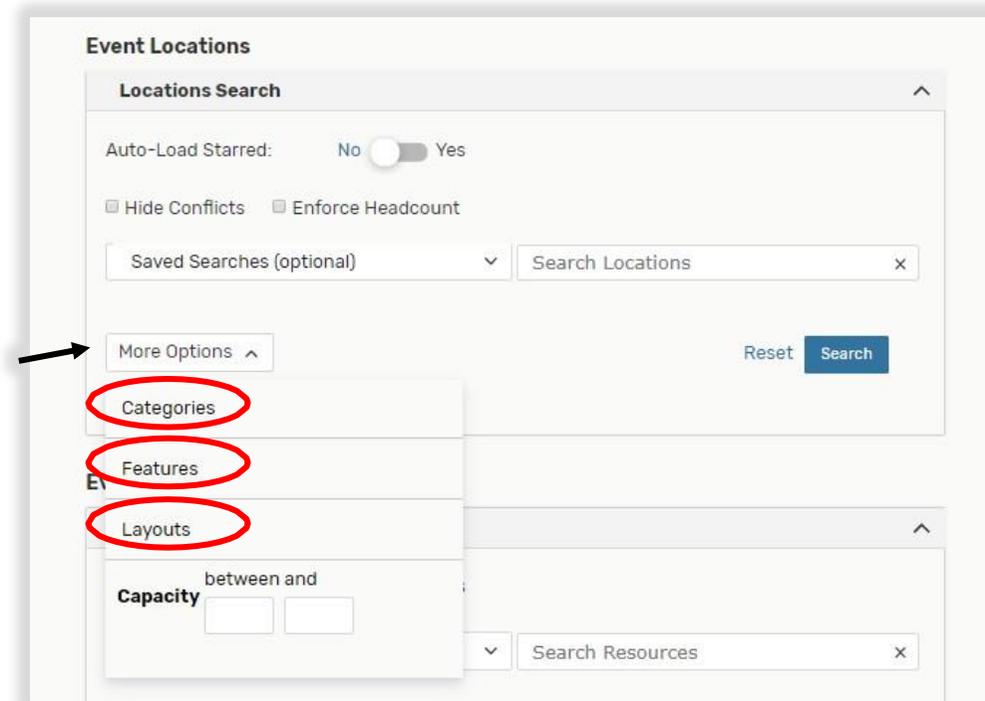
This will generate a list of spaces that meet your requirements.

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.

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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".

Remove   View Occurrences

Event Locations

Locations Search

Auto-Load Starred: No ⚪ Yes

☑ Hide Conflicts   ☐ Enforce Headcount

Saved Searches (optional) ⌄   Search Locations ✕

ⓘ Hint! Type :: to use SeriesQL.

More Options ⌄   Reset   Search

🔷 BRO PLAZA   Broome Library Plaza   **Capacity:** 700

Date	Time	Conflicts	Shared	Layout	Instructions
Wed Oct 14 2020	11:00 am - 3:00 pm		☐	Theater/A⌄	Must arrange

Remove   View Occurrences

Please choose the resources you need from the dropdown menu to reserve them for your event. We have provided a list of recommended resources by location, which are commonly used in the selected area. If you require a resource that is not listed, please email Hector Riestra to have it added to your event.

Note

Selecting certain resources in this section does not guarantee immediate access. Additionally, they may take a few seconds to load. Please wait patiently and do not refresh the page for at least 5 seconds.

Event Resources

Recommended Resources ⌃

No Results

Once the recommended resources have loaded for the chosen location, you can start reserving your resources.

Event Resources

Recommended Resources ^

Add	Name —	Quantity Available	Conflict Details
1 Reserve	A.V. - Audio System	4 to 6 / 6	None
1 Reserve	A.V. - C.D. Player	1 to 2 / 2	None
1 Reserve	A.V. - Mic Stands	13 to 15 / 15	None
1 Reserve	A.V. - Mic. - Wired	14 to 15 / 15	None
1 Reserve	A.V. - Mic.- Wireless	3 to 4 / 4	None
1 Reserve	A.V. - Projection Screen	3 / 3	None
1 Reserve	A.V. - Projector	2 to 4 / 4	None
1 Reserve	A.V. - Visual System	Unlimited	None
1 Reserve	A.V. Services Requested	Unlimited	None

Return to Top

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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.

150	Reserve		

More Options ⌄		Reset	Search

Add	Name	Quantity Available	Conflict Details
1 Reserve	C&E - American Flag	1 / 1	None
Unavailable	C&E - Banner Frame	0 / 0	None
1 Reserve	C&E - Beverage Tub - Large	4 / 4	None
1 Reserve	C&E - California Flag	1 / 1	None
150 Reserve	C&E - Chairs - Almond/Folding	290 / 400	None
1 Reserve	C&E - Chairs - Big Red Chair	1 / 1	None
Unavailable	C&E - Chairs - Grand Salon (Grey)	0 / 400	Conflict Details
1 Reserve	C&E - Chairs - Malibu Hall (Burgundy)	300 / 300	None

When choosing a resource, the required service will automatically be added, so you don't need to add the service yourself. This will be done for you.

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.

For a co-sponsor event with an external client, you must also request the resource "consultation appointment requested" before saving the request.

Note
25Live will not allow you to save your event if you do not have a consultation appointment with one of our specialists.

Important Details

✕ Event Accounting String

✕ Is this a Co-Sponsored Event with External Client?   No ⬤ Yes

✕ Are you requesting a consultation appointment with an Event Specialist for this event?

No ⬤ Yes

✕ Will you be requesting participation of the President?   No ⬤ Yes

✕ Will you need AV support?   No ⬤ Yes

✕ Type of Audience: Select items ⌄

✕ Will Food Be Served at your Event?   No ⬤ Yes

✕ Billing Contact Name

✕ Requestor Contact Phone Number

✕ Event Web Site

The new form includes nested questions, which means they will only appear if you select "yes." For example, if you choose "yes" for AV support, additional questions will appear for you to answer. If you do not choose "yes," nothing will appear.

✕ Will you need AV support?   No ⬤ Yes

* Type of Audio Support you are requesting for your event? [_____ ⬍]

* Please specify how the music for your event will be provided? [_____ ⬍]

* What type of visual support are you requesting for your event? Check all that apply.

  [Select items   ⌄]

* Visuals must be provided to the AV Specialist Jon Brooks at least 7 business days prior to the event.

  [_____ ⬍]

* Planners must provide their own laptop to run visuals. [_____ ⬍]

* AV Overtime - Actual Hours [_____]

* AV Overtime - Estimated Hours [_____]

Participation of the President: If you select this, you must complete a Participation of the President form and submit it for approval before your event.

Alert ✕

If you are requesting the Participation of the President, please submit a
Participation of the President Request Form
after submitting your 25Live request.

OK

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.
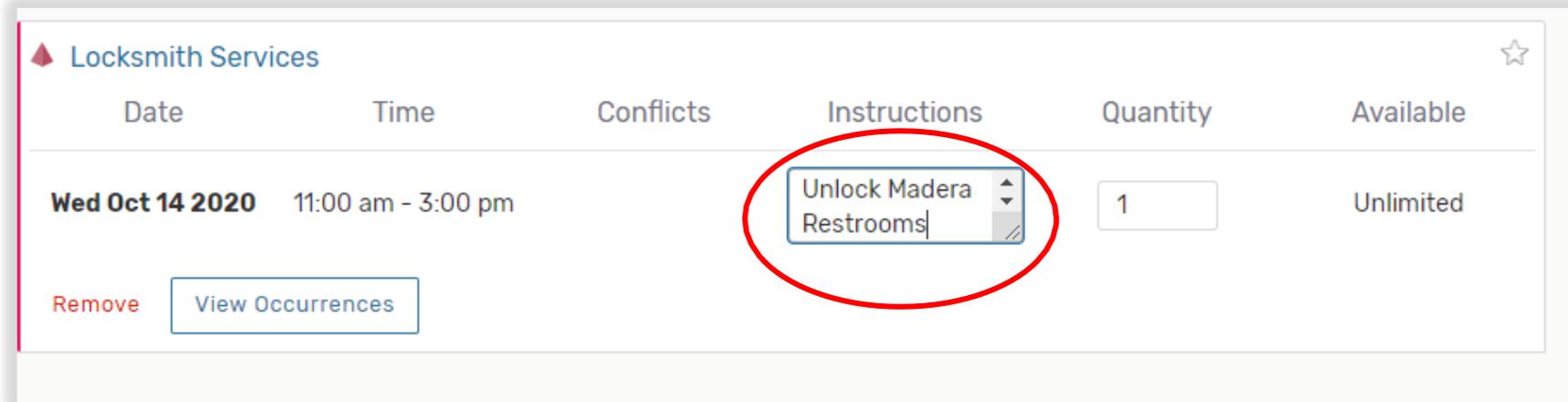
Check any/all "**Categories**" that relate to your Event.

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.

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If you do not want your event to be published to the Public Calendar, select "**Don't Publish To The Web**" under "**Event Categories**".
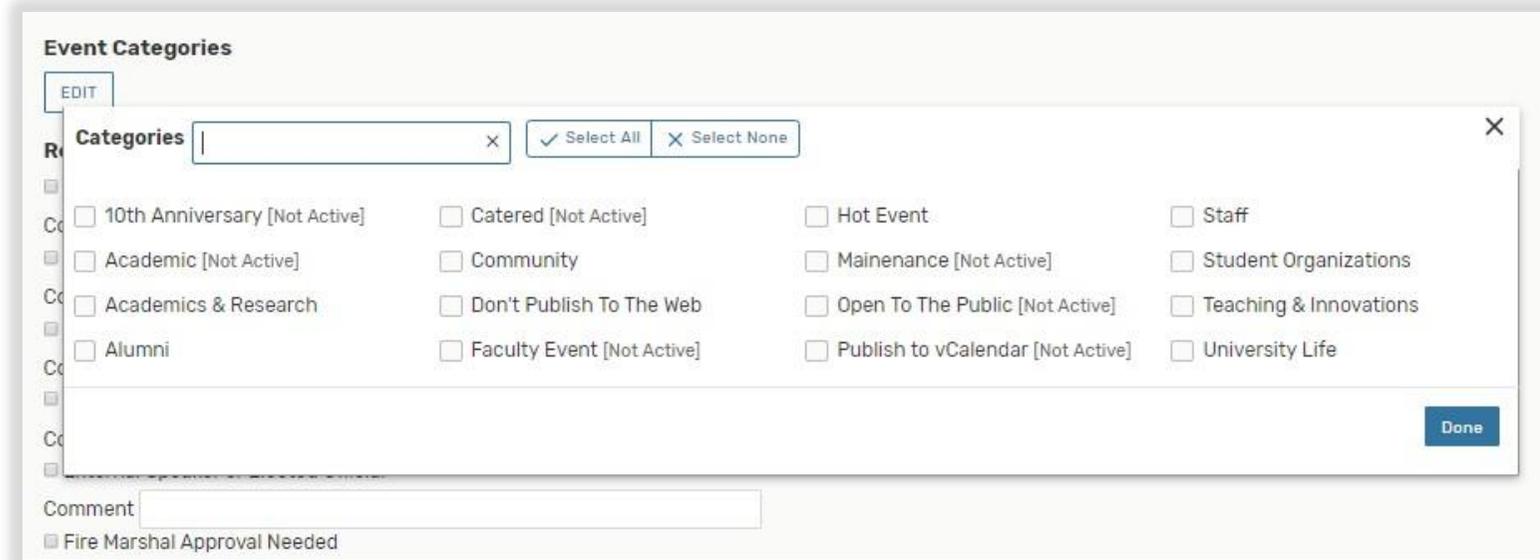
Event Categories

EDIT

Categories	✓ Select All	✕ Select None

- [ ] 10th Anniversary [Not Active]
- [ ] Academic [Not Active]
- [ ] Academics & Research
- [ ] Alumni
- [ ] Catered [Not Active]
- [ ] Community
- [✓] **Don't Publish To The Web**
- [ ] Faculty Event [Not Active]
- [ ] Hot Event
- [ ] Mainenance [Not Active]
- [ ] Open To The Public [Not Active]
- [ ] Publish to vCalendar [Not Active]
- [ ] Staff
- [ ] Student Organizations
- [ ] Teaching & Innovations
- [ ] University Life

Done

Requirements If applicable, check all 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 Miccala Jackson.

Requirements

☐ Rentals from an Off-Campus Vendor

Comment

☐ Use of Inflatables or Mechanical Amusement Devices

Comment

☐ Requesting a Food Truck(s)

Comment

☐ Use of Open Flames, Candles, Portable Heaters (gas or propane) or Generators

Comment

☐ Temporary Structures (larger than 10'x20')

Comment

☐ Fire Marshal Approval Needed

Comment

☐ External Speaker or Elected Official

Comment

☐ Alcohol Being Served At Event

Comment

☐ Animals on Campus for Event

Comment

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Type an "**Event Comments**" if applicable to your event and hit the "**Save**" button.

🖫 Save

****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**.

Event Comments ⓘ

These notes are for service providers and schedulers and are not published to the events calendar

Event State

Draft ⬍

After Saving This Event... ⌃

⦿ Go To Event Details
◯ Create Another Related Event
◯ Create A Related Copy of This Event
◯ Continue Editing Event
◯ Create Another Event

Cancel   Preview   Save

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. <u>University Processes</u>

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.**

VI. 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:

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 section of the Location.

VII. <u>University Events Office Information</u>

University Events Office

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