25 Live Pro Training Guide

Open 25live with either the Firefox or Chrome Web Browser.

## 25Live Pro URL: https://25live.collegenet.com/pro/csusm

The **"Sign In"** Link is located at the top right corner.

- A pop up will prompt you to sign in with your campus username and password.

- DO NOT include the "...@csusm.edu"

- 25Live will automatically update with your password changes.

- Notify ECS if your campus username changes.
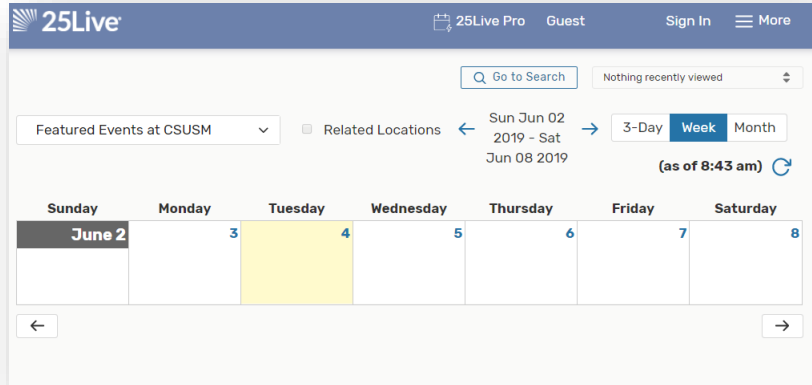
Please Note: There are terms and conditions, that by signing in, you are agreeing to. You can click the "Terms of Service" link for a copy.
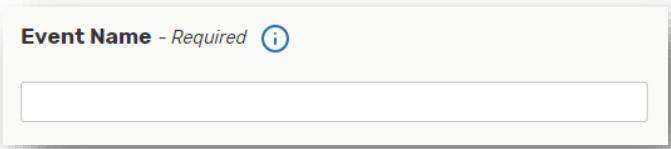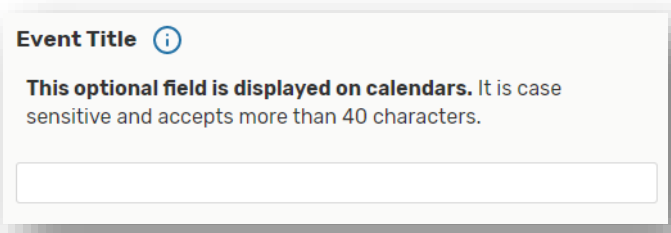
Once signed in, the top navigation bar should display CSUSM, the **"Event Form"** link, and your name.
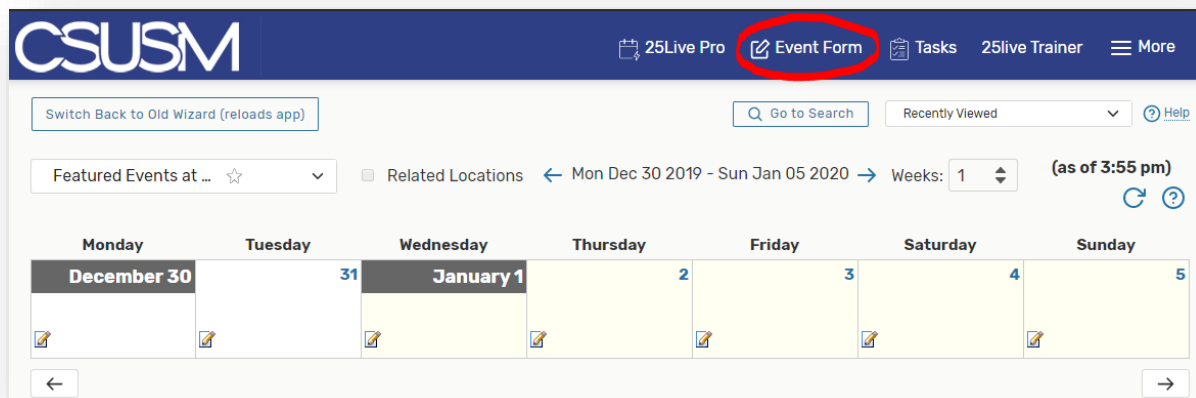
Click on the "Event Form" link at the top of the page to open the Event Request Form.

Event Request Form

The following section will detail the items to be filled out on the Event Form. **Please note that some fields are REQUIRED as indicated next to the name of the section.**

|	
Information Icon This icon will appear throughout the form. Clicking on it will open/close helpful tips pertaining to the associated section.	
Event Name Enter the name of your reservation. A concise and identifiable name can help you search for your reservations later on. *This field is limited to 40 characters.*	**Event Name** *- Required* (i)
Event Title The text in this field will display on our campus calendars as the name of your event. It will allow you to expand the Event Name beyond 40 characters and it is case sensitive. The Event Title should be as distinct and identifiable as possible.	**Event Title** (i) **This optional field is displayed on calendars.** It is case sensitive and accepts more than 40 characters.
NOTES:	

Event Type

Click on the drop down menu to select an Event Type. We have 3 Event Types to choose from:

- **Meeting Only** – Basic meeting in a room that has existing set up. ECS will not contact you.

- **Campus Self Service** - Gives you the opportunity to coordinate *events* without the need of an ECS Event Planner.

- **Campus Full-Service*** – An ECS Event Planner will coordinate with you on all aspects of a successful event.

  * The following locations MUST be requested with the Campus Full Service event type:

  o *USU Ballroom*
  o *Outdoor Fields*
  o *McMahan House*
  o *Reading Room (KEL 5400)*

- DO NOT USE **Exam Breakout**
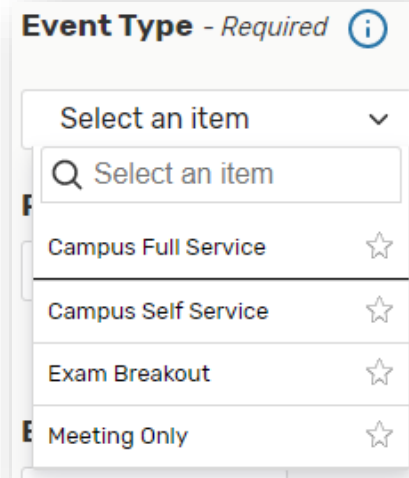
**Selecting the appropriate Event Type is extremely important. Please feel free to contact ECS at x8800 if you are unsure what to choose.**

Primary Organization

Select the Campus Department hosting the event. It is typically your own Department.

- When starting out, the Search tool is the best for finding your Organization/Department.

- Once selected you may want to "star" it so it will always display at the top of the list.
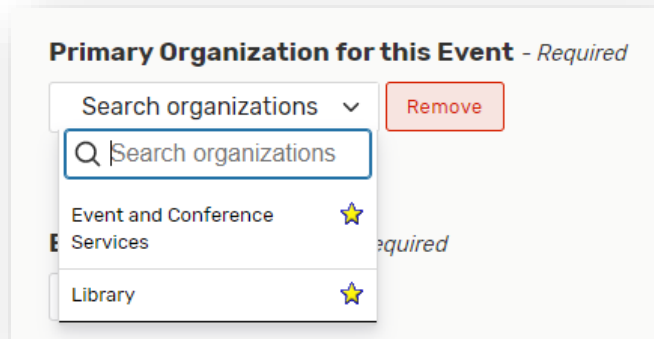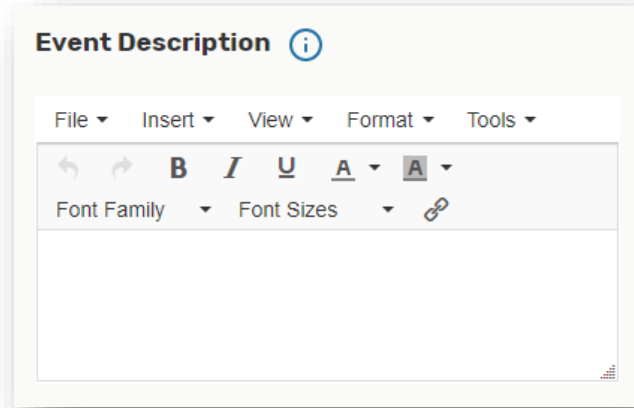
Event Head Count	
You are required to fill in the "Expected Head Count" value for the event. This gives ECS and SHS an idea of the scope and size of the meeting or event.	**Expected Head Count** - *Required*

Event Description

Use this field to enter the **EVENT DESCRIPTION** for the public facing calendars. The description is important because it helps your audience to learn more about your event. If you have other events that are similar, then the description can help set them apart. You may also insert URL links to your website or ticket/RSVP sites. If your event is a simple department meeting for on campus personnel, you may not need to include event description. This field is optional.

Featured Events Calendar
An option later on in the Event Form is "Featured Events Calendar" consideration. If you select this, **your event must have a complete event description that contains pertinent information appropriate for public viewing.** Requests for this particular calendar are reviewed by the Office of Communications, so a good description is key.

Date Selection Guidelines

- Academic Spaces (computer labs and classrooms) follow the **"First 3 Weeks Rule".** They cannot be requested until the 4th Monday of any semester, unless they occur during U-Hour. Requests submitted before the 4th Monday of the semester will be denied and a new reservation can be submitted on the or after the 4th Monday. (U-Hour takes place on Tuesdays and Thursdays 12:00pm – 12:50pm)

- Academic Locations cannot be reserved for events during **Finals Week.**

- Separate reservations by month and therefore, by year.

- Do Not span midnight unless the event really takes place past midnight.

Event Date and Time

Enter the EVENT start and end time.

- This time will be displayed on the calendars and is visible to the public.

- Repeated dates and Additional time will be added in the next section.

- Only un-check the highlighted box if the event spans midnight into the next day. Otherwise, it should remain checked.

    ONLY ENTER THE DATE OF THE FIRST OCCURRENCE

Event Date and Time - *Required* ⓘ

Wed Jan 01 2020

11:00 am

To:

12:00 pm

☑ This event begins and ends on the same day

Event Duration:
1 Hour

Additional Time

- **Click the down arrow** to expand the **Additional Time** fields and add extra time before or after your event for prep time or clean up,

- A section will appear allowing you to enter extra time before or after the event for **Pre-Event** set up or **Post-Event** clean up. This is helpful if you want to arrive early to decorate before the event begins. The additional pre/post time **WILL NOT** be displayed on the calendars.

Additional time ^

Setup Time
| 0 | Days | 0 | Hours | 0 | Minutes |

Pre-Event Time
| 0 | Days | 0 | Hours | 0 | Minutes |

Post-Event Time
| 0 | Days | 0 | Hours | 0 | Minutes |

Takedown Time
| 0 | Days | 0 | Hours | 0 | Minutes |

Reservation Start: **Wed Jan 01 2020 12:00 pm**

Reservation End: **Wed Jan 01 2020 1:00 pm**

Reservation Duration:
1 Hour

As a requestor, only use the "**Pre-Event**" or "**Post-Event**" fields.

Adding Repeating Dates

Click on the calendar dates to select any future dates (in a row or any pattern). The dates will remain highlighted in blue.

OR

Click the Repeating Pattern button to select a date pattern from the **Pattern Picker** pop-up.

- Ad Hoc
- Daily
- Weekly
- Monthly

Click on the **View All Occurrences** button to **view, edit or remove** the selected dates as shown below.

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

Repeating Pattern

« < January 2020 > »

M	T	W	T	F	S	S
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02
03	04	05	06	07	08	09

View All Occurrences

Pattern Picker   ✕

How does this event repeat?   Does Not Repeat ↕

Does Not Repeat
Ad hoc
Daily   Cancel   **Select Pattern**
Weekly
« <   January 20 Monthly

All Date Occurrences   ✕

Dates	Times		Comment	State	Remove
Wed Jan 01 2020	12:00 pm	1:00 pm		Active ↕	Remove
Thu Jan 02 2020	12:00 pm	1:00 pm		Active ↕	Remove
Fri Jan 03 2020	12:00 pm	1:00 pm		Active ↕	Remove
Thu Jan 09 2020	12:00 pm	1:00 pm		Active ↕	Remove
Sat Jan 18 2020	12:00 pm	1:00 pm		Active ↕	Remove
Wed Jan 22 2020	12:00 pm	1:00 pm		Active ↕	Remove
Fri Jan 31 2020	12:00 pm	1:00 pm		Active ↕	Remove

Close

EVENT LOCATIONS

## Locations Search Settings

- **Auto-Load Starred Locations** – Choose if you want your Starred Locations to Auto-Load

- **Hide Locations with Conflicts** – Sometimes it is useful to leave this unchecked, so that you can see the conflicts and adjust your time to fit. This is especially helpful when requesting multiple locations and occurrences.

- **Enforce Headcount** – Automatically filter out locations that do not fit the headcount.
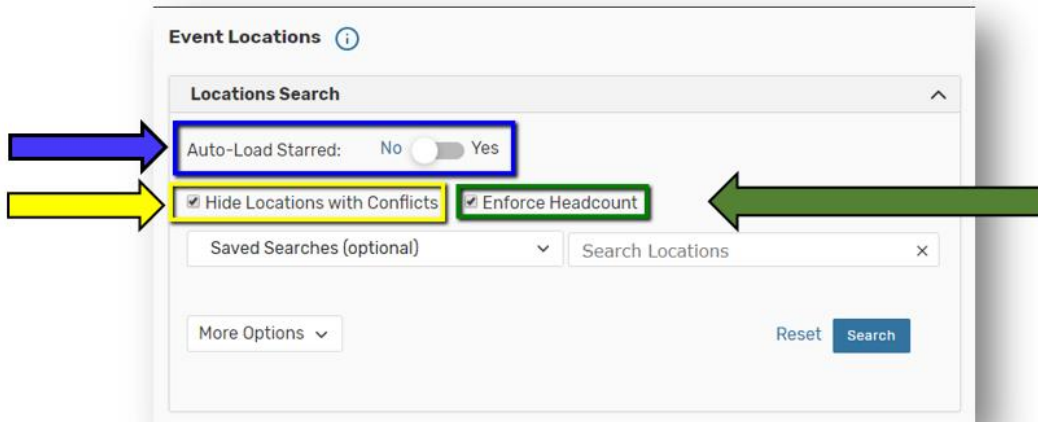
Search Results Options

- **Request** – Location is available for ALL occurrences.

- **Request Available** – Location is only available for some occurrences. Clicking on this will add only the location to the available dates.

- **Unavailable** – Location is NOT available for any of the occurrences and therefore cannot be selected.

- **Conflict Details** – View a list of the conflicting reservations.

_____

Click on **Request** or **Request Available** to add to your reservation. A list of your selected locations will be added below.
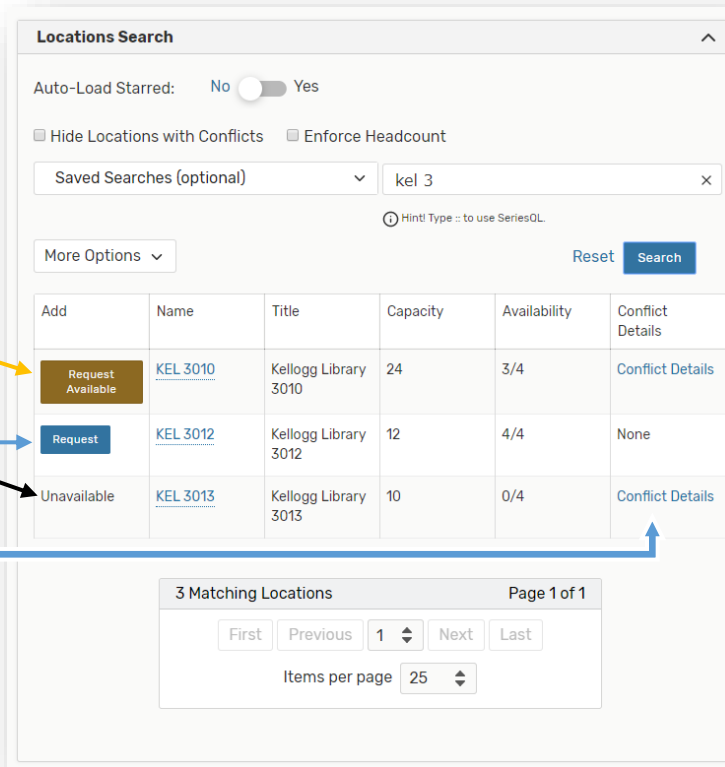
List of Locations	
View Occurrences – Review or adjust the selected occurrences and edit the time. **Remove** – Click on Remove to take the location off for all occurrences. **Add to Favorites** – Clicking on the star will add/remove the location from your favorites.	KEL 3010 ☆ Add to favorites Location Title: Kellogg Library 3010 Capacity: 24 Included dates: Wed Jan 01 2020, Thu Jan 02 2020, Fri Jan 03 2020 Remove View Occurrences KEL 3012 ⭐ Remove from favorites Location Title: Kellogg Library 3012 Capacity: 12 Included dates: Wed Jan 01 2020, Thu Jan 02 2020, Fri Jan 03 2020, Wed Jan 22 2020 Remove View Occurrences

Important Location Information

- Some locations on campus will have rental fees for the use of the room. i.e. USU, McMahan House (Great Room, Library, Retreat, Courtyard), Kellogg Library Reading Room, etc.

- Other locations will require a secondary approval for spaces by a second entity outside of ECS. i.e. Arts 111, USU, Mangrum Track and Field, UVA/Quad, etc.

- While CSUSM offers a wide varity of locations to reserve, there are some options that are under restrictive use.

NOTES:

Event Attributes

This section is intended as a preliminary risk assessment as well as a tool to help ECS understand the scope of your event. If you selected a "Meeting Only" event type, you will not see any options here. If the selected Event Type is "Campus Self Service" or "Campus Full Service", you will now be asked a series of Yes/No questions to help ECS determine which services you will need. Please answer all of them.

Event Attributes ⓘ

* Is this event new to CSUSM? No ◯ Yes

Edit this custom attribute to add it to the event.

* Is this event open to the public? No ◯ Yes

Edit this custom attribute to add it to the event.

* Will alcohol be served? No ◯ Yes

Edit this custom attribute to add it to the event.

* Will entertainers/vendors be present?
  No ◯ Yes

Edit this custom attribute to add it to the event.

* Will Event require parking services?
  No ◯ Yes

Edit this custom attribute to add it to the event.

* Will Food be Served? No ◯ Yes

Edit this custom attribute to add it to the event.

* Will it include physical activity? No ◯ Yes

* Will minors be present at the event?
  No ◯ Yes

Edit this custom attribute to add it to the event.

* Will there be media present? No ◯ Yes

Edit this custom attribute to add it to the event.

* Will VIP/Guest Speakers be involved?
  No ◯ Yes

Edit this custom attribute to add it to the event.

* Will you request any A/V equipment?
  No ◯ Yes

Edit this custom attribute to add it to the event.

* Attractions? (fire,animals,rides,etc.)
  No ◯ Yes

Edit this custom attribute to add it to the event.

* Chargeback/Project Number [✎]
Edit this custom attribute to add it to the event.

* Is Setup Required? (i.e. Tables, chairs)
  No ◯ Yes

Edit this custom attribute to add it to the event.

Add a Custom Attribute

NOTES:

Publish to Calendar

- Only select calendars that align with the nature of your event.

- All calendars, except the Featured Event Calendar, will automatically display your event once the location has been confirmed.

- The Event Description that was entered earlier in the Event Form, will be the text displayed on the calendar and visible to the public.

Featured Events Calendar
Requests for this calendar are reviewed by the Office of Communications. Be sure to enter the correct event time and to include a complete event description.

Campus Calendars ⓘ

☐ Featured Event Calendar Consideration (Does not Guarantee Placement)
Comment

DO NOT ENTER TEXT IN THESE FIELDS!!!

☐ Arts & Lectures Calendar
Comment

☐ Athletic Calendar
Comment

☐ Campus Meeting Calendar
Comment

☐ Community Event Calendar
Comment

☐ Student Event Calendar

PLEASE DO NOT enter any information or descriptions in the Comments fields above.

Event Notes

Any information that you would like to convey to ECS about your event you can enter here. This includes information about the setup, rental items and/or any special instructions/information.

Event Notes ⓘ

If you have any additional information about your event that you wish to convey to the Event Scheduling office please enter it below.

Affirmation:

Once you have finished entering all of the event information, complete this last required field.

From here, please click the save button and personally record your confirmation number for reference.

Affirmation - *Required*

I understand that these questions are being asked as an information gathering tool. In the event that there are changes or additional risks not captured here, I will inform Event and Conference Services immediately. All reservation requests are subject to approval from Safety, Health & Sustainability and/or Event and Conference Services.

☐ I agree

Select an option for After Saving This Event…

- Go To Event Details – HIGHLY RECCOMMENDED! Review the reservation for accuracy and make sure that a location was saved.

- Create Another Related Event – Relating events that are part of the same event, but are on separate reservations.

- Create A Related Copy of This Event – Useful when making related reservations with the same timeframes.

After Saving This Event... ⌃

● Go To Event Details
○ Create Another Related Event
○ Create A Related Copy of This Event
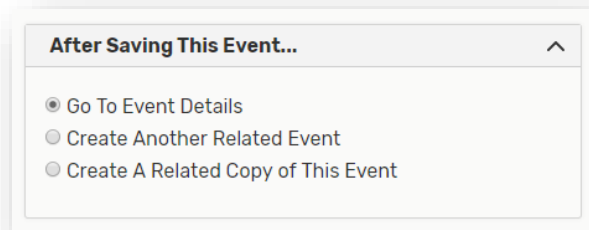
Cancel, Preview or Save

This static button will always be located in the lower right corner of your screen.

| Cancel | Preview | Save |
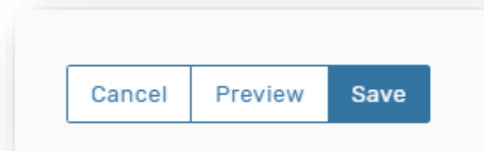
Save Notifications

After saving your reservation request this notification list will pop up in the lower left corner of your screen. At this point, the reservation is saved and a reference number has been generated.

- REVIEW it for accuracy.
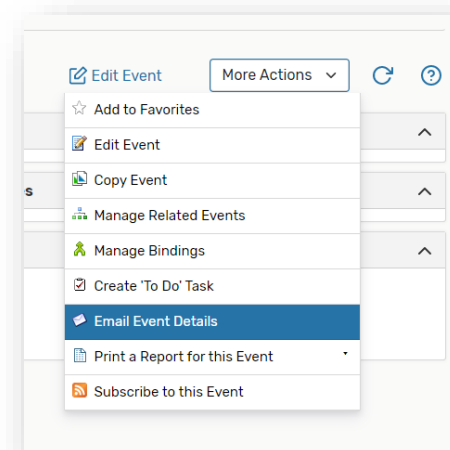- EDIT if you need to make changes.
- EMAIL Event Details

2 Notifications   Dismiss All ⌄

ⓘ Location MARK 102 was removed from ✕
   Wed Jan012020 and converted to a
   preference.

ⓘ Your Request has been successfully ✕
   submitted.

Email Event Details

HIGHLY RECOMMENDED!

- Email the event information to yourself.
- Options to CC or BCC
- Event Name and Reference Number will automatically be in the subject line.
- Add attachments such as layouts or agendas.

==IMPORTANT NOTE:== ALWAYS CC yourself if you are sending the email to someone else. 25Live does not keep a record of the content of your email. It only logs that an email has been sent.

✎ Edit Event   More Actions ⌄   C ⓘ

☆ Add to Favorites
✎ Edit Event
📄 Copy Event
🚹 Manage Related Events
🚶 Manage Bindings
☑ Create 'To Do' Task
✉ Email Event Details
📄 Print a Report for this Event ▸
🔊 Subscribe to this Event

Reminders

- We recommend using Firefox or Chrome browsers, not Internet Explorer.

- **"First 3 Weeks Rule"**: Which states that academic spaces cannot be requested until the 4th Monday of any semester, unless they occur during U-Hour. This applies to ALL academic locations such as classrooms and computer labs.

- **Finals week:** Academic classrooms and computer labs are unavailable for meetings or events.

- Group your reservations by month and therefore by year.

- Look at the location details for information about: Restrictive use, secondary approval, rooms with rental fees (i.e. MMH, USU Reading Room).

- ALWAYS provide your event **reference number** when contacting Event and Conference Services (i.e. 2014-AABBCC).

- Submission Deadlines
    - Meeting Only – Minimum of 3 business days prior to the event date.
    - Campus Self Service – Minimum of 3 weeks prior to the event date.
    - Campus Full Service – Minimum of 8 weeks prior to the event date for events with alcohol or outside vendor (minimum 3 weeks if no alcohol or outside vendors)

- How do I edit my event reservation?
    - If your request is in Draft state, you may make changes to the time, location(s), event custom attributes, etc.
    - Once your reservation is in a Confirmed, Tentative, Denied, Cancelled State, you will no longer be able to edit the reservation. At this point you may email us at events@csusm.edu or eventassistsant@csusm.edu to make the changes. Always include the event name and reference number.

Event and Conference Services
Office Location: University Commons 201 (COM 201)

Office Hours
Monday to Friday: 8:00-5:00pm
Saturday: Closed
Sunday: Closed

General 25Live and Event Assistance:
Email: eventassistant@csusm.edu or at extension x8800

Specific Event Reservation Related Questions:
Email: events@csusm.edu or at extension x8800

Quick Guide

- **Sign in with your campus username and password** (username only, not full email address)

- Click on the "**Event Form**" button or "Create an Event" on your Dashboard.

- Event Name: Required; Try to make it distinct and identifiable to you or your audience.

- *Optional* – Event Title: Please fill in a title if you are selecting to publish your event to a calendar, as the Calendar will display the Event Title, not the Event Name.

- Event Type: It is important to select the appropriate Event Type. Please select from 'Meeting Only,' 'Campus Self-Service,' or 'Campus Full-Service' ONLY. Contact our office if you need to change the event type on your reservation.

- Organization: This is the primary Organization/Department for the event and will determine the pricing. This is typically your own Campus Department.

- Expected Headcount: General scope and size of the event's attendees.

- Event Description: The text displayed on the campus calendars. It should answer questions such as who the event is for, and any extra information such as contacts, web sites, or attendee restrictions.

- Date/Time: If you need to reserve extra time before or after the Event Time, please use the "**Pre-Event**, and **Post-Event**" times.

- Location Selection: Search and select locations. The system will denote available or unavailable spaces based on your date/time.

  - REQUEST – Location is available for ALL occurrences.
  - REQUEST AVAILABLE – Location is only available for some occurrences.
  - UNAVAILABLE – Location is NOT available for any of the occurrences.

- Custom Attributes: These questions serve as a preliminary risk assessment. This additional information about your event also assists Event & Conference Services in planning your event. For quick and efficient processing of your event, please click "yes" or "no" to all of the questions.

- **Optional –** Campus Calendars: List of available campus calendars that you may elect to post your event. Please only select calendars that align with the nature of your event and be sure you have entered an Event Description.

- **Optional –** Event Notes: Any additional information that you would like to provide about your event to the scheduler can be provided here.

- REVIEW your form for accuracy, ACKNOWLEDGE the affirmation, SAVE. Keep in mind the standard 3-5 day processing time and the Event Type submission deadlines.