



# 25Live - Event Requests

QUICK GUIDE – Scheduling Office

California State University, Fullerton  
October 2018

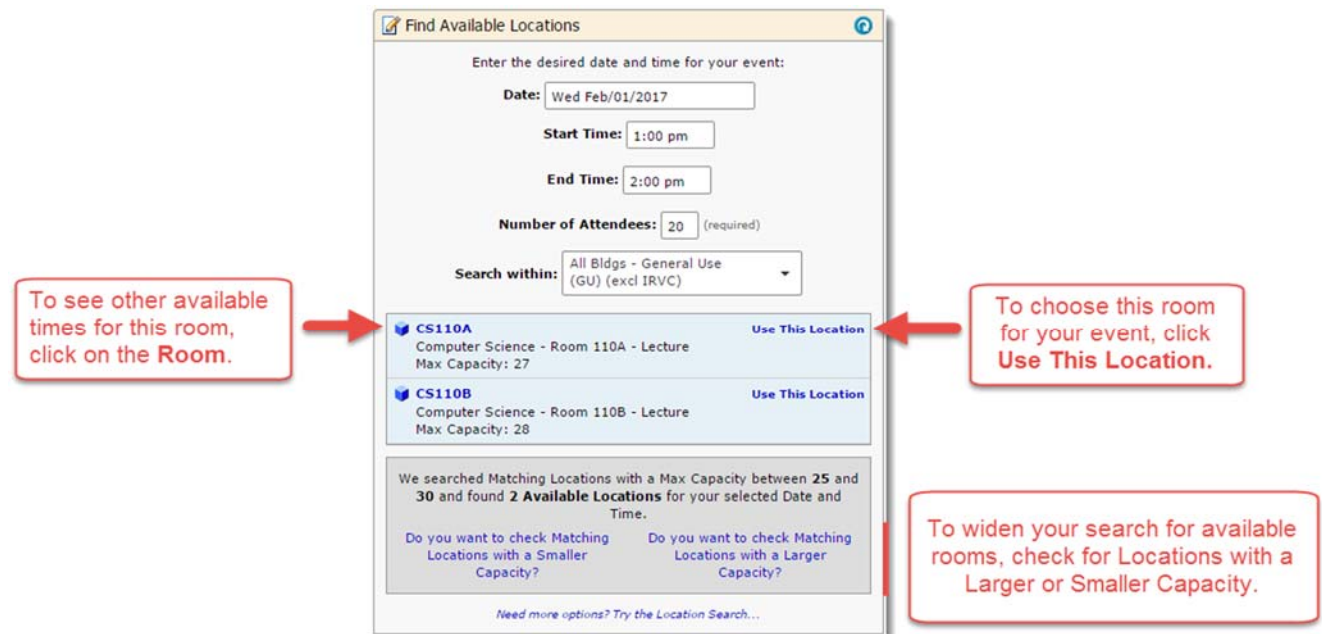
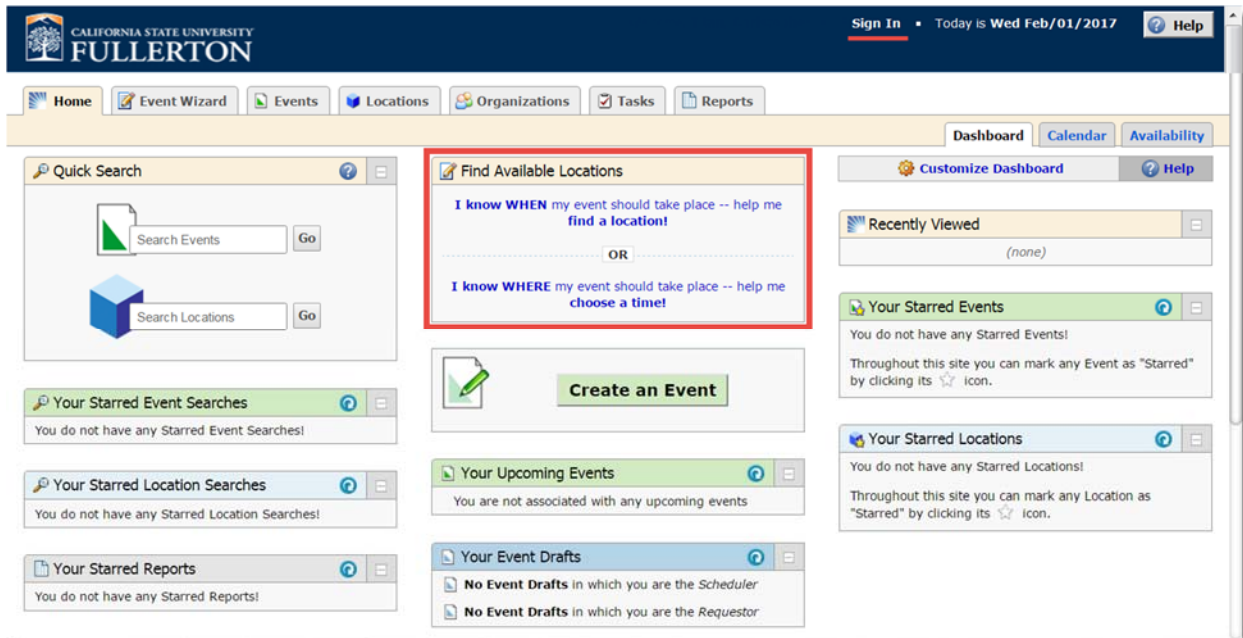
Sign into 25Live:

<https://25Live.collegenet.com/fullerton>

(Please use Mozilla Firefox or Google Chrome.)

Request a Space:

(1) Find Available Locations.



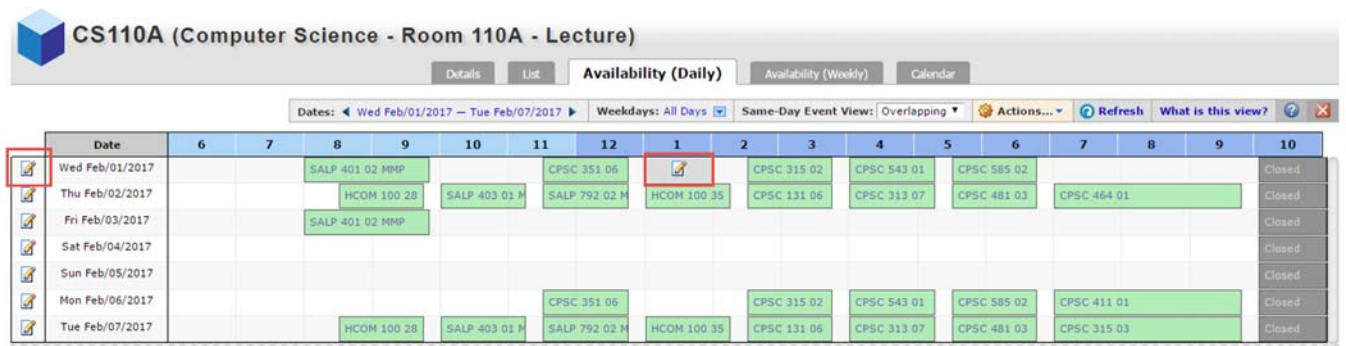


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(2) To request a room, **Create an Event** by clicking the pencil icon .





**CS110A (Computer Science - Room 110A - Lecture)**

Details | List | **Availability (Daily)** | Availability (Weekly) | Calendar

Dates: Wed Feb/01/2017 – Tue Feb/07/2017 | Weekdays: All Days | Same-Day Event View: Overlapping | Actions... | Refresh | What is this view?

Date	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
Wed Feb/01/2017			SALP 401 02 MMP			CPSC 351 06			CPSC 315 02	CPSC 543 01	CPSC 585 02						Closed
Thu Feb/02/2017			HCOM 100 2B		SALP 403 01 M	SALP 792 02 M		HCOM 100 35	CPSC 131 06	CPSC 313 07	CPSC 481 03			CPSC 464 01			Closed
Fri Feb/03/2017			SALP 401 02 MMP														Closed
Sat Feb/04/2017																	Closed
Sun Feb/05/2017																	Closed
Mon Feb/06/2017						CPSC 351 06			CPSC 315 02	CPSC 543 01	CPSC 585 02			CPSC 411 01			Closed
Tue Feb/07/2017			HCOM 100 2B		SALP 403 01 M	SALP 792 02 M		HCOM 100 35	CPSC 131 06	CPSC 313 07	CPSC 481 03			CPSC 315 03			Closed

**Event Wizard:** The following information is required:

- Event Name | Event Title | Event Type | Organization**
  - Expected Attendance:** Enter the *minimum* number of attendees.  
This gives you a broader range of rooms to choose from.
  - Does this event repeat (same time)?** (daily / weekly / multiple days) Y/N
  - Event Start & End Time.**
    - Allow 10-15 minute passing window before next event (e.g. 10 am – 10:50 am).
    - If needed, include Setup/Takedown time *within* the Event Start & End Time.
  - Select Locations.**  
Locations you have selected will already appear in the bottom right-hand corner.  
If needed, this screen allows you to search & add more rooms to your request.  
Remove rooms by clicking the red . Favorite this location by clicking the star  icon.  
\*\*If this event requires multiple rooms, please indicate why in the **Internal Notes** screen.
  - Setup Instructions.**  
For instructions or comments that you would like to appear on the Confirmation PDF, use this field.  
By default: Lock/Unlock, Custodial Services, and related information are provided in this field.
  - Scheduler** = person creating this event request in 25Live  
**Requestor** = organizer/host of the event
  - Internal Notes:** Provide notes or additional information to the approver.
  - Event State = Tentative**
- SAVE.

**Your request has been successfully submitted. Your event is not confirmed until you receive a confirmation email from the scheduler responsible for the space requested.**

**Here's Some Information About Your Event**

 **Location Requests Pending Approval**  
Location 'CS110A' requested for Feb/01/2017.  
Location 'CS110B' requested for Feb/01/2017.



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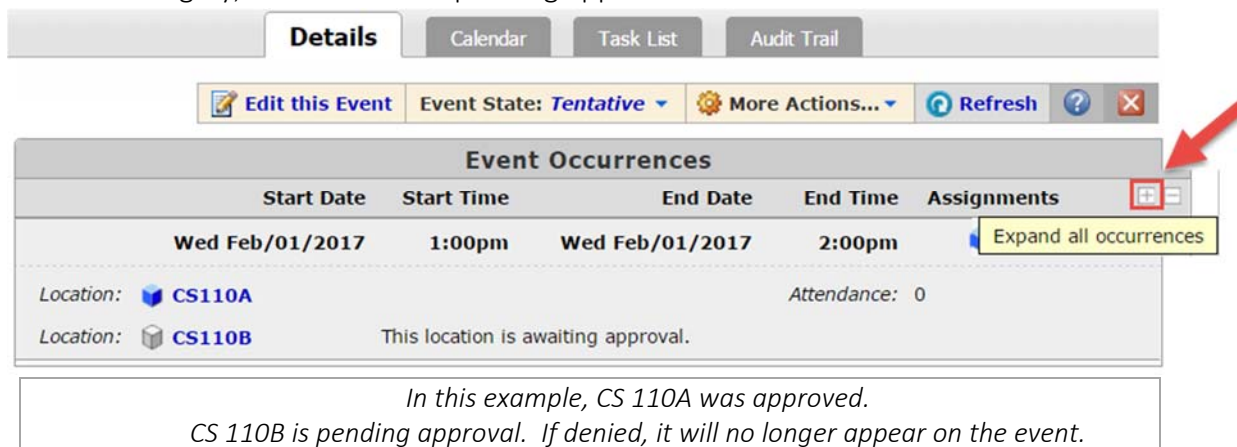
## Request Status – Assigned / Denied?



You will get a notification email regarding the status of your request.

### To check on the status of your request:

- Navigate to **Your Upcoming Events** on the homepage.
- Click on the name of your event.
- Under the **Details** tab, click **[+]** next to **Assignments** to expand the view.
- **Locations that have been successfully assigned will have a blue cube** 

If the cube is gray, the room is still pending approval.

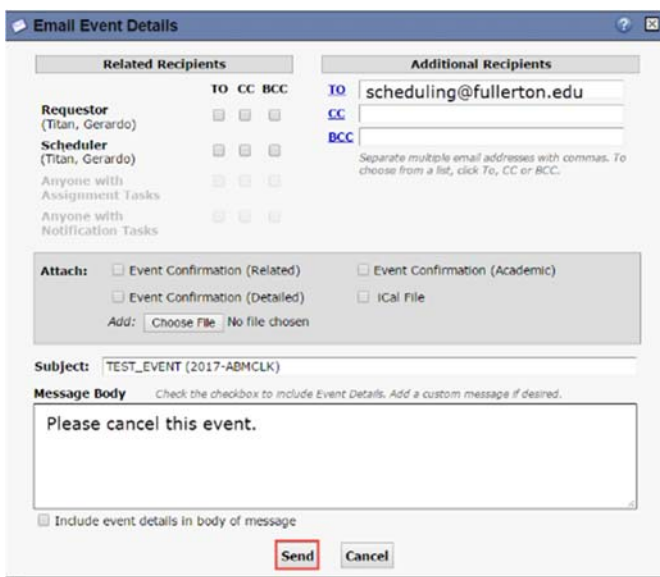


The screenshot shows the 'Details' tab for an event. At the top, there are buttons for 'Details', 'Calendar', 'Task List', and 'Audit Trail'. Below these are 'Edit this Event', 'Event State: Tentative', 'More Actions...', 'Refresh', and help icons. The main section is 'Event Occurrences' with columns for Start Date, Start Time, End Date, End Time, and Assignments. A red arrow points to a '+' icon in the Assignments column. A yellow tooltip says 'Expand all occurrences'. Below the table, there are two location entries: 'Location:  CS110A' and 'Location:  CS110B'. The text 'Attendance: 0' is also visible. A text box at the bottom states: 'In this example, CS 110A was approved. CS 110B is pending approval. If denied, it will no longer appear on the event.'

Click **Edit this Event** to make changes to event details or request additional rooms.

### After the event state is Confirmed:

- To Cancel or request changes to the event, click **More Actions...** and **Email Event Details**.



The 'Email Event Details' form has two main sections: 'Related Recipients' and 'Additional Recipients'. 'Related Recipients' includes 'Requestor (Titan, Gerardo)', 'Scheduler (Titan, Gerardo)', and options for 'Anyone with Assignment Tasks' and 'Anyone with Notification Tasks'. 'Additional Recipients' has fields for 'TO', 'CC', and 'BCC', with 'TO' containing 'scheduling@fullerton.edu'. There are checkboxes for 'Event Confirmation (Related)', 'Event Confirmation (Academic)', 'Event Confirmation (Detailed)', and 'Ical File'. An 'Attach' section has a 'Choose file' button. The 'Subject' field contains 'TEST\_EVENT (2017-ABMCLK)'. The 'Message Body' contains the text 'Please cancel this event.' and a checkbox for 'Include event details in body of message'. 'Send' and 'Cancel' buttons are at the bottom.

Please email change requests to the appropriate office:

Fall / Spring / in-between:

[scheduling@fullerton.edu](mailto:scheduling@fullerton.edu)

Winter / Summer:

[EIPscheduling@fullerton.edu](mailto:EIPscheduling@fullerton.edu)