



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

25Live Requestor Training/Q&A

Tuesday, October 7th, 2025

Via Zoom

Today's Agenda

- What is 25Live?
 - Overview of 25Live and its purpose
 - Policies
 - Quick Guide on how to use it
 - Requestor vs. Scheduler
 - “Event States” and what they mean
- Locations
 - What are the usable spaces on campus?
 - Schedulers
 - Off Campus Events
- Resources
 - What are resources?
 - Resource Providers
- Various Event Forms & Requirements
 - Vendor Insurance
 - Health Permits
 - Alcohol Approval
 - Fundraising Form
- Test Event – Walkthrough with Tips & Tricks
- Support / Resources
 - CSUB Events Website
 - Office of Events
- Q&A / Open Discussion

25Live - Event Scheduling System

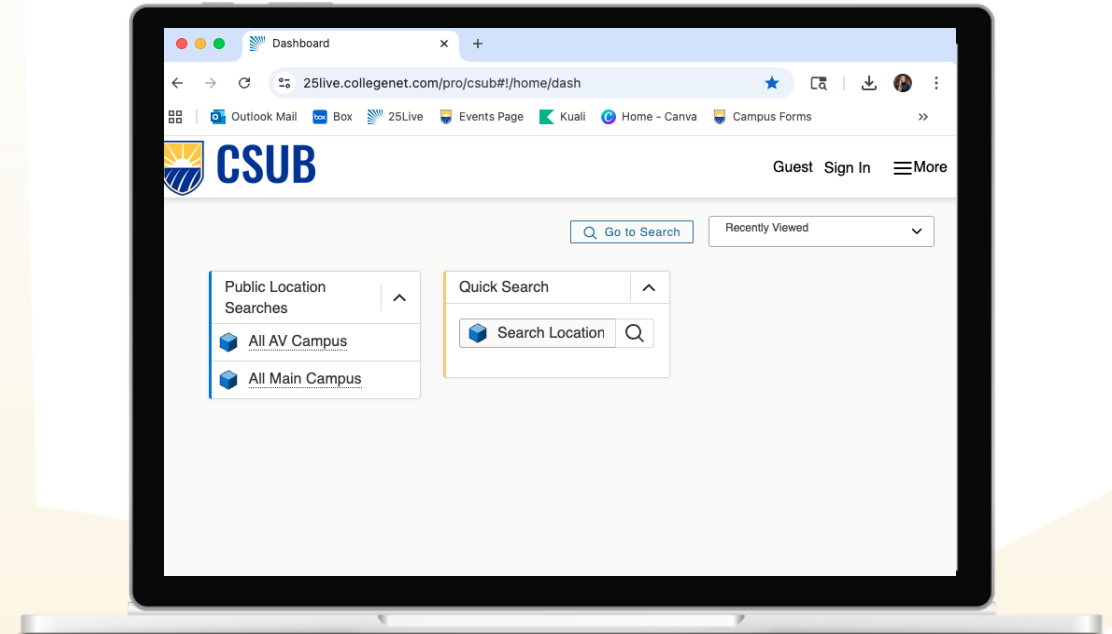
25Live is the official event scheduling system for CSUB. It is web-based, so you can use it anywhere you have an Internet connection. You can use 25Live to schedule rooms for one-time or reoccurring meetings, trainings, events etc.

Anyone with CSUB credentials can access/use 25Live!

- Simply sign-in with your CSUB credentials to access
- If you ever receive an error message while trying to access 25Live, simply sign-in at the top right of the page

25Live Webpage:

<https://25live.collegenet.com/pro/csub#!/home/dash>



25Live – Policies

- Submit all event requests in 25Live **at least 2 weeks in advance** to receive all necessary approvals and to avoid late fees
 - For events under 2 weeks away, contact the **Scheduler and Resource Providers** directly to check availability
- Events are **not confirmed** until you receive an email with the Event State as “**Confirmed**”
- “**Tentative**” state verifies your request is on the calendar with pending approvals
- Requestors are responsible in providing all event details to the Scheduler to confirm activity
- **Chart strings and name of authorized signer to chart strings are required** if there are costs in your event reservation
 - Event will not be confirmed until you provide chart strings
- To cancel, notify the Scheduler immediately to avoid fees. In cases **of Force Majeure** (unforeseeable circumstance preventing fulfillment of event requirements/contract), events may be canceled or rescheduled without penalty.

25Live – Event Request Form

- Event Form found on the 25Live Dashboard
- This is where you provide all your event/meeting/activity details
- Any question that is “required” must be filled out in order for you to submit your event to the Scheduler
- Event Types
 - All student groups/clubs must select “Student-Sponsored Event” as their event type

The screenshot shows the CSUB 25Live Event Request Form interface. At the top, there's a header with the CSUB logo, navigation links for 25Live, Event Form, Tasks, Jane Voss, and a More menu. Below the header, there's a search bar with 'Go to Search' and a 'Recently Viewed' dropdown. The main content area is titled 'Add New' and 'Untitled'. On the left, there's a sidebar with a list of form sections: Event Name, Event Type, Primary Organization for this Event, Co-Sponsoring Organization(s) for this Event, Expected Head Count, Event Description, Event Date and Time, Event Locations, Event Resources, Authorized Signer's Name, Affirmation, and Post-Save. The main form area contains a welcome message and several required fields: Event Name (text input), Event Type (dropdown menu), Primary Organization for this Event (search dropdown with a Remove button), Co-Sponsoring Organization(s) for this Event (with an EDIT button and a Create Organization link), Expected Head Count (text input), and Event Description (text input). Each field has an information icon (i) next to it.

Event Request Form

<https://25live.collegenet.com/pro/csub#!/home/event/form>

25Live Training Video for Requestors

<https://csub.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=8e3bea10-9a50-4a72-9359-b0360149c4b1>

25Live - Requestor vs. Scheduler

Requestor (Basic User)

- A CSUB student, faculty or staff member who originates or organizes an event or activity at or for CSUB -
 - Responsible for submitting the event request form with all the necessary information
 - Responsible in informing the scheduler of any changes that arise before the event
 - If the Requestor is not the on-site contact, they are responsible for providing that contact information

Scheduler (Higher Security)

- The staff member who manages the event request forms that come in for their space.
 - Responsible for confirming the event information that was provided by the Requestor
 - Responsible for adding the necessary resources and approvals per the details of each request
 - Responsible for changing the event state and editing the event when changes arise after the original submission
 - Each CSUB venue is managed by a facility scheduler
 - Responsible for finalizing any internal billing for events in their space.

25Live – Event States

Event states are used to control the workflow and progress of events

- **DRAFT**

- The event has been created with basic information but hasn't been processed by the Scheduler. Nothing has been booked or secured.

- **TENTATIVE**

- The event is in the process of being scheduled and initial details are entered, but not all necessary resources or approvals are confirmed or fully approved. It's the default for many new requests.

- **CONFIRMED**

- The event's requirements, resources, and room requests have been fully approved, and it is now scheduled.

- **SEALED**

- The event has concluded and is being processed for billing if required.

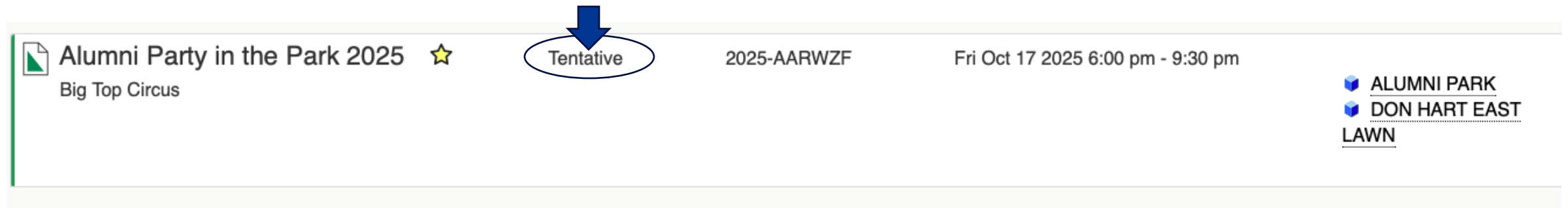
25Live – Event States

- **CANCELLED**

- The event request was withdrawn or canceled after it was initially created or scheduled.

- **DENIED**

- The event was not approved, including the locations and resources in that 25Live reservation.



The screenshot displays a 25Live event reservation interface. On the left, the event title "Alumni Party in the Park 2025" is shown with a yellow star icon and the subtitle "Big Top Circus". In the center, the word "Tentative" is circled in blue, with a large blue arrow pointing down to it from above. To the right of "Tentative" is the code "2025-AARWZF". Further right is the date and time "Fri Oct 17 2025 6:00 pm - 9:30 pm". On the far right, the location is listed as "ALUMNI PARK", "DON HART EAST", and "LAWN", each preceded by a small blue cube icon.

- Tentative state AND an assigned location means the event is officially on the calendar. Just tentative does not mean the event has been confirmed.



Meet Your CSUB Schedulers!

Scheduler Contact Page

<https://www.csub.edu/events/csub-schedulers.shtml>



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25Live - Schedulers

Academic Operations

Scheduler

Tonya Nixon
tnixon1@csub.edu

Locations

All academic classrooms
Red Brick Road

Antelope Valley

Scheduler

Jeanette Morris
jmorris14@csub.edu

Locations

All spaces at Antelope
Valley Campus

Arts & Humanities

Scheduler

Rebecca St Croix Martinez
rmartinezstcroix@csub.edu

Locations

Albertson Room
HOB Patio

25Live - Schedulers

Athletics

Scheduler

Eddie Brewer

ebrewer1@csub.edu

Locations

Icardo Center & Icardo Room

Old Gym

Soccer Complex

Track & Field Complex

Wrestling Room

Softball Field

Hardt Baseball Field

Hilman Aquatics Center

ITS

Scheduler

Ernie Hashim

ehashim@csub.edu

Locations

WSL_001A

Technology Engagement
Center

25Live - Schedulers

Music & Theatre

Scheduler

Travis von Schritztz
tvonschritztz@csub.edu

Kristina Saldana (external events)
Ksaldana@csub.edu

Locations

Dore Theatre

Office of Events - DLDC

Scheduler

Jane Voss
jvoss@csub.edu

Locations

Dezember Leadership
Development Center (DLDC)
Aera Combo Room
Varner Room
402D
Tejon Ranch Plaza

Office of Events - Outdoor

Scheduler

Merry Coder
mcoder@csub.edu

Locations

Alumni Park
Amphitheatre
Don Hart East Lawn
Admin Quad & Lawn
Science 3 Lawn
Off-campus
Campus non-specific

25Live - Schedulers

Student Housing East

Scheduler

R'Leesha Gooden
rgooden@csub.edu

Locations

Student Housing East
MPR & Large Classroom
Various classrooms
BBQ / Great Lawn

Student Union

Scheduler

R'Leesha Gooden
rgooden@csub.edu

Locations

Student Union MPR
Blue, Green and Yellow Rooms
Rowdy's Place
Runner Park
Student Union Patio
Student Union Lounge
Runner Café & Quad
Stockdale Room & Courtyard

Student Recreation Center

Scheduler

Lilian Rivera
lriviera6@csub.edu

Locations

SRC Gym
Studio Spaces
Solario Room
North Lawn
Sand Volleyball Courts
Rock Wall
Recreation Field
Tennis Courts
Gym Track

25Live - Schedulers

Walter Stiern Library

Scheduler

Amanda Meanley
ameanley@csub.edu

Locations

Ablin Conference Room
Dezember Reading Room
WSL 202

Media Arts Center

Scheduler

Michelle Monge
mregalado@csub.edu

Locations

MAC Classrooms
MAC Patio

Student Housing West

Scheduler

Erika Madrigal Garcilazo
emadrigal2@csub.edu

Locations

Lorien Building
(CAMP Program)

Scheduler

Jasmine Padilla Banuelos
jpadilla42@csub.edu

Locations

Rohan Building
(Dream & MAGEC Center)

25Live – Off-Campus Events

CSUB hosted events that take place off-campus are required to be in 25Live. Events such as:

- Fundraisers
- Galas / Award ceremonies
- Socials / Mixers
- Commencement
- Dances

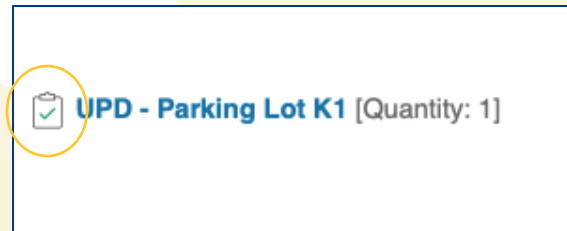
Additional requirements with approvals in 25Live based on criteria of off-campus event:

- Special Event Insurance
- Alcohol approval and permit
- Signed contracts
- Requisitions/PO's in P2P
- UPD security

25Live – Resource Providers

Resource providers are groups of people within CSUB departments that provide specific services or equipment

- Requestors can request specific resources in their event request form or ask their Scheduler to add them.
- Resources are not automatically approved when selected, they must be approved by the resource provider after added to the event.
- You can check on the status of your resources by viewing the “task list” or “occurrences” tab on your event reservation.



CSUB Resource Providers

- University Police Department (UPD)
- Safety Risk Management (SRM)
- Information Technology Services (ITS)
- Facilities Management (FM)
- Schedulers
 - Some schedulers/venues have resources that are available when booking their space

A screenshot of the "Event Resources" search interface. The title "Event Resources" is at the top with an information icon. Below it is a "Resources Search" section with a toggle for "Auto-Load Starred" set to "No". There is a "Search Filters" dropdown menu. Below that is a "Saved Searches (optional)" dropdown and a "Search Resources" input field with a clear button (X). A hint text "Hint! Type :: to use SeriesQL." is visible below the search field. At the bottom right are "Reset" and "Search" buttons.

25Live – Resource Providers

University Police Department (UPD)

- Provides various parking resources and other items:
 - Reserved Spaces
 - Exempt Lots
 - Virtual Promo Codes
 - Community Service Officers
 - UPD Officers
 - Flood Lights
 - Parking Signage
- UPD also reviews/approves events in 25Live
- **UPD 25Live Contacts:** Hilda Fuentes & Lisa McQuin

Safety Risk Department (SRM)

- Reviews events in 25Live that have the following:
 - Alcohol
 - Engineered/temporary structures
 - Youth
 - Permit
 - Sport camps
 - Vendors / Insurance
 - Cosponsored events
 - External clients
- **SRM 25Live Contacts:** Maria Garza

25Live – Resource Providers

Information Technology Services (ITS)

- Provides various audio and visual equipment, WIFI, ITS support, and more!
 - "ITS Consultation" resource
 - To request ITS items, start by adding "ITS Consultation" under the resource section to start the convo with ITS!
 - WIFI and Computer Access Codes for guests can be requested
- Full list of rentable ITS items can be found here: <https://www.csub.edu/its/at/events.shtml>
- **ITS 25Live Contacts:** Jaimi Paschal & CJ Stevenson

Facilities Department (FM)

- Work Orders submitted through Service Now
 - Submitted via a [Work Order](#) in ServiceNow.
- 25Live Request
 - FM Work Order – Event Set up and Rentals
 - FM Work Order – Sprinklers Roads Grounds
 - FM Work Order – Custodial Support
 - **Please note: these services are not scheduled through 25Live but cross checked as a resource with the SNOW ticket**
- HVAC Resource - Ask your scheduler if this resource is needed
- **FM 25Live Contacts:** Tiffany Johnson

25Live – Event Forms & Requirements

Some events require additional information and documentation:

- Fundraising Events – [Fundraising Event Approval Form](#)
- Events requesting Alcohol – [CSUB Event Alcohol Use Application](#)
- Vendor Requirements & Liability
 - [Insurance Requirements](#)
 - Health Permits – all food vendors need this!
 - [Community Event Application](#)
 - [CSUB Liability Waivers](#)



More information regarding these processes can be found here:

<https://www.csub.edu/events/csub-faculty-staff-and-student-events.shtml>

25Live – Test Event with Tips & Tricks

- **Submitting an Event Request Form: Quick Walkthrough**
- **Use the 25Live Reference Number** as your event identifier
- **Contact your assigned scheduler** for any event-related questions or updates
- **Communicate via 25Live** – email your scheduler or resource providers directly from your 25Live reservation
- **Request pricing** through your scheduler
- **Need changes or more details?** Contact your scheduler
- **You can still edit your request** while it's in *Draft* state
- **Explore the Dashboard** for key features:
 - Star important events, locations, resources
 - View and manage your event submissions

25Live – Support & Resources

CSUB Events Website

- Tools on how to plan an event
 - [Requestor Training Video](#)
- List of 25Live Schedulers & Venue
- 25Live Tools and Guides
- Event Request Form for External Guests
- Office of Events' Team Information

25Live Support Team

Jane Voss, Events Support Coordinator

25Live Functional Administrator

- jvoss@csub.edu

Tracy Lopez, Analyst / Programmer

25Live Technical Administrator

- tlopez14@csub.edu

QUESTIONS?

Open Discussion



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THANK YOU!

Zoom and PowerPoint will be available on the CSUB Events Website
www.csub.edu/events



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