Event Requesting

Quick Reference Guide

REVISION CONTROL

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Revision History

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5/2/2013	T. Sherman	Created document	All
6/4/2013	T. Sherman	Removed 3.0 Process flow diagram, 3.4 Event Categories, and related information in the 3.5 How to create an event	3.0, 3.4, and 3.5
9/3/2013	T. Sherman	Added create a To Do section	4.6

Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
	Sarah Hendrick	
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	Analia Rodriguez	
5/15/2013	Greg Bursett	Approved
	John Dirkse	

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1.0 25Live Overview

25Live is a web-based, event management system. You can use the system to create one-time or reoccurring events. You can schedule locations and resources, while creating your online event request. Your event request follows a specific process flow. The Process Flow Diagram (Figure 1) illustrates the process for event requests.

Figure 1: Event Process Flow Diagram (High-level)

The process begins with you making a request. An event scheduler reviews the request, makes necessary changes, initiates approval processes, and contacts you, if questions arise. The event scheduler reserves the room. The event approvers approve the requests for locations and resources. When all the processes are completed, the event is confirmed. You will receive emails anytime someone updates the event, such as approving the location, or reserving the location.

1.1 Assumptions

These general instructions assume that you:

- Are comfortable with using web applications
- Using the preferred web browser, Mozilla Firefox
- Have the appropriate security access to use 25Live
- Are responsible for requesting events

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2.0 Getting Started

Before you begin, you will need to access the event management system. Once you are in the system, it will display your Home page. Your Home page has your Dashboard and Calendar on separate tabs. This section focuses on these items.

2.1 How to access 25Live

These instructions will guide you in accessing 25Live.

#	Steps	Illustrations
1.	Open **Firefox** and navigate to: **25live.collegenet.com/csub** *Note:* *Firefox is the official web browser for 25Live. However, it will work with Internet Explorer, Safari, and Chrome*	
2.	When the page opens, • Click **Sign In**	
3.	Sign into 25Live using your NetID and password. *Note:* *If you are an off-campus user, you will need to request a login from 25livesupport@csub.edu.*	
4.	When the 25Live page opens, your Home tab is visible. Your Home tab allows you to view any items on your Calendar.	

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2.2   Your Dashboard

Your Dashboard is similar to your desktop. It consists of several components: Navigation tabs, Quick Search, Starred Searches, Event Wizard, Find Available Locations, Recently Viewed, and Starred Events, Locations and Resources. Your ability to see these components depends on your security privileges.
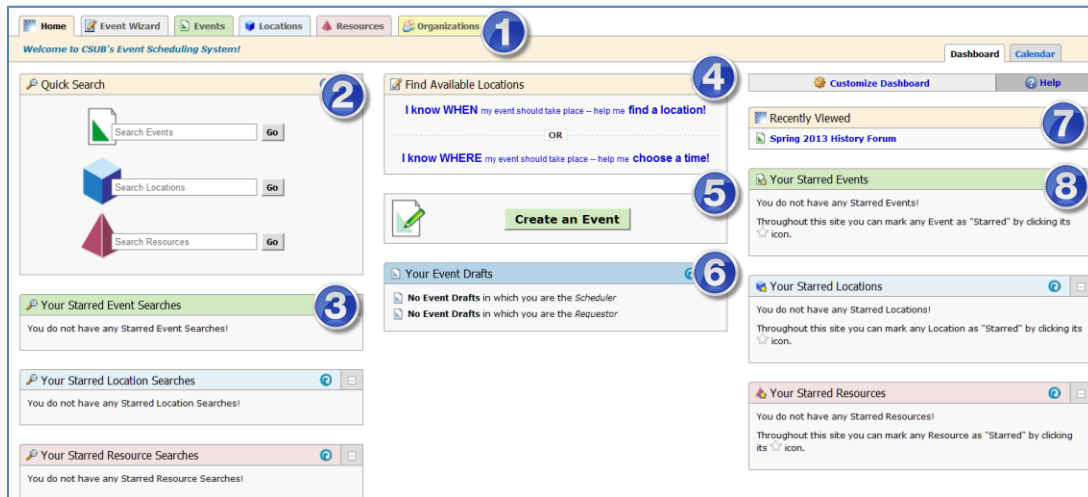

Figure 2: Your Dashboard

- **Navigation tabs**

   The Navigation tab (Figure 2.1) allows you to move around in the event management system. Depending on your security access, you may see tabs for the Event Wizard, Events, Locations, Resources, and Organization.

- **Quick Search**

   The Quick Search (Figure 2.2) allows you to search for events, locations, or resources. You can use the Search Events as alternative method for finding your requested events. You can use the Search Locations to find available locations. This is helpful, when fixing scheduling conflicts with locations. You can use the Search Resources to find available resources, such as video cameras, chairs, etc.

- **Starred Searches**

   This feature lists your Starred Searches (Figure 2.3). After conducting a Quick Search for events, locations, or resources, you can star the search for future use. The Starred Search will appear in this area under the appropriate heading, such as Your Starred Location Searches.

- **Location Search**

   Although the recommended method for requesting an event is using the Event Wizard, you have the option to request events by using the Find Available Locations (Figure 2.4). You can request your event by searching by location or time. These options are helpful, if you know when or where your event will take place.

- **Event Wizard**

   The Event Wizard (Figure 2.5) walks you through the event request process. For more information on this wizard, see 3.5 How to create an event on page 10.

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- **Your Event Drafts**

  Your Event Drafts (Figure 2.6) will display a link to the events in which you are the requestor. If you have the Scheduler security access, it will display also a link to the events in which you are the scheduler.

- **Recently Viewed**

  The Recently Viewed section (Figure 2.7) lists the events you view recently. If you hover over the link, an event summary will appear. If you click on the event link, it will hyperlink you to your last activity, such as event details or the calendar.

- **Starred Events, Locations and Resources**

  This feature lists your starred events, locations, and resources (Figure 2.8). For more information on starring events, locations, and resources, see 5.0 Starring Activities.on page 27.

2.3 Your Calendar

Within 25Live, you have access to a convenient calendar. The calendar includes a drop-down box for choosing what events you would like to view on the calendar. The option, you will select typically is Events You Have Requested. Additionally, the calendar has a date selector for selecting a date range. Just like other features in 25Live, your ability to perform specific tasks from the calendar depends on your security privileges.

The calendar shows only the events you choose to see for a specified data range. These events appear in white cells. It is important to note that there may be events on the dates of the cells in gray. You will need to change your date range to see those events.
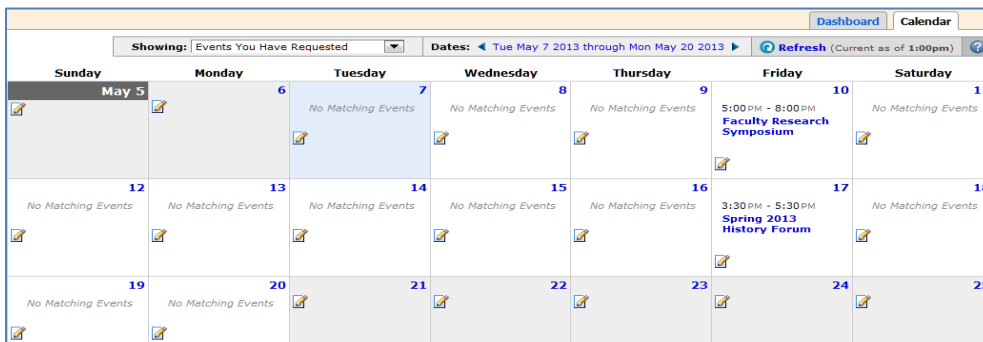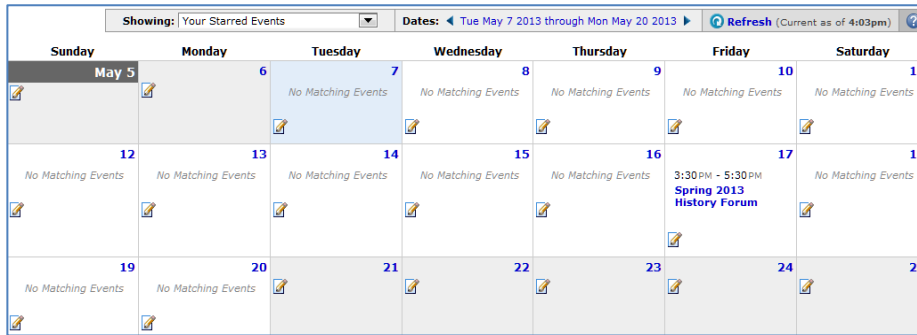

2.3.1 How to work with your calendar

With your calendar, you can select different events to view, specify the date range, and view event summaries. These instructions will guide you in these activities.
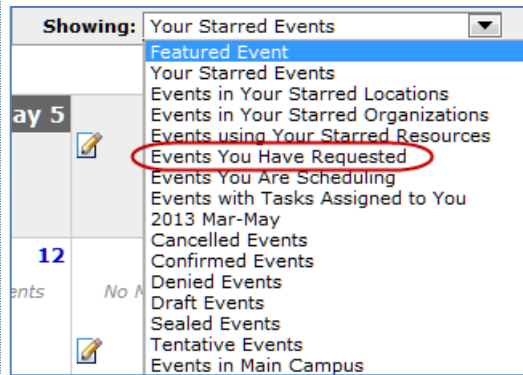
#	Steps	Illustrations
1.	From the Home page, • Click the **Calendar** tab	

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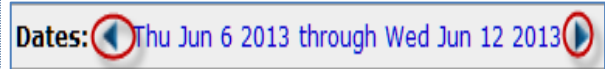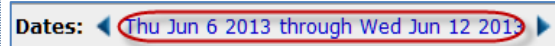|		
2.	Your calendar opens.	

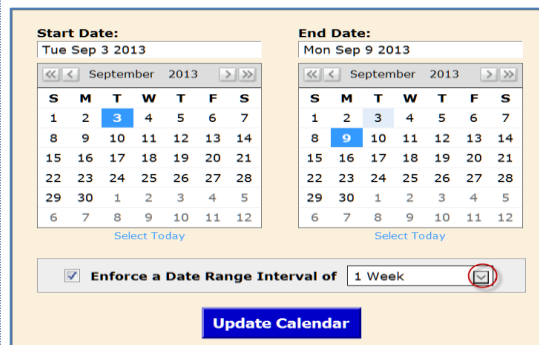|		
3.	To view the events you requested, • Click the **Showing** down arrow • Select **Events You Have Requested**	
4.	The **Dates** box defaults to a seven-day window. You can use the arrows in the **Dates** box, to select the appropriate seven-day range or you can specify a different date range.	
5.	To select a different date range, click the date range.	
6.	The calendar picker opens, you can specify a date range by clicking the down arrow in the **Enforce a Date Range Interval of** box.	
7.	From the interval selection, choose the range you desire, such as *30 days.*	

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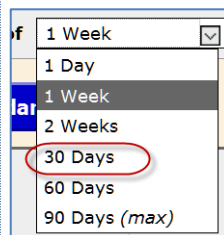
8.	For the **Start Date** calendar, select your desired beginning date, such as *September 3*.	**Start Date:** Tue Sep 3 2013 September 2013 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12
9.	For the **End Date** calendar, select your desired beginning date, such as *October 2*.	**End Date:** Wed Oct 2 2013 October 2013 S M T W T F S 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9
10.	In the **Enforce a Date Range Interval of** box, click the **Update Calendar** button.	☑ **Enforce a Date Range Interval of** 30 Days **Update Calendar**

11. Your calendar shows the events you chose to see for the selected date range. The calendar cells are in white for the selected date range.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 1	2	3 1:00PM - 4:00PM **2013 Training Research Symposium**	4 3:00PM - 5:00PM **2013 Breakfast Club**	5 *No Matching Events*	6 *No Matching Events*	7 *No Matching Events*
8 *No Matching Events*	9 *No Matching Events*	10 10:00AM - 11:00AM **AV 12th Student Life Reception**	11 *No Matching Events*	12 *No Matching Events*	13 *No Matching Events*	14 *No Matching Events*
15 *No Matching Events*	16 *No Matching Events*	17 *No Matching Events*	18 *No Matching Events*	19 *No Matching Events*	20 *No Matching Events*	21 *No Matching Events*
22 *No Matching Events*	23 *No Matching Events*	24 *No Matching Events*	25 *No Matching Events*	26 *No Matching Events*	27 *No Matching Events*	28 8:00AM - 12:00PM **2013 Graduate Research Symposium** 12:00PM - 1:00PM **2013 Graduate Research Symposium (PT 2)**
29 *No Matching Events*	30 *No Matching Events*	October 1 *No Matching Events*	2 *No Matching Events*	3	4	5

It is important to note that there may be events on the dates of the cells in gray. You will need to change your date range to see those events.

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3.0 Requesting Events

25Live provides several ways in which to request an event. However, the preferred method is to use the Event Wizard. The wizard walks you through nine steps as illustrated by Figure 3.
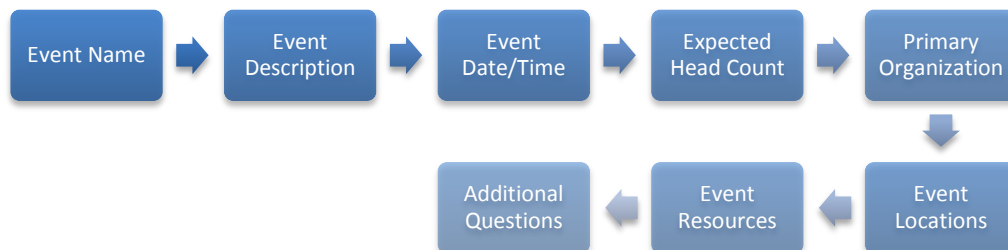
Event Name → Event Description → Event Date/Time → Expected Head Count → Primary Organization → Event Locations → Event Resources → Additional Questions

Figure 3: Event Wizard Steps

3.1 Event Types

You can choose from six event types: ceremony, gathering, meeting, performance, sales, and sporting. For reporting purposes, it is important to select the event type that best describes the primary purpose of the event. The following table provides information on the event types, including examples.

Event Type	What it means	Examples
Ceremony	Events that are ceremonies, or celebratory in nature	Commencement, Holiday parties, Retirement parties
Gathering	Events where the primary purpose does not meet the criteria for the other event types	Festivals, tours, camps, movies
Meeting	Events that are general in nature	Conferences, lectures, training sessions, workshops, testing sessions, school dance
Performance	Events where the primary activity is observing a performance	Concerts, jazz festivals, dance performances, plays, or other theatrical events
Sales	Events where the primary activity is selling products, services, or food	Arts & Crafts fair, Jewelry vendors, Club food sales
Sporting	Events where the primary activity is engaging in a sport	Baseball game, Tennis Match, Swim meet, Field and Track event, Basketball practice, etc.

3.2 Pre-Event/Setup Durations

You can specify the amount of time required to setup your event using the Pre-Event/Setup durations link. To ensure that you have time to perform pre-event activities and setup resources, you should complete this section.

Term	What it means	When to Use
Pre-event	The time needed before the event actually begins for activities not related to setup.	Pre-event activities, such as event check-in, registration, ticket sales, etc.
Setup	The time required to setup the event	Setup of rental equipment, audio and video setup or testing, etc.

3.3 Post-Event/Takedown Durations

The Post-Event/Takedown Durations link allows you to specify the amount time needed to breakdown your event.

Term	What it means	When to Use
Post-event	The time needed after the event actually ends and not related to breakdown.	Post-event activities, such as the egress of the audience, merchandizing i.e. book purchases, T-shirt sales, etc.
Takedown	The time required to breakdown the event	Removal of rental equipment, audio and video equipment, etc.

3.4 Additional questions related to your event type

For reporting and other purposes, the answers to these questions will initiate additional processes, such as permits and approvals for events, serving alcohol, etc.

Term	What it means
Expected # of CSUB Students	Estimate of the number of CSUB students, who will attend the event.
Expected # of CSUB Faculty/Staff	Estimate of the number of CSUB Faculty and Staff, who will attend the event.
Expected # of Off Campus guests	Estimate of the number of off-campus, who will attend the event.
Will your event be advertised?	Whether you are advertising the event
If yes, how?	Specify the media used for advertising, such as TV, radio, social media, print ads, etc.
Will food be served?	Whether you are serving food
Will Aramark be providing the meal(s)?	Whether Aramark is providing the meals

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Will Togos be providing the meal(s)?	Whether Togos is providing the meals
If no, by whom?	Specify the name of business, who is catering the business
Does caterer have liability insurance?	Whether the catering business has liability insurance
Does caterer have a food permit?	Whether the catering business has a food permit
Will you be providing alcohol	Whether you are providing alcohol
If yes, will it be served or sold?	Specify whether the alcohol is being served, sold, or both.

3.5 How to create an event
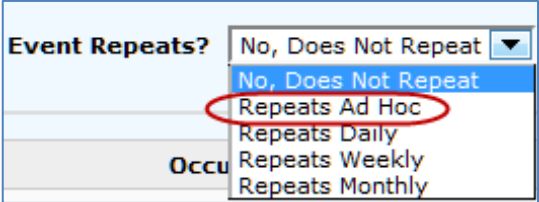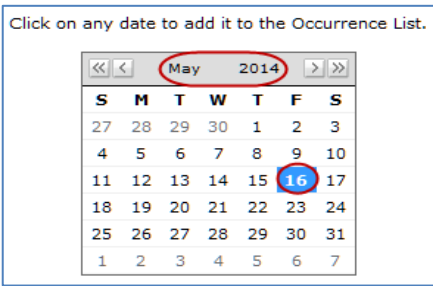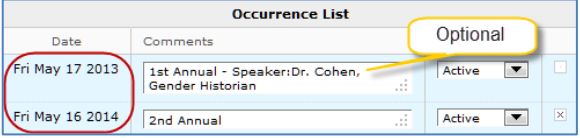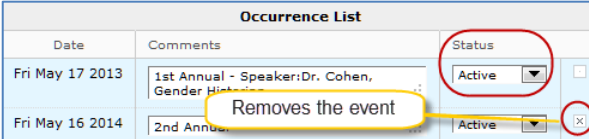
These instructions will guide you in creating an event.

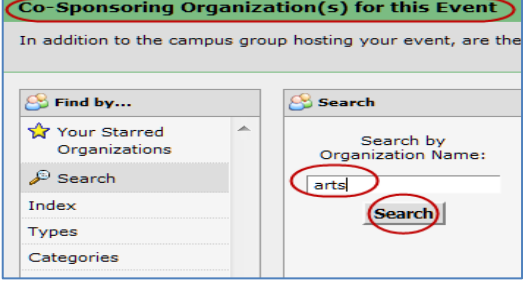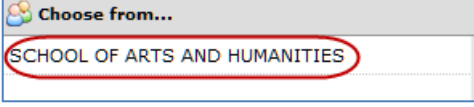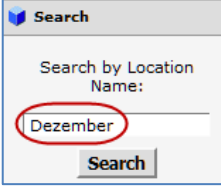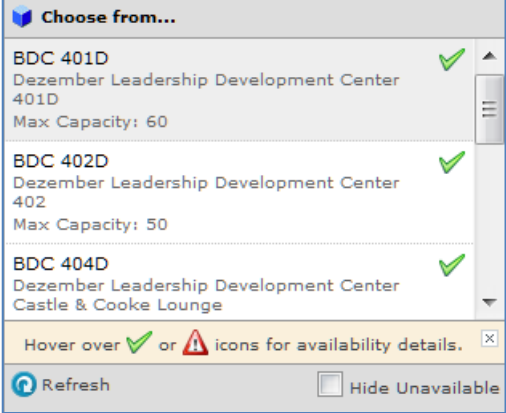| #	Steps	Illustrations
1.	To begin, • Click the Dashboard tab	
2.	From your Dashboard, • Click the **Create an Event** button	
3.	The Event Wizard opens. • Select the **Event type**, such as Meeting • Click **Next**	
4.	• In the Event Name, enter a name for your event. *The Event Name must be 40 characters or less.*	
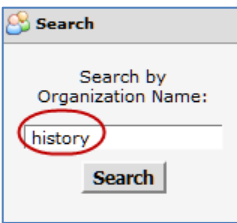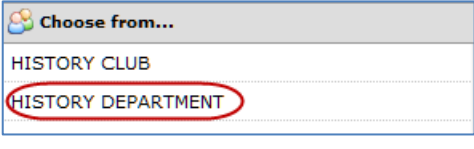
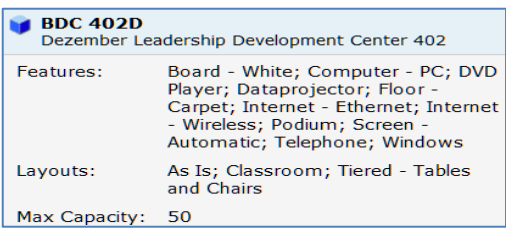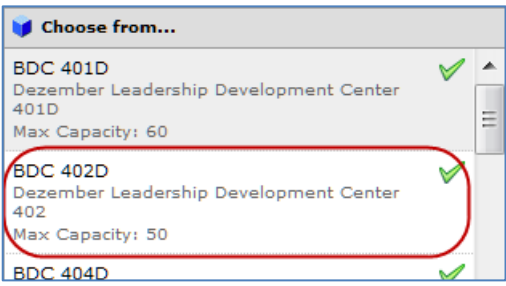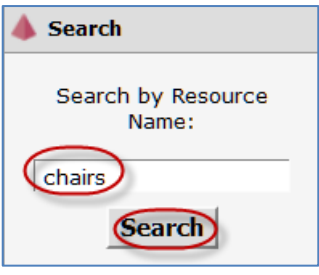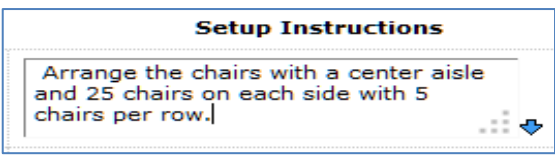| 5. | • In the **Event Description**, enter a description for the event | |
6.	• In the **Event Date and Time**, enter the beginning and ending dates and times. *These are the actual event dates and times that will appear in the RunnerCal.*	
7.	To allocate time to your event for pre-event and setup, • Click the **Pre-Event/Setup durations** link	
8.	• In the **Pre-event**, use the down arrow to specify the amount of time, such as 30 minutes • In the **Setup**, use the down arrow to specify the amount of time, such as 1 hour. *Notice how the times changes.*	
9.	To allocate time to your event for post-event and breakdown, • Click the **Post-Event/Takedown Durations** link	
10.	• In the **Post-event**, use the down arrow to specify the amount of time, such as 30 minutes • In the **Takedown**, use the down arrow to specify the amount of time, such as 1 hour.	
11.	The **Occurrence Duration** allows you to see the event duration and the reservation duration. *For example, the event is from 3:30 to 5:30pm,*	

	which is two hours. The reserve time, 5 hours, refers to the total time needed, which includes the event duration, pre-event, setup, post-event, and takedown time.	
12.	If your event is a one-time occurrence, then skip to step 16 on page 14. However, if your event occurs on a repeating basis, such as annually or other, • In **Event Repeats?**, use the down arrow to make your selection, such as *Repeats Ad Hoc* *Use Repeats Ad Hoc, if your event occurs annually.*	
13.	• Select the desired month, day, and year for the recurring event ⟪ ⟫ - Changes the years ⟨ ⟩ - Changes the months	
14.	The **Occurrence List** shows your selections. The first entry is your current event and the subsequent entries are your future occurrences. • (Optional) Add comments to the occurrences	
15.	By the way, • You can remove a recurrence by clicking the x beside the event. • You change the occurrence status to Cancelled by using the down arrow and selecting it.	
16.	• In the **Expected Head Count**, enter an estimate for your expected attendance • Click **Next**	
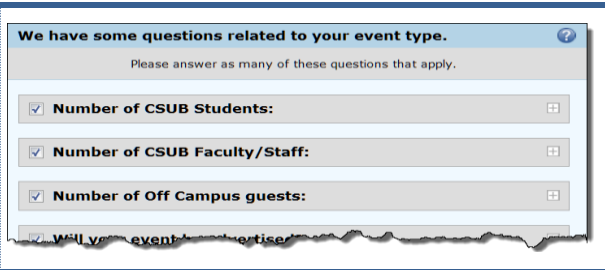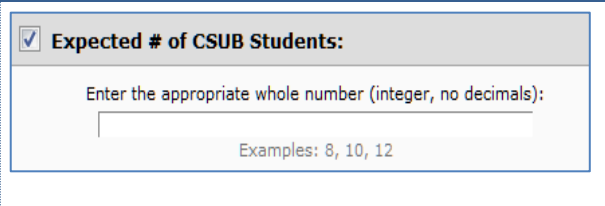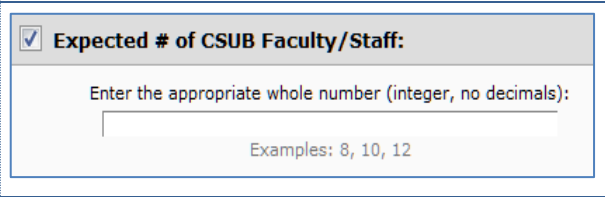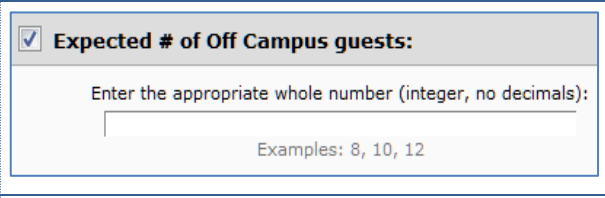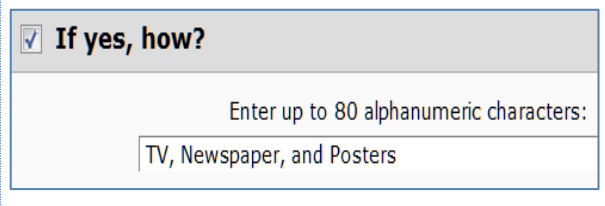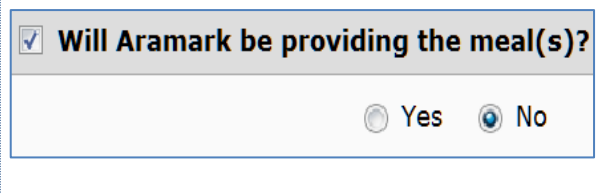
17.	For the **Primary Organization for this Event**, • In the **Search** box, enter the department or name of the organization sponsoring or conducting this event, such as history • Click Search
18.	Your search results will appear in the **Choose from…** box. • Click the desired organization, such as *History Department*
19.	If only one organization is presenting your event, then click Next ⮕. Otherwise, • In the **Search** box for the Co-sponsoring Organization(s) for the Event, enter the department or name of the co-sponsoring organization, such as *arts* • Click Search
20.	Your search results will appear in the **Choose from…** box. • Click the desired organization, such as the *School of Arts and Humanities* • Click Next ⮕
21.	For the **Event Locations**, • In the **Search** box, enter the location, such as *Dezember* • Click Search
22.	Your search results will appear in the **Choose from…** box. • Scroll through the selections • Notice the location shows the maximum capacity

✔	Indicates that the location is available
⚠	Indicates a conflict exists with the location
☐ Hide Unavailable	Check this box if you want to see only the locations that are available
🔄 Refresh	Refreshes the search results

23.	To see more information, • Hover over the location, such as *BDC 402D*	**BDC 402D** Dezember Leadership Development Center 402 Features: Board - White; Computer - PC; DVD Player; Dataprojector; Floor - Carpet; Internet - Ethernet; Internet - Wireless; Podium; Screen - Automatic; Telephone; Windows Layouts: As Is; Classroom; Tiered - Tables and Chairs Max Capacity: 50
24.	When satisfied, • Click the desired location, such as *BDC 402D*	**Choose from...** BDC 401D Dezember Leadership Development Center 401D Max Capacity: 60 BDC 402D Dezember Leadership Development Center 402 Max Capacity: 50 BDC 404D
25.	For the **Event Resources**, • In the **Search** box, enter the resource, such as *chairs* • Click Search	**Search** Search by Resource Name: chairs Search
26.	Your search results will appear in the **Choose from…** box. • Click the desired resource, such as *FM – Black Folding Chairs*	**Choose from...** FM - Black Folding Chairs 500/500 FM - Blue Folding Chairs ∞ SU - Chairs (Red) 50/50 SU - MPR - Chairs 240/240
27.	In the **Selected Resources**, • In the **Quantity**, enter the number desired, such as *50* • Click the 🖉 for Setup Instructions	**SELECTED RESOURCES** **FM - Black Folding Chairs** Quantity: 50 **Setup Instructions:** (none)
28.	In the **Setup Instructions**, • Enter the instructions for the selected resource. • Click Next ⇨	**Setup Instructions** Arrange the chairs with a center aisle and 25 chairs on each side with 5 chairs per row.

29.	There are additional questions. You should answer all of the questions that apply to your event. The next steps will guide in answering the different type of questions.	We have some questions related to your event type. Please answer as many of these questions that apply. ☑ Number of CSUB Students: ☑ Number of CSUB Faculty/Staff: ☑ Number of Off Campus guests: ☑ Will your event be advertised
30.	For the **Expected # of CSUB Students,** • Check the **Expected # of CSUB Students** • In the box, enter the number of students, such as *100*	☑ Expected # of CSUB Students: Enter the appropriate whole number (integer, no decimals): Examples: 8, 10, 12
31.	For the **Expected # of CSUB Faculty/Staff,** • Check **Expected # of CSUB Faculty/Staff** • In the box, enter the number, such as *8*	☑ Expected # of CSUB Faculty/Staff: Enter the appropriate whole number (integer, no decimals): Examples: 8, 10, 12
32.	For the **Number of Off Campus guests,** • Check **Number of Off Campus guests** • In the box, enter the number, such as *192*	☑ Expected # of Off Campus guests: Enter the appropriate whole number (integer, no decimals): Examples: 8, 10, 12
33.	For the **Will your event be advertised,** • Check **Will your event be advertised** • Check **Yes** or N**o**	☑ Will your event be advertised? ⦿ Yes ○ No
34.	For the **If yes, how,** • Check **If yes, how** • In the box, your response, such as *TV, Newspaper, Posters, and social media*	☑ If yes, how? Enter up to 80 alphanumeric characters: TV, Newspaper, and Posters
35.	For the **Will Food be served,** • Check **Will Food be served** • Check **Yes** or N**o**	☑ Will food be served? ○ Yes ⦿ No
36.	For the **Will Aramark be providing the meal(s),** • Check **Will Aramark be providing the meal(s)** • Check **Yes** or N**o**	☑ Will Aramark be providing the meal(s)? ○ Yes ⦿ No

37.	For the **Will Togos be providing the meal(s)**, • Check **Will Togos be providing the meal(s)** • Check **Yes** or N**o**	☑ **Will Togos be providing the meal(s)?** ⚪ Yes ⚫ No
38.	For the **If no, by whom**, • Check **If no, by whom** • In the box, enter the name of the catering business, such as *Mossman's Kitchen*	☑ **If no, by whom?** Enter up to 80 alphanumeric characters: Mossman's Kitchen
39.	For the **Does caterer have liability insurance**, • Check **Does caterer have liability insurance** • Check **Yes** or N**o**	☑ **Does caterer have liability insurance?** ⚫ Yes ⚪ No
40.	For the **Does caterer have food permit**, • Check **Does caterer have food permit** • Check **Yes** or N**o**	☑ **Does caterer have a food permit?** ⚫ Yes ⚪ No
41.	For the **Will you be providing alcohol**, • Check **Will you be providing alcohol** • Check **Yes** or N**o**	☑ **Will you be providing alcohol?** ⚫ Yes ⚪ No
42.	For the **If yes, will it be served or sold**, • Check **If yes, will it be served or sold** • Click Next ➡	☑ **If yes, will it be served or sold?** Enter up to 80 alphanumeric characters: It will be served to VIP and sold to other participants
43.	For the Affirmation, • Click **I Agree** • Click 🖫 Finish	✳ **Affirmation** ☑ I Agree
44.	Check the **Event Status** to ensure that your event request: • Was saved • Shows that the event has requested locations • (Optional) shows that the event has requested resources • Has all required fields completed • Has no scheduling conflicts and • Has no errors	**EVENT STATUS** 📄 **Event Reference: 2013-AAAJEH** 🖫 **Last Saved: Mon May 6 2013 1:57pm** 📦 **This event has requested locations.** 🔺 **This event has requested resources.** ✅ **All Required Fields Complete** ✅ **No Scheduling Conflicts Detected!**

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4.0 Managing Event Requests

After creating an event request, you may need to perform other tasks with the event request. As an event requestor, you can edit an event, view an event, email an event, and copy an event. This section will focus on covering these processes.

4.1 How to edit an event

You can edit events that are in Draft status. Once the event status changes from Draft, you will need to contact the Scheduler for changes. You can edit an event from the Your Events Drafts, your Calendar, or Your Event Drafts sections. These instructions will guide you in editing an event from the Search Events in the Quick Search.

#	Steps	Illustrations
1.	From the **Quick Search** on the Home page, • In the **Search Events**, enter your search criteria, such as *2013 History* • Click **Go**	
2.	When you search results appear • Scroll through the events to desired one • Click the ✏️ next the desired event	
3.	Your event opens. You can edit any detail from the **Edit Event Details** section or by clicking the **Next ➡** button.	

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4.	For example, if you want to add resources, • Click **Resources**	
5.	The **Event Resources** appears (you may need to scroll down to see it). It shows the resources you requested. 	
6.	To remove a resource, • In the **Selected Resources**, click the ☒ beside the resource you want removed	
7.	The resource is removed. To save your changes, • Click 💾 **Save**	
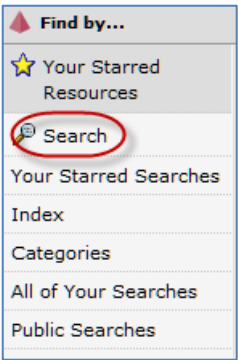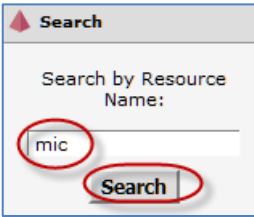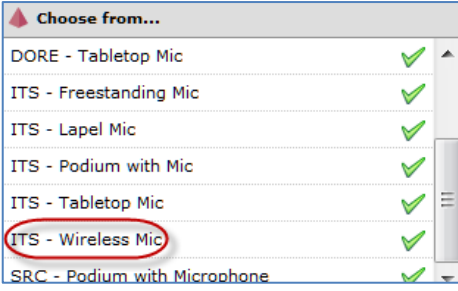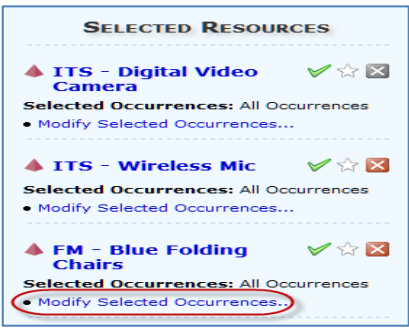
8.	To add a resource, • In the **Find by**, select the desired search method, such as **Search**	
9.	In the **Search by Resource Name**, • Enter the search term, such as mic • Click Search	
10.	In the **Choose from…,** • Scroll to the desired resource • Click the resource to select it, such as *ITS – Wireless Mic*	
11.	The resource is added to the **Selected Resources**	
12.	To modify a resource, • In the **Selected Resources**, click the **Modify Selected Occurrences…** link	

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#		
13.	• In the **Quantity**, enter the number desired, such as *50* • In the Setup Instructions, click the 🖉	*FM - Blue Folding Chairs: Modify Selected Occurrences* table showing Assign?, Date, Quantity, Avail/Total, Setup Instructions columns with rows Fri May 17 2013 / 1 / 199 / 200 / (none) and Fri May 16 2014 / 1 / 200 / 200 / (none). Done button.
14.	In the **Setup Instructions**, • Enter the instructions for the selected resource. • Click **Done**	**Setup Instructions** "Arrange the chairs with a center aisle and 25 chairs on each side with 5 chairs per row."
15.	When you are satisfied, click 💾 **Save**	

4.2 How to view an event

You can view any event that you have the security to access. These instructions will guide you in viewing an event.

#	Steps	Illustrations
1.	From the **Quick Search** on the Home page, • In the **Search Events**, enter your search criteria, such as *2013 History* • Click **Go**	Home / Event Wizard / Events tabs. Welcome to CSUB's Event Scheduling System. Quick Search with "2013 history" and Go button.
2.	When your search results appear • Scroll through the events to desired one • Click the Event Name, such as *Spring 2013 History Forum*	SEARCH FOR EVENTS. Search by Keyword: 2013 history. List / Calendar. Name: Spring 2013 History Forum, Reference 2013-AAAJEH, Organizations HISTORY DEPARTMENT, SCHOOL OF ARTS AND HUMANITIES, Type (Private), Categories Calendar - Arts and Culture, Calendar - Community, Featured Event, Open to the Public, Your Role Requestor
3.	Your event opens.	SPRING 2013 HISTORY FORUM details page showing Event Details and Event Preferences.

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4.3 How to email an event

After creating an event, you may want to email the event information to someone. The system will automatically notify your event scheduler and other approvers. These instructions will guide you in emailing an event.

#	Steps	Illustrations
1.	From the **Quick Search** on the Home page, • In the **Search Events**, enter your search criteria, such as *2013 History* • Click **Go**	
2.	When your search results appear • Scroll through the events to desired one • Click the Event Name, such as *Spring 2013 History Forum*	
3.	After the event opens, click the **More Actions... ▼**.	
4.	From the menu, select **Email Event Details**	

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5.	When the Email Event Details window opens, • In the **Requestor**, check the CC box (you will receive a copy of the email) • In the **Additional Recipients**, enter the Internet email address for the To, CC, and BCC, as desired, such as *training@csub.edu* • In the **Message Body**, type your message • When satisfied, click **Send**	
6.	Your email is sent.	
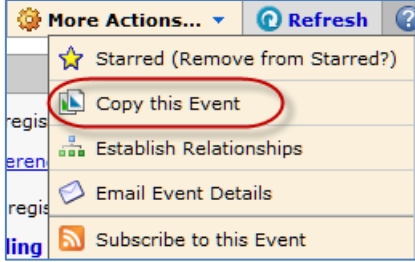
4.4 How to copy an event

If you are requesting an event that is similar to another event, you may want to copy the previous event and make the necessary changes. In doing so, you save time from having to complete the Event Wizard. These instructions will guide you in copying an event.

#	Steps	Illustrations
1.	From the **Quick Search** on the Home page, • In the **Search Events**, enter your search criteria, such as *2013 History* • Click **Go**	
2.	When your search results appear • Scroll through the events to desired one • Click the Event Name, such as *Spring 2013 History Forum*	
3.	After the event opens, click the **More Actions...** .	

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#		
4.	From the menu, select **Copy this Event**	
5.	Your event opens in edit mode. You can edit the event by clicking the **Next** button and following the Event Wizard.	

4.5   How to print an event

After creating an event, you may want to print the event information. Be sure your pop-up blockers are disabled. These instructions will guide you in printing an event.

#	Steps	Illustrations
1.	From the **Quick Search** on the Home page, • In the **Search Events**, enter your search criteria, such as *2013 History* • Click **Go**	
2.	When you search results appear • Scroll through the events to desired one • Click the Event Name, such as *Spring 2013 History Forum*	

3.	After the event opens, click the **More Actions...** .	
4.	From the menu, • Select **Print a Report for this Event** (1) • Select **Event Confirmation (Detailed)** (2) ⚠ Be sure your pop-up blockers are disabled.	
5.	In a new browser tab, the 25Live down load page appears. When the **Opening ConfirmDetailPerEvent.pdf** window displays, • Click Save File • Click OK ⚠ Be sure your pop-up blockers are disabled. If you are using browser other than Firefox, the options may be different.	
6.	To view the report, • Click the 🔽	
7.	Click the report to open it.	
8.	Your report opens in Adobe Reader. You can use the Adobe Reader options to print the report.	
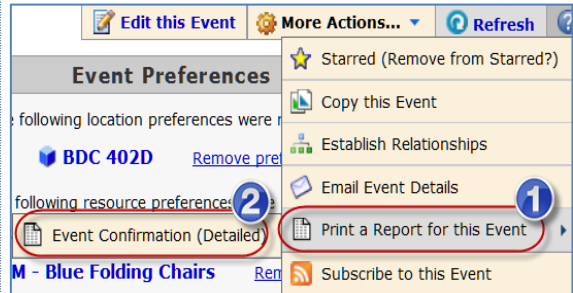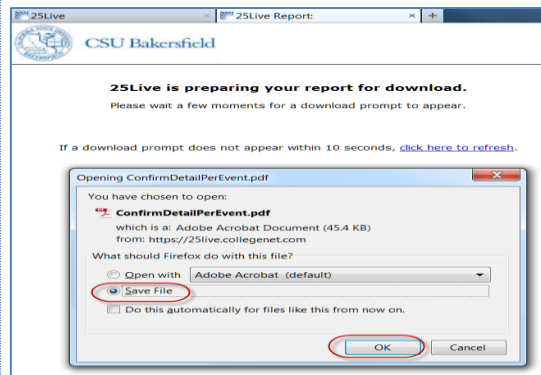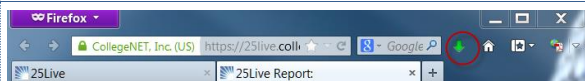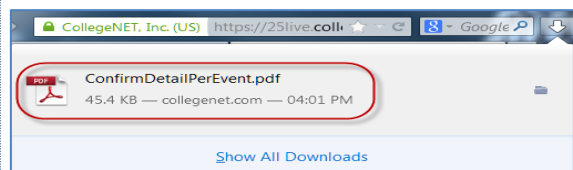
25Live – Event Requesting
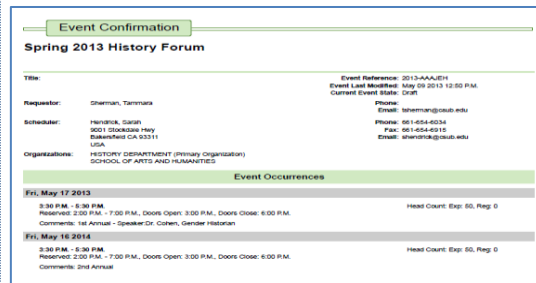
4.6   How to add a To-do

These instructions will guide you in adding a To-do. If a task needs to be created that cannot be requested as a resource, you should create a To-do.

#	Steps	Illustrations
1.	From the **Events** tab, • Select Pre-Defined Groups • Select Events You Are Scheduling • Click **Run**	
2.	When you search results appear • Scroll through the events to desired one • Click the Event Name, such as *Spring 2013 History Forum*	
3.	After the event opens, click the **More Actions...** .	
4.	From the menu, select **Create "To Do" Task**	
5.	The **Create "To Do" Task** window appears.	
6.	In the **"To Do" Name** • Enter a name for the To Do, such as *Billing Request Form follow-up*	
7.	In the **"To Do" Comment,** • Enter your reminder information	

8.	In the **Due Date**, • Enter your desired date or use the 🔍 to select a date	**Due Date:** 5/27/2013
9.	For the **Assigned To**, you have two options for assigning a "To Do." • Option 1: Contacts Associated with this Event (Figure 1), see step 10 **OR** • Option 2: Search for Contact (Figure 2), see step 11	**Assigned To:** *Choose a Contact below...* ① Contacts Associated with this Event... ▼ OR ② Search for Contacts...
10.	Option 1: Contacts Associated with this Event (Figure 1) • Choose a contact using the down arrow for **Contacts Associated with this Event** • Select the desired contact • Click [Create] • Skip to step 12	Contacts Associated with this Event... ▼ Contacts Associated with this Event... Scheduler, Dore1 Scheduler, Student Union Service Provider, ITS1 Service Provider, SRM1 ①
11.	Option 2: Search for Contact (Figure 2) • Click Search for Contacts… • Enter your search criteria • Select the desired contact • Click [Create]	student [Search] Choose from Search Results... Cabinet, Student Affairs Scheduler, Student Union ②
12.	If your "To Do" was created successfully, you will receive a message. If you want to create another "To Do", then click the [Create Another 'To Do' Task] Otherwise, click [Close].	**Success!** Your "To Do" Task has been created. [Create Another 'To Do' Task] [Close]
13.	To view your "To Do" Tasks, click the Task list	**Details** | Calendar | Task List | Pricing | Audit Trail Event State: *Tentative* ▼ | ⚙ More Actions... ▼ | 🔄 Refresh ❓ ▶
14.	Your To Do's appears. You can manage your To Do. • To mark the task complete, click 👍 Complete? • To ignore the task, click 🚩 Ignore? • To flag the task, click 🚩 or 🚩	**Tasks for "5th Annual Gender Matters"** From 10:00 AM to 05:00 PM. On Fri May 17 2013. Pre-event time 30 minutes. Post-event time 30 minutes. Related Location(s): SUNION:125 **To Do's** | More Actions... Billing Request Form - follow up | Status: Active | Flagged?: 🚩 First Date: May 27 2013 | Respond By Date: May 27 2013 Comments: Check to see if I received the BRF from the X department EDIT Assigned To: Scheduler, Student Union | 👍 Complete? / 🚩 Ignore?

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5.0 Starring Activities

You can star activities that you use frequently. Starring activities is similar to bookmarking a website or making an activity a favorite, such as in myCSUB. This section focuses on providing directions for starring events, locations, and resources.

5.1 How to Star an Event

These instructions will guide you in starring an event.

#	Steps	Illustrations
1.	From the **Quick Search** on the Home page, • In the **Search Events**, enter your search criteria, such as *2013 History* • Click Go	
2.	When your search results appear • Scroll through the events to desired one • Click the ☆ next the desired event	
3.	To see your starred event, • Click the **Home** tab	
4.	Your starred event appears in the **Your Starred Events**. You may need to refresh it to see your event. To refresh it, click the ⟳.	
5.	To remove a starred event, • Click the ⭐ beside the events you want to remove	
6.	You will see that the resources are removed when you refresh the screen. To refresh the screen, • Click the ⟳	

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5.2 How to Star a Location

These instructions will guide you in starring a location.

#	Steps	Illustrations
1.	From the **Quick Search** on the Home page, - In the **Search Locations**, enter your search criteria, such as *BDC 402* - Click **Go**	
2.	When your search results appear - Scroll through the locations to the desired one - Click the ☆ to next to the desired location	
3.	To see your starred location, Click the **Home** tab	
4.	Your starred event appears in the **Your Starred Locations**. You may need to refresh it to see your location. To refresh it, click the ⟳.	
5.	To remove a starred location, Click the ★ beside the location you want to remove	
6.	You will see that the locations are removed when you refresh the screen. To refresh the screen, Click the ⟳	

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5.3 How to Star a Resource

These instructions will guide you in starring a resource.

#	Steps	Illustrations
1.	From the **Quick Search** on the Home page, • In the **Search Resources**, enter your search criteria, such as *chair* • Click Go	
2.	When your search results appear • Scroll through the resources to the desired ones • Click the ☆ to next to the desired resources	
3.	To see your starred resources, • Click the **Home** tab	
4.	Your starred event appears in the **Your Starred Resources**. You may need to refresh it to see your resources. To refresh it, click the 🔁.	
5.	To remove starred resources, • Click the ⭐ beside the resources you want to remove	
6.	You will see that the resources are removed when you refresh the screen. To refresh the screen, • Click the 🔁	

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6.0 Performing Public Searches

Public searches allow you to search for events, resources, and location using pre-defined search criteria. This section focuses on providing directions for searching for these items.

Public Searches	Description
Public Event Searches	You can perform event searches by date range, status, such as cancelled, confirmed, denied, draft, sealed, and tentative.
Public Location Searches	You can search by the criteria, such as the Main Campus
Public Resources Searches	You can perform resource searches by resources you have starred or opened

6.1 How to perform a public search for events

These instructions will guide you in searching for events using public searches.

#	Steps	Illustrations
1.	From the Home page, • Click the **Events** tab	
2.	On the **Events** tab • Click the **Pre-defined Event Searches** tab	
3.	In the **Search Groupings**, • Select Public Event Searches	
4.	In the selection box, • Select the desired search, such as *Draft Events* • Click 🔑 Run	

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5. Your search results appear on the **List** tab. Alternatively, you can change to the Calendar view, by clicking the Calendar tab.

		Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
	☆	2013-2014 University Council Meetings		2013-AAAJEB	PRESIDENT'S OFFICE	Meeting - (Conf., Lecture, Training, Exam etc...)	Calendar - Campus Life		May 17 2013	May 02 2013	Draft	
	☆	SEH 2013-2014 University Council		2013-AAAJEC	PRESIDENT'S OFFICE	Meeting - (Conf., Lecture, Training, Exam etc...)	Calendar - Campus Life		May 17 2013	May 02 2013	Draft	
	★	Spring 2013 History Forum		2013-AAAJEH	HISTORY DEPARTMENT, SCHOOL OF ARTS AND HUMANITIES	Meeting - (Conf., Lecture, Training, Exam etc...)	Calendar - Arts and Culture, Calendar - Community, Featured Event, Open to the Public	Requestor	May 17 2013	May 06 2013	Draft	
	☆	Test		2013-AAAJEL	ACCT	Meeting - (Conf., Lecture, Training, Exam etc...)			May 23 2013	May 13 2013	Draft	
	☆	Test Override Location Hours		2013-AAAJDP	ART CLUB	Gathering - (Festival, Tour, Camp, Movie, etc...)			May 13 2013	May 01 2013	Draft	
	☆	Test1Analia Orientation Summer 2013		2013-AAAJCI		Meeting - (Conf., Lecture, Training, Exam etc...)	Calendar - Community, Open to the Public		Jun 22 2013	Apr 25 2013	Draft	
	☆	Test4Analia EPT/ELM Exam		2013-AAAJCO		Meeting - (Conf., Lecture, Training, Exam etc...)	Off Campus, Open to the Public		Jun 01 2013	Apr 25 2013	Draft	

7 Matching Events

6.2 How to perform a public search for locations

These instructions will guide you in searching for locations using public searches.

#	Steps	Illustrations
1.	From the Home page, • Click the **Locations** tab	
2.	On the **Locations** tab • Click the **Pre-defined Location Searches** tab	
3.	In the **Search Groupings**, • Select **Public Searches**	
4.	In the selection box, • Select the desired search, such as *Main Campus* • Click Run	

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5. | Your search results appear on the **List** tab. The List tab shows information regarding the locations. You can navigate through the list using the links at the bottom. Alternatively, you can change to the Calendar or Availability view, by clicking appropriate tab.

		Name	Formal Name	Categories	Features	Layouts	Max Capacity
		ALBERTSON ROOM	Albertson Room	ADA Compliant, Campus - Main, Control - Office of Events, Type - Conference Room, Type - Dining Space, Type - Performance Space	Floor - Carpet, Screen - Automatic, Seating - Moveable, Sink, Windows	Classroom, Conference, Empty, Hollow Square, Lecture / Theater, Rectangles of 8	80
		ALUMNI PARK	Alumni Park	ADA Compliant, Campus - Main, Control - Office of Events, Type - Outdoor		As Is	752
		AMPH AMPH	Amphitheatre	ADA Compliant, Campus - Main, Control - Office of Events, Type - Performance Space	Stage	Custom	5000
		BDC 153B	Business Development Center 153B	ADA Compliant, Campus - Main, Control - Academic Scheduling	Board - White, Classroom, Computer - PC, DVD Player, Internet - Ethernet, Internet - Wireless, Overhead Projector, Podium, Screen, Smart Classrm PC, Theatre indoor	Tiered - Tablet Armchairs, As Is, Lecture / Theater	140
		BDC 154B	Business Development Center 154B	ADA Compliant, Campus - Main, Control - Academic Scheduling	Board - White, Classroom, Computer - PC, DVD Player, Internet - Ethernet, Internet - Wireless, Overhead Projector, Podium - Table Top, Screen, Seating - Moveable, Smart Classrm PC, Tables and Chairs, Windows	Tables and Chairs, As Is, Classroom	70
		BDC 155B	Business Development Center 155B	ADA Compliant, Campus - Main, Control - Academic Scheduling	Board - White, Classroom, Computer - PC, DVD Player, Internet - Ethernet, Internet - Wireless, Overhead Projector, Screen, Seating - Moveable, Smart Classrm PC, Tables and Chairs, Windows	As Is, Classroom, Tiered - Chairs	48
		BDC 156B	Business Development Center 156B	ADA Compliant, Campus - Main, Control - Academic Scheduling	Board - White, Classroom, Computer - PC, DVD Player, Internet - Ethernet, Internet - Wireless, Overhead Projector, Screen, Smart Classrm PC, Tables and Chairs, Windows	Tables and Chairs, As Is, Classroom	64
		BDC 163B	Business Development Center 163B	ADA Compliant, Campus - Main, Control - Academic Scheduling, Type - Computer Lab	Board - White, Computer Lab - PC, Internet - Ethernet, Internet - Wireless, Screen, Seating - Moveable, Tables and Chairs, Windows	As Is	45
		BDC 165B	Business Development Center 165B	ADA Compliant, Campus - Main, Control - Academic Scheduling	Board - White, Classroom, Computer - PC, DVD Player, Instructor Station, Internet - Ethernet, Internet - Wireless, Overhead Projector, Screen, Smart Classrm PC, Tablet Armchair, Windows	As Is, Classroom, Tablet Armchair	70
		BDC 262A	Business Development Center 262A	ADA Compliant, Campus - Main, Control - Department / Division		As Is	15

Information is current as of May 13 2013 12:29pm

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6.3 How to perform a public search for resources

These instructions will guide you in searching for resources using public searches.

#	Steps	Illustrations
1.	From the Home page, • Click the **Resources** tab	[Home] [Event Wizard] [Events] [Locations] [Resources] **Welcome to CSUB's Event Scheduling System!**
2.	On the **Resources** tab • Click the **Pre-defined Resource Searches** tab	[Home] [Event Wizard] [Events] [Locations] [Resources] Search For Resources / Pre-Defined Resource Searches **SEARCH FOR RESOURCES**
3.	In the **Pre-Defined Groups**, • Select Public Searches	**Search Groupings** **Pre-Defined Groups** Index Categories Your Starred Searches All of Your Searches Public Searches
4.	In the selection box, • Select the desired search, such as *Your Starred Resources* • Click [Run]	Select a Search Grouping (left) to browse existing searches. IT [Run]

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5. Your search results appear on the **List** tab. Alternatively, you can change to the Calendar view, by clicking the Calendar tab.

		Name	Categories	Custom Attributes	Stock Total
✏	⭐	♦ FM - Black Folding Chairs	Facilities Management		500
✏	⭐	♦ SU - Chairs (Red)	Student Union		50

Information is current as of May 13 2013 12:36pm   **2 Matching Resources**

7.0 Getting Help

If you are unsure or need assistance, please consider the contacts listed below:

- For more information on policies and procedures on 25Live

  Email: 25livesupport@csub.edu

- For more information on or assistance with using 25Live

  Tammara Sherman
  Campus Trainer
  Phone: 661-654-6919
  Email: training@csub.edu
  Web: http://www.csub.edu/cms/sa-training.shtml

- For help with computer-related Issues

  Help Desk
  Phone: 661-654-2307
  Email: helpdesk@csub.edu