CREATE AN EVENT

25Live Website: https://25live.collegenet.com/coastal/

NOTE: In 25Live, users can schedule events but not classes; classes are scheduled by the Registrar’s office and assigned to rooms automatically by Schedule25. Google Chrome is the recommended browser for using 25Live. Internet Explorer is not recommended and cannot be used.

1. Click on Sign In in the upper right hand corner of 25Live and login with your coastal.edu username and password. Once logged in, you will either see the Dashboard view or the Calendar view. Choose the Dashboard view.

2. Click on the Create an Event button.
NOTE: All fields with a red asterisk must be completed!

3. Fill out fields A-Q to request the scheduling of an event.

A.

Enter an Event Name. The event name cannot have abbreviations or an individual’s name. (40 character limit)

**Event Name**

This field is required.

B.

It is optional to enter an Event Title; this is not a required field. The Event Title should not be the same as the Event Name. The Event Title field is for events with several different sections. (Ex. Event Name: New Student Orientation 1; Event Title: Welcome)

**Event Title**
C. Select **GENERAL EVENT** for the **Event Type**.

**Event Type**

<table>
<thead>
<tr>
<th>Selected Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL EVENT</strong> 🔄</td>
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</tbody>
</table>

D. Search for and select the **Primary Organization** that is hosting the event.

**Primary Organization for this Event**

| Search for an Organization |

*Primary Organization is required.*

E. It is optional to select **Additional Organizations**. This option is to include organizations that are co-sponsoring your event.

**Additional Organization(s) for this Event**

| Search for Additional Organizations |

F. Enter the **Expected Head Count** for the event.

**Expected Head Count**

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G. Use this section to fully explain the details of your event that you would like published on the University calendar. Please do not just repeat your event’s name.

Click **Next** on the bottom of the page.

H. Determine if the event has **more than one occurrence**. If so, all occurrences must be scheduled at the same time and in the same location. Click **No** if the event has only one occurrence.

**No**

This event happens only once.
Any other related events are separate and distinct.

**Yes**

This event occurs multiple times.
It repeats daily, weekly, monthly, or irregularly (ad hoc).
I. Select the Event Date and Time. Choose the start and end date/time of the first occurrence.

NOTE: You are required to include both Setup and Takedown time on all events to provide a buffer between events.

Catering: Requires 2 hours setup/takedown

ATNM*105, HTCC*207, NAFH*314, NAFH*315, WALL*222: Requires 30 minutes setup/takedown

Student Union: Requires 15 minutes setup/takedown

All other spaces: Require 5 minutes setup/takedown
Click **Next** on the bottom of the page.

For **reoccurring events**, click **Yes**.

**No**
This event happens only once.
Any other related events are separate and distinct.

**Yes**
This event occurs multiple times.
It repeats daily, weekly, monthly, or irregularly (ad hoc).

After clicking **Yes**, you will see an option to select **Ad Hoc Repeats**:

- **Ad Hoc Repeats**:
  Individually select dates to add to the event.
- **Does Not Repeat**:
  The event only has one occurrence.

After selecting **Ad Hoc**, choose your dates.
J. Search for the Locations where you would like your event to be held. If you know where you want to hold your event, you can Search by Location Name and manually type the location in. If you need to search for a location, choose Saved Searches, and then Public Searches, to see a list of spaces. Select the building and select a room/location that fits your needs. To select a space, click on its name so it appears on the right hand side of your screen. You can select a single location or multiple locations for an event.

Be aware of the following:

- Any room with a green check mark is available.
- Any room with a red triangle is NOT available for your event time. Try searching for another space.
- If a space has a vertical white < inside a green box then this space is occupied but can be shared. Class sessions can be inputted as a shared space and should not be requested to share. Try searching for another space.

Click Next on the bottom of the page.
K. Search for and select any Audio Visual resources you require for your event. You can also type AV in the search bar for a full list of media resources.

Click **Next** on the bottom of the page.

L. Answer all **Mandatory Questions** marked with a red asterisk.
Click **Next** on the bottom of the page.

M. If you are requesting an event on behalf of someone else, indicate this in the **Requested For** field. Your name will always appear as the requestor. The **Requested For** field is not required.

N. Use **Event Comments** to add any setup directions or additional event details that may be helpful for the successful completion of the event.

Click **Next** on the bottom of the page.
Checkmark **I Agree** to confirm the following statement:

I acknowledge that I have accurately completed this event request to the best of my ability. I understand that this is only a request and my event is not confirmed until I have received a confirmation email from the Office of Scheduling & Space Management. I also understand that my resource request is not confirmed until I receive a confirmation email from the respected office.

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### Affirmation

I acknowledge that I have accurately completed this event request to the best of my ability. I understand that this is only a request and my event is not confirmed until I have received a confirmation email from the Office of Scheduling & Space Management. I also understand that my resource request is not confirmed until I receive a confirmation email from the respected office.

- [ ] I agree

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**P.**

Click on the **Save** button to submit your request.

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Congratulations! You have successfully submitted an event request. 25Live will display the message, **“This event has been successfully submitted for review by Scheduling and Space Management.”** You can ‘star’ the event for easier and quicker access to it in the future.

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Once your event has been reviewed by the Office of Scheduling and Space Management, a confirmation email will be sent to you. **Please read the confirmation email and open the attachment to verify all event information is correct.** Be aware of the event **Reference number** as it will make tracking events much faster.

**ID:** 2019-ACCLN