

A photograph of a desk setup. In the foreground, a laptop is open, displaying a mountain landscape on its screen. To the left of the laptop is a white mug with a logo. Behind the laptop is a framed poster with a grid of small icons. To the right is a whiteboard with hand-drawn diagrams. On the desk to the right of the laptop are two black coffee containers and a wooden box. A blue diagonal overlay covers the bottom left portion of the image, containing the text.

25Live

Adding Events to
Campus Calendars

Agenda

Accessing 25Live

25Live Express vs 25Live Pro

Overview of Adding Event Process

Demo: Creating & Publishing an Event

Accessing 25Live

Default access

- Anyone with a campus account can log into 25Live and view published events on calendars
- Information published to calendar is viewable to the public on the [Campus Calendar](#).

Advanced access

Campus Calendars

- Permissions to add events to specific calendars

Room Reservations

- Request room locations for events or academic classes
- Room/location owner who approves event requests

Getting advanced access

- Email 25Live@fullerton.edu with calendar(s) you need to access



25Live Express

- Mobile version of 25Live
- Streamlined calendar entry with fewer clicks
- Cannot add images to your event

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Create an Event Tasks Help

See Available Locations

Create an Event

Search for Events

See Available Resources

Search for Organizations

25Live Pro - Privacy Policy - What's New

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25Live Pro

- More complex dashboard for advanced users
- Recommended if you add images to your events or want more features/options

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25Live Pro Event Wizard Tasks Lorien Arthur-Carmichael More

Try New Event Form! (reloads app)

Go to Search Nothing recently viewed Help

Quick Search

Search Events

Search Locations

Search Resources

Search Organizations

Find Available Locations

I know WHEN my event should take place -- help me find a location!

OR

I know WHERE my event should take place - help me choose a time!

Create an Event

Your Starred Events

Tri-Wizard Opening Ceremony

Tri-Wizard Tournament Opening Ceremony

Your Starred Locations

You do not have any Starred Locations!

Throughout this site you can mark any Location as "Starred" by clicking its icon.

Your Starred Event Searches

You do not have any Starred Event Searches!

Your Starred Location Searches

You do not have any Starred Location Searches!

Your Starred Resource Searches

You do not have any Starred Resource Searches!

Your Upcoming Events

4 Events in which you are the Requestor

4 Events in which you are the Scheduler

Your Event Drafts

2 Event Drafts in which you are the Scheduler

2 Event Drafts in which you are the Requestor

Customize Dashboard

Overview of Adding an Event Process

Log in to
25Live

- Set up searches and starred resources
- Check that event has not already been added

Add Event
using
Event
Wizard

- Add event details
- Add event description
- Save as TENTATIVE in case you need to delete

Publish
Event to
Calendar

- Change status to CONFIRMED to publish within 20 min
- To cancel, add CANCELED to the event name.

*You can edit an event after it is confirmed (published), but only the 25Live admin can delete it



Demonstration



- Setting Up Your Environment
- Creating an Event
- Publishing an Event



Resources & Questions

[Webpage with training information and user guides](#)

Questions and access requests

25Live@fullerton.edu

Training materials questions or issues

ITtraining@fullerton.edu | 657-278-5647

