

A photograph of a desk setup. In the foreground, a laptop displays a mountain landscape. To its left is a white mug with a circular logo. Behind the laptop is a whiteboard with a grid of small icons and a larger diagram with a box containing an 'X'. To the right of the laptop are two black camera lenses and a small wooden box. A blue diagonal overlay covers the left side of the image, containing the text '25Live' and 'Adding Events to Campus Calendars'.

# 25Live

## Adding Events to Campus Calendars

# Agenda

Accessing 25Live

25Live Express vs 25Live Pro

Overview of Adding Event Process

Demo: Creating & Publishing an Event

A photograph of a desk setup. On the left, a potted plant with green and white variegated leaves sits on a white pot. Next to it is a white ceramic mug with a black circular logo featuring a lightning bolt and the word 'Vista'. A laptop is open on the desk, displaying a mountain landscape on its screen. In the background, a blue board with many small white icons of various buildings is visible.

# 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**

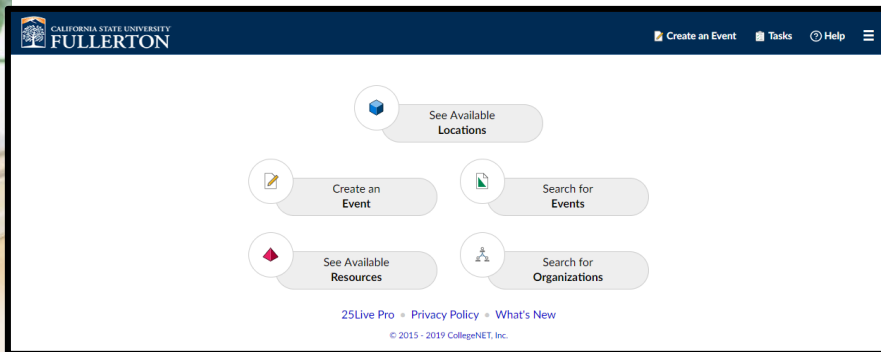
- Request room locations for events or academic classes
- Room/location owner who approves event requests

## **Getting advanced access**

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

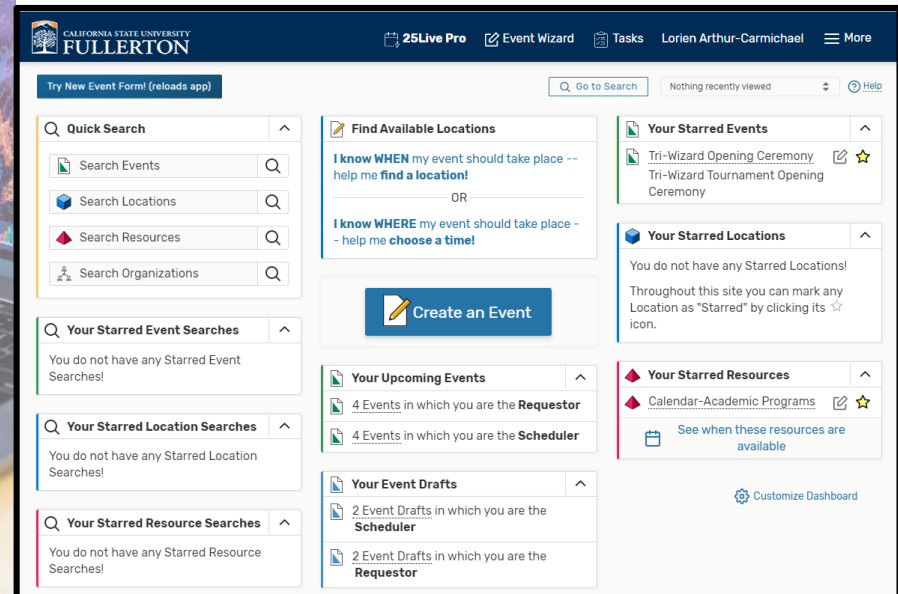
# 25Live Express

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



# 25Live Pro

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





# 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](mailto:25Live@fullerton.edu)

**Training materials questions or issues**

[ITtraining@fullerton.edu](mailto:ITtraining@fullerton.edu) | 657-278-5647

