

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. To the right are two camera lenses and a small wooden box. In the background, there is a whiteboard with a hand-drawn diagram and a poster with various icons. A blue diagonal overlay covers the left side of the image.

25Live

Overview of
Express/Pro Upgrade

Agenda

25Live Express vs 25Live Pro

Update to Calendar Entry: Using TENTATIVE instead of DRAFT

Demo: New Express and Pro dashboards

Questions about 25Live, Calendar Events, or Room Reservations

25Live Express

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

CALIFORNIA STATE UNIVERSITY FULLERTON

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, work with room reservations, 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

Update to Calendar Entry

Event State

Most users do not have access to change the **Event State**.

All requests should be submitted with a **TENTATIVE Event State**.

Tentative

The event is scheduled, but is awaiting Confirmation from its Scheduler.

[Set as your default Event State?](#)

Confirmed

TENTATIVE replaces DRAFT

- Two options when saving new calendar entry: TENTATIVE and CONFIRMED
- Tentative works same way as Draft; calendar event will NOT be published
- Brings calendar entry and room reservation wizards into alignment



Demonstration



- New Express Dashboard
- Creating an Event using Express
- New Pro Dashboard
- Creating an Event using Pro



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

