Creating an Event

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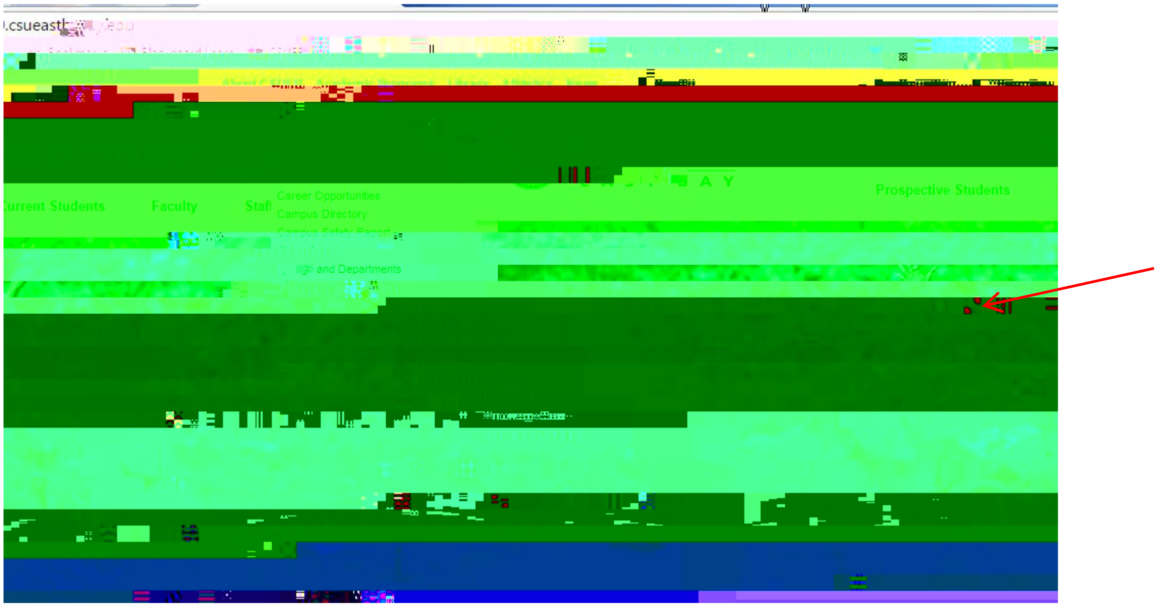
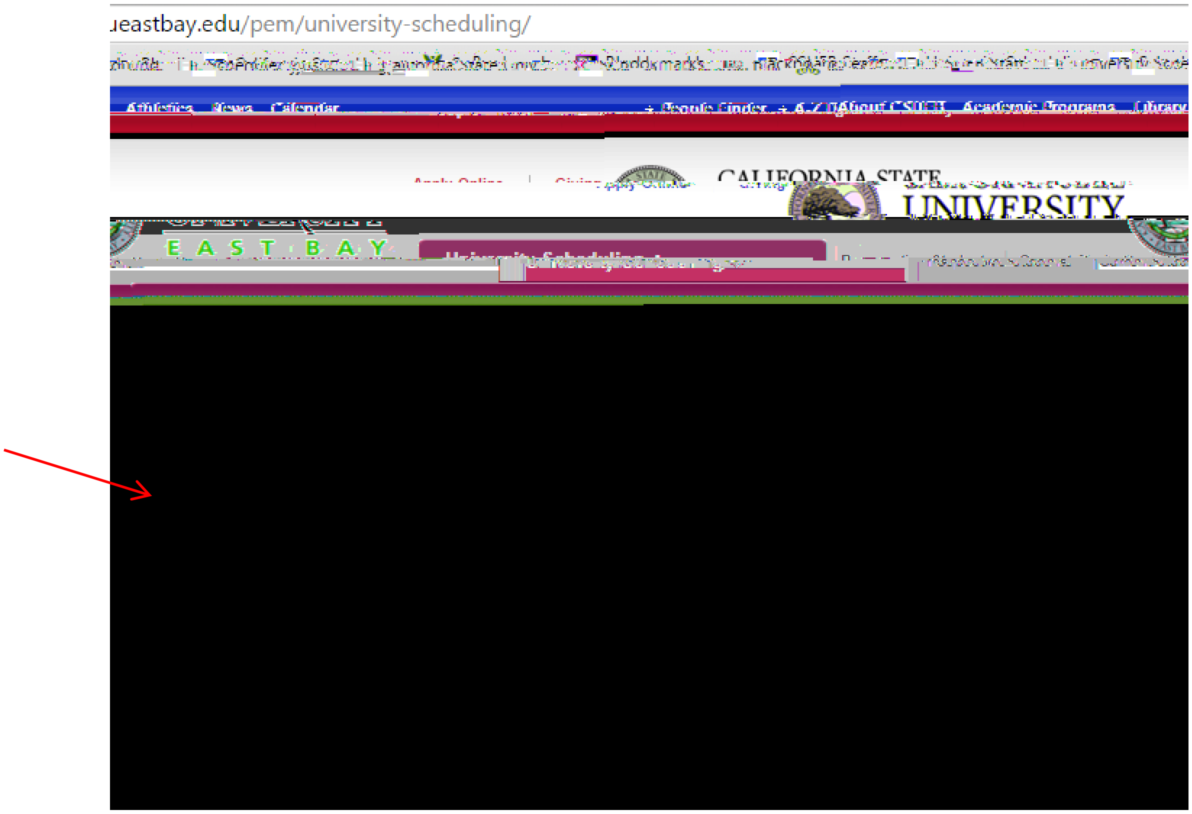
Navigating to 25Live

From the main CSUEB webpage, click on Quicklinks on the right-hand side of the page and select University Scheduling

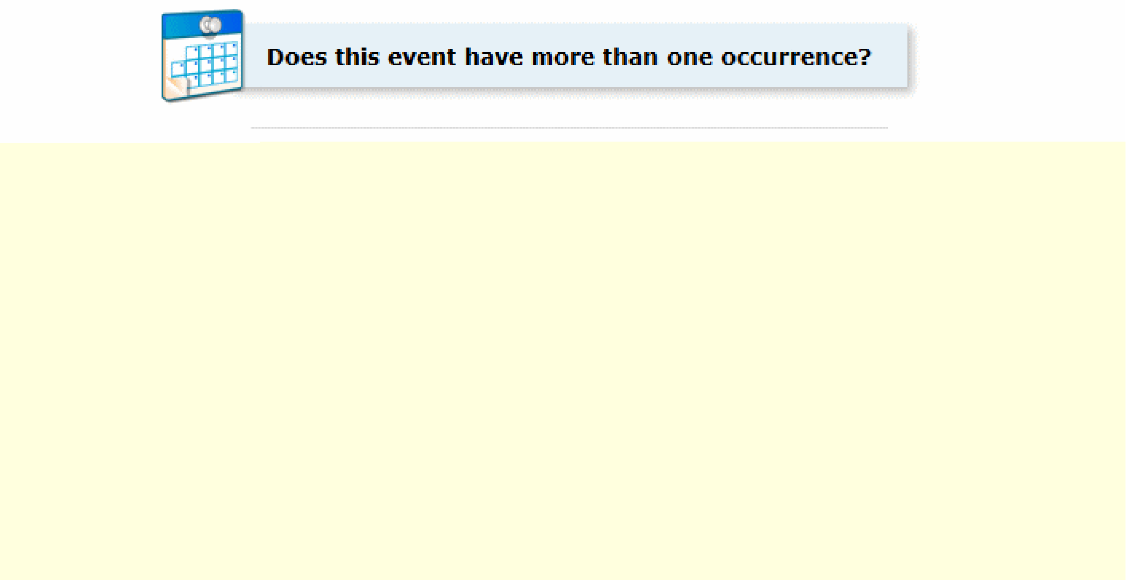

Current Students
Faculty
Staff
Career Opportunities
Campus Directory
and Departments
Prospective Students

From the University Scheduling webpage, select New! 25Live Search Location on the left-hand side of the page


ueastbay.edu/pem/university-scheduling/
Athletics
News
Calendar
People Finder
About CSUEB
Academic Programs
CALIFORNIA STATE
UNIVERSITY
EAST BAY

Does the event repeat?

If the event has only one occurrence, select “No;” if it has more than one occurrence, select “Yes.”



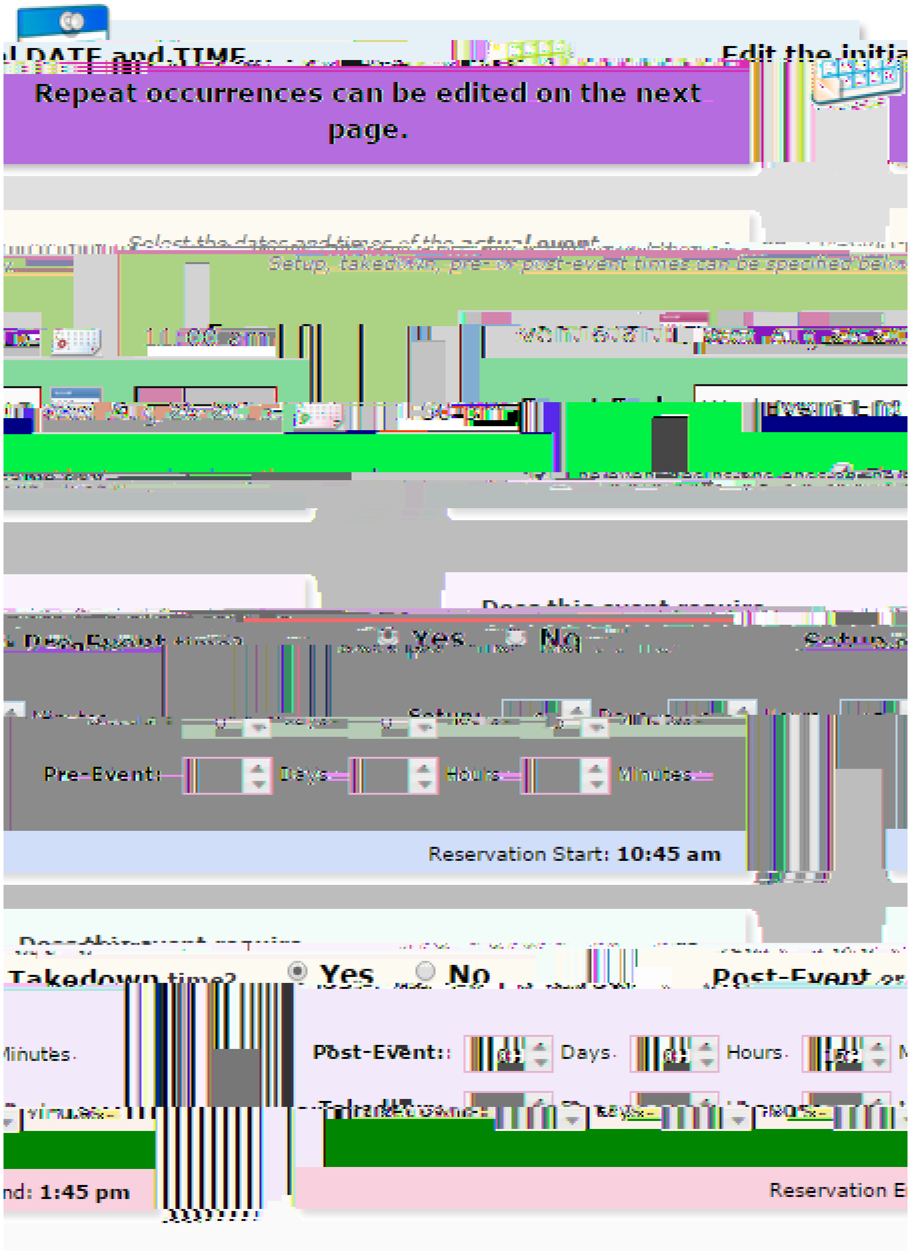
Does this event have more than one occurrence?

Click “Next” to set the event start/end date and time.

When is the first occurrence?

Specify the date and times of the first occurrence of the event. If your event occurs on multiple days, you'll describe how it repeats later. If your event has multiple occurrences that happen at different times, you'll need to create separate events for each time. You can then connect those events to each other later using Manage Related Events functionality.

If the event requires Setup/Pre-Event and/or Post-Event/Takedown time, select the option you need, then set the number of days, hours, or minutes needed.



Repeat occurrences can be edited on the next page.

Pre-Event: Days Hours Minutes

Reservation Start: 10:45 am

Takedown time? ● Yes ○ No

Post-Event: Days Hours

nd: 1:45 pm

Click "Next" to set up multiple event occurrences, or if the event has only one occurrence click "Next" to select the event's Location.

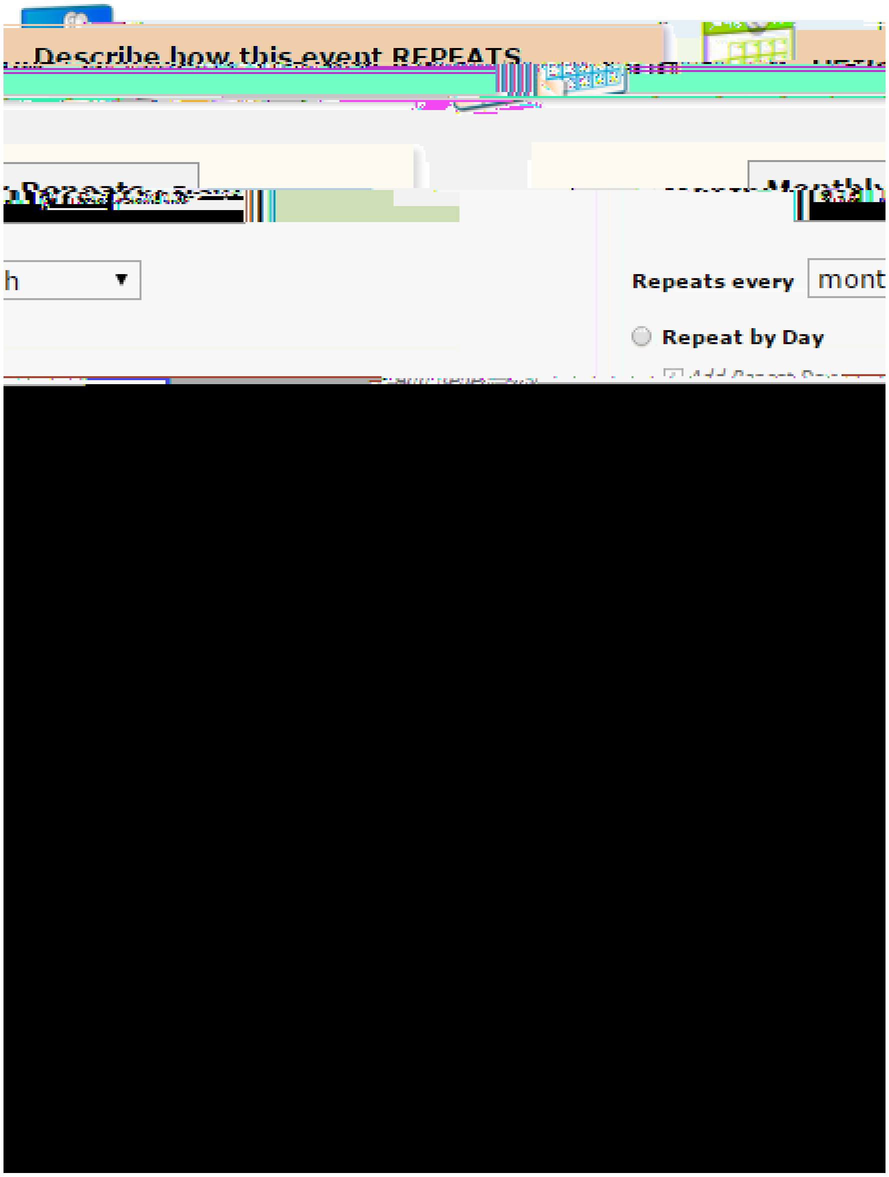
How does the event repeat?

If your event has more than one occurrence, select how the event repeats

Click “Next” to set the event’s occurrence dates.

Define the exact dates of the event

Use the repeat date controls to define the event s repeating pattern or ad hoc dates. Once defined, you see the the Occurrence List at the bottom of the page.

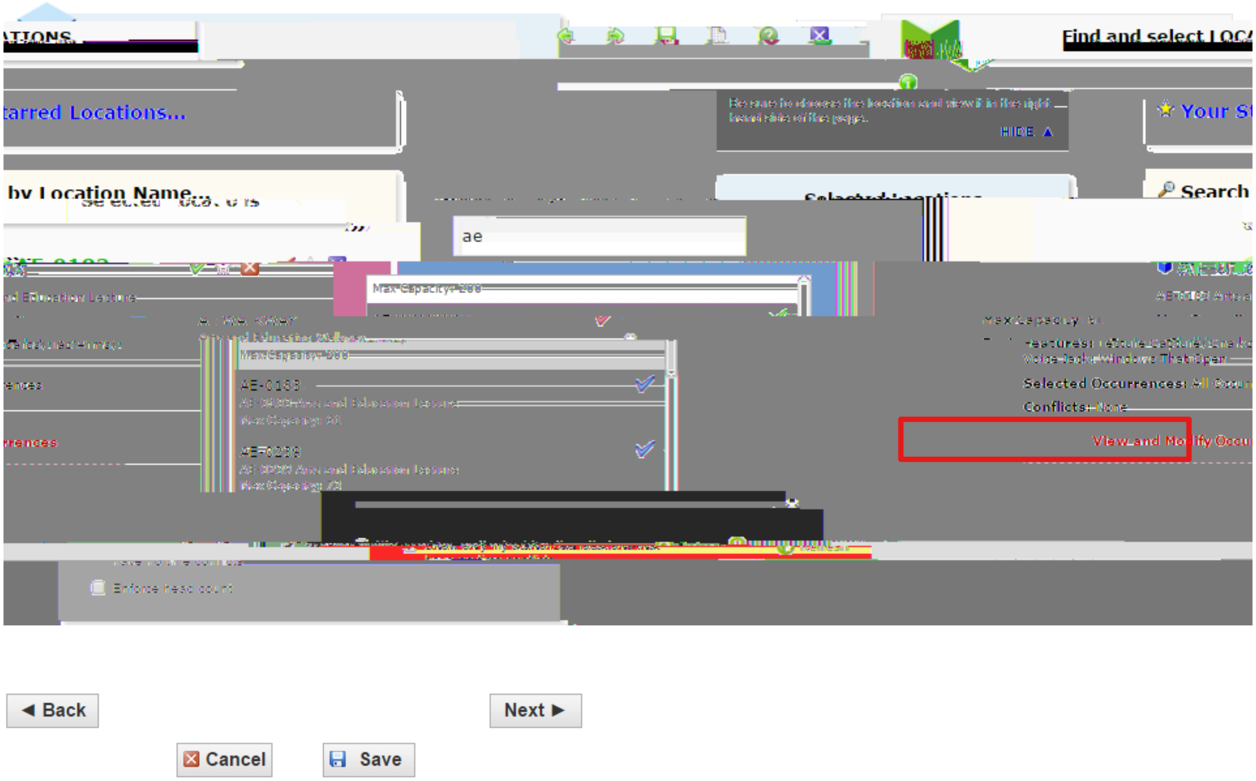

Describe how this event REPEATS
Repeats
Monthly
h ▼
Repeats every
mont
○ Repeat by Day

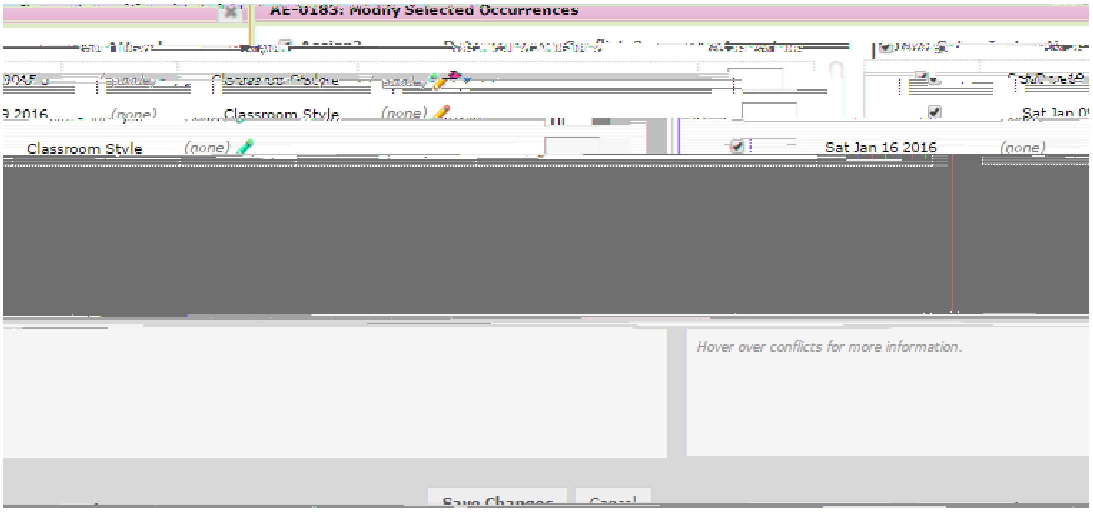
Click “Next” to set the event location(s).

Select location (s)

Changing Occurrence Details for location(s)

If there are multiple occurrences for this event and if you need to un-assign a location for specific occurrences, choose a different layout, or add setup instructions, click “View and Modify Occurrences” on the right and perform the required task(s).


Find and select LOCA
tarred Locations...
Your St
by Location Name...
Search
ae
Selected Occurrences: All Occu
Conflicts: None
View and Modify Occu
Enforce head count
◄ Back
Next ►
Cancel
Save

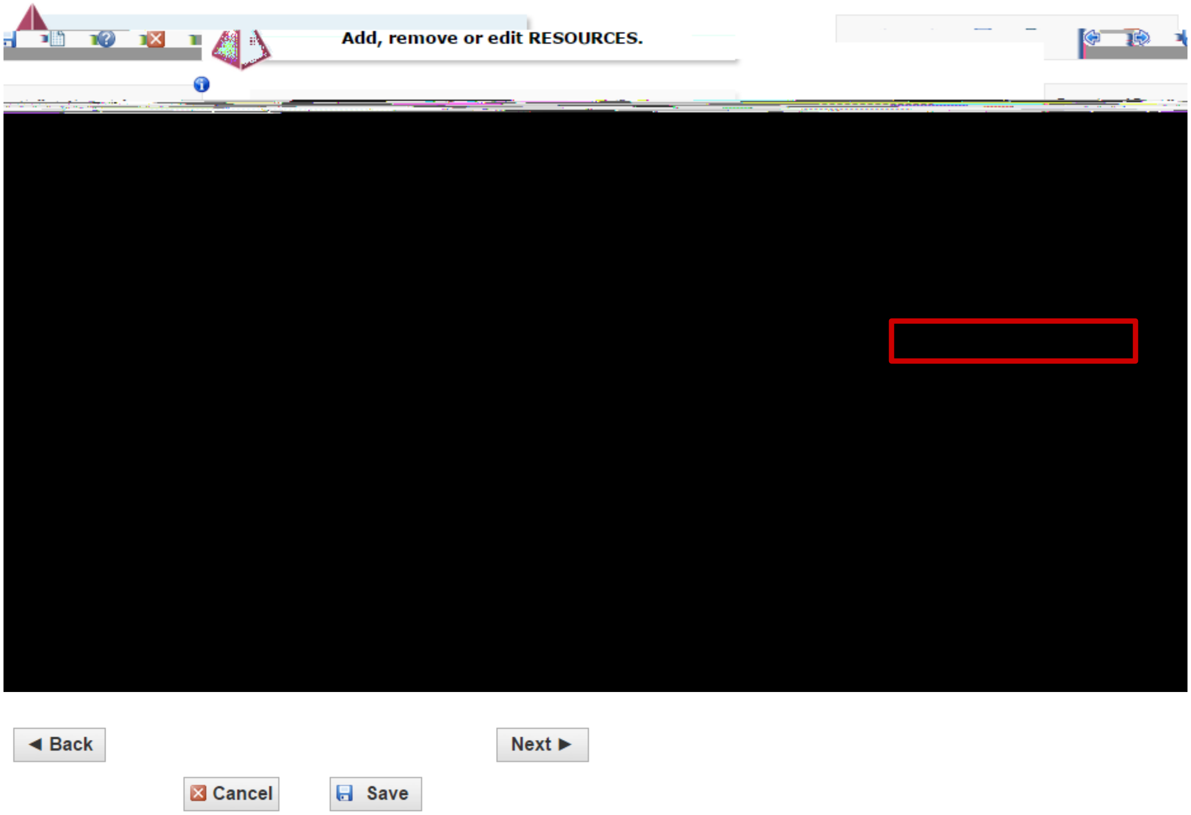

AE-0183: Modify Selected Occurrences
Classroom Style
(none)
Sat Jan 16 2016
Hover over conflicts for more information.
Save Changes
Cancel

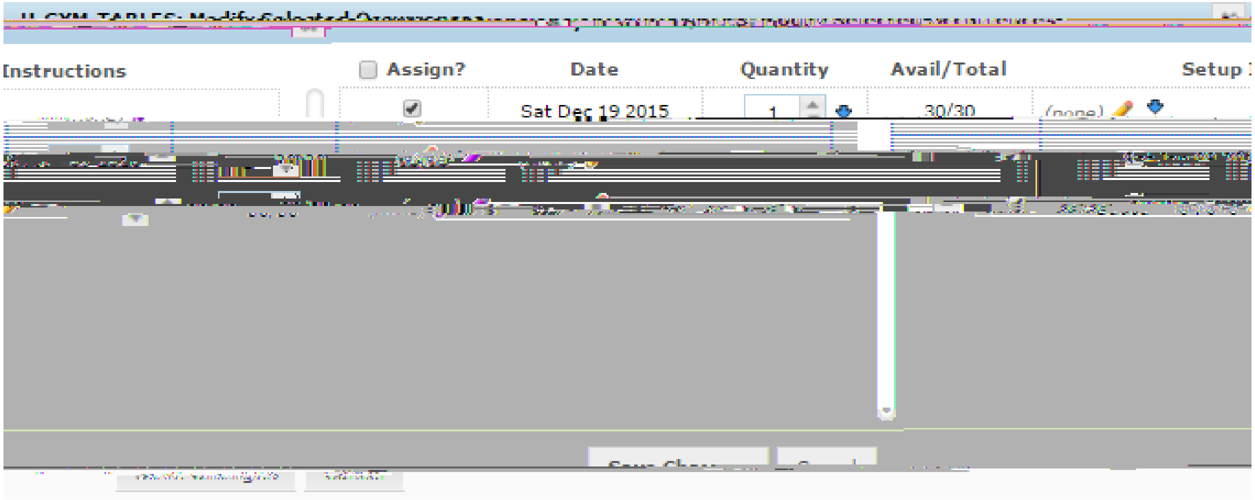
Make changes and then Click “Save Changes”.

Click “Next” to select the event’s resource(s).

Changing Occurrence Details for resource(s)

If there are multiple occurrences for this event and if you need to adjust the quantity of a resource needed for specific occurrences, un-assign a resource for specific occurrences, or add setup instructions, click "View and Modify Occurrences" on the right and perform the required task(s).





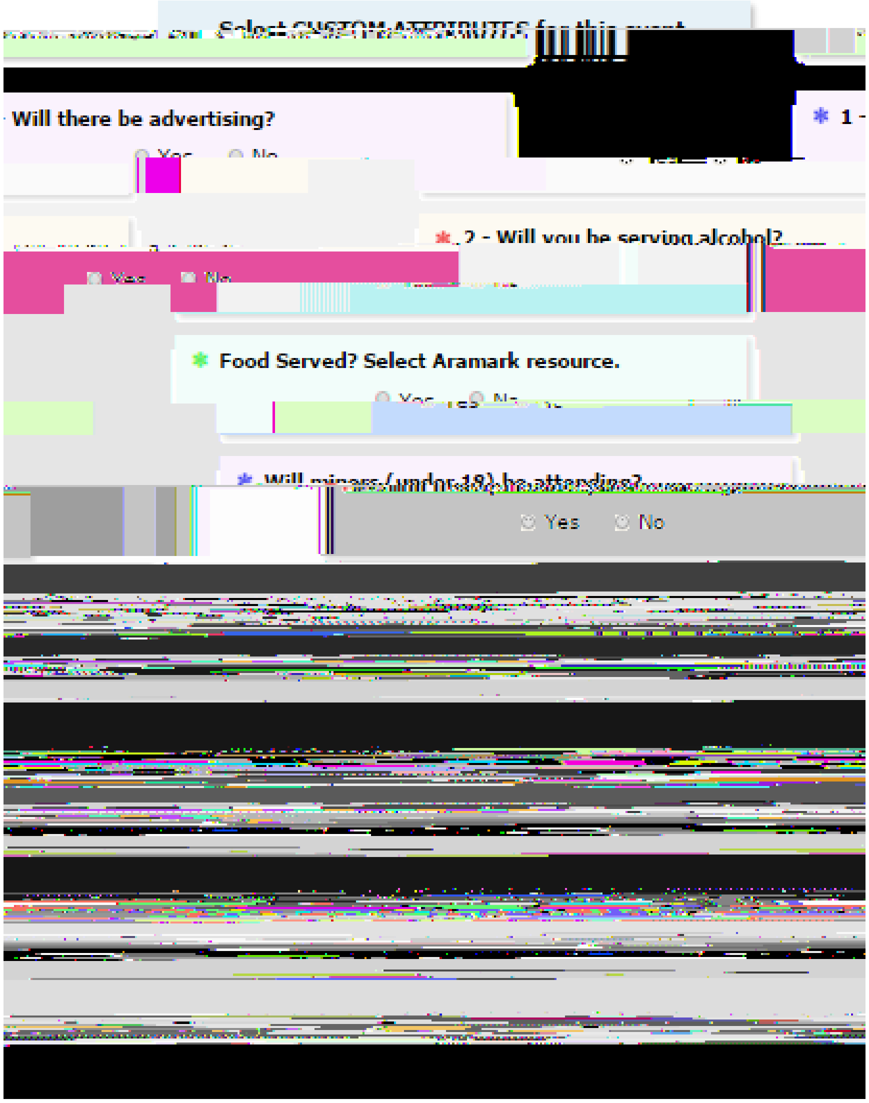
Instructions	☐ Assign?	Date	Quantity	Avail/Total	Setup
	☑	Sat Dec 19 2015	1	30/30	(none)

Make changes and then Click "Save Changes".

Click "Next" to select the event's resource(s).

Enter Custom Attributes

Select and enter values for the custom attributes listed that are pertinent to your event. These custom attributes are very important when creating events.



Select CUSTOM ATTRIBUTES for this event

[redacted]

Will there be advertising?

○ Yes ○ No

* 1 -

* 2 - Will you be serving alcohol?

○ Yes ○ No

* Food Served? Select Aramark resource.

○ Yes ○ No

* Will minors (under 18) be attending?

○ Yes ○ No

◄ Back

Next ►

Cancel

Save

It is possible to upload images of event related documents – advertisements, alcohol approval form, and fire marshal documents.

Click “Next” to select the event’s Contacts.

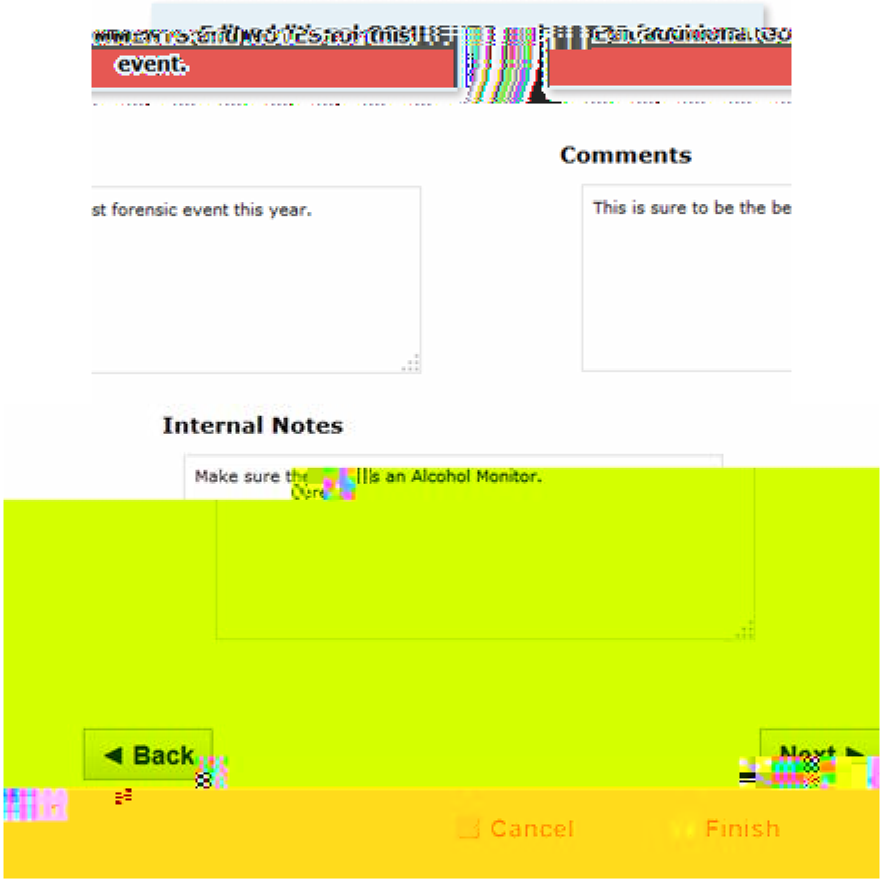
Select Contacts

Select the contacts associated with the event. If you’re not the primary contact for the event, you need to specify who is. To specify a contact, click the drop-down icon and enter a few letters of the contact’s name, then select it when the full name displays. You can also add a name by selecting “Create New...,” and then entering the contact’s “Basic Information” and “Email” address.

Add Comments and Notes

Enter appropriate comments and/or notes for the event.

- Event Comments can be seen by most users.
- Internal Notes can be seen only by people who are event contacts, like Requestor and Scheduler.


event.
Comments
Internal Notes
◀ Back
Next ▶
Cancel
Finish

st forensic event this year.

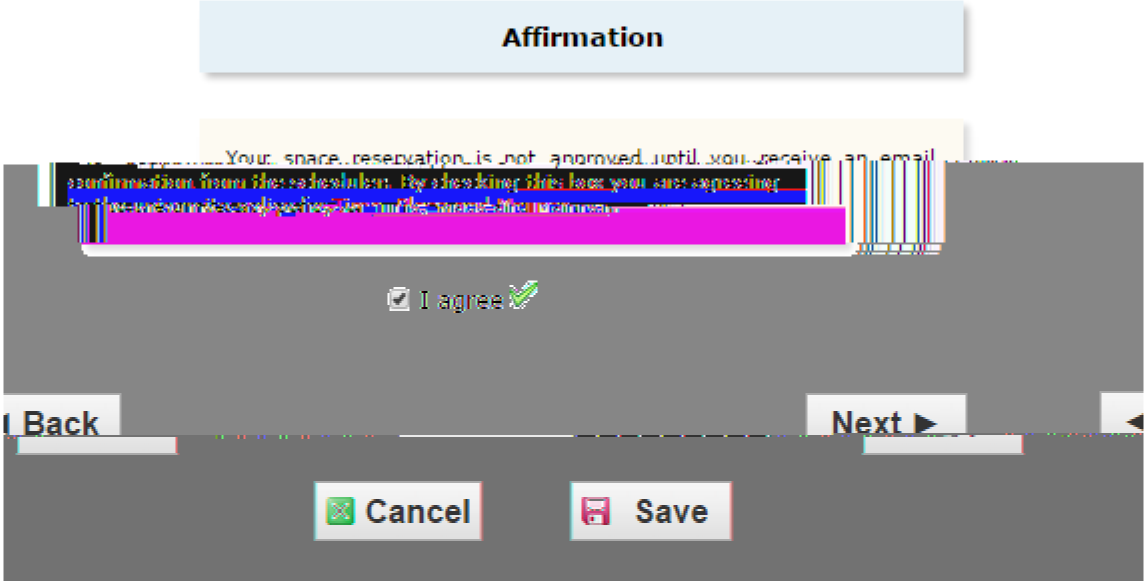
This is sure to be the be

Make sure the [illegible] is an Alcohol Monitor.

Click “Next” for Event Affirmation.

Affirmation

After reading the agreement clause, Select, “I Agree” and then Click “Save”.


Affirmation

Your space reservation is not approved until you receive an email confirmation from the scheduler. By checking this box you are agreeing [illegible]

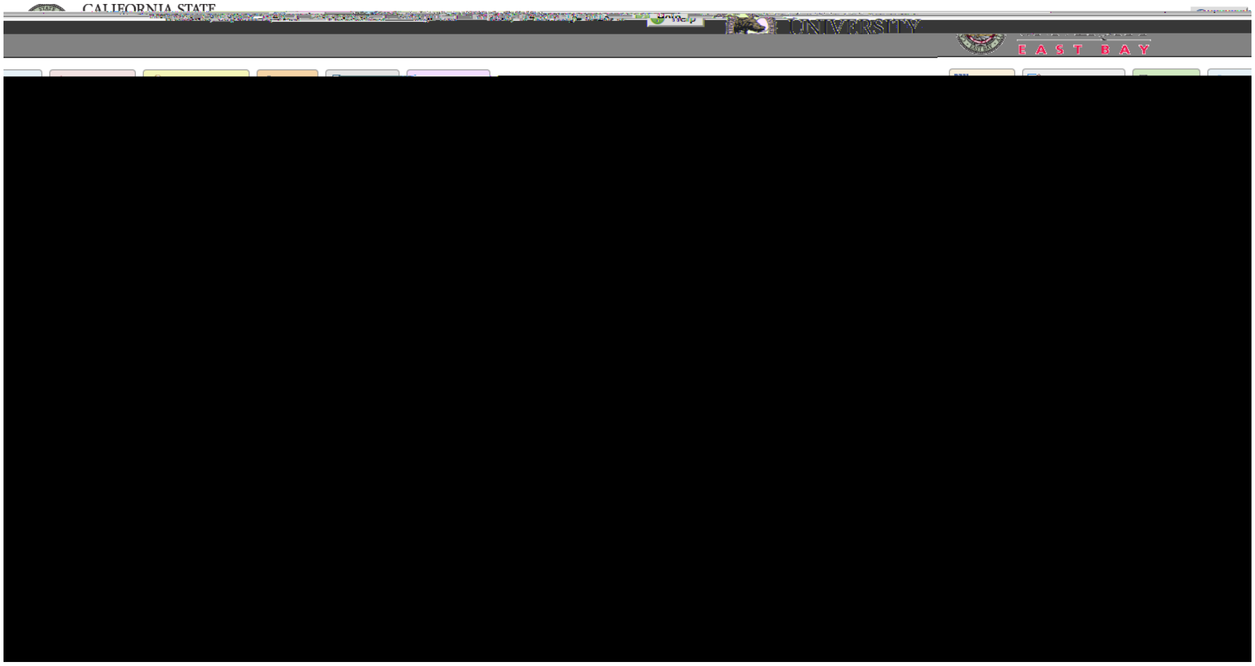
☑ I agree

Back
Next ▶
Cancel
Save

Click “Save” to Save the Event.

Event Saved Display

At this point, the Event Details can be displayed, the Event can be Edited, Details of the Event can be E-mailed to its stakeholders, and many other event-related Options can be initiated from this display.

Note that the Location and Resources are only saved as a Preference until the authorized Steward assigns the objects to the event.