

# **25Live**

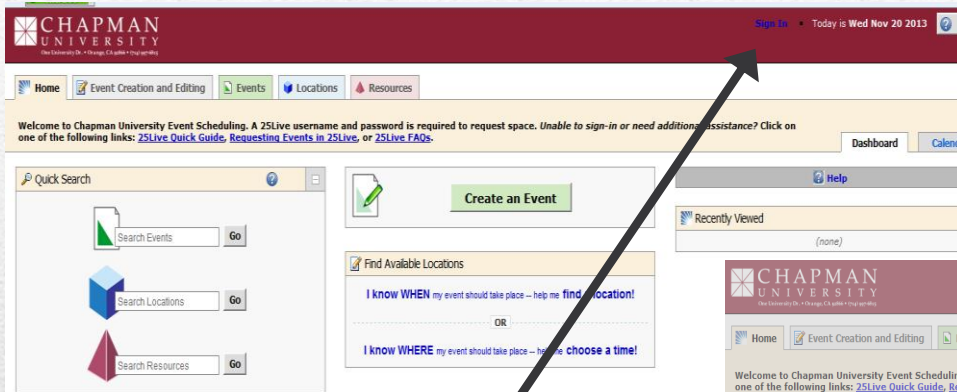
# **Step-by-Step**

Event Reservation Guide

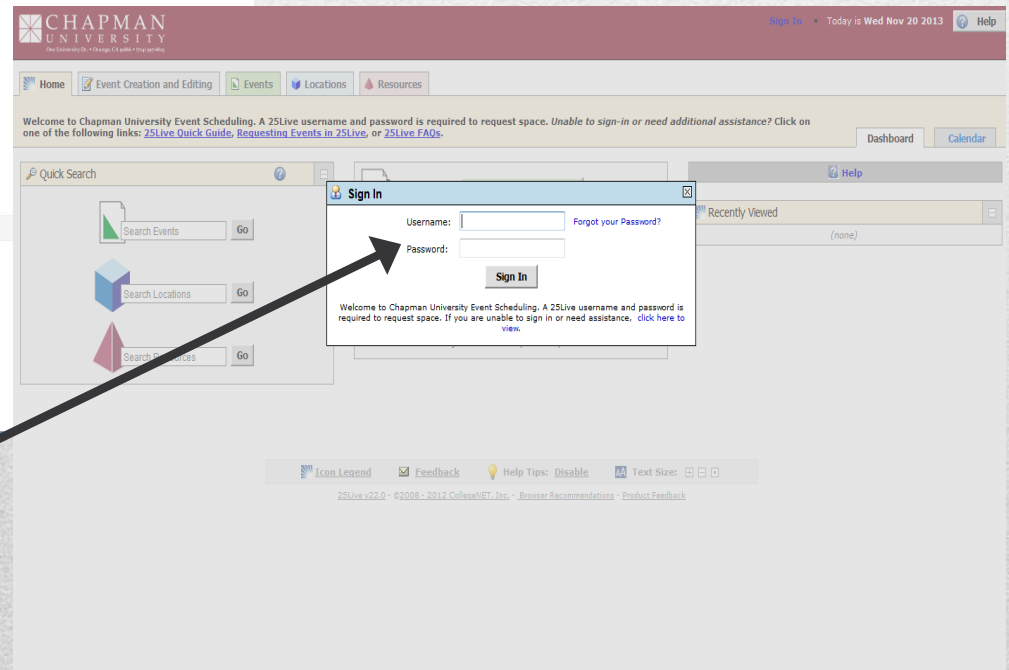
---

(1) Begin by going to 25Live at:  
<https://events.chapman.edu/25live>


**START  
HERE**



**(2) Authorized users  
sign in to your  
account using your  
organization's 25Live  
Log-in Information\***



**\*Only authorized users should sign in using your organizations 25Live Log-In. For questions, please contact your designated Student Organization Assistant (SOA) in the Office of Student Engagement for support.**




CHAPMAN  
UNIVERSITY  
One University Dr. • Orange, CA 92668 • (714) 961-0413


Welcome, Academic Clubs Graduate Assistant • [Preferences](#) • [Sign Out](#) • Today is Wed Nov 20 2013 [Help](#)


[Home](#) [Event Creation and Editing](#) [Events](#) [Locations](#) [Resources](#) [Tasks](#) [Reports](#)

Welcome to Chapman University Event Scheduling. A 25Live username and password is required to request space. *Unable to sign-in or need additional assistance?* Click on one of the following links: [25Live Quick Guide](#), [Requesting Events in 25Live](#), or [25Live FAQs](#).

Quick Search

 Search Events

 Search Location

 Search Resources


Your Starred Event Searches

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!**



Your Event Drafts

No Event Drafts in which you are the Scheduler

No Event Drafts in which you are the Requestor

No Tasks on Today's Agenda

g Tasks

Tasks

igned By You

[Help](#)

Recently Viewed

(none)

Your Starred Events

You do not have any Starred Events!

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

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 Resources

You do not have any Starred Resources!

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

**(3) Click on the “Event Creation and Editing” Tab;  
or Click the “Create an Event” Button**



McAfee

CHAPMAN UNIVERSITY  
One University Dr. • Orange, CA 92668 • (714) 941-1111

Welcome, Academic Clubs Graduate Assistant • Preferences • Sign Out • Today is Wed Nov 20 2013 Help

Home Event Creation and Editing Events Locations Resources Tasks Reports

Create an Event

Events Being Created

CREATING EVENT: UNTITLED #1

EVENT STATUS

- \* 5 Required Fields Remaining
- ✓ No Scheduling Conflicts Detected!

EDIT EVENT DETAILS...

\* Terms and Conditions

As the requestor, I hereby acknowledge my responsibility to read and understand the [campus room reservation policies](#) and to contact the Events Scheduling Office at (714) 744-7061, if I do not receive a confirmation email. **Please Note: Facilities are not scheduled until the requestor has received a confirmation email.**

☒ I Agree

(maximum length is 40 characters)

(maximum length is 120 characters)

Font size Font

**(4) Under Terms and Conditions, check the box.**  
Please take a moment to read through the Campus Reservation Room Policies so you understand your responsibilities when requesting a room.

**(5) Event Name/Event Title:** You can enter in the same title for both, or if your event has a name you can fill in the appropriate fields

(i.e. **Event Name:** A Night Under the Stars, **Event Title:** A Student Engagement Banquet.)

\* **Terms and Conditions**

\* **Name**

\* **Title**

Description

\* **Type**

Calendars

\* **Primary Organization**

Additional Organization(s)

\* **Date and Time**

\* **State**

\* **Locations**

\* **Head Count**

Resources

Notes

Comments

Contact Info

\* **Event Name**

Best Club Event Ever

(maximum length is 40 characters)

\* **Event Title**

You Wish This Was Your Event

(maximum length is 120 characters)

**Description**



**\* Event Title**

You Wish This Was Your Event  
(maximum length is 120 characters)

**Description**

Font size Font

I'm describing my event with enough detail for people who were not part of the planning to understand the nature of the event. That way they can all support me with appropriate information, resources, and solutions.

are not supported by 25Live Publisher. To embed HTML code directly (such as a  
ew.

**EVENT STATUS**

\* 5 Required Fields Remaining  
✓ No Scheduling Conflicts Detected!

**EDIT EVENT DETAILS...**

\* Terms and Conditions  
\* Name

**(6) Description:** Write a short summary of what will be happening at the event. Even if it is just a club meeting, you can talk about the activities or any guest speakers that may be coming. Please check your spelling and grammar, as this will be included on any calendars you request the event to be posted to!

https://events.chapman.edu/25live/#rs 25Live Step By Step - herzo104... 25Live

McAfee

Editor Source

Note: Some HTML tags (including TABLE tags) are not supported by 25Live Publisher. To view a YouTube video, switch the editor to "Source" view.

**\* Event Type**

Select "All Event Types" from the list below and choose the event type that best fits your event.

**Find by...**

- Your Starred Event Types
- All Event Types

**Choose from...**

- Art Exhibition
- Athletics
- Awards Ceremony
- Banquet
- Breakfast

**EVENT STATUS**

- \* 5 Required Fields Remaining
- ✓ No Scheduling Conflicts Detected!

**EDIT EVENT DETAILS...**

- \* Terms and Conditions
- \* Name
- \* Title
- Description
- \* Type
- Calendars
- \* Primary Organization
- Additional Organization(s)
- \* Date and Time
- \* State
- \* Locations
- \* Head Count
- Resources
- Notes
- Comments
- \* Contact Info

**SELECTED EVENT TYPE**

Meeting ☆ ✕

Note: Changing the Event Type resets the options available for:

- Contact Info
- Calendars

**Publish to Calendar**

<input type="checkbox"/> Alumni Events	<input type="checkbox"/> Chapman Calendar	<input type="checkbox"/> Community/Visitor Events
<input type="checkbox"/> Economic Science Institute	<input type="checkbox"/> Faculty Events	<input type="checkbox"/> Prospective Student Events
<input type="checkbox"/> Staff Events	<input type="checkbox"/> Student Events	

Check All Uncheck All

**\* Primary Organization for this Event**

**(7) Event Type:**  
Click on "All Event Types" and select the event type that best fits your event.



25Live Step By Step - herzo104...

25Live

McAfee

CONTACT INFO

CALENDARS

**Publish to Calendar**

☐ Alumni Events
 ☐ Chapman Calendar
 ☐ Community/Visitor Events

☐ Economic Science Institute
 ☐ Faculty Events
 ☒ Prospective Student Events

☐ Staff Events
 ☒ Student Events

**Primary Organization for this Event**

Select "Types" from the list below and choose the Organization Type and Name.

Find by...

☒ Your Starred Organizations
 ☐ Search

Index

Types

Categories

Search by Organization Name:

Search

**SELECTED ORGANIZATION**

none selected

You should never press "Check All."

(8) **Publish to Calendar:** Select which calendars you would like to publish your event in. (Note: When selecting calendars to publish your event to, please select calendars that **only** apply to your event. For example, a general club meeting should only be posted to the "Student Events" calendar. A large, open event like the Student Involvement Fair could be posted on the "Student Events" and "Chapman Calendar.")

25Live Step By Step - herzo104...

25Live

McAfee

CONTACT INFO

CALENDARS

**Publish to Calendar**

☒ Alumni Events
 ☒ Chapman Calendar
 ☒ Community/Visitor Events

☒ Economic Science Institute
 ☒ Faculty Events
 ☒ Prospective Student Events

☒ Staff Events
 ☒ Student Events

**Primary Organization for this Event**

Select "Types" from the list below and choose the Organization Type and Name.

Find by...

☒ Your Starred Organizations
 ☐ Search

Index

Types

Categories

Search by Organization Name:

Search

**SELECTED ORGANIZATION**

none selected

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

Find by...

☒ Your Starred Organizations
 ☐ Search

Index

Types

Categories

Search by Organization Name:

Search

**SELECTED ORGANIZATIONS**

none selected



**\* Primary Organization for this Event** ?

Select "Types" from the list below and choose the Organization Type and Name.

**Find by...**

Your Starred Organizations

Search

Index

Types

Categories

**Types**

Academic Department / School

Academic Subject

Administrative / Support Group

Conference Services

Student Events

**Choose from...**

Student Orgs - Academic/Honor Societies

Student Orgs - Civic Engagement

Student Orgs - Diversity/Cultural

Student Orgs - Graduate

Student Orgs - Leisure/Recreation

Student Orgs - Religious/Spiritual

**SELECTED ORGANIZATION**

Student Organizations

☆ ✕

**(9) Primary Organization For This Event:** Under “Find By” click on “Types.” Then select, “Student Events” and choose “**Student Orgs – YOUR CLUB TYPE**” based on your clubs category (i.e. Scheduling an event for an Honors Society, I would choose “Student Orgs – Academic/Honors Societies.”)

Browser: <https://events.chapman.edu/25live/#rs> | 25Live Step By Step - herzo104... | 25Live

McAfee

Student Government  
Student Organizations  
Student Orgs - Academic/Honor Societies

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

**Find by...**

- Your Starred Organizations
- Search
- Index
- Types
- Categories

**Types**

- Academic Department / School
- Academic Subject
- Administrative / Support Group
- Conference Services
- Student Events

**Choose from...**

- Dance
- Dodge College Of Film & Media Arts
- Economic Research, Anderson Center For
- Economic Science Institute
- Educational Studies
- Feedback

**EVENT STATUS**

- \* 5 Required Fields Remaining
- ✓ No Scheduling Conflicts Detected!

**EDIT EVENT DETAILS...**

- \* Terms and Conditions
- \* Name
- \* Title
- Description
- \* Type
- Calendars
- \* Primary Organization
- Additional Organization(s)
- \* Date and Time
- \* State
- \* Locations
- \* Head Count
- Resources
- Notes
- Comments
- \* Contact Info

**SELECTED ORGANIZATIONS**

- Educational Studies

**Event Date and Time**

**(10) Additional Organization(s) For This Event:** If you are partnering with any departments on campus (i.e. UPB, the English Department, etc.) you can add those in this field by searing for them under “Index,” “Types,” or “Categories.”

## (11) Event Date and Time:

Remember to take into consideration set-up and clean-up times in your request.

### \* Terms and Conditions

### \* Name

### \* Title

Description

### \* Type

Calendars

### \* Primary Organization

Additional Organization(s)

### \* Date and Time

### \* State

### \* Locations

### \* Head Count

Resources

Notes

Comments

### \* Contact Info

Economic Research, Anderson Center For  
Economic Science Institute  
Educational Studies  
English

### \* Event Date and Time

A minimum of 5 working days prior to the event is required to request a facility using 25Live. If the request is less than 5 working days, please contact the Event Scheduling Office at (714) 744-7061.

Start: Wed Nov 20 2013 12:00 pm

[Pre-Event/Setup durations?](#)

End: Wed Nov 20 2013 01:00 pm

[Post-Event/Takedown durations?](#)

Occurrence Duration: 1 Hour

Event Repeats? No, Does Not Repeat

#### Occurrence List

Date	Comments	Status
Wed Nov 20 2013		Active

Check for Location/Resource Conflicts

### \* Event State

Tenta

Event State is not

**Repeat Feature:** this feature allows you to program recurring events (like club meetings) with one 25Live Request! Check it out!



**(12) Event State:** It will say “Tentative” until the event has been confirmed and you have been sent a confirmation. Then the state will change to “Confirmed”

**(13) Event Locations:** Think through whether or not the location you request fits your event needs. Ex: You may not want a classroom full of desks/tables for a social event.

**(14) Event Head Count:** Under “Expected Headcount” put how many people you think will attend the event. Always guess a little higher so you have a room with an appropriate max capacity.

EVENT STATUS

\* 5 Required Fields Remaining

\* Head Count

Resources

Notes

Comments

\* Contact Info

**Tentative**  
Event State is not currently editable.

\* **Event Locations** ?  
Due to multiple factors involved in assigning space, you may receive a different space than requested.

**Find by...**

- Your Starred Locations
- Search
- Your Starred Searches
- Index
- Categories
- Features
- Layouts

**Categories**

- Athletic Facilities
- Classrooms
- Computer Labs
- Conference Rooms
- Multi-purpose Rooms
- Outdoor Locations
- Popular Locations
- Theatres

**Choose from...**

AF 202	William and Georgia Haney Amphitheater	Max Capacity: 90	⚠
AF 206A	AF 206A	Max Capacity: 32	⚠
AF 206B			⚠

Hover over ✓ or ⚠ icons for availability details.

Refresh Hide Unavailable

**SELECTED LOCATIONS**

AF 206A

\* **Event Head Count** ?

EXPECTED HEAD COUNT REGISTERED HEAD COUNT

## (15) Event Resources:

Under “Find By” click on “Categories” Then select what you need. Be as specific as possible in your request, and understand that putting your request is not a guarantee.

Please follow up with all departments (Ex: Media Services, Parking, etc) that may be involved in your event to confirm your needs.

EXPECTED HEAD COUNT

REQUIRED

50

REGISTERED HEAD COUNT

☒ Unknown

☐

(Select this option to enter a head count.)

Event Resources

Select "Categories" from the list below and choose the resources (equipment and services) for the event.

Find by...

Your Starred Resources

Search

Your Starred Searches

Index

Categories

All of Your Searches

Public Searches

Categories

Catering

Equipment - Media

Equipment - Set-up

Parking

Personnel

Promotions

Student Union

Choose from...

35mm Slide Projector

A/V to be determined

CD Player

DVD Player

Data Projector

Refresh

SELECTED RESOURCES

Data Projector

Quantity: 1

Setup Instructions: (none) [EDIT](#)

Event Notes

#### Event Notes

**(16) Event Notes:** This is a private field that only administrators on 25Live have access to including your SOA's, the Calendaring Office, and any departments that you requested resources from. You can request for certain set ups, alternative room locations or anything else you want to communicate in this field.

#### Event Comments

#### (17) Event Comments:

Normally, this field is left blank. Please note though that anything written in here will be public, so check spelling and grammar.

**IMPORTANT:** If you are the approved 25Live requester for your organization, but you will not be attending the event please write that in this field. Then for the contact information, fill in the info for the person who will be responsible at the event. This will ensure that if any departments need to contact your organization day of, they have someone who is physically at the event.

#### Additional Info

Please use the [Fire and](#)

\* Is A Fire & Life Safety Permit Required?

\* Will Alcohol Be Served?

☐ Yes ☐ No

\* Outside Suppliers/Vendors?



**(19) Will alcohol be served?** (If you are interested in serving alcohol at event, please contact your SOA or Senior Staff professional.)

**(21) Event Contact Name, Phone, and Email:** Please fill out the information for someone who will be at the event and responsible for any coordination with departments on campus.

**Additional Info**

Please use the [Fire and Life Safety Checklist](#) to determine if a permit is required.

\* **Is A Fire & Life Safety Permit Required?** ☐ Yes ☐ No

\* **Will Alcohol Be Served?** ☐ Yes ☐ No

\* **Outside Suppliers/Vendors?** ☐ Yes ☐ No

**Event Contact Name**  
Enter up to 80 alphanumeric characters:

\* **Event Contact Phone**  
Enter up to 80 alphanumeric characters:

\* **Event Contact Email**  
Enter up to 80 alphanumeric characters:

☐ **Event Image**

☐ **Detail Image**

**(18) Is a Fire & Life Safety Permit Required?** Please review the Checklist that is linked above to see if a permit may be required. If you have any questions contact Mark Davis, Fire and Life Safety Officer at [mcdavis@chapman.edu](mailto:mcdavis@chapman.edu)

**(20) Outside Suppliers or Vendors?** If you are having any outside companies provide a service for you (i.e. setting up staging, coming to campus to sell something, etc.) please select Yes and follow up with your SOA to start the contract process.

**(22) Event Image & Detail Image:** You may upload an image for your event if you would like. Please note that this will be published on any calendars you selected so use appropriate images and check spelling and grammar.



 **Your 25Live Request is Complete!**

**Submit Your Event and  
Await Confirmation!**

**(Remember to Follow-up!!! There is no reservation  
made without a confirmation!)**

---