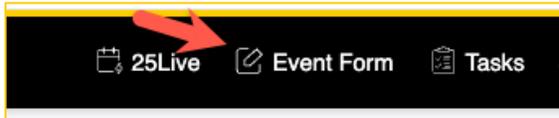


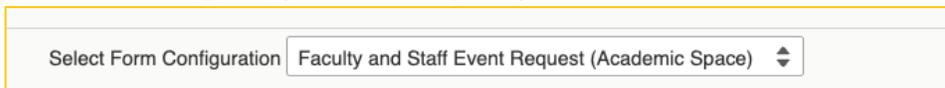
How to Request a Room for an Event

Use 25Live to find and request available rooms for events starting Winter 2025.

1. Click on **Event Form**.



2. If the **Select Form Configuration** drop down menu does not default to 'Faculty and Staff Event Request (Academic Space)', select it from the menu.



3. Read the information under **Using This Form** and **Please Note**.
 - a. **LEAD TIME:** If you need to submit a request less than 5 days before the first date of the event, please contact scheduling@calstatela.edu.
4. Enter details regarding the event as prompted by the fields. Those that are mandatory are marked as *Required*. You will not be able to save (i.e., submit) your request without completing all fields marked *Required*.
5. Enter the name of the event in the **Event Name** field.
 - a. Note that this field may be published in public University calendars. Please be thorough and mindful about the name entered here.
6. Select the appropriate option from the **Event Type** drop down menu to indicate the type of event being held.
 - a. **DO NOT SELECT SECTION.** Section Event Type is reserved for course scheduling only. Event requests submitted with Section Event Type will be administratively cancelled.
7. Click on the **Search Organizations** field under **Primary Sponsor** to identify the department or office holding the event.
 - a. This field searches by keyword (e.g., University Registrar example below). If you cannot find the appropriate department or office, try various keywords. If you still cannot find it, contact scheduling@calstatela.edu.

Primary Sponsor - Required ⓘ

Instructions

Select the department, office, program, etc. responsible for the event by searching for the organization name. If the search does not return the expected result, try limiting the search term to a key word in the organization name.

Search organizations ▾ Remove

🔍 Regis ✕ ⓘ

University Registrar ☆

8. If an additional department or office is also holding the event in collaboration with the department or office already indicated in the **Primary Sponsor** field, enter the additional one in the **Additional Organizations** field.
9. Enter the anticipated number of attendees in the **Expected Headcount** field.
10. Use the **Event Description** field to provide a summary of the event. Note that this description may be published in public University calendars. Please be mindful about the content entered here.
11. Enter the date(s) and times of the event meetings in the **Date and Time** fields.
 - a. If your event requires time before or after for set up, check in, etc., enter the time needed in the **Additional Time** fields.
 - i. **DO NOT ABUSE THESE FIELDS AS IT WILL UNNECESSARILY BLOCK OUT SPACE.** If your event does not require time before or after for these types of purposes, leave these fields blank.
 - b. If your event has more than one meeting, click the **Repeating Pattern** button. Select the Ad Hoc, Daily, Weekly, or Monthly option from the drop down menu depending on which one is applicable.

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern ⓘ

November 2024						
M	T	W	T	F	S	S
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	01
02	03	04	05	06	07	08

[Manage Occurrences](#)

- i. Note that the fields within the window will change depending on which option was selected. Use the fields to indicate the details of the repeating meetings.

12. Once you've entered **Date and Time** fields, enter the requested room in the **Location** fields.

- a. Click the **Search Filters** drop down menu to search for rooms by criteria such as building, features, capacity, etc.

Locations - Required ⓘ

Instructions

Select the Location(s) for your event from your list of starred locations or search by location name or location search. Multiple Locations may be requested.

Note: If the search does not return the expected result, try limiting the search term to a key word in the location name such as the building name.

Locations Search ^

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters ^

Buildings +

Categories +

Features +

Capacity between and

AI

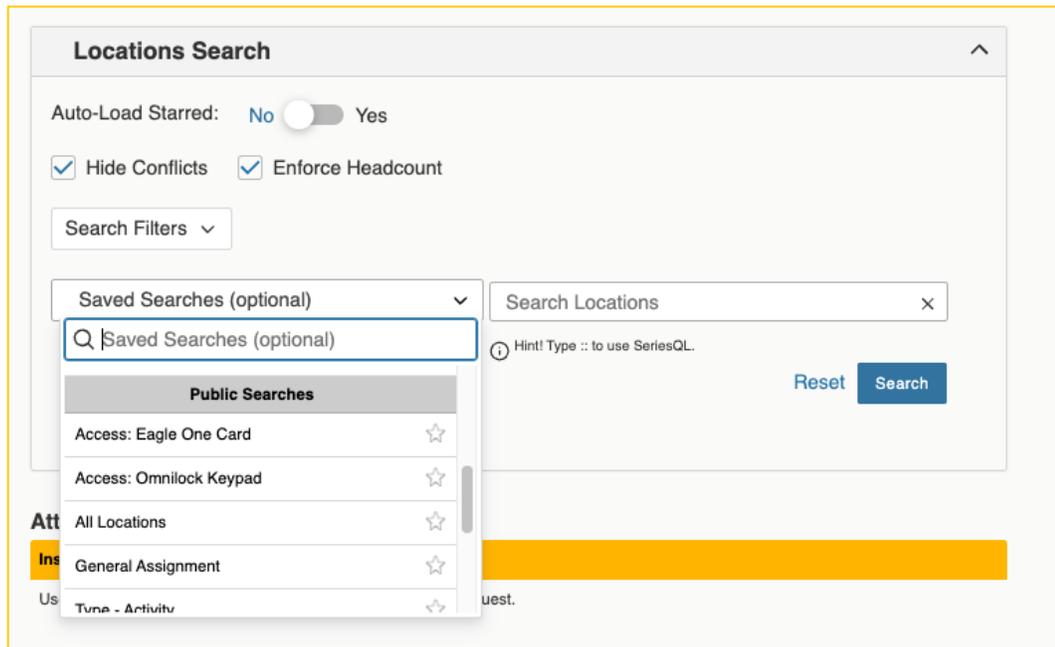
In

Search Locations x

Hint! Type :: to use SeriesQL.

Reset Search

- b. Or select one of the pre-saved grouping of rooms from the **Saved Searches** drop down menu, including any Starred Searches you may have set up.



13. Depending on the Event Type, additional fields titled **Additional Event Information** and **Event Contact Roles** will appear.

- a. The Additional Event Information fields contain questions related to whether the event will include a guest speaker, food service, etc. and may be queried by other departments when determining what events need additional support.

Additional Event Information ⓘ

Instructions

Please answer any and all questions applicable to this event.

✕ Will there be a guest speaker? No Yes

✕ Where Will You Get Funding?

✕ My Event will go past midnight? No Yes

✕ I will require setup assistance? No Yes

✕ Will your Event have food? No Yes

- b. The Event Contact Roles fields are an opportunity to indicate who specifically is holding and scheduling the event. Both will default to your name but can be changed if necessary by clicking on the field and searching by first or last name.
 - i. The Requestor field typically indicates who is holding the event (i.e., who it is scheduled on behalf of).
 - ii. The Scheduler field typically indicates who is scheduling the event. We recommend leaving this set to yourself.

Event Contact Roles ⓘ

Note

The **Requestor** Contact Role is used to identify the organizer of the event or a representative from the department, office, or program responsible for the event.

The **Scheduler** Contact Role is used to identify the person entering this event into 25Live.

Requestor: Roberts, Jenelle ☆

Scheduler: Roberts, Jenelle ☆

Search: kevin

Results: Roberts, Jenelle (jrober19@calstatela.edu) ☆, Ung, Kevyn (kung4@calstatela.edu) ☆

For relevant information for this event request, including:

14. Once all necessary fields have been entered, review the **Terms and Conditions** and click 'I agree'.

Terms and Conditions - Required

By checking this box, I confirm that I have read, understand, and agree to abide by the terms outlined on the [Academic Services Event Scheduling website](#) and [Instructional Space guidelines](#).

I agree

15. If your event has any documents that may be relevant to the request, feel free to click on the **Upload a File** button under **Attached Files** to attach them.

16. Use the **Further Event Information** field to provide any additional information you think may be relevant to the request.

17. We recommend leaving the **After Saving This Event...** setting to Go To Event Details. Then to submit your request, click **Save**.

After Saving This Event...

Go To Event Details

Create Another Related Event

Create A Related Copy of This Event

Continue Editing Event

Create Another Event

Buttons: Cancel, Preview, Save

18. Saving your request will effectively submit it, and you should receive an email confirmation from Academic Services (scheduling@calstatela.edu). As indicated on the form itself:

- Requests will generally be processed within **3 to 5 business days**.
- You will be notified via email regarding the status of your request.
- Your request is considered tentative until you receive email confirmation from Academic Services that it has been confirmed.

19. You can always login to 25Live and use the search function to view the status of your requested events.

- a. On the Dashboard, click on **Go to Search**
- b. Select Events from the **Select Object** drop down menu

Select Object:

Events ▼

Saved Searches (optional) ▼

- c. Use the search bar to search by keyword(s) and/or use the **Organizations, Types, Roles, and/or States** filters to enter your search criteria. Click **Search**.
- d. A list of events that meet the keyword(s) and/or criteria you entered will be displayed. The **State** column indicates each event’s status.

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations
☆ IRACDA		2024-AACMPN	Biology and Microbiology Department	Meeting			Fri Jan 24 2025	9:00 am	Wed Dec 04 2024 9:50 am	Tentative	
☆ AMPS New Schools of Thought		2024-AACMMX	Art Department	Course Related			Wed Jan 08 2025	8:45 am	Wed Dec 04 2024 10:36 am	Tentative	
☆ Financial Aid Application Workshop		2024-AACMPJ	Financial Aid and Scholarships Office	Training / Workshop			Tue Feb 04 2025	10:00 am	Wed Dec 04 2024 10:14 am	Tentative	
☆ LSAMP Spring Orientation		2024-AACMQW	Electrical & Computer Engineering Dept	Orientation			Thu Jan 16 2025	12:45 pm	Wed Dec 04 2024 12:04 pm	Tentative	
☆ Oceans Symposium		2024-AACMNP	NSS	Campus/Special Event			Tue Feb 18 2025	10:00 am	Wed Dec 04 2024 10:10 am	Tentative	
☆ Resilience Training		2024-AACMPW	NSS	Campus/Special Event			Tue Feb 11 2025	3:00 pm	Wed Dec 04 2024 10:23 am	Tentative	
☆ NSS Schedule Bootcamp		2024-AACMQD	NSS	Training / Workshop			Fri Jan 10 2025	1:00 pm	Wed Dec 04 2024 10:38 am	Tentative	