



Fullerton College

**25Live Event Scheduler
User Guide**

Introduction

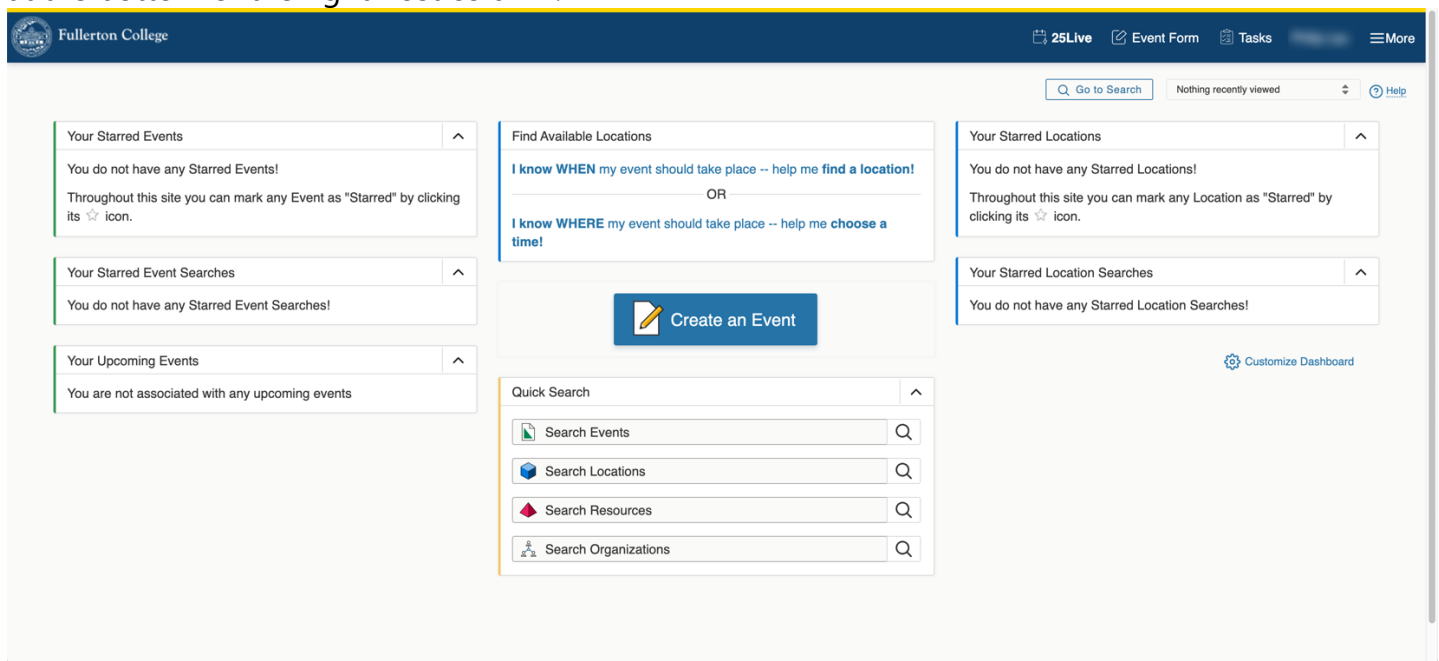
Welcome to 25Live! This guide will introduce you to our new event scheduling system in use across the district now. This guide will cover the Dashboard and the create event process.

Login Procedure

You can access 25Live by navigating to the Fullerton College **Faculty + Staff** page and clicking on the **Facility Reservation (25Live)** link under *Technology and Facilities Support* section. 25Live is accessible with any current web-enabled desktop computer or mobile device. The first time you log in, you will have view rights only. Contact tperrywhite@fullcoll.edu to gain requester rights. Once this is complete, please sign out (click on the more button on the top navigation) and sign back in.

25Live Dashboard (Home Page)

Upon successful login, the 25Live Dashboard will display and look similar to the below example. The Dashboard mainly consists of various sections displaying saved searches, events, and locations. You can also perform a variety of searches by using the Quick Search options at the bottom of the page. Note the layout of the 25Live Dashboard can be altered by clicking on the *Customize Dashboard* link at the bottom of the rightmost column.



To begin the process of submitting an event for approval, click on the **Create an Event** button or the **Event Form** link near the top right of the page. Alternatively, you can start completing an event form by selecting an option under the **Find Available Locations** heading.

Important: If you are a temporary or part-time employee submitting events on behalf of your department, please place your Immediate Supervisor or a full-time, permanent staff member as the reservation point of contact in case there are questions about your event reservation.

Event Form (Create an Event)

Below is the event form. The menu on the left side are shortcut links to different sections of the form with the same name. The form itself with text entry fields and menus is where you will provide the requested information regarding the event. Clicking the *Add New* option at the top of the shortcut menu will allow you to work on multiple events simultaneously.

The screenshot shows the Fullerton College Event Form interface. At the top, there is a navigation bar with the college logo, name, and links for 25Live, Event Form, Tasks, and a More menu. Below the navigation bar, there is a search bar and a status indicator. The main content area is divided into a left sidebar and a main form area. The sidebar contains a list of shortcut links: Event Name, Event Type, Primary Department or Organization, Additional Departments or Organizations, Expected Attendance, Event Description, Date and Time, Requested Event Location(s), Resources, Attached Files, Miscellaneous Event Information, and Post-Save. The main form area is titled 'The Event Form' and contains several sections: 'Event Name - Required' with a text input field, 'Event Type - Required' with a dropdown menu, 'Primary Department or Organization - Required' with a search input and a 'Remove' button, and 'Additional Departments or Organizations' with a search input and a 'Remove' button. There are also 'EDIT' and 'Create Organization' buttons at the bottom.

Read the directions under *The Event Form* heading carefully before beginning.

1. Enter the name of the event under the **Event Name** heading. The event name will also appear as a link above the shortcut menu, along with any other forms you are currently working on.
2. Under **Event Type**, select the type of event from the drop-down menu. Note that some selection may cause a notification message to appear, regarding additional information required.

This close-up shows the 'Event Type - Required' section of the form. It includes an 'Instructions' box and a dropdown menu labeled 'Select from Types'. The dropdown menu is open, showing a list of event types: (CC), Embedded Client EF (FC), Event (CC), Event (FC), Event (NOCE), and Exhibit (CC). The 'Event (FC)' option is highlighted with a blue background and a star icon. A hand cursor is visible over the 'Event (FC)' option.

Note: For additional information on each form entry, click the ⓘ icon that appears.

3. Under **Primary Department or Organization** heading, search for and select the appropriate organization or department. To search for a department, click on the drop-down menu and start typing in the first few letters of the department name to bring up search results.

Primary Department or Organization - Required ⓘ

Instructions

Select the Organization / Department responsible for the event by searching for the orga

Note: If the search does not return the expected result, try limiting the search term to a k

Search organizations ▾ Remove

Q st

Associated Students (FC) ★

AssoStdnt (CC) ★

BSLU (CC) ★

BSUC (CC) ★

Organizations ⓘ

that may be involved with the event.

Once the results appear, scroll down the list and select the appropriate department.

4. Under **Additional Organizations**, specify any other organization involved with the event. Click Edit to search for and check the box(es) to select organization(s). A data filter is also available to assist in narrowing down the organization by type.

Additional Departments or Organizations ⓘ

Instructions

Select any additional organization(s) that may be involved with the event.

EDIT

Organizations

st

All filters ▾

Q Select a filter...

All filters

External

External For Profit (FC)

External Non-Profit (FC)

Internal Department

Student Oras/Clubs

☒ Associated Students (FC)

☐ AssoStdnt (CC)

☐ BSLU (CC)

☐ BSUC (CC)

☐ BSUClu (CC)

☐ California State University Fullerton FC

☐ CASD (CC)

☐ MSA (CC)

☐ NOCCDBFS (CC)

☐ STEM²AC (CC)

☐ StrStu (CC)

☐ StuAbr (CC)

☐ StuActi (CC)

☐ Student Life & Leadership (FC)

☐ Student Support Services Office (FC)

☐ Study Abroad (FC)

Done

If the organization does not appear in the search, please contact Teresa Perry White at tperrywhite@fullcoll.edu to add the organization.

5. Enter the requested information for both **Expected Attendance** and **Event Description** headings. Note the additional information regarding event description and where it will appear.

Expected Attendance - Required ⓘ

Instructions



Please enter the expected attendance for the event.

100

Event Description - Required ⓘ

Instructions

Enter additional publicity information about the event here. Please note that this information will appear in the 25Live Event Detail View as well as be displayed on published calendars.

File	Insert	Table	View	Format	Tools
↶	↷	B	<i>I</i>	<u>U</u>	<u>A</u> ▼  ▼
☰	☷	System Font	▼	12pt	▼ 
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.					

6. Under **Date and Time** section, set the date and actual start/end times for the event.

Date and Time - Required ⓘ

Instructions

Select the Start Date, Start Time, End Date, and End Time for the event. Please use the **ACTUAL** start and end times for events.

If additional time is needed for setup, take down, or for mingling before or after the event, use the Additional Time editors below (as available) and add the appropriate number of minutes or hours desired.

Wed Apr 09 2025

11:00 am

To:

12:00 pm

Duration:
1 Hour

🔖 **Additional time**



Click on any of the fields to display either a date picker or drop-down menu to adjust. The duration will automatically update based on the start and end times set.

Click the down arrow on the Additional time header to display options to add more time before/after the event, as needed. As before, the duration will automatically adjust based on the time set.

Additional time

Setup Time

0

Days

0

Hours

0

Minutes

Pre-Event Time

0

Days

0

Hours

0

Minutes

Post-Event Time

0

Days

0

Hours

0

Minutes

Takedown Time

0

Days

0

Hours

0

Minutes

Reservation Start:

Thu Apr 10 2025 3:00 pm

Reservation End:

Thu Apr 10 2025 4:00 pm

Reservation Duration:

1 Hour

If the event is reoccurring, use either method provided to set future dates/times.

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

Repeating Pattern

<<<

<

April 2025

>

>>>

S	M	T	W	T	F	S
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	09	10

Manage Occurrences

Click on the **Repeating Pattern** button to display flexible options to set future dates/times by daily, weekly, or monthly recurrence (see screenshots below). The option is set to *Ad hoc* by default, which will allow you to set the dates manually using an online monthly calendar, if a pattern is not used (see previous page).

Pattern Picker

Choose how you would like this to repeat

Does Not Repeat

✓ Ad hoc

Daily

Weekly

Monthly

Cancel

Select Pattern

Pattern Picker

Choose how you would like this to repeat

Weekly

Repeats every

week

Repeats on

☐ Sun

☐ Mon

☐ Tue

☐ Wed

☒ Thu

☐ Fri

☐ Sat

☒ Repeats through

Thu May 08 2025

☐ Ends after

1

iterations

Cancel

Select Pattern

Pattern Picker

Choose how you would like this to repeat

Monthly

Repeats every

month

☐ Repeat by Day

Add Repeat Day

☒ Repeat by Position

Repeat day pattern

Repeat on the

First

Sunday

Remove Position

Add Repeat Position

☒ Repeats through

Thu May 08 2025

☐ Ends after

1

iterations

Cancel

Select Pattern

7. Under the **Requested Event Location(s)** heading, search for and select the location(s) in which the event will be held. Searches can be done by keyword or previously saved searches.

Requested Event Location(s) - 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 ▾

Saved Searches (optional) ▾ Search Locations ×

ⓘ Hint! Type :: to use SeriesQL.

Reset Search



Saved Searches (optional) ▾ student ×

ⓘ Hint! Type :: to use SeriesQL.

Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
		Computer Lab				
Reserve	2000_BOOKSTORE	Student Services / T.V. Bookstore Courtyard	6	3/3	None	Student Services / T.V.
Reserve	AN_102	AN 102 Student Center - Please contact Renee Myles to Reserve	55	3/3	None	Anaheim Campus
Reserve	G2_205 Lab	Gymnasium II 205 Student Activities	30	3/3	None	Gymnasium II

Type in a keyword into the search bar, scroll through the results that appear, and click the **Reserve** button next to the desired location.

Information for the selected location will appear below the search results box.

2000_BOOKSTORE
Student Services / T.V. Bookstore Courtyard
Capacity: 6

Date

Time

Issues

Shared

Layout

Instructions

Attendance

Tue Apr 22 2025

4:00 pm - 5:00 pm

Classroom

Remove

View Occurrences

Provide additional information as requested for the selected location (see highlights above).

- Under the **Requested Equipment/Services** heading, the *Recommended Resources* list will automatically be updated, based on the chosen location. Search for a needed resource, adjust the quantity, and click the **Reserve** button. Repeat the process for additional resources.

Resources

Instructions

Resources are defined as equipment or services that are not associated with a specific location.

Select the resource(s) for your event from your list of starred resources or search by resource name. Multiple resources may be requested.

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

Recommended Resources

Search Filters

Search Resources

Reset

Search

Hint! Type :: to use SeriesQL.

Add		Name	Quantity Available	Conflict Details
1	Reserve	6' Tables for Quad	95 / 95	None
1	Reserve	A.S. PA Lectern	2 / 2	None
1	Reserve	Bus Parking- outside rentals	Unlimited	None
1	Reserve	Campus Safety Officer	Unlimited	None
1	Reserve	Cord Covers	Unlimited	None
1	Reserve	Custodial Fees 1-100 Attendees	Unlimited	None
1	Reserve	Custodial Fees 1001-2000 Attendees	Unlimited	None
1	Reserve	Custodial Fees 101-500 Attendees	Unlimited	None


Return to Top

All requested resource will appear below the listing as they are reserved.

▲

6' Tables for Quad

☆

Date	Time	Issues	Instructions	Quantity	Available
Tue Apr 22 2025	4:00 pm - 5:00 pm			1	95/95


Remove

View Occurrences

▲

Folding Chairs for Quad

☆

Date	Time	Issues	Instructions	Quantity	Available
Tue Apr 22 2025	4:00 pm - 5:00 pm			1	175/175

Remove

View Occurrences

Provide additional information as requested for each reserved resource (see highlights above).


- Under the **Attached Files** heading, click the **Upload a file** button to include relevant documents, diagrams, certificates for the event. Permitted files: PDF, Graphics (JPG, PNG, GIF), Word, Excel.

Attached Files

Instructions

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams, Certification of Liability Insurance, or any other attachments to assist approvers or service providers with your event).

×

 DOC093021.pdf

Upload a file

Miscellaneous Event Information

Instructions

Please use this field to provide additional instructions or event information to Event, Location or Resource approvers.

- Use the space provided under the **Miscellaneous Event Information** heading for further instructions or information for approvers to review. Note: Please be as specific as possible on your facilities and technology needs in this section to ensure your event is properly set up.
- Click the **Preview** button at the bottom right of the form to review all form entries. Click the **Save** button to save all form entries and submit to approvers for review.