

25LIVE



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Overview and Access


Accessing 25Live

This article covers how campus faculty, staff, and students can access 25Live, the campus calendar and room scheduling application.

Who has access to 25Live?

All campus students, faculty, and staff have view-only access to the 25Live public calendars and can access 25Live to view them.

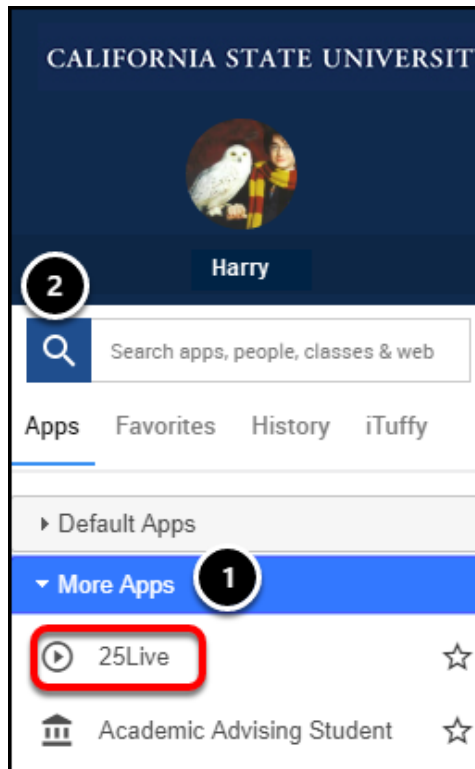
To get access to advanced features such as adding events to a campus calendar, please email 25Live@fullerton.edu.

 Mozilla Firefox and Google Chrome are the recommended browsers for 25Live.

1. Log in to the campus portal.

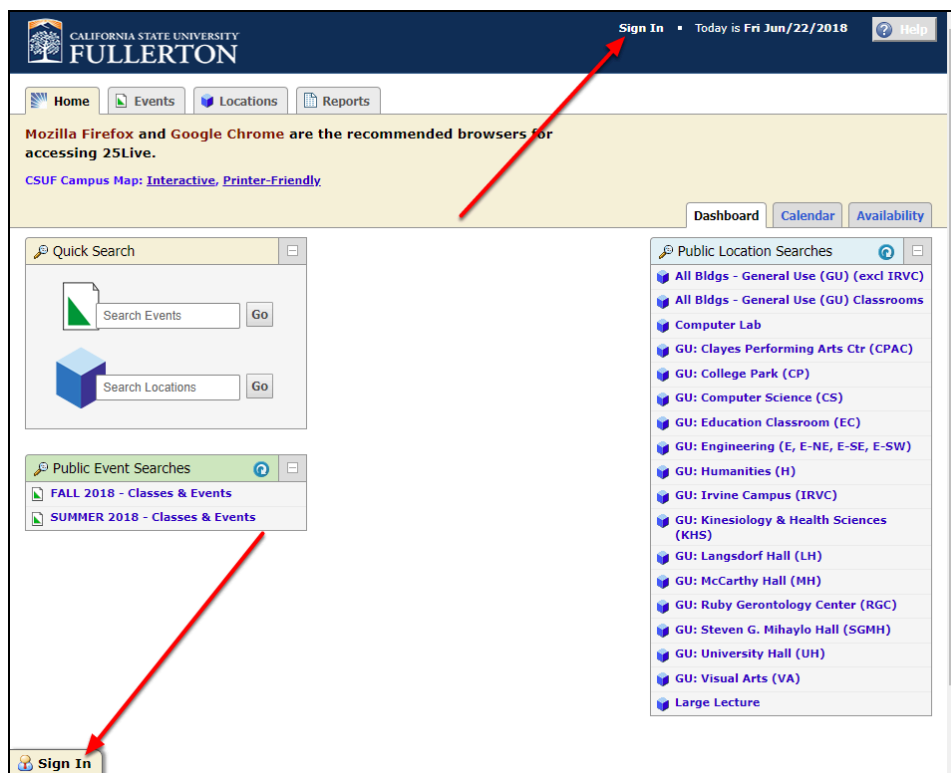
[View instructions on how to log in to the campus portal.](#)

2. Click on the 25Live link in the portal.

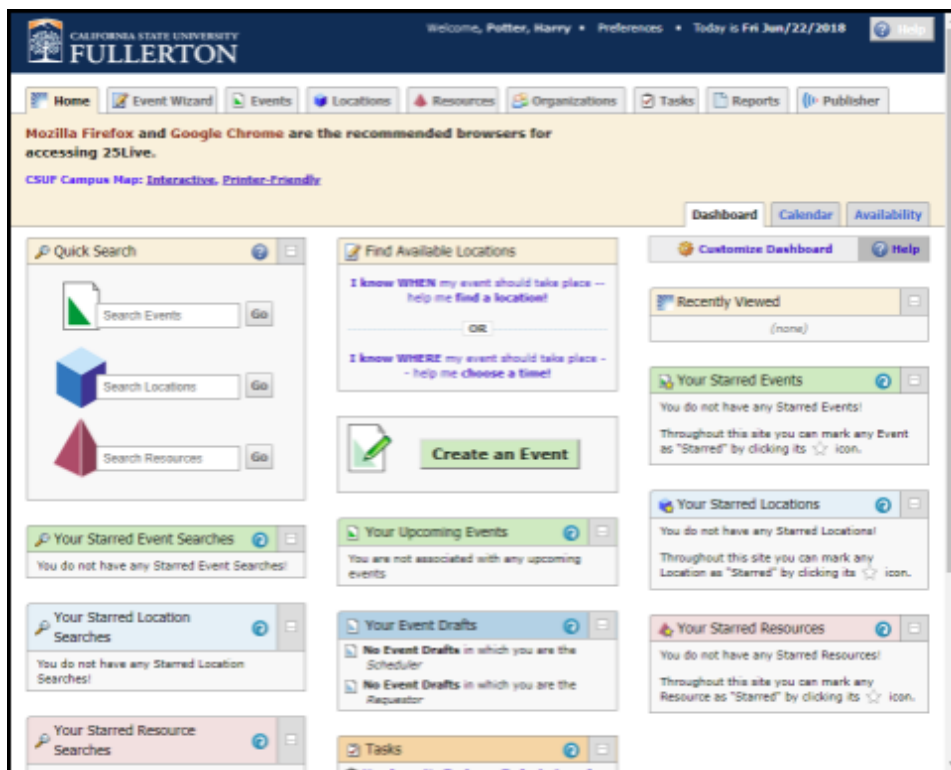


1. Click on More Apps in the left menu in the portal to find the 25Live link.
2. Or you can enter "25Live" into the portal app search.

3. Click Sign In either at the top right or bottom left of the screen



4. You're signed in!



Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

Creating Event, Location, and Resource Searches

This article covers how users can create searches in 25Live for events, locations, and resources. All end users can create and use searches, however users who create reserve locations or add events to campus calendars will find these the most useful.

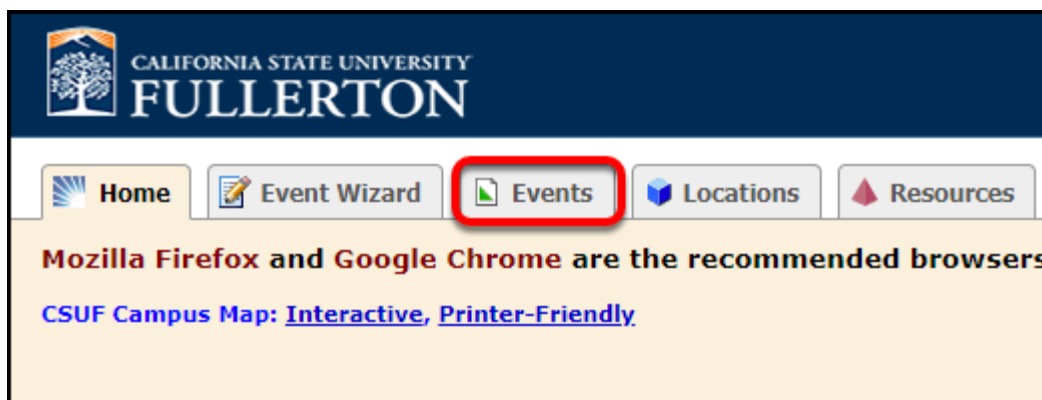
1. Log in to 25Live.

[View instructions on accessing 25Live.](#)

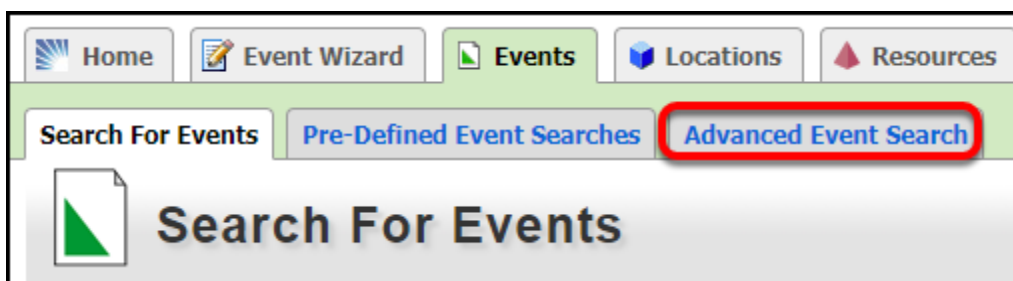
Create an Event Search

Event searches allow you to easily access all of the events on calendars that you frequently view (or add events to). You can also create searches for other criteria such as all events at a location, all events with specific text, or all events during a specific date range.

1. Click on the Events tab.

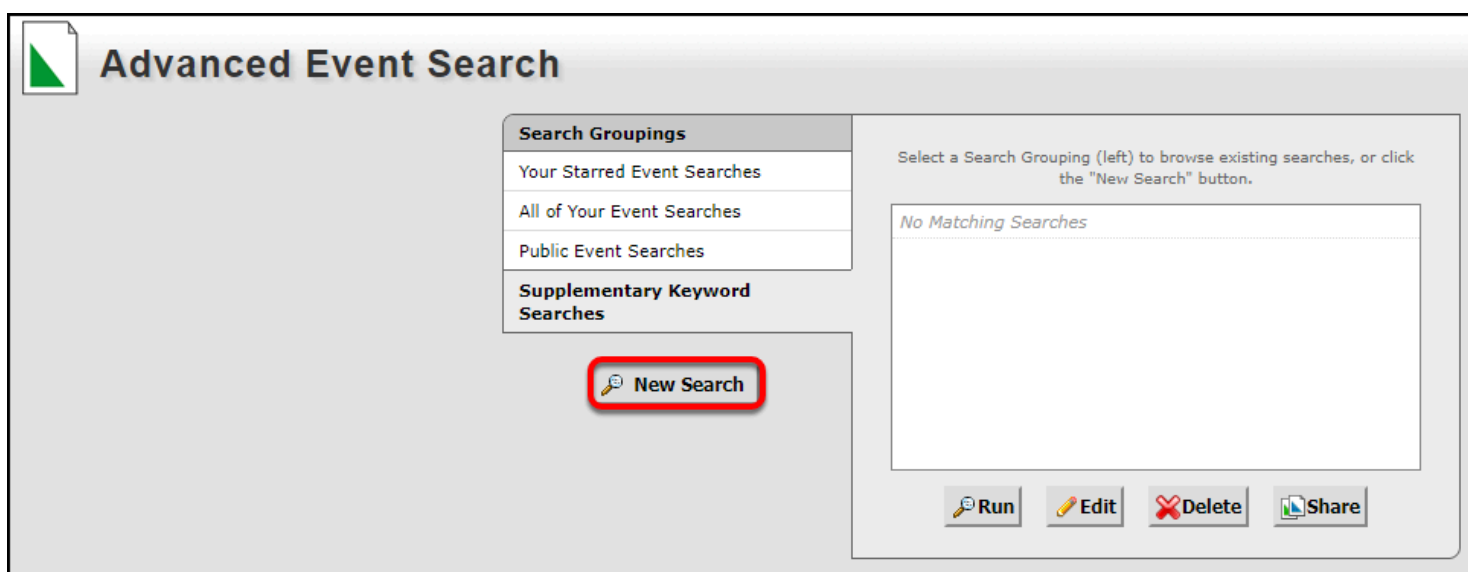


2. Click on Advanced Event Search.

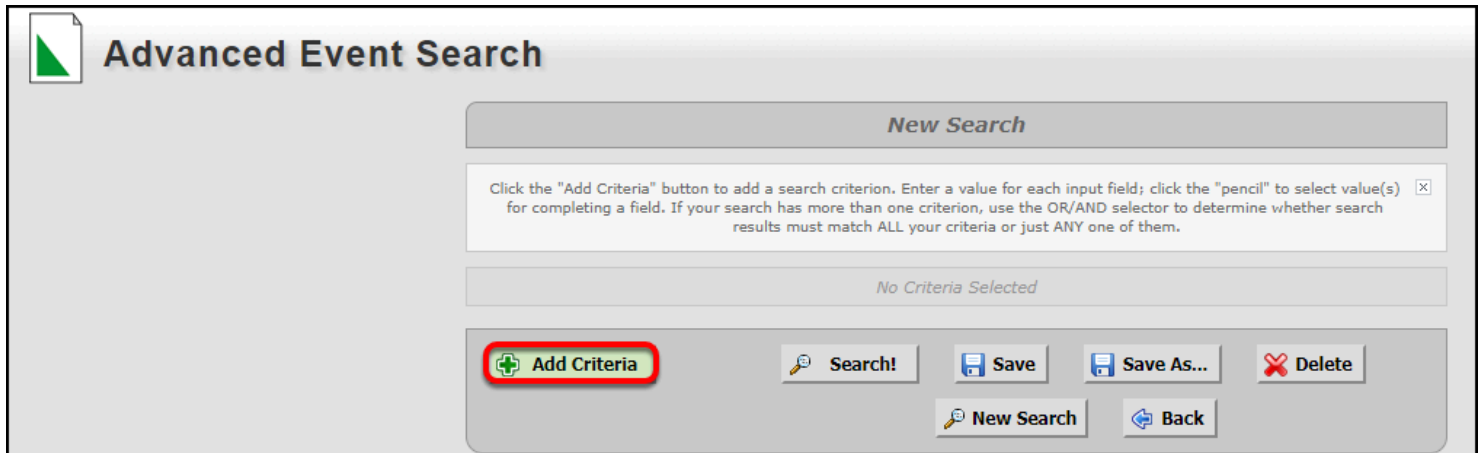


You can use the Search for Events for basic searches, but the Advanced Event Search will allow for more complex searches.

3. Click New Search.



4. Click Add Criteria.



Advanced Event Search

New Search

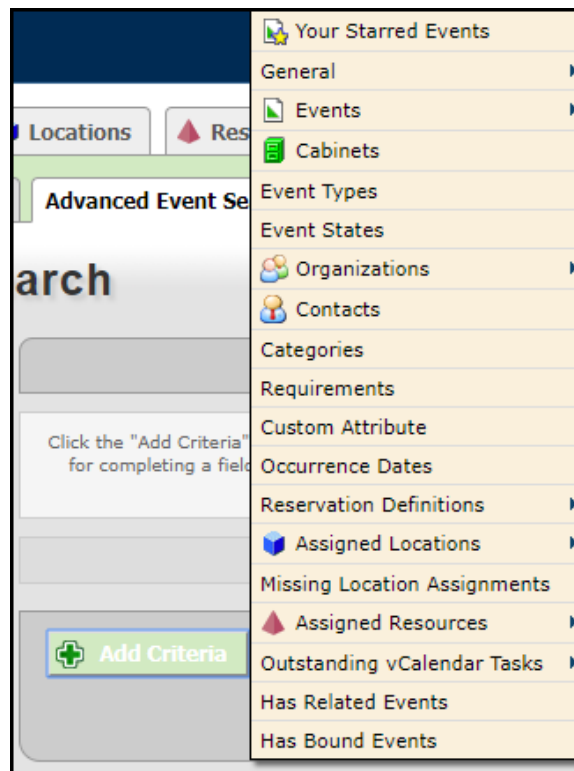
Click the "Add Criteria" button to add a search criterion. Enter a value for each input field; click the "pencil" to select value(s) for completing a field. If your search has more than one criterion, use the OR/AND selector to determine whether search results must match ALL your criteria or just ANY one of them.

No Criteria Selected

+ Add Criteria **Search!** **Save** **Save As...** **Delete**

New Search **Back**

5. There are numerous criterion that you can choose from to create your search. You can enter one or more criterion to create your custom search.



Advanced Event Search

Click the "Add Criteria" button to add a search criterion. Enter a value for each input field; click the "pencil" to select value(s) for completing a field.

+ Add Criteria

- Your Starred Events
- General
- Events
- Cabinets
- Event Types
- Event States
- Organizations
- Contacts
- Categories
- Requirements
- Custom Attribute
- Occurrence Dates
- Reservation Definitions
- Assigned Locations
- Missing Location Assignments
- Assigned Resources
- Outstanding vCalendar Tasks
- Has Related Events
- Has Bound Events

6. Below is a sample of a search for all events on the College of the

Arts - Music public calendar that are located in the CPAC building. Click Search to run the search once you have entered your criteria.

💡 Searching before saving the search allows you to check that you are seeing all of the events that you want to see so you can adjust your settings before saving if necessary.

1. There are two main cabinets in 25Live: Academics and Events. Academics contains academic courses; Events contain all non-academic events.
2. Event States allows you to choose which events you want to see. Users who are coordinating with others may want to include Draft, Tentative, and Confirmed event states to avoid duplicating an event that has already been added.
3. Specific Resources allows you to choose from the available campus calendars. Typically you will find the calendars under Categories > Calendars.
4. It is recommended that you enter occurrence dates to narrow down your search; you can enter specific dates or a range of dates. If you choose to view all events, it may result in the search taking a long time to complete.

5. Click **Search!** to run this search now. (You will still be able to save the search after running it.)
6. Specific Locations allows you to search for events in specific locations.
7. Click **Save** to save this search.

7. After clicking Search! you will see the results appear in the List and Calendar tabs at the bottom of the screen.

Buttons: Add Criteria, Search!, Save, Save As..., Delete, Reload, New Search, Back

Tabs: List, Calendar

Dates: All Dates, Choose Visible Columns, Send to Publisher, Refresh

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
A Festival of Men's Voices	A Festival of Men's Voices: Festival Concert	2018-ABQXHQ	School of Music	Calendar - Announcements			Oct/27/2018	Jun/06/2018	Confirmed	
Andy Lyra James: Great American Songbook	Andy Lyra James sings the Great American Songbook with special guests and the Fullerton Jazz Faculty Ensemble	2018-ABQXHS	School of Music	Calendar - Announcements			Nov/02/2018	Jun/06/2018	Confirmed	

Tabs: List, Calendar

Dates: Tue Oct/23/2018 — Mon Oct/29/2018, Send to Publisher, Refresh

Calendar View: Sunday (October 21), Monday (22), Tuesday (23), Wednesday (24), Thursday (25), Friday (26), Saturday (27), Sunday (28), Monday (29), Tuesday (30), Wednesday (31), Thursday (November 1), Friday (2), Saturday (3)

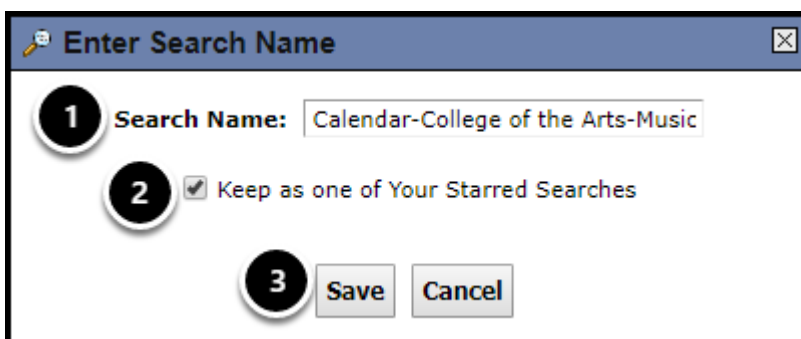
Events: Fullerton Jazz Orchestra, A Festival of Men's Voices, Eduardo Delgado, piano

1. When viewing the Calendar tab, you may need to use the arrows to adjust the dates that are showing to a date when there are events that match your search criteria.
2. You may also need to click the Refresh button to update the calendar view to show the events.

8. Click Save to save your search.

Buttons: Add Criteria, Search!, Save, Save As..., Delete, Reload, New Search, Back

9. Enter a name for your search and click Save.



Enter Search Name

1 Search Name: Calendar-College of the Arts-Music

2 ☒ Keep as one of Your Starred Searches

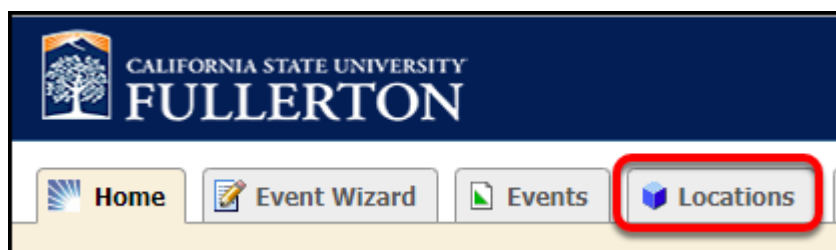
3 Save Cancel

1. Enter a name for your saved search.
2. Indicate if you want to add this search to your starred searches; this will make it accessible from various locations including your 25Live homepage.
3. Click **Save**.

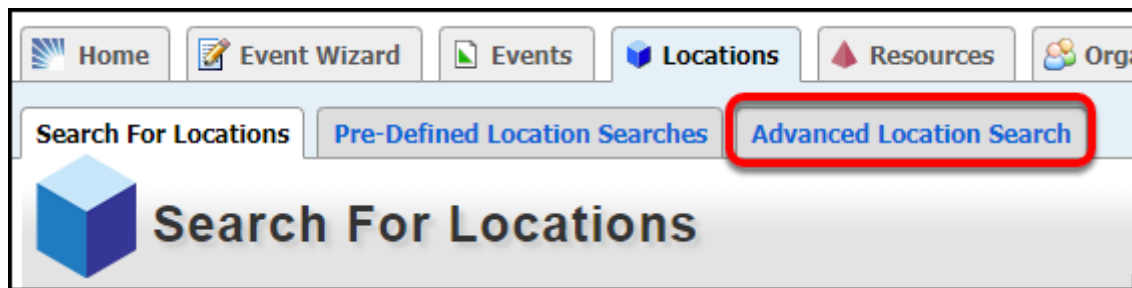
Create a Location Search

Location searches allow you to easily access all of the locations that you frequently use. You can also view availability for the locations from a location search.

1. Click on the Locations tab.

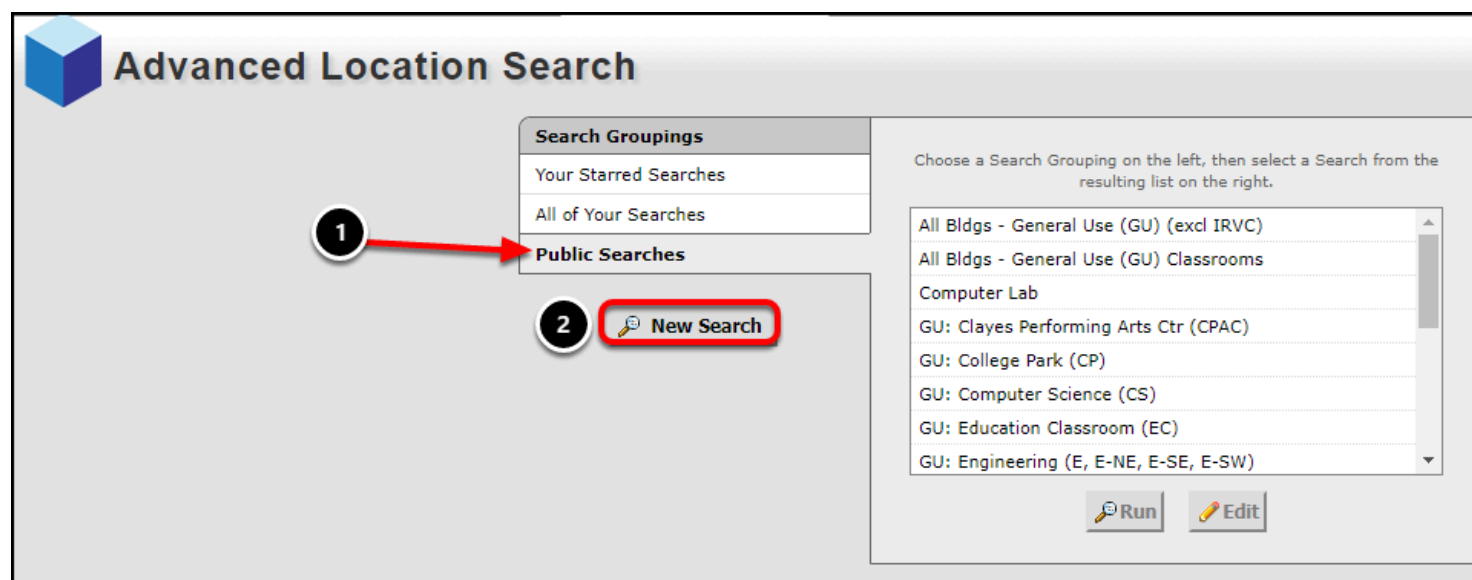


2. Click Advanced Location Search.



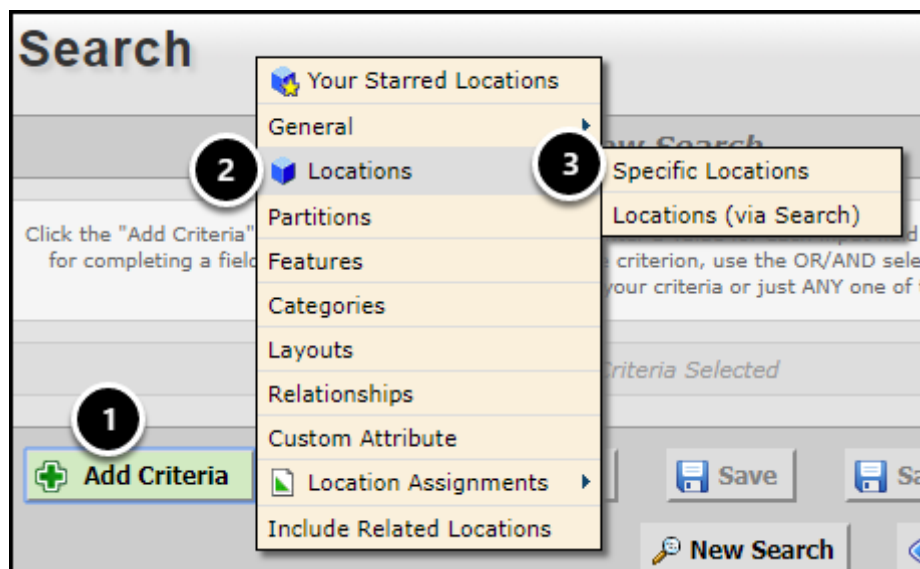
You can use the Search for Locations for basic searches, but the Advanced Location Search will allow for more complex searches.

3. Click New Search.



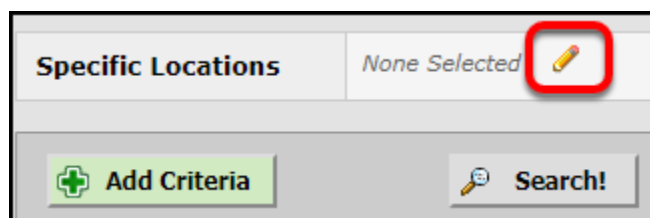
1. Be sure to check the Public Searches to make sure that the search you want doesn't already exist (e.g., "GU: College Park (CP)" will show all general use classrooms in College Park).
2. Click **New Search** to create a new search.

4. Click Add Criteria. Then select Locations > Specific Locations.



1. Click **Add Criteria**.
2. Select **Locations**.
3. Then select **Specific Locations**.

5. Click on the pencil icon to choose the locations.



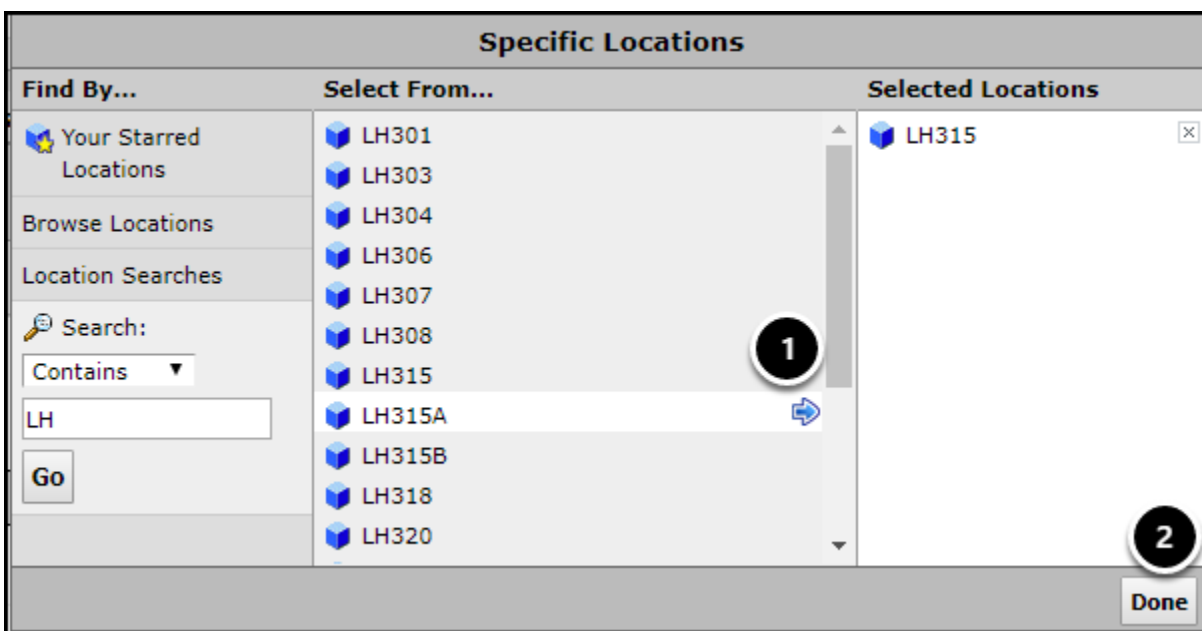
6. You may want to enter the building or room in the search box on the left, and then click Go.

Specific Locations		
Find By...	Select From...	Selected Locations
<div> Your Starred Locations </div> <div>Browse Locations</div> <div>Location Searches</div> <div> Search: <div> Contains <div>1</div> <div>LH</div> <div>2</div> </div> <div>Go</div> </div>	Loading...	None Selected

Done

1. Enter the building (e.g., LH) or room (e.g., LH315) in the search box.
2. Click **Go**.

7. Click on the location(s) that you want to add to your search to move them into the Selected Locations column. Then click Done.



1. Click on each location that you want to add as to your search to move them into the Selected Location column.
2. Then click **Done**.

8. Click Search to search for all locations that match your criteria.

- 💡 Searching before saving the search allows you to check that you are seeing all of the locations that you want to see so you can adjust your settings before saving if necessary.

New Search

Click the "Add Criteria" button to add a search criterion. Enter a value for each input field; click the "pencil" to select value(s) for completing a field. If your search has more than one criterion, use the OR/AND selector to determine whether search results must match ALL your criteria or just ANY one of them.

Specific Locations
✕
LH315 ▀ LH315A ▀ LH315B ✎

✚ Add Criteria
✎ Search!
💾 Save
💾 Save As...
✖ Delete

✎ New Search
⬅ Back

9. All of the locations that you selected appear. You can click on a location to view more information about it or click on the Availability tab to view availability information for all of the locations for a specific date.

✚ Add Criteria
✎ Search!
💾 Save
💾 Save As...
✖ Delete

✎ New Search
⬅ Back

List
Availability
Calendar

Choose Visible Columns ▾
⌕ Send to Publisher
🔄 Refresh
?

	Name ▾	Formal Name	Categories	Features	Layouts	Max Capacity
	LH315	Langsdorf Hall - Room 315 - Lecture	General Use Classroom, Langsdorf Hall (LH)		Classroom	38
	LH315A	Langsdorf Hall - Room 315A - Lecture	General Use Classroom, Langsdorf Hall (LH)			18
	LH315B	Langsdorf Hall - Room 315B - Lecture	General Use Classroom, Langsdorf Hall (LH)		Classroom	46

List
Availability
Calendar

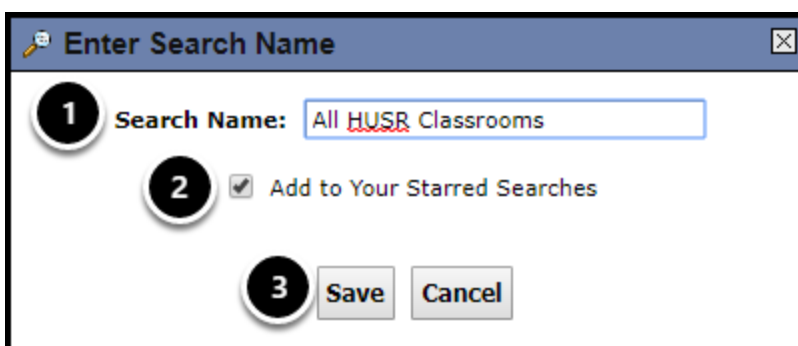
Date: ◀ Wed Feb/27/2019 ▶
Same-Day Event View: Overlapping ▾
⌕ Send to Publisher
🔄 Refresh
What is this view? ?

Name		6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
	LH315				MATH	HESC 40	HESC 40	EGCE 32				EDAD 595 41 14332			EDAD 568 01 14255			
	LH315A			HONR 20	HONR 20	HONR 10	HONR 20	HONR 20	HONR 20	HONR 10								
	LH315B				KNES 38	HESC 10	HESC 44	POSC 32	EDSC 442M 01 1423		EDAD 568 02 14258							

10. Click Save to save your location search.



11. Enter a name for your search and then click Save.



1. Enter a name for your saved search.
2. Indicate if you want to add this search to your starred searches; this will make it accessible from various locations including your 25Live homepage.
3. Click **Save**.

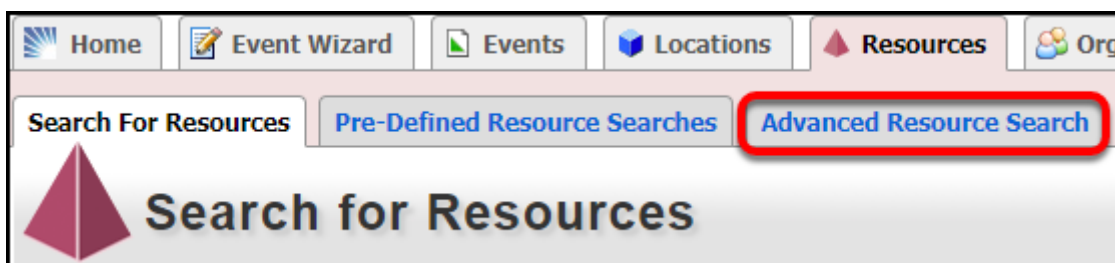
Create a Resource Search

Resource searches allow you to easily access all of the calendars that you frequently view (or add events to).

1. Click on the Resources tab.

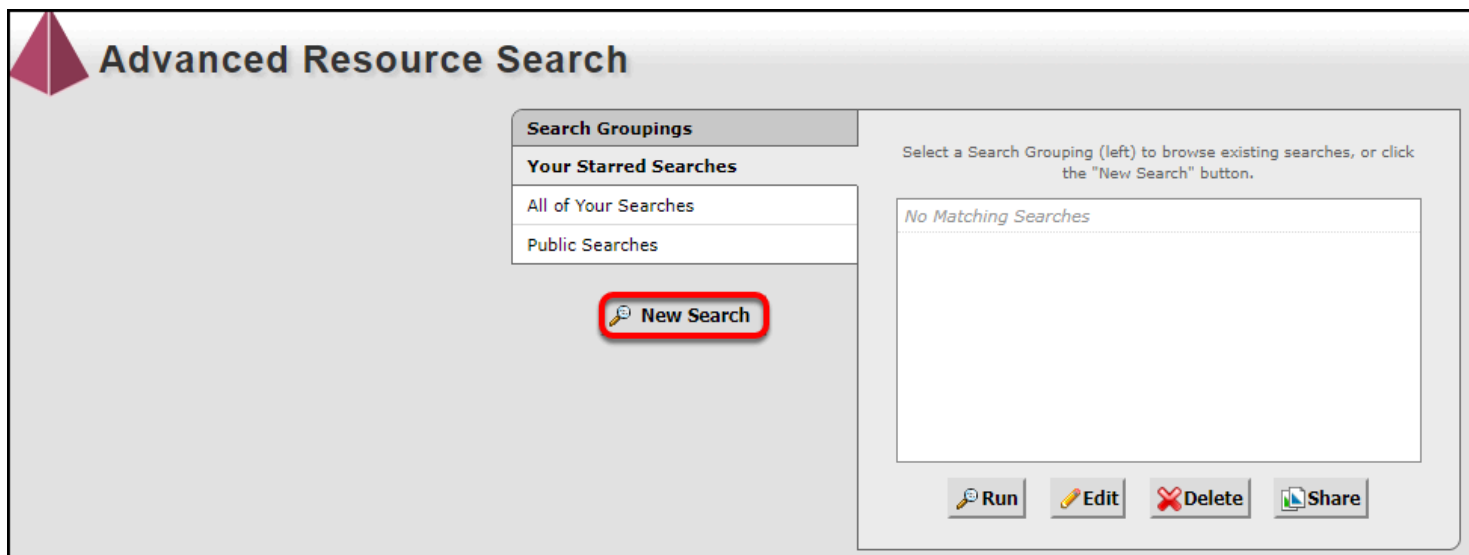


2. Click Advanced Resource Search.

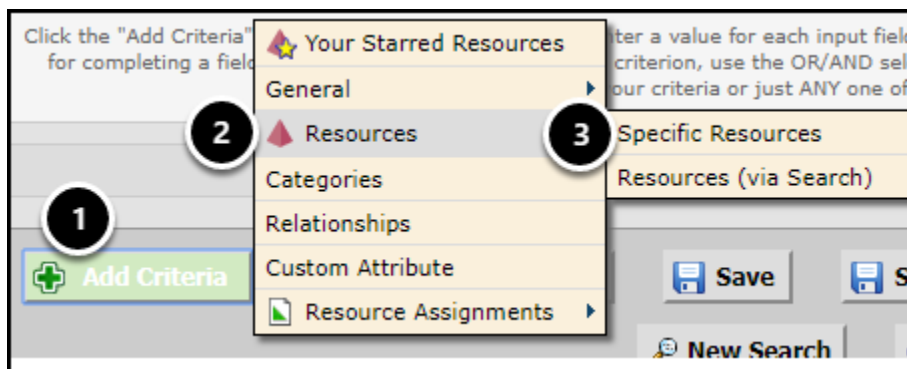


You can use the Search for Resources for basic searches, but the Advanced Resource Search will allow for more complex searches.

3. Click New Search.

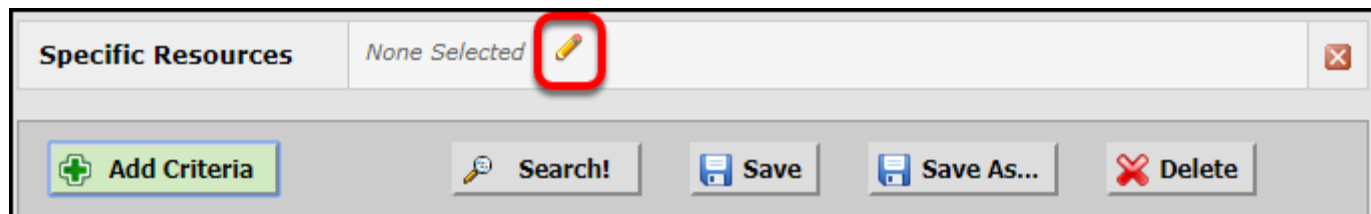


4. Click Add Criteria. Then select Resources > Specific Resources.

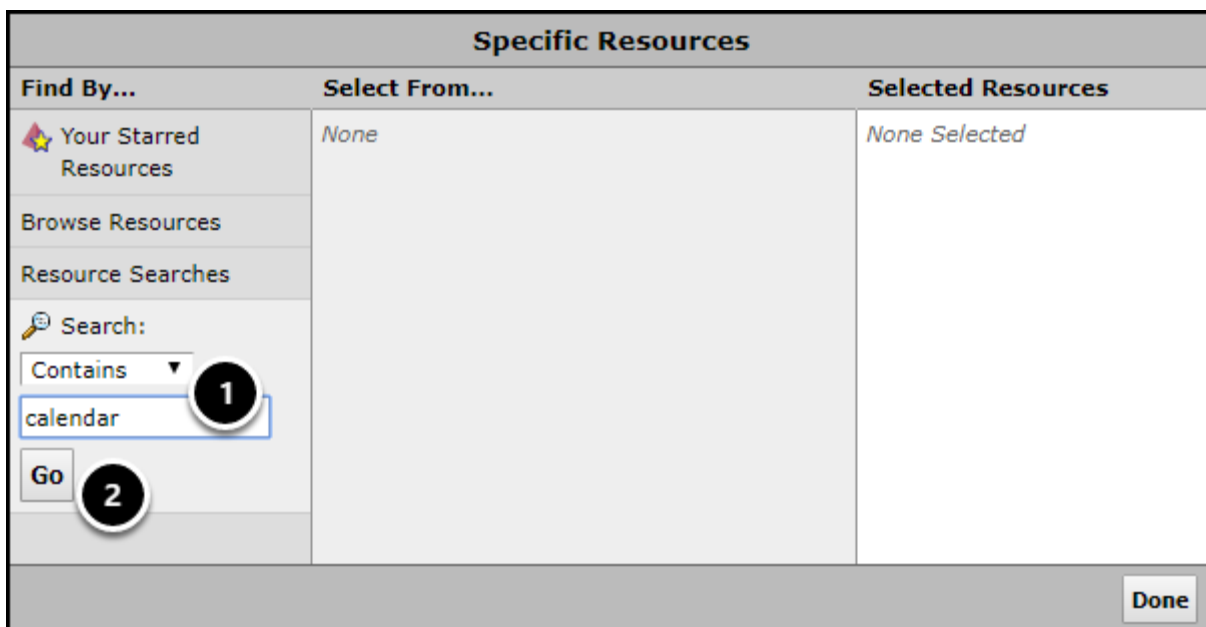


1. Click **Add Criteria**.
2. Select **Resources**.
3. Then select **Specific Resources**.

5. Click on the pencil icon to choose the resources.

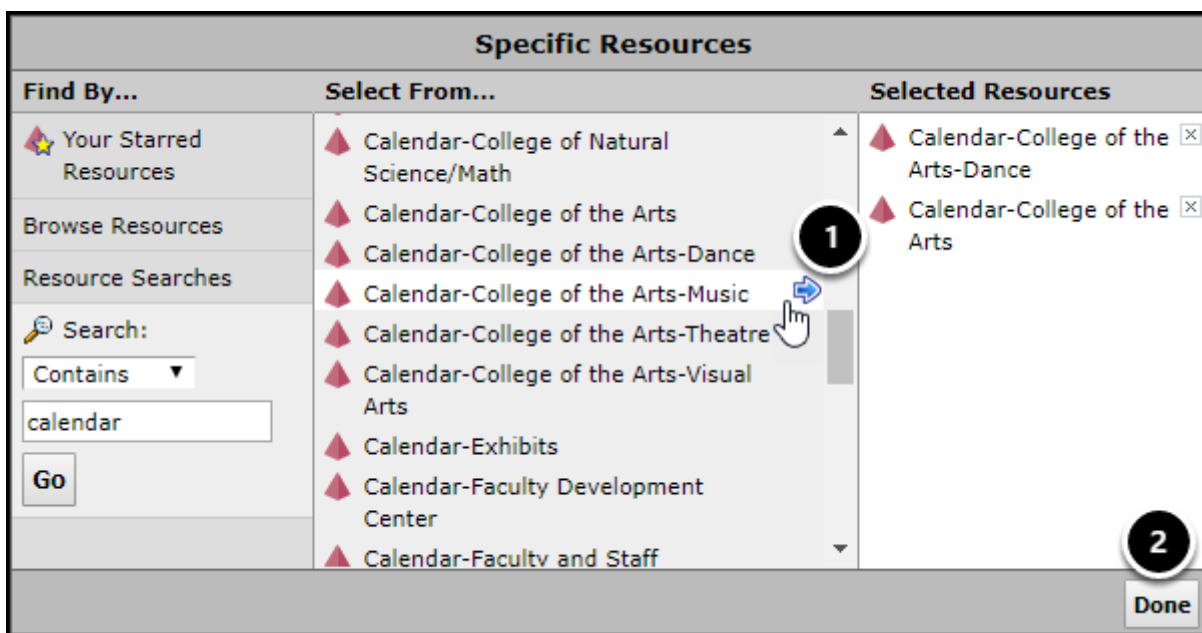


6. To find all of the calendars, you may want to enter "calendar" as the search criteria on the left and then click Go.




1. Enter "**calendar**" as the search criteria to find all resources that contain the word calendar.
2. Click **Go**.

7. Click on the calendar(s) that you want to add as a resource to move them into the Selected Resources column. Then click Done.



1. Click on each calendar that you want to add as a resource to move them into the Selected Resources column.
2. Then click **Done**.

8. Click Search to search for all resources that match your criteria.

-  Searching before saving the search allows you to check that you are seeing all of the calendars that you want to see so you can adjust your settings before saving if necessary.

New Search

Click the "Add Criteria" button to add a search criterion. Enter a value for each input field; click the "pencil" to select value(s) for completing a field. If your search has more than one criterion, use the OR/AND selector to determine whether search results must match ALL your criteria or just ANY one of them. ✕

Specific Resources

Calendar-College of the Arts-Dance Calendar-College of the Arts
 Calendar-College of the Arts-Music Calendar-College of the Arts-Theatre
 Calendar-College of the Arts-Visual Arts ✎

✕

+ Add Criteria

🔍 Search!

💾 Save

💾 Save As...

✖ Delete

🔍 New Search

↩ Back

9. All of the calendars that you selected as a resource appear. You can click on a calendar to view more information about it or click on the Calendar tab to view all events on the selected calendar(s).

+ Add Criteria

🔍 Search!

💾 Save

💾 Save As...

✖ Delete

🔍 New Search

↩ Back

List

Availability

Calendar

Choose Visible Columns

🔄 Refresh

?

	Name	Categories	Custom Attributes	Stock Total
🔍 ☆	Calendar-College of the Arts	Calendar		
🔍 ☆	Calendar-College of the Arts-Dance	Calendar		
🔍 ☆	Calendar-College of the Arts-Music	Calendar		
🔍 ☆	Calendar-College of the Arts-Theatre	Calendar		
🔍 ☆	Calendar-College of the Arts-Visual Arts	Calendar		

Information is current as of Jun/26/2018 9:44am

5 Matching Resources

List

Availability

Calendar

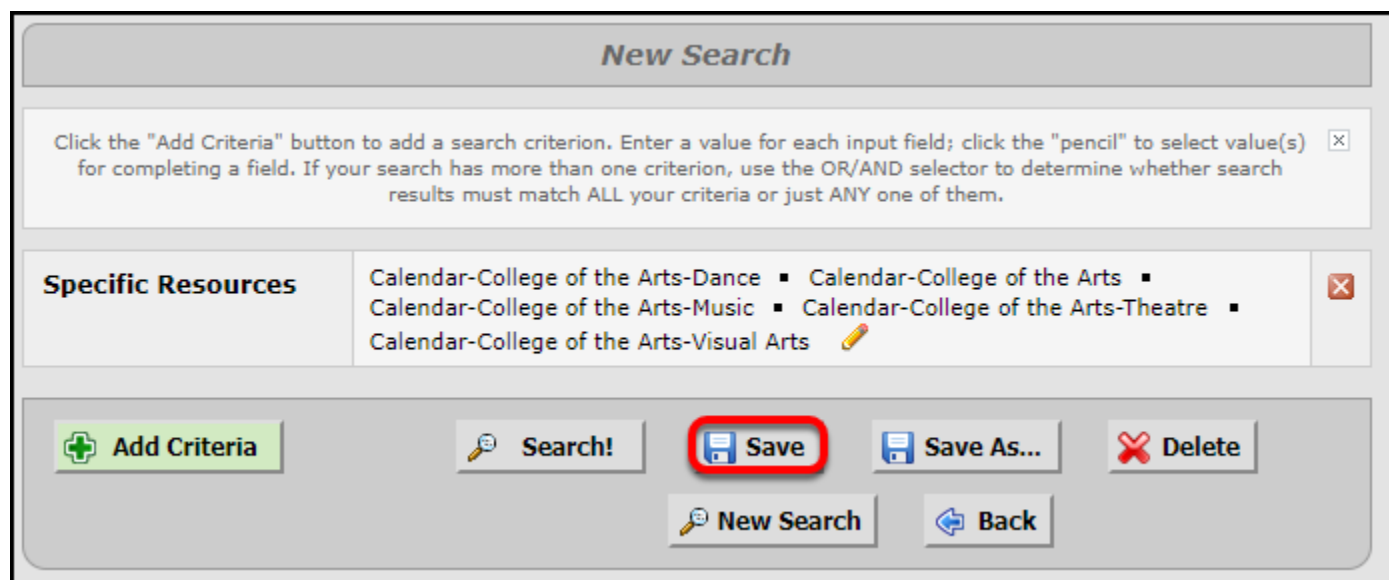
Dates: Tue Sep/25/2018 — Mon Oct/01/2018

🔄 Refresh

?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 23	24	25	26	27	28	29
<div style="background-color: #e0e0e0; padding: 2px;">🔍</div>	<div style="background-color: #e0e0e0; padding: 2px;">🔍</div>	<div style="background-color: #e0e0e0; padding: 2px;">🔍</div> <div style="background-color: #e0e0e0; padding: 2px;">12:00 PM - 4:00 PM Living w/ Clay: CA Ceramics Collections Calendar-College of the Arts-Visual Arts</div>	<div style="background-color: #e0e0e0; padding: 2px;">🔍</div> <div style="background-color: #e0e0e0; padding: 2px;">12:00 PM - 4:00 PM Living w/ Clay: CA Ceramics Collections Calendar-College of the Arts-Visual Arts</div>	<div style="background-color: #e0e0e0; padding: 2px;">🔍</div> <div style="background-color: #e0e0e0; padding: 2px;">12:00 PM - 4:00 PM Living w/ Clay: CA Ceramics Collections Calendar-College of the Arts-Visual Arts</div>	<div style="background-color: #e0e0e0; padding: 2px;">🔍</div>	<div style="background-color: #e0e0e0; padding: 2px;">🔍</div> <div style="background-color: #e0e0e0; padding: 2px;">12:00 PM - 4:00 PM Living w/ Clay: CA Ceramics Collections Calendar-College of the Arts-Visual Arts</div>
30	October 1	2	3	4	5	6
<div style="background-color: #e0e0e0; padding: 2px;">🔍</div> <div style="background-color: #e0e0e0; padding: 2px;">4:00 PM - 6:00 PM Wind Symphony, Symphonic Winds & Comm Calendar-College of the Arts-Music</div>	<div style="background-color: #e0e0e0; padding: 2px;">🔍</div> <div style="background-color: #e0e0e0; padding: 2px;">12:00 PM - 4:00 PM Living w/ Clay: CA Ceramics Collections Calendar-College of the Arts-Visual Arts</div>	<div style="background-color: #e0e0e0; padding: 2px;">🔍</div>	<div style="background-color: #e0e0e0; padding: 2px;">🔍</div>	<div style="background-color: #e0e0e0; padding: 2px;">🔍</div>	<div style="background-color: #e0e0e0; padding: 2px;">🔍</div>	<div style="background-color: #e0e0e0; padding: 2px;">🔍</div>

10. Click Save to save your resource search.



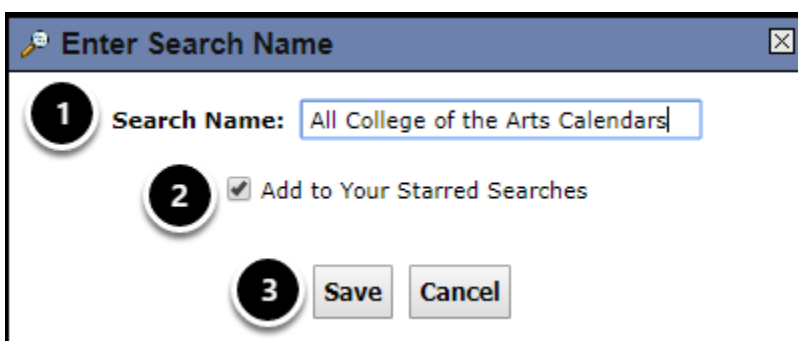
New Search

Click the "Add Criteria" button to add a search criterion. Enter a value for each input field; click the "pencil" to select value(s) for completing a field. If your search has more than one criterion, use the OR/AND selector to determine whether search results must match ALL your criteria or just ANY one of them.

Specific Resources

Calendar-College of the Arts-Dance ▪ Calendar-College of the Arts ▪
 Calendar-College of the Arts-Music ▪ Calendar-College of the Arts-Theatre ▪
 Calendar-College of the Arts-Visual Arts ✎

11. Enter a name for your search and then click Save.



Enter Search Name

1 Search Name: All College of the Arts Calendars

2 ☒ Add to Your Starred Searches

3

1. Enter a name for your saved search.
2. Indicate if you want to add this search to your starred searches; this will make it accessible from various locations including your 25Live homepage.
3. Click **Save**.

Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

Starring Events, Locations, Resources, & Organizations

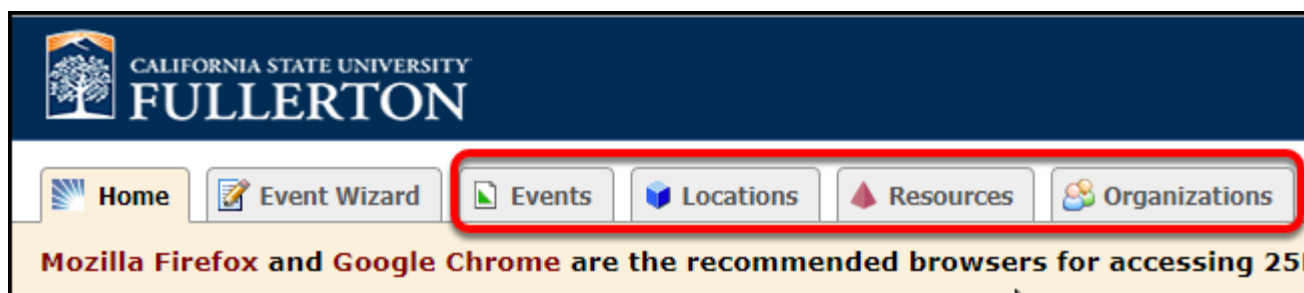
This article covers how users can add events, locations, resources, and organizations in 25Live as favorites by starring them. This will add the item to your dashboard as well as move the resource to the top of any drop-down menu in 25Live that uses that item.

💡 To learn about starring searches, [view the article on creating event and resource searches](#).

1. Log in to 25Live.

[View instructions on how to access 25Live.](#)

2. Click on a tab such as Events, Locations, Resources, or Organizations.



3. Enter search criteria in the search by keyword field and click Go.

Search For Resources Pre-Defined Resource Searches Advanced Resource Search

Search for Resources

1 Search by Keyword: college of business X GO 2

💡 Basic searches should be sufficient to find the event, location, resource, or organization that you are looking for but you can also [view the article on creating event and resource searches](#) to learn about advanced searches.

1. Enter search criteria in the Search by Keyword field.
2. Click **Go**.

4. Click the star next to the event, location, resource, or organization that you want to add to your favorites.

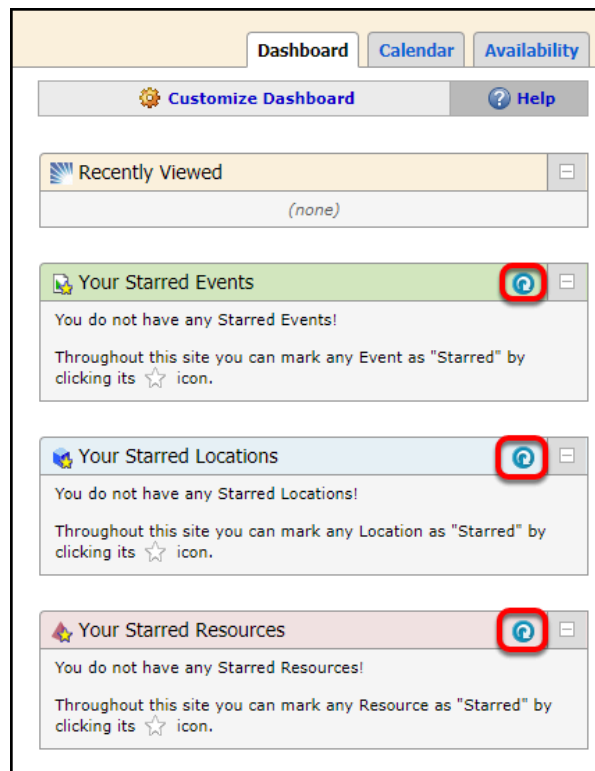
Search by Keyword: college of business X GO More Search Options

List Availability Calendar

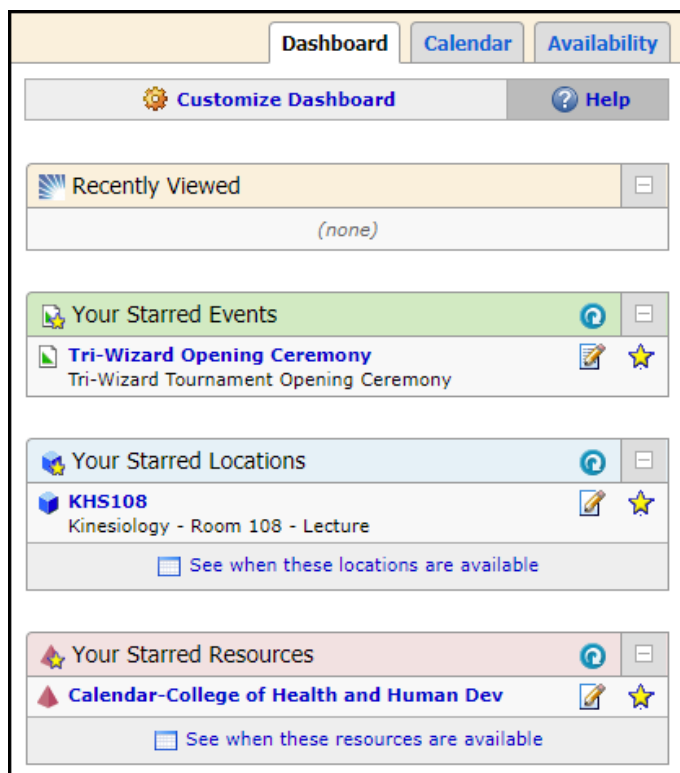
Choose Visible Columns

Name	Categories
Calendar-Mihaylo College of Business	Calendar

5. If you do not see the starred item on your dashboard, you can click on the Refresh icon.



6. Now the item shows in your starred events/locations/resources.



To remove a starred item, simply click on the star icon next to the item.

Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

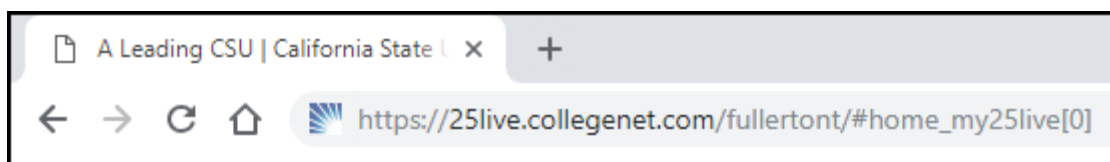
Accessing & Using the 25Live Testing Environment

This article covers how authorized users can access and use the 25Live testing environment to practice creating and publishing events without those events showing up on the live calendar.

! You must have access to add events to a campus calendar in 25Live in order to access the testing environment. More information about access is available on [the 25Live webpage](#).

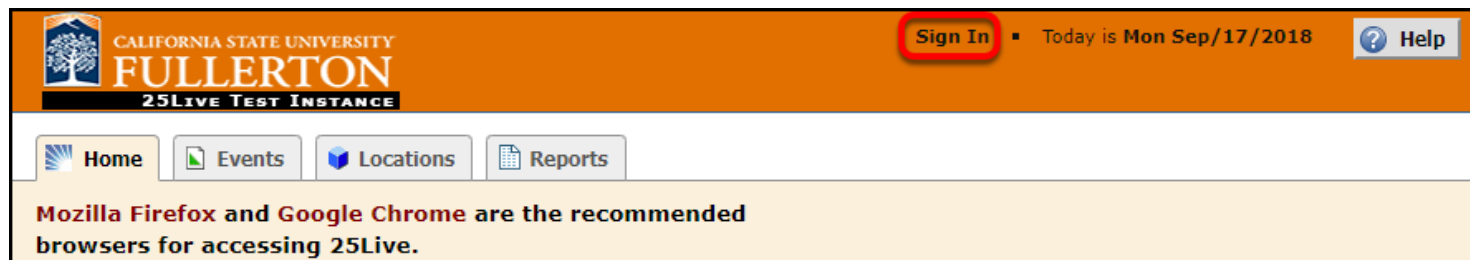
Accessing the Testing Environment

1. Open your web browser to the 25Live testing environment.

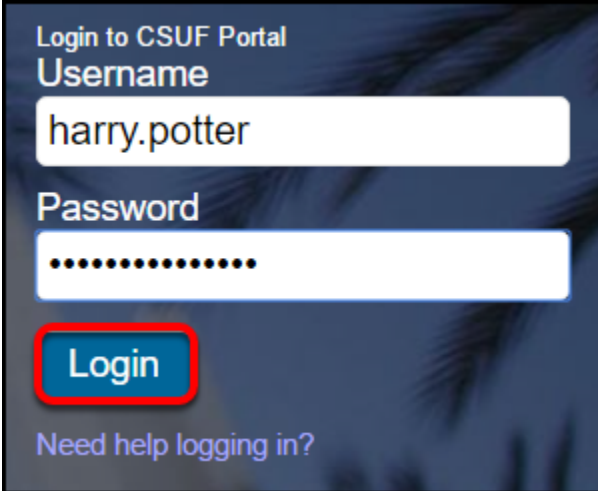


Open your web browser to [the 25Live testing environment webpage](#).

2. Click Sign In at the top right of the page.



3. If prompted, enter your campus username and password. Then click Login.



Login to CSUF Portal

Username
harry.potter

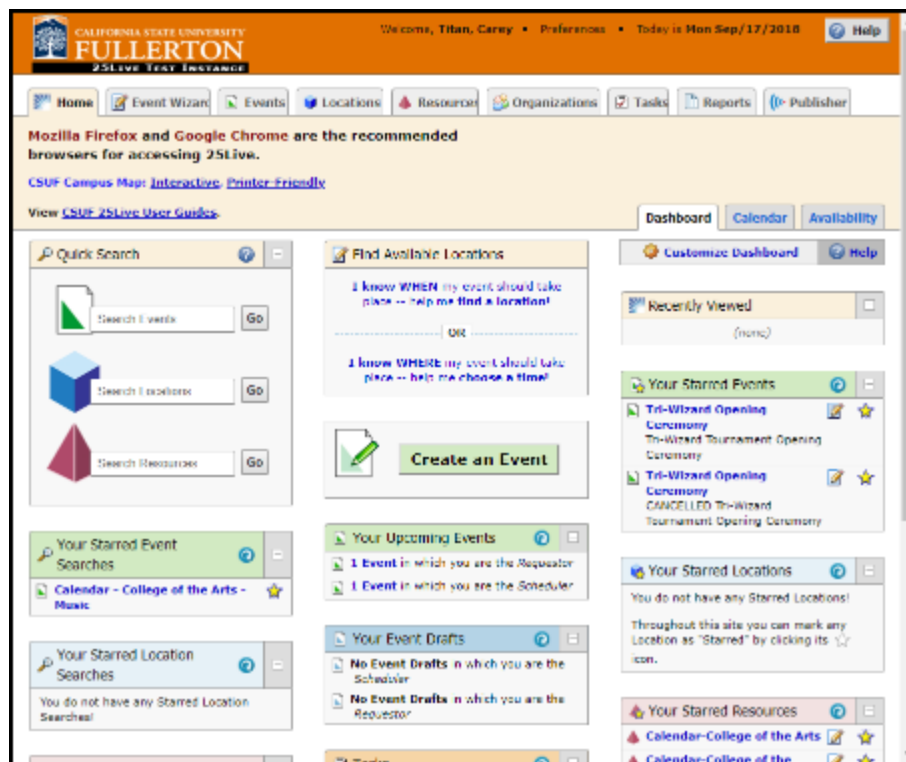
Password
.....

Login

[Need help logging in?](#)

4. You're now in the 25Live testing environment!

- 💡 The 25Live testing environment has a bright orange banner at the top and is labeled as the 25Live test instance. This is an easy way to tell which environment you are in.

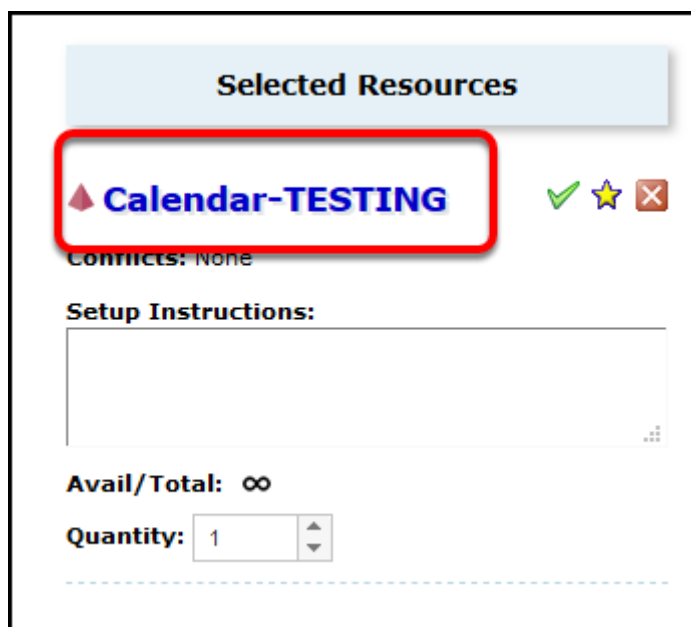


Using the 25Live Testing Environment

This section contains information users need in order to use the 25Live testing environment and to preview the way a published event will appear.

For more information on creating and publishing events, [view the Adding Events to Campus Calendars section](#).

Select the Calendar-TESTING as a resource to an event in order to view a published version of the event.




The screenshot shows a web interface titled "Selected Resources". A red rectangle highlights the resource "Calendar-TESTING", which is preceded by a small purple triangle icon. To the right of the resource name are three icons: a green checkmark, a yellow star, and a red 'X'. Below the resource name, the text "Conflicts: None" is visible. Further down, there is a section labeled "Setup Instructions:" followed by a large, empty text area. At the bottom of the form, it says "Avail/Total: ∞" and "Quantity: 1" with a small up/down arrow control.

When creating an event in the testing environment, you must select the Calendar-TESTING as a resource for your event if you want to view a published version of your event.

You can also add your department's calendar as a resource, but you won't be able to preview what the event will look like when published unless you add the Calendar-TESTING resource.

After publishing the event, open your browser to the Campus Events Calendar Example webpage.

 Only the Calendar-TESTING calendar resource is published to this page. If you did not add Calendar-TESTING as a resource to your event, it will not show up here.

CALIFORNIA STATE UNIVERSITY, FULLERTON

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CSUF

Division of Information Technology

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Creating Events

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Campus Academic Calendar

Example

Campus Events Calendar

Example

CSUF Events Calendar

These events are for testing purposes only. Any real event data found here is purely coincidental.

25Live-events-for-training

Monday, September 17

Living with Clay: California Ceramics Collections

12 - 4pm

Show Details

Tuesday, September 18

Living with Clay: California Ceramics Collections

12 - 4pm

Show Details

Wednesday, September 19

Living with Clay: California Ceramics Collections

12 - 4pm

Show Details

Filter Events

All

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

September 2018

Su	Mo	Tu	We	Th	Fr	Sa
26	27	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

Search:

💡 Remember that an event may take 15-20 minutes to be published.

After publishing your event in the 25Live testing environment, you can view your event on [the 25Live Calendar Test Events webpage](#).

Need More Help?

If you are experiencing issues with the 25Live testing environment or need access to the environment, please email 25Live@fullerton.edu.


25Live // Downloaded: 10-28-2019 // Disclaimer: This document is only valid as of the day/time when it is downloaded. Please view the original web document for the current version.


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Requesting Locations for Your Event

Event Types in 25Live

This article contains a list of all of the event types used by CSUF in 25Live for room reservations.

 For calendar events, the **Calendar - Announcements** event type is always used.

Event Type - Required 

Select the **Event Type** that best describes the event.

Ceremony/Reception ▼

Event Type Table

Event Type	Examples
Advising Session	Advising—academic, student services, career, etc.
Campus Visit	Visits from community & external stakeholders—high school, community college, foreign delegates, accreditors, etc.
Ceremony / Reception	Commencement, awards, banquets, celebrations, etc.
Club / Student Organization Meeting	Meetings hosted by student organizations.
Competition / Performance	Academic, athletic, music, and

Event Type	Examples
	otherwise performance-related events, rehearsals, and practices.
Conference / Retreat	Conferences, forums, seminars, symposiums, retreats.
Exam / Review Session	Midterms, placement exams, thesis defenses, study sessions, testing, events during Final Exam Week.
Film / Movie	Film or movie screenings.
Hold	Holds the room for potential classes to be offered; 3 day time limit.
Learning Program	Academic assistance programs or instructional activity hosted by affiliate organizations that generally have reoccurring sessions throughout the semester. e.g. Irvine Valley College classes held at Irvine Center, Supplemental Instruction, MISS, GEAR UP
Meeting	Default category.
Orientation / Info Session	Orientations, information sessions.
Presentation / Guest Speaker	Presentations by students, faculty, guest speakers, etc.
Workshop / Training	Workshops, training sessions.

Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

Adding Events to Campus Calendars

Adding a Calendar Event Checklist

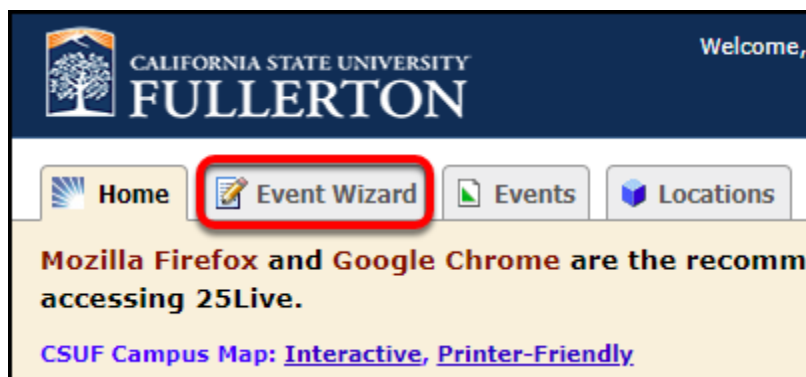
This article contains a checklist for users to follow to add a calendar event.

- ☐ 1. Log in to 25Live and go to the Event Wizard.

1.1. Log in to 25Live.

[View instructions on accessing 25Live for more detail.](#)

1.2. Click on the Event Wizard tab.



- ☐ 2. Enter the information on each tab of the Event Wizard and save the event either as Draft or Confirmed.

 [View Adding an Event to a Campus Calendar for more detailed information.](#)

2.1. Enter the basic event information. Then click Next.

Start by entering the basic event information.

1

Event Name

✓

2

Event Title for Published Calendars

3

Event Type

Calendar - Announcements
★ ▼

✓

4

Sponsoring Organization for this Event

Student Life and Leadership
✕ ▼

✓

◀ Back

Next ▶

Cancel


Save

1. **Event Name** = 40 characters
2. **Event Title for Published Calendars** = 120 characters
3. **Event Type** = Calendar - Announcements
4. **Sponsoring Organization for this Event** = department, club, or campus organization who is putting on the event

2.3. Choose if this is a repeating event or not.



A non-repeating event is one that happens on a single day during a single timeframe (e.g., Monday June 17th from 9 am - 2 pm). All other events should be entered as repeating.



Is this a repeating event?

No

This event happens only once.

Any other related events are separate and distinct.

Yes

This event occurs multiple times.

It repeats daily, weekly, monthly, or irregularly (ad hoc).

2.4. Enter the event date and time details. Then click Next.

The screenshot shows a web form for entering event details. The title is 'Tell us WHEN this event takes place.' The form is divided into several sections:

- Event Start:** A date field showing 'Fri Mar/01/2019' and a time field showing '8:00 pm'.
- Event End:** A date field showing 'Fri Mar/01/2019' and a time field showing '10:00 pm'.
- Event Duration:** A green box on the right showing '2 Hours'.
- Checkboxes:** A checkbox labeled 'The event begins and ends on the same day.' is checked.
- Buttons:** 'Back', 'Next', 'Cancel', and 'Save' buttons are at the bottom.
- Instructions:** A text box on the right explains that users should select the actual start and end times for the event and provides instructions for adding setup or takedown time.

1. **Event Start and Event End:** the date of the event or, for repeating events, this will be the first occurrence of the event.
2. **The event begins and ends on the same day:** check this box if the event is on ONE day.
3. **Time:** enter start and end time of the event.

2.5. Select the resource (calendar) where you want to add this event. Then click Next.

! To avoid your event showing up multiple times on the campus calendar, do NOT choose more than one resource (calendar) for your event. If you need an event to show up on multiple calendars, please contact 25Live@fullerton.edu to ensure the calendars are set up to avoid the event showing up twice.

Find and select RESOURCES.

★ Your Starred Resources...

Search by Resource Name...

Calendar-DIRC-Asian Pac Amer Res Ctr ∞

Calendar-Students-ASI ∞

Refresh

Saved Searches...

Advanced Search...

◀ Back

Next ▶

Cancel

Save

Selected Resources

Calendar-Students-ASI ✓ ☆ ✕

Conflicts: None

Setup Instructions:

Avail/Total: ∞

Quantity: 1

25Live // Downloaded: 10-28-2019 // Disclaimer: This document is only valid as of the day/time when it is downloaded. Please view the original web document for the current version.

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2.6. Review the details of your event. Select either Draft or Confirmed as the Event State. Then click Save.

The screenshot shows a web interface for managing an event titled "Tri-Wizard Opening Ceremony". The interface is divided into two main sections. On the left, there is a sidebar with event details: "Tri-Wizard Opening Ceremony", "Tri-Wizard Tournament Opening Ceremony", "Ceremony/Reception", "Student Life and Leadership", "About This Event: The Tri-Wizard Tournament at Hogwarts begins with a keynote speech by...", "Wed Sep/05/2018", "8:00pm - 10:00pm", "Event Repeats", "Calendar-College of Health and Human Dev", and "Calendar-Students-ASI". Below this is a "Draft" status indicator and a progress bar. On the right, there is a section titled "Verify or change the EVENT STATE." with three options: "Draft" (labeled 1), "Tentative", and "Confirmed" (labeled 2). The "Draft" option includes a description: "Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state." and a link "Set as your default Event State?". The "Confirmed" option includes a description: "The event is scheduled and confirmed." At the bottom, there are three buttons: "Back", "Cancel", and "Save" (labeled 3).

1. **Draft:** choose Draft as the Event State if you are not ready to publish the event on the calendar.
2. **Confirmed:** Choose Confirmed as the Event State if you are ready to publish the event on the calendar.

2.7. If you saved your event as Confirmed, the event will show up on the calendar within 15-20 minutes. You're done!

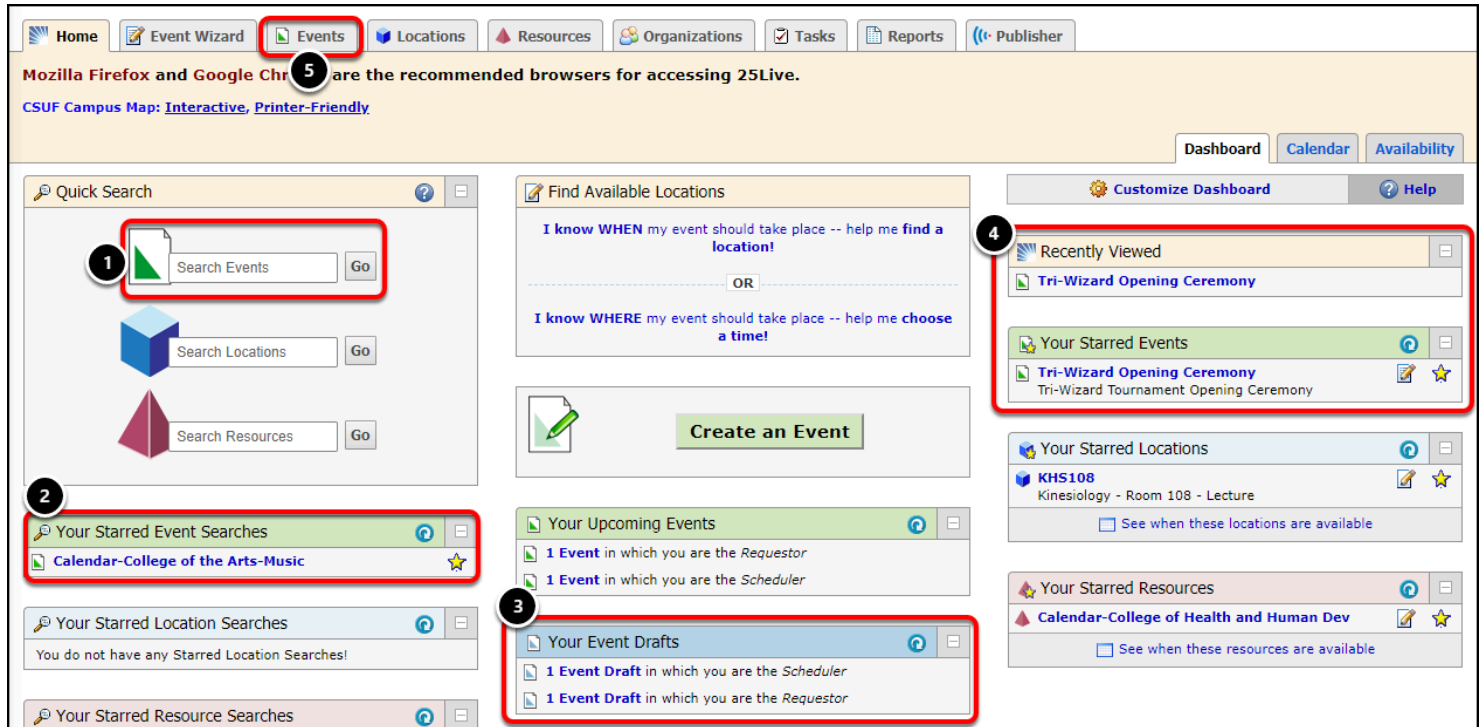
- ☐ 3. If you saved your event as Draft, change the event state to Confirmed in order to publish it to your calendar.



[View Publishing an Event to a Campus Calendar for more detailed information.](#)

3.1. Log in to 25Live and locate the event that you want to publish and click on it to open it.

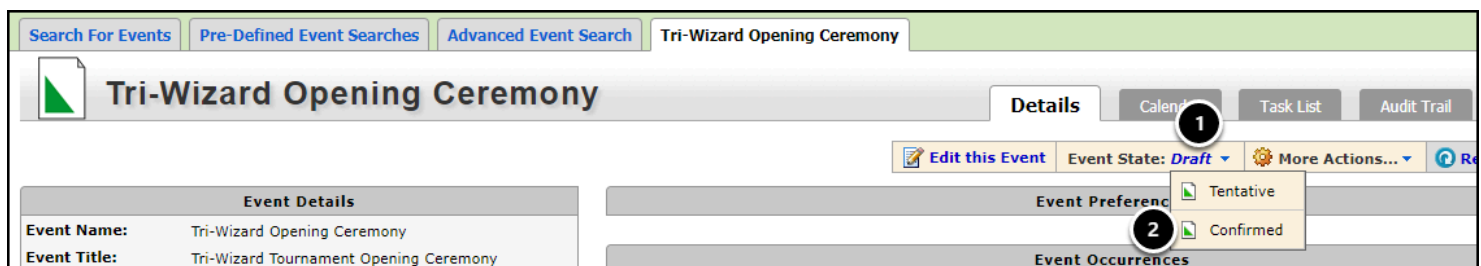
[View instructions on how to access 25Live.](#)



There are several places where you can look up an event in 25Live:

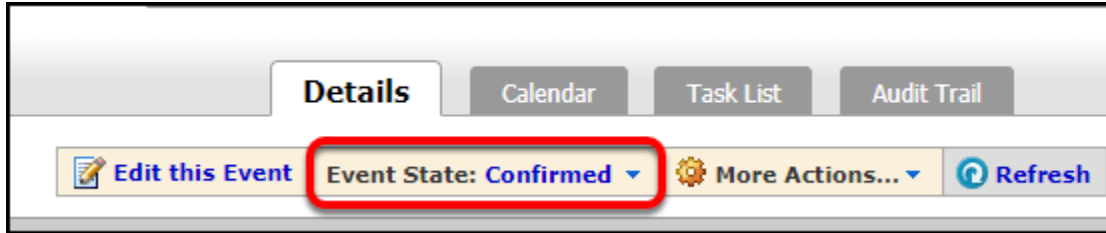
1. Search Events box in the Quick Search
2. Your Starred Event Searches
3. Your Event Drafts
4. Recently Viewed and Your Starred Events
5. Events tab

3.2. Click on the Event State and select Confirmed.



1. At the top right of the Details tab, click on **Draft** in the Event State field.
2. Select **Confirmed**.

3.3. The Event State is now Confirmed.



3.4. The event should show up automatically on the selected calendar within about 15-20 minutes. You're done!

Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

Adding an Event to a Campus Calendar

This article covers how staff and faculty can add an event to a campus calendar in 25Live.

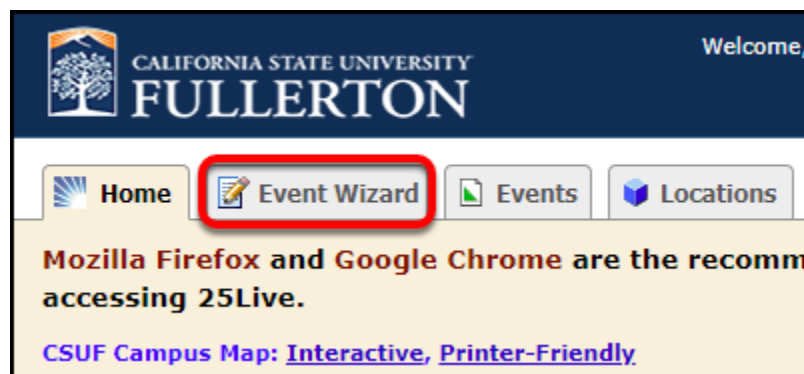
💡 Don't have access to add events? Email 25Live@fullerton.edu with the calendar(s) you need to be able to access.

1. Log in to 25Live.

[View instructions on how to access 25Live.](#)

2. Click on Event Wizard.

💡 First time adding an event? Be sure to set up your environment by [creating event and resource searches](#) as well as [starring the calendars \(resources\) and organizations you use the most frequently](#).



3. Enter the basic event information. Then click Next.

Start by entering the basic event information.

- 1 Event Name**
Tri-Wizard Opening Ceremony ✓
- 2 Event Title for Published Calendars**
Tri-Wizard Tournament Opening Ceremony
- 3 Event Type**
Calendar - Announcements ★ ✓
- 4 Sponsoring Organization for this Event**
Student Life and Leadership ✕ ✓
- 5** Next ▶

◀ Back Cancel Save

1. Enter the Event Name. You are limited to 40 characters for this field.
2. Enter the Event Title for Published Calendars. This is the name that people will see on the calendar. You are limited to 120 characters for this field.
3. Select **Calendar - Announcements** as the Event Type.
4. Enter a search term in the Sponsoring Organization for this Event drop-down menu to find the appropriate organization for the event. Any starred organizations should appear at the top of the list after you enter search criteria.
5. Then click **Next**.

💡 If you do not see the correct sponsoring organization in your drop-down menu, email 25Live@fullerton.edu.

4. Enter the Event Description. Then click Next.

Enter additional basic event information.

Event Description

📄 ✂ 📋 📌 🔗 **B** *I* U x₂ x²

A ▾ A ▾ ≡ ≡ ≡ ≡ ≡ ≡

Font Family ▾ Font Sizes ▾ ≡ ≡

🔗 🔗 🖼 📺 ↶ ↷ <>

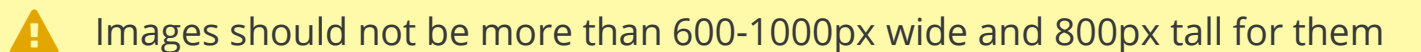
About This Event: The Tri-Wizard Tournament at Hogwarts begins with a keynote speech by renowned wizard Professor Albus Dumbledore and features a stirring performance by the Hogwarts Toad Choir lead by Professor Flitwick. Visit the [Tri-Wizard Tournament website](#) for more information.

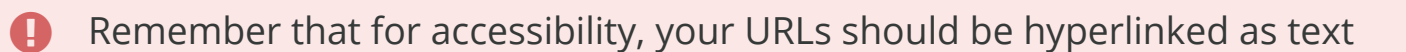
Location/Time: 8pm in the Great Hall

VIP seating available for Ravenclaws; contact Professor McGonagall at mmcgonagall@hogwarts.edu for details.

◀ Back
Next ▶

Cancel
Save

 Images should not be more than 600-1000px wide and 800px tall for them to display correctly on the campus calendar. Alt text is also required for your images (80 characters max).

 Remember that for accessibility, your URLs should be hyperlinked as text rather than written out. For example, you should enter [CSUF website](#) rather than www.fullerton.edu.

Need more help with accessibility? [View 508 Tips for Content Editors](#).

Your event description should contain all of the essential information that people need to know about your event including the time, location, ticket information, and


details about the event. All of the information that you include in the description will be searchable on the calendar.

It is highly recommended that you use the default font type and size and only use bold and/or italics to emphasize content. This ensures that your content is accessible and appears cleanly on the campus calendar website.

You can add a hyperlink to a webpage on your website if you would like to have a more colorful/creative advertisement for the event.

You may add a linked image to be displayed in the event information, but if your image contains details of the event (i.e., it's a flyer or advertisement for your event), all of those details need to be reproduced as text in the event description to meet accessibility requirements.

5. Choose if this is a repeating event or not.



Is this a repeating event?

No

This event happens only once.

Any other related events are separate and distinct.

Yes

This event occurs multiple times.

It repeats daily, weekly, monthly, or irregularly (ad hoc).

If your event takes place over the course of several days, you may want to add it as a repeating event. For example, if your event occurs on Friday, Saturday, and Sunday from 9 am - 2 pm, you may want to add it as a repeating event.

6. Enter the event date and time details. Then click Next.

Tell us WHEN this event takes place.

Select the dates and times of the **actual** event.

1 Event Start:
 Fri Mar/01/2019 8:00 pm

Event End:
 Fri Mar/01/2019 10:00 pm

2 ☒ The event begins and ends on the **same day**.

4 Event Duration:
2 Hours

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, takedown, or for mingling before or after the event, click on the *Pre-Event/Setup* and *Post-Event/Takedown* editors and add the appropriate number of minutes or hours desired.

◀ Back Next ▶

Cancel Save

⚠ For multi-day events, 25Live considers the event ongoing between the start and end dates. For example, if your event starts on Friday at 8 pm and ends at 1 pm on Sunday, 25Live will mark the event as continuous from 8 pm on Friday through 1 pm on Sunday.

If your event is multi-day but only at specific times on each day (e.g., 9 am - 2 pm on Friday, Saturday, and Sunday), then you should enter the event as a repeating event rather than a multi-day event for clarity.

1. Select the Event Start and Event End date. For repeating events, this will be the first occurrence of the event.
2. Use the checkbox to indicate if this is a multi-day event.
3. Enter the start and end time for the event.
4. Check the Event Duration to ensure that you have correctly input the date(s) and times for the event.

5. Click **Next**.

7. Select the resource (calendar) where you want to add this event. Then click Next.

! To avoid your event showing up multiple times on the campus calendar, do NOT choose more than one resource (calendar) for your event. If you need an event to show up on multiple calendars, please contact 25Live@fullerton.edu to ensure the calendars are set up to avoid the event showing up twice.

1. If you have starred calendars, you can click on one from the Your Starred Resources to add it as a resource.
2. Use the Search by Resource Name to search for a calendar; click on a calendar to add it as a resource.
3. Access Saved Searches or Advanced Search to access more complex searches to find a calendar.

4. Double check that the calendar that you want to add the event to is listed in Selected Resources before continuing. Click the red x next to a calendar to remove it from the resources.
5. Click **Next**.

8. Review the details of your event. Select either Draft or Confirmed as the Event State. Then click Save.

The screenshot shows a web interface for creating an event. On the left, a sidebar displays event details: 'Tri-Wizard Opening Ceremony', 'Tri-Wizard Tournament Opening Ceremony', 'Ceremony/Reception', 'Student Life and Leadership', 'About This Event: The Tri-Wizard Tournament at Hogwarts begins with a keynote speech by...', 'Wed Sep/05/2018 8:00pm - 10:00pm', 'Event Repeats', and two selected calendars: 'Calendar-College of Health and Human Dev' and 'Calendar-Students-ASI'. A 'Draft' label is at the bottom of the sidebar. A green progress bar is at the bottom left. On the right, a section titled 'Verify or change the EVENT STATE.' contains three options: 'Draft' (selected), 'Tentative', and 'Confirmed'. Each option has a description and a 'Set as your default Event State?' link. At the bottom right, there are 'Back', 'Cancel', and 'Save' buttons. Numbered callouts 1 through 4 point to specific elements: 1 points to the event title, 2 points to the 'Draft' option, 3 points to the 'Confirmed' option, and 4 points to the 'Save' button.

1. Review the details of your event on the left.
2. Choose Draft as the Event State if you are not ready to publish the event on the calendar.
3. Choose Confirmed as the Event State if you are ready to publish the event on the calendar.
4. Click **Save**.

9. You will see a confirmation that the event was saved.

This event has been successfully saved.
Close

Here's Some Information About Your Event

Resources Saved as Event Preferences

Resource 'Calendar-College of Health and Human Dev' was removed from Sep/05/2018 and converted to a preference.
Resource 'Calendar-Students-ASI' was removed from Sep/05/2018 and converted to a preference.

What's Next?

View Details
View the Event Details page for this event. The full range of actions are available to you from there.

Edit
Need to make some more edits to this event? Click this button to start editing.

Copy
Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts.

Email
Email the details of this event to its stakeholders or anyone else.

More Event Options

Print Confirmation
Create "To Do"

Manage Relationships

Manage Bindings

Take Ownership of this Event

Add to Starred?

10. If you saved your event as Confirmed, the event will show up on the calendar within 15-20 minutes.

The screenshot shows the CSUF Calendar website. The header includes the university name, a search bar, and navigation links. The left sidebar lists various campus categories like Academic Calendar, Student Calendar, and Athletics. The main content area, titled 'Current Campus Events', displays a list of events for Wednesday, September 05. Two events are visible: 'Living with Clay: California Ceramics Collections' at 12-4pm and 'Tri-Wizard Tournament Opening Ceremony' at 8-10pm. The Tri-Wizard event includes a detailed description, location, and contact information. A calendar grid on the right shows the month of September 2018, with the 5th highlighted. At the bottom, event metadata such as organization, organizer, and categories are provided.

You may need to use the calendar on the right to select the day of the event so you can see your event on the calendar.

If your event does not show up after 30 minutes, please email 25Live@fullerton.edu for assistance.

11. If you saved your event as Draft, you will need to return to 25Live and confirm the event to publish it to the calendar(s).

[View instructions on publishing an event.](#)

Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

Publishing an Event to a Campus Calendar

This article covers how users can publish an event in 25Live to campus calendar(s) after they saved it as a draft.

⚠ This article assumes that you have already [added the event to 25Live](#) and saved it as a draft.

1. Log in to 25Live.

[View instructions on how to access 25Live.](#)

2. Locate the event that you want to publish and click on it to open it.

The screenshot displays the 25Live user interface. At the top, a navigation bar includes links for Home, Event Wizard, **Events** (highlighted with a red box and a circled '5'), Locations, Resources, Organizations, Tasks, Reports, and Publisher. Below this, a message states: "Mozilla Firefox and Google Chrome are the recommended browsers for accessing 25Live." and a link for "CSUF Campus Map: Interactive, Printer-Friendly".

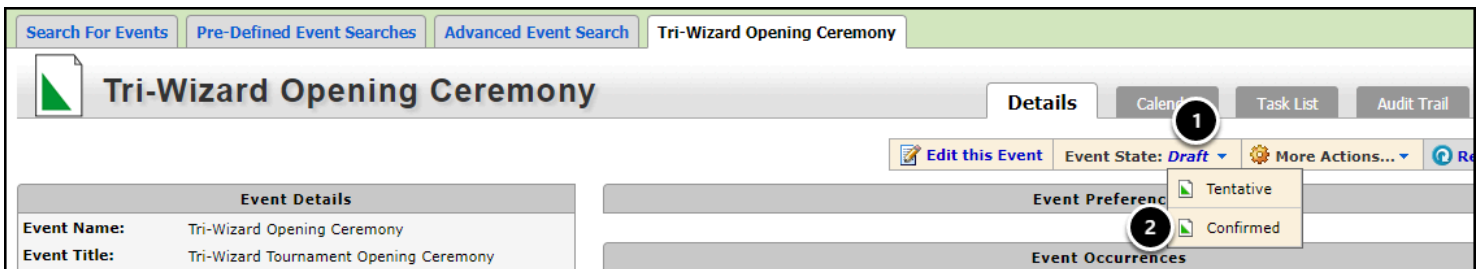
The main content area is divided into several sections:

- Quick Search:** Contains three search boxes: "Search Events" (highlighted with a red box and a circled '1'), "Search Locations", and "Search Resources".
- Find Available Locations:** Includes instructions on how to find locations based on time or location, and a "Create an Event" button.
- Your Starred Event Searches:** A list of starred searches, with "Calendar-College of the Arts-Music" highlighted by a red box and a circled '2'.
- Your Upcoming Events:** A list of upcoming events, including "1 Event in which you are the Requestor" and "1 Event in which you are the Scheduler".
- Your Event Drafts:** A list of event drafts, including "1 Event Draft in which you are the Scheduler" and "1 Event Draft in which you are the Requestor" (highlighted with a red box and a circled '3').
- Customize Dashboard:** A sidebar on the right with sections for "Recently Viewed" (highlighted with a red box and a circled '4'), "Your Starred Events" (containing "Tri-Wizard Opening Ceremony" and "Tri-Wizard Tournament Opening Ceremony"), "Your Starred Locations" (containing "KHS108 Kinesiology - Room 108 - Lecture"), and "Your Starred Resources" (containing "Calendar-College of Health and Human Dev").

There are several places where you can look up an event in 25Live:

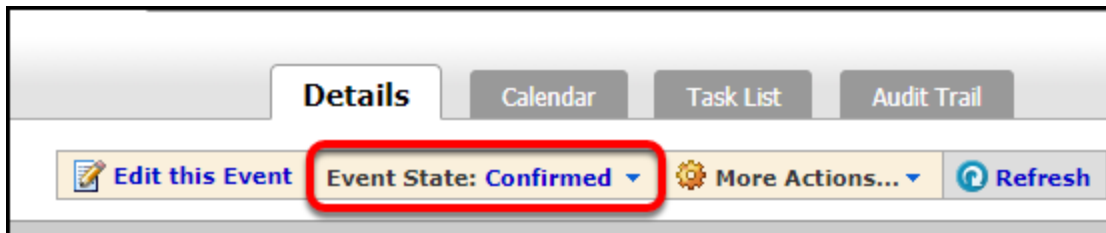
1. Use the Search Events box in the Quick Search.
2. If you have created and starred an event search for your calendar(s), you can access it under Your Starred Event Searches.
3. Your Event Drafts will have access to all of the events that you have scheduled and/or requested that are in draft status.
4. Recently Viewed and Your Starred Events will show any events that you recently access or starred.
5. The Events tab will allow you to search for events or create event searches.

3. Click on the Event State and select Confirmed.



1. At the top right of the Details tab, click on **Draft** in the Event State field.
2. Select **Confirmed**.

4. The Event State is now Confirmed.



5. The event should show up automatically on the selected calendar(s) within about 15-20 minutes.

The screenshot shows the CSUF Calendar website. The header includes the university name, a search bar, and navigation links. The left sidebar lists various academic and campus calendars. The main content area, titled 'Current Campus Events', displays two events for Wednesday, September 05: 'Living with Clay: California Ceramics Collections' at 12-4pm and 'Tri-Wizard Tournament Opening Ceremony' at 8-10pm. The Tri-Wizard event includes a detailed description, location, and contact information. A calendar grid on the right shows the month of September 2018, with the 5th highlighted. A search bar is located at the bottom right of the calendar grid.

You may need to use the calendar on the right to select the day of the event so you can see your event on the calendar.

If your event does not show up after 30 minutes, please email 25Live@fullerton.edu for assistance.

Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

Canceling or Deleting an Event on a Campus Calendar

This article covers how authorized users can cancel an event published on a campus calendar, cancel a one or more occurrences of a repeating event that has been published, or delete an event that has been saved as a draft in 25Live.

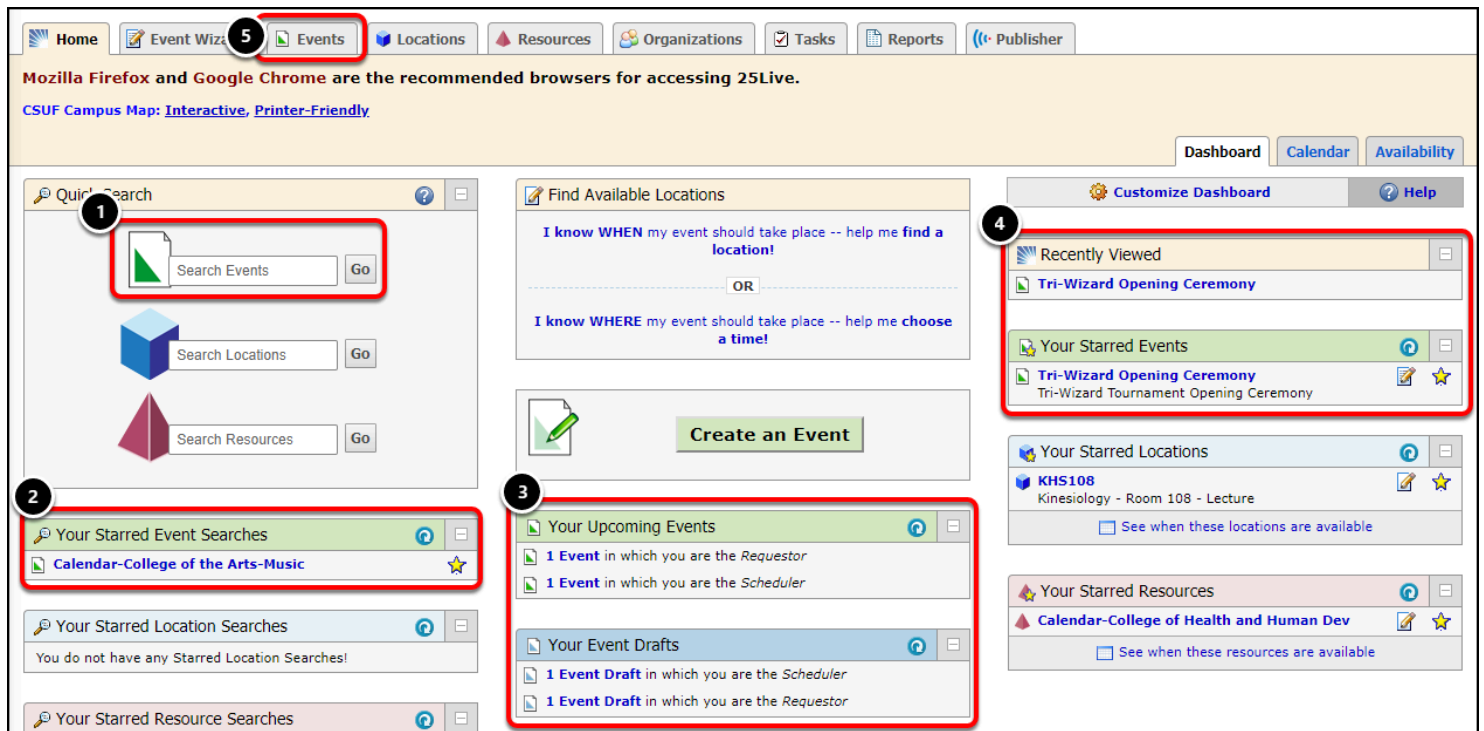


These instructions assume you have already [added the event to 25Live](#) and either saved it as a draft or published it.

1. Log in to 25Live.

[View instructions on how to access 25Live.](#)

2. Locate the event you want to cancel/delete in 25Live and click on it to open it.



There are several places where you can look up an event in 25Live:

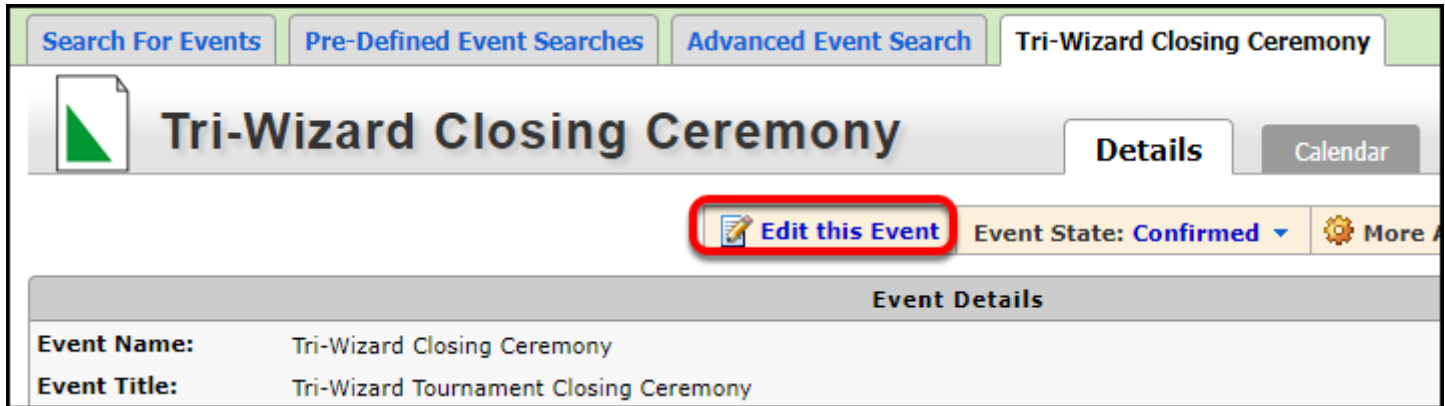
1. Use the Search Events box in the Quick Search.
2. If you have created and starred an event search for your calendar(s), you can access it under Your Starred Event Searches.
3. Your Upcoming Events will have access to all of the events that you have scheduled and/or requested; Your Event Drafts will have all of the events that you have scheduled/requested that are saved as drafts.
4. Recently Viewed and Your Starred Events will show any events that you recently access or starred.
5. The Events tab will allow you to search for events or create event searches.

Canceling an Event

Once an event has been saved as confirmed and published to a campus calendar, you should edit the event information to indicate the event has been canceled so the cancellation information appears on the campus calendar(s).

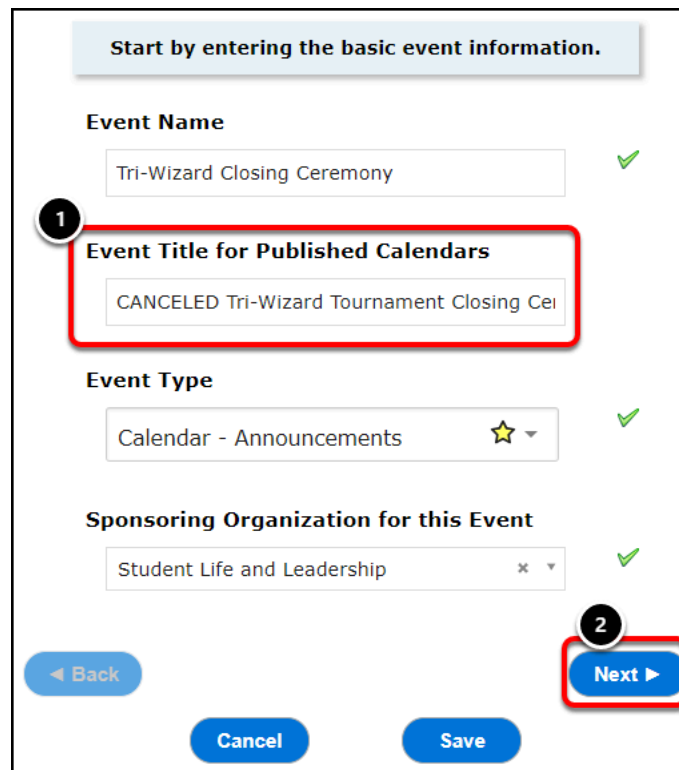
However, if you need to have a published event deleted from 25Live, email 25Live@fullerton.edu.

1. Click Edit this Event.



The screenshot shows the 25Live event management interface. At the top, there are tabs for 'Search For Events', 'Pre-Defined Event Searches', and 'Advanced Event Search'. The current event is 'Tri-Wizard Closing Ceremony'. Below the tabs, there is a header section with the event name 'Tri-Wizard Closing Ceremony' and a 'Details' button. To the right of the header, there is a 'Calendar' button. Below the header, there is a section for 'Event Details' which includes fields for 'Event Name' and 'Event Title'. The 'Event Name' is 'Tri-Wizard Closing Ceremony' and the 'Event Title' is 'Tri-Wizard Tournament Closing Ceremony'. The 'Event State' is 'Confirmed'. A red box highlights the 'Edit this Event' button, which is located next to the 'Event State' dropdown.

2. Add the word CANCELED to the Event Title for Published Calendars field. Then click Next.



The screenshot shows the 25Live event management interface. At the top, there is a header section with the text 'Start by entering the basic event information.' Below the header, there are several fields for event information. The 'Event Name' field contains 'Tri-Wizard Closing Ceremony'. The 'Event Title for Published Calendars' field is highlighted with a red box and contains 'CANCELED Tri-Wizard Tournament Closing Cer'. The 'Event Type' field contains 'Calendar - Announcements'. The 'Sponsoring Organization for this Event' field contains 'Student Life and Leadership'. At the bottom, there are three buttons: 'Back', 'Next', and 'Save'. The 'Next' button is highlighted with a red box. A red box also highlights the 'Event Title for Published Calendars' field, with a circled '1' next to it. The 'Next' button has a circled '2' next to it.

💡 You may also enter "CANCELED" in front of the Event Name, although you may not have enough characters to be able to do so.

1. Enter the word "CANCELED" at the beginning of the Event Title for Published Calendars.
2. Click **Next**.

3. Add a notation at the top of the Event Description indicating that the event has been canceled. Then click Save.

Edit additional basic event information.

Event Description

✓

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****PLEASE NOTE THAT THIS EVENT HAS BEEN CANCELED DUE TO A TROLL IN THE DUNGEON****

About This Event: This is the closing ceremony of the Tri-Wizard Tournament. It will be a joyous event marred by unspeakable tragedy. Expect heavily quotable speech by Headmaster Dumbledore about bravery.

Time/Location: 10 pm in the Great Hall

VIP seating available for Ravenclaws; contact Professor McGonagall at mmcdonagall@hogwarts.edu for details.

◀ Back

Next ▶

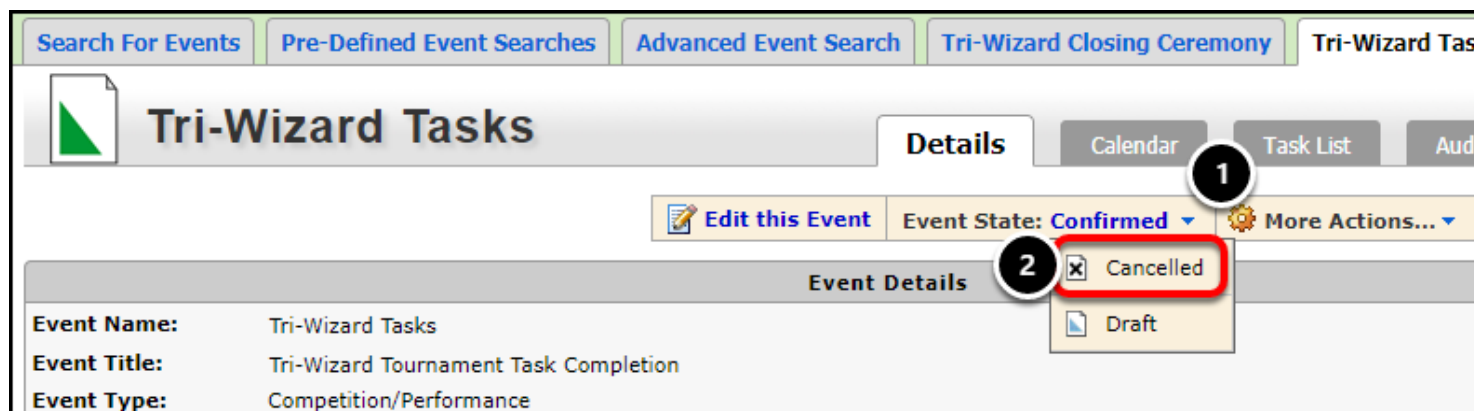
Cancel

Save

4. You're done! Within 20 minutes, the updated event information should appear on the campus calendar(s).

5. After the event date has passed, you can return to 25Live and change the Event State to Cancelled if you wish.

💡 This is not a necessary step but if you wish to remove a canceled event from the campus calendars, we recommend you only do so after the event date has passed.



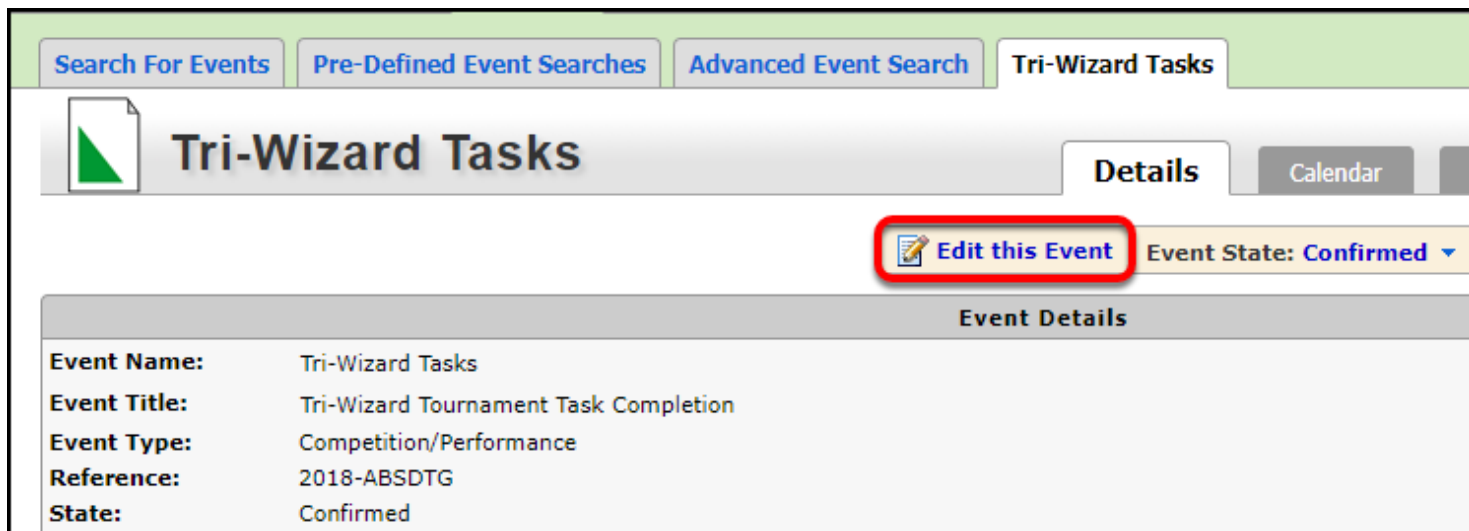
1. After the event date has passed, you can return to the Event information screen and click on the Event State drop-down menu.
2. Select **Cancelled**.

Within 20 minutes, the event will be removed from the campus calendar(s).

Canceling a Single Occurrence of an Event


Once a repeating event has been saved as confirmed and published to a campus calendar, you should edit the event information to indicate when one or more occurrences have been canceled so the cancellation information appears on the campus calendar(s).

1. Click Edit this Event.



Search For Events Pre-Defined Event Searches Advanced Event Search Tri-Wizard Tasks

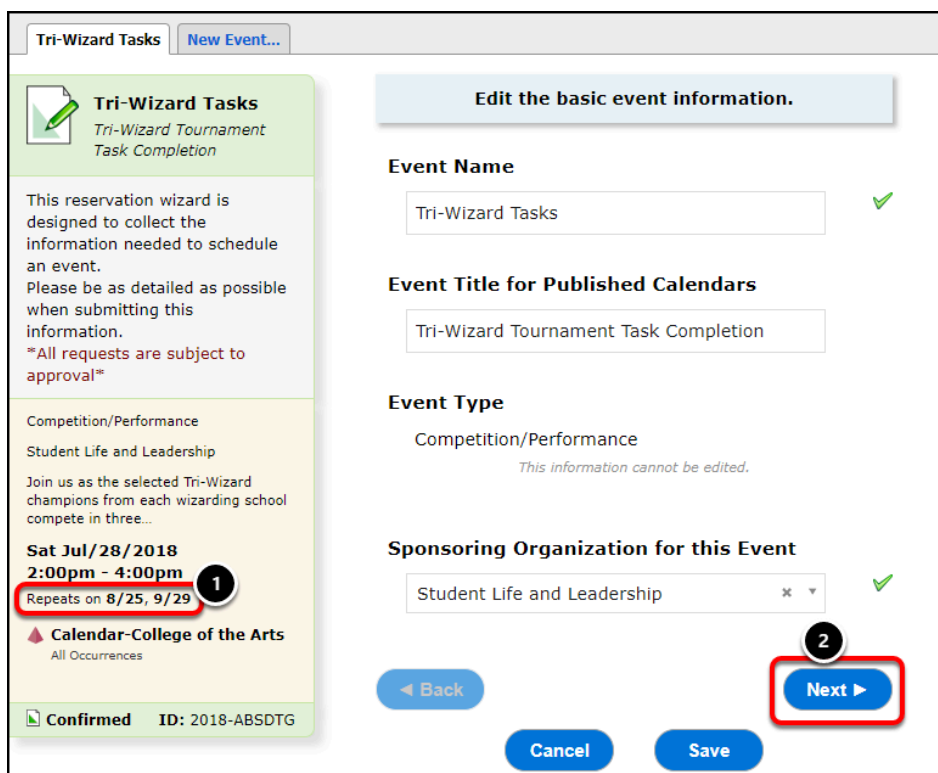
Tri-Wizard Tasks Details Calendar

 **Edit this Event** Event State: Confirmed ▾

Event Details

Event Name:	Tri-Wizard Tasks
Event Title:	Tri-Wizard Tournament Task Completion
Event Type:	Competition/Performance
Reference:	2018-ABSDTG
State:	Confirmed

2. Use the Repeats link on the left to jump to the Repeating screen. Or use the Next button to move to the Repeats screen.



Tri-Wizard Tasks New Event...

Tri-Wizard Tasks
Tri-Wizard Tournament Task Completion

This reservation wizard is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information.
All requests are subject to approval

Competition/Performance
Student Life and Leadership

Join us as the selected Tri-Wizard champions from each wizarding school compete in three...

Sat Jul/28/2018
2:00pm - 4:00pm **1**

Repeats on 8/25, 9/29

Calendar-College of the Arts
All Occurrences

Confirmed ID: 2018-ABSDTG

Edit the basic event information.

Event Name
Tri-Wizard Tasks ✓

Event Title for Published Calendars
Tri-Wizard Tournament Task Completion

Event Type
Competition/Performance
This information cannot be edited.

Sponsoring Organization for this Event
Student Life and Leadership × ✓

◀ Back

Next ▶ **2**

Cancel Save

1. Click on the Repeats link on the left to jump to the Add/Remove/Edit Repeat Occurrences screen.
2. Or click Next until you reach the Add/Remove/Edit Repeat Occurrences screen.

3. For each occurrence that you want to cancel, type CANCELED in the Comments field. Then click Save.

Describe how this event REPEATS.

Ad Hoc Repeats ▼

Click on any date to add it to the Occurrence List.

Sat May/25/2019

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Occurrence List

Date	Comments	Status
Fri Mar/01/2019		Active
Sat Mar/02/2019	**CANCELED; this session has been canceled due to uncooperative dragons**	Active
Sat Apr/27/2019		Active
Sat May/25/2019		Active


◀ Back 2 Save Next ▶

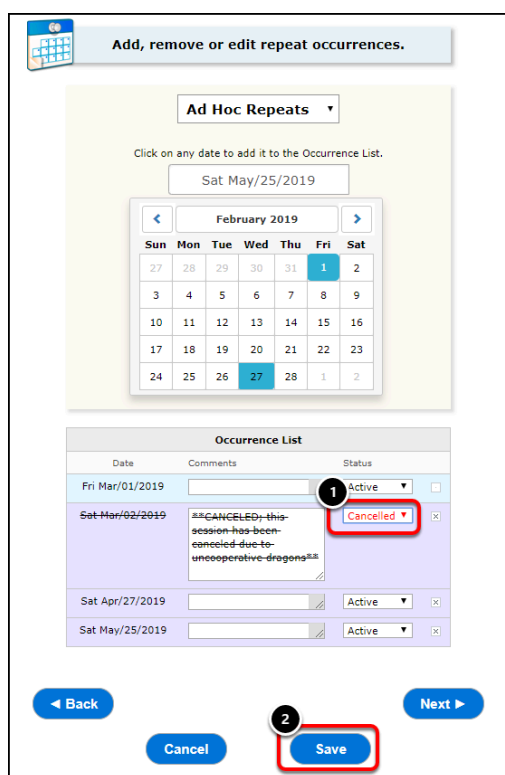
! Do NOT change the Status to Cancelled as this will remove the occurrence from the campus calendar(s) completely rather than providing cancellation information.

1. Enter cancellation information in the Comments field for each occurrence that you want to mark as canceled.
2. Then click **Save**.

4. You're done! Within 20 minutes, the updated event information should appear on the campus calendar(s).

5. After the event date has passed, you can return to 25Live and change the Status of the canceled occurrence(s) to Cancelled if you wish.

 This is not a necessary step but if you wish to remove a canceled occurrence from the campus calendars, we recommend you only do so after the event date has passed.



Add, remove or edit repeat occurrences.

Ad Hoc Repeats ▾

Click on any date to add it to the Occurrence List.

Sat May/25/2019

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2

Occurrence List

Date	Comments	Status
Fri Mar/01/2019		Active
Sat Mar/02/2019	***CANCELED- this session has been canceled due to uncooperative dragons***	Cancelled
Sat Apr/27/2019		Active
Sat May/25/2019		Active

◀ Back Save Next ▶

1. After the event date has passed, you can return to the Add/Remove/Edit Repeat Occurrences screen to mark the canceled occurrence(s) as Cancelled in the Status field.
2. When you click Save, the canceled occurrences will no longer appear on any of the campus calendar(s) although they will be in 25Live.

Deleting a Draft/Tentative Event

Events that are saved as draft or tentative can be deleted by authorized users.

1. Click on the More Actions drop-down menu and select Delete This Event.

The screenshot shows the 'Tri-Wizard Opening Ceremony' event page in the 25Live system. The event state is 'Draft'. The 'More Actions...' dropdown menu is open, showing various options. The 'Delete this Event' option is highlighted with a red box and a circled '2'. The 'More Actions...' button is also highlighted with a red box and a circled '1'.

Event Details:

- Event Name:** Tri-Wizard Opening Ceremony
- Event Title:** Tri-Wizard Tournament Opening Ceremony
- Event Type:** Ceremony/Reception
- Reference:** 2018-ABSDTF
- State:** Draft
- Organization:** Student Life and Leadership
- Scheduler:** McGonagall, Minerva
- Requestor:** McGonagall, Minerva
- Event Categories:**
 - Featured Event
 - Non-academic Event
- Head Count:** 0 expected 0 registered

Description:
About This Event: The Tri-Wizard Tournament at Hogwarts begins with a keynote the Hogwarts Toad Choir lead by Professor Flitwick. Visit the [Tri-Wizard Tournament](#)
Location/Time: 8pm in the Great Hall
 VIP seating available for Ravenclaws; contact Professor McGonagall at [mmcgonagall](#)

1. At the top right of the Details tab, click on **More Actions...**
2. Select **Delete this Event**.

2. Click OK to confirm you want to delete the event.

25live.collegenet.com says

Delete this event?

OK

Cancel

3. You're done! The event no longer appears in 25Live.

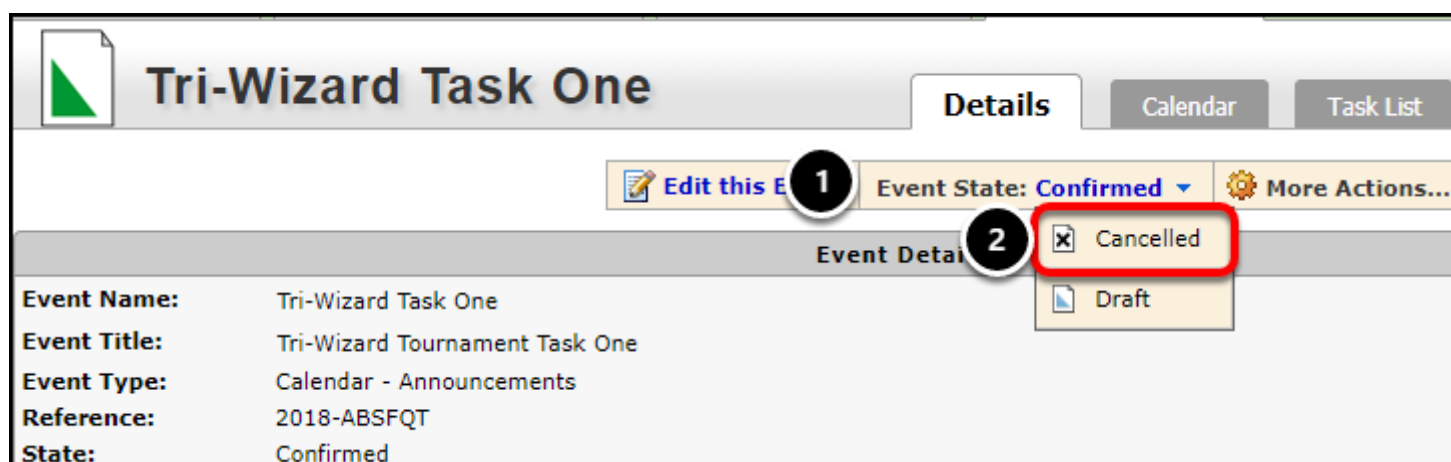
Deleting a Confirmed/Published Event

Only the 25Live administrator can delete events that have been confirmed/published. You can change the event state to "cancelled" in order to remove it from the published calendar, but you will then need to email 25Live@fullerton.edu to have the event deleted from 25Live.

! You should only delete confirmed/published events in 25Live that are duplicates.

You should NOT delete published events in 25Live when the event has been canceled. Use the steps above under [Canceling an Event](#) to update the event information to indicate it has been canceled.

1. Click on the Event State drop-down menu and select Cancelled.

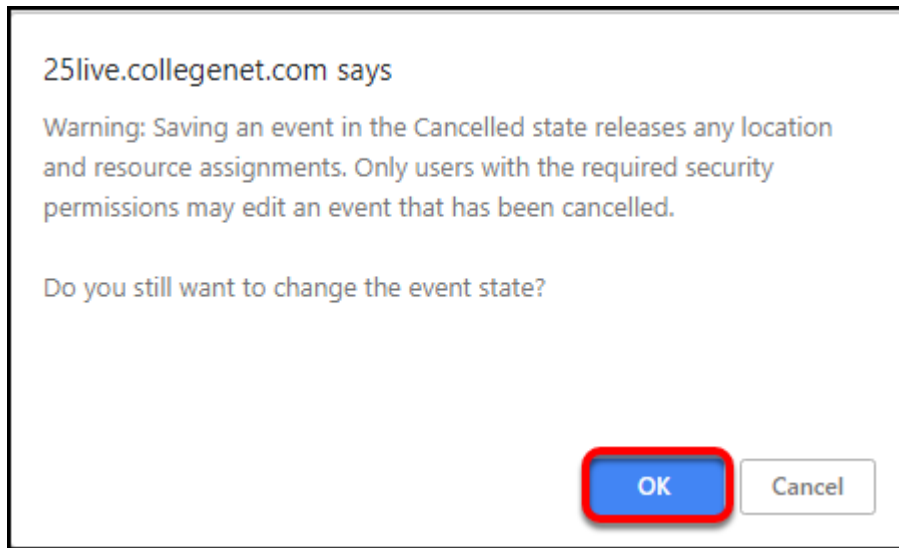


The screenshot shows the 25Live interface for an event titled "Tri-Wizard Task One". The event details are displayed on the left, including the event name, title, type, reference, and state. The state is currently "Confirmed". On the right, there are tabs for "Details", "Calendar", and "Task List". Below the tabs, there is a section for "Event State" with a drop-down menu. The current state is "Confirmed". A red box highlights the "Cancelled" option in the drop-down menu, and a black circle with the number "2" is placed over it. Another black circle with the number "1" is placed over the "Event State" drop-down menu.

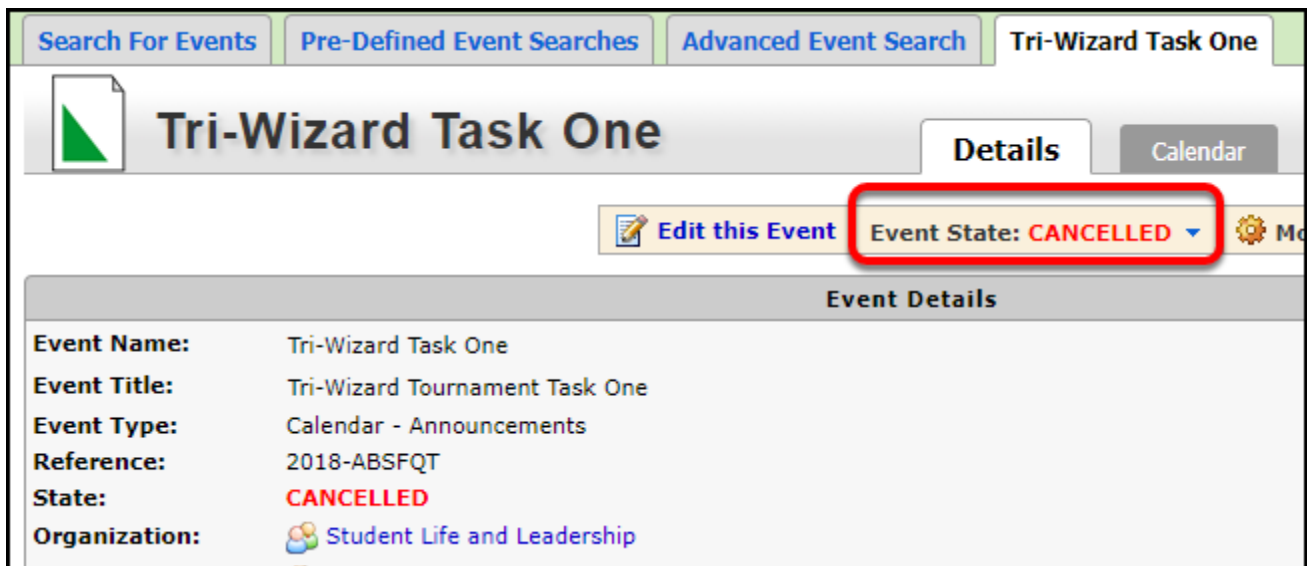
1. Click on the Event State drop-down menu.
2. Select **Cancelled**.

2. A pop-up window will ask you to confirm you want to cancel the

event. Click OK.



3. Once the event is canceled, email 25Live@fullerton.edu with the event details and ask them to delete the event from 25Live.



Email 25Live@fullerton.edu with the event details and ask them to delete the event from 25Live.


Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

25Live Express & Pro

Accessing 25Live (Express and Pro Version)

This article covers how campus faculty, staff, and students can access 25Live, the campus calendar and room scheduling application.

 Mozilla Firefox and Google Chrome are the recommended browsers for 25Live.

Who has access to 25Live?

All campus students, faculty, and staff have view-only access to the 25Live public calendars and can access 25Live to view them.

To get access to advanced features such as adding events to a campus calendar, please email 25Live@fullerton.edu.

25Live Express vs 25Live Pro

By default, users with access to create calendar events or room reservations will see the 25Live Express dashboard. This is a simplified user interface that allows users to quickly and easily create and view events.

25Live Pro is a more complex dashboard for power users. This user interface contains more features and options than 25Live Express. It's recommended that if you add images to your calendar events or request General Use Classrooms, you should use the 25Live Pro dashboard.

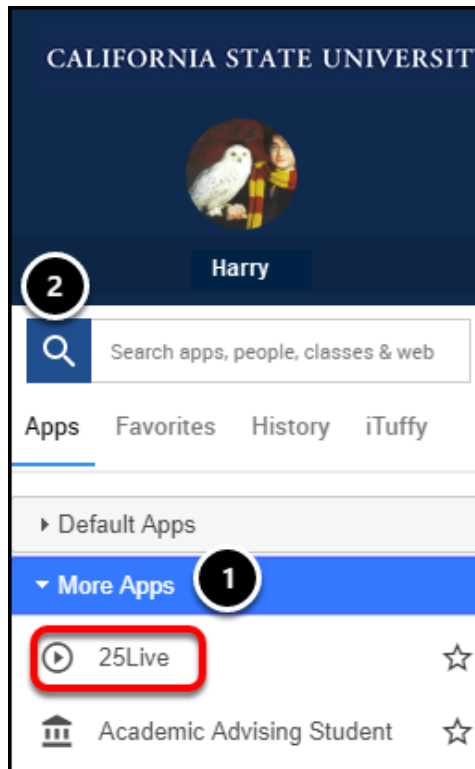
Accessing 25Live

Accessing 25Live from the campus portal

1. Log in to the campus portal.

[View instructions on how to log in to the campus portal.](#)

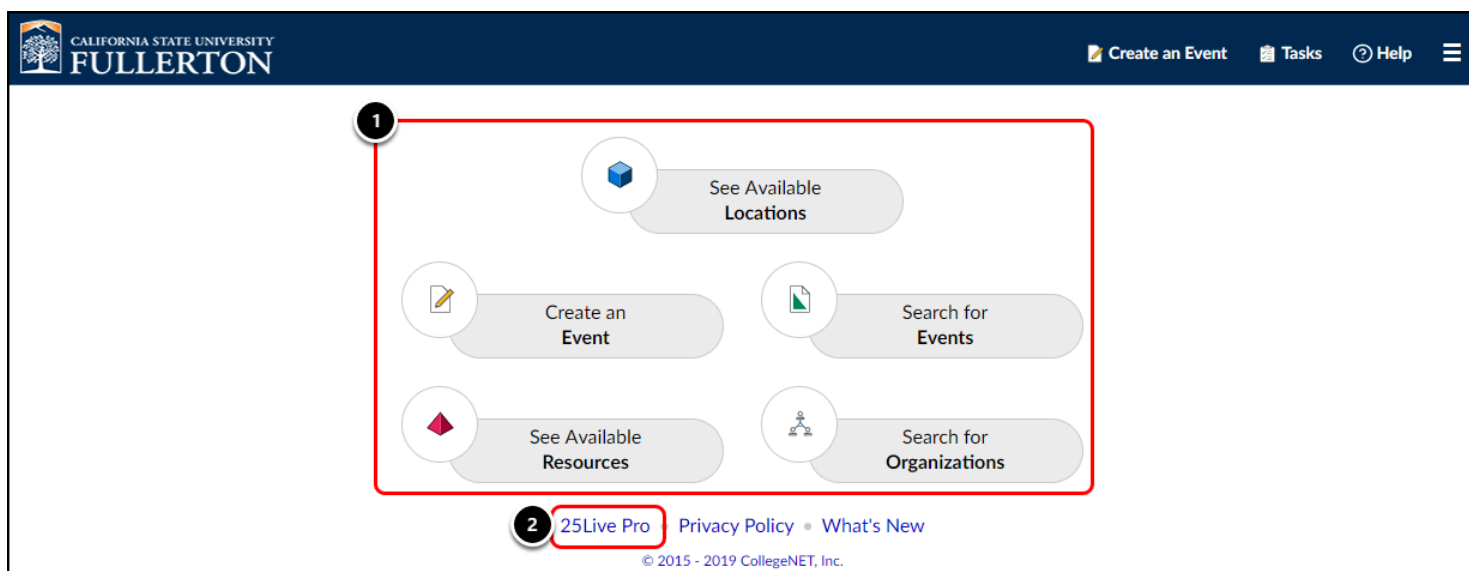
2. Click on the 25Live link in the portal.



1. Click on More Apps in the left menu in the portal to find the 25Live link.
2. Or you can enter "25Live" into the portal app search.

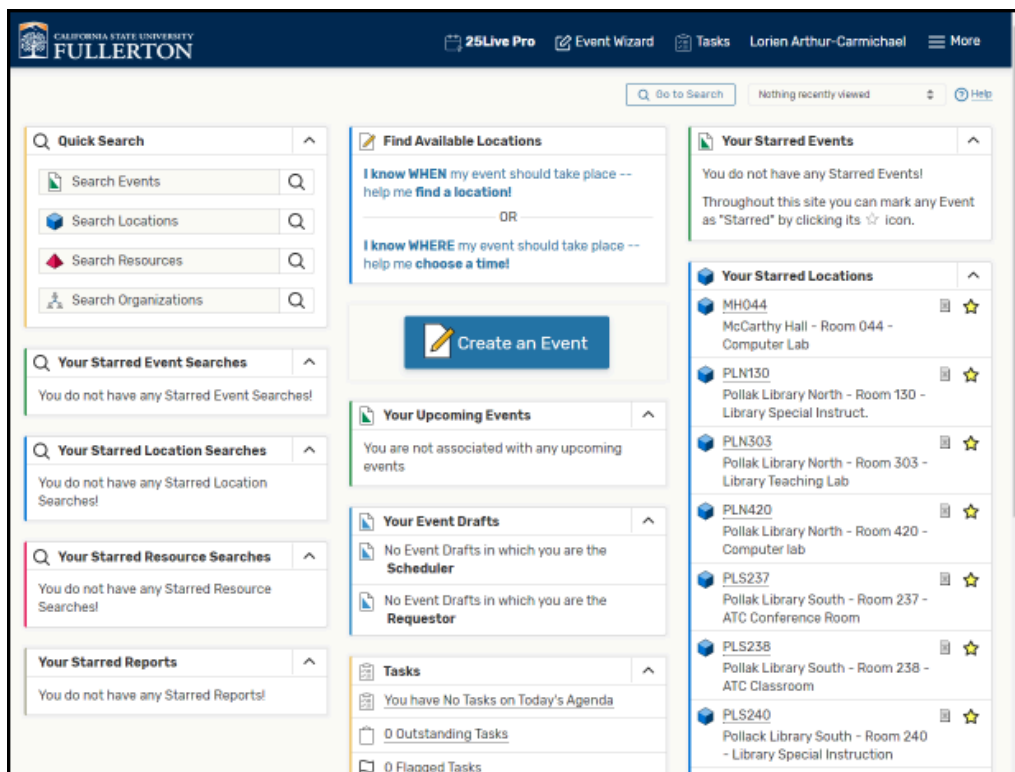
3. By default, you are signed in to 25Live Express. Make a selection from this dashboard or click 25Live Pro to access the power user dashboard.

💡 If you add images to your calendar events or request General Use Classrooms, it's recommended that you use 25Live Pro.



1. Make a selection from the 25Live Express dashboard.
2. Click **25Live Pro** to access the power user dashboard.

3.1. Power users can make a selection from the 25Live Pro dashboard.



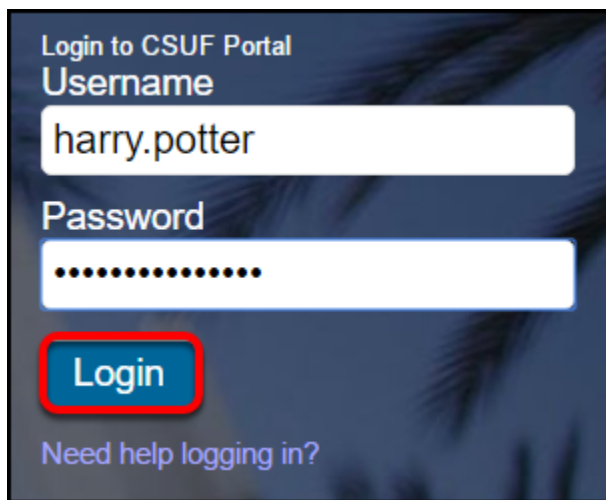
Accessing 25Live with direct links

1. Use the direct links below to access 25Live Express or 25Live Pro.

[25Live Express direct link](#)

[25Live Pro direct link](#)

2. If prompted, enter your campus username and password. Then click Login.

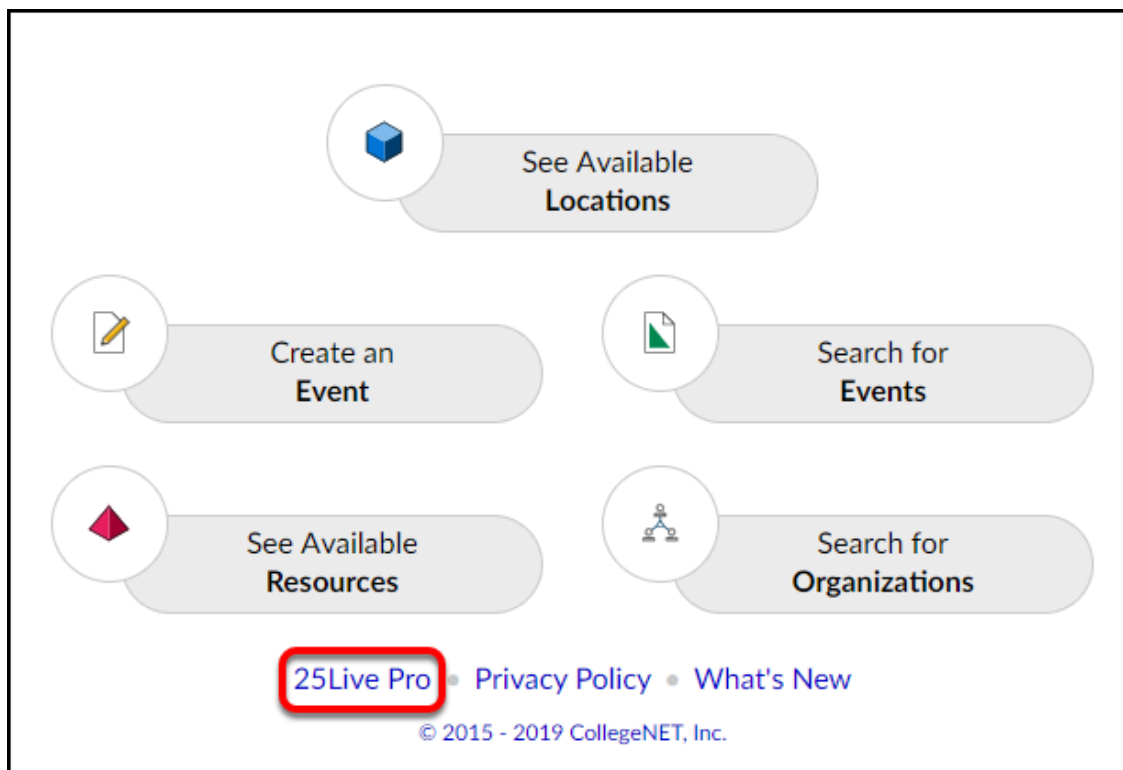


The image shows a login form for the CSUF Portal. The background is a dark blue gradient with a palm tree silhouette. The form is white and contains the following elements: the text "Login to CSUF Portal" at the top, a "Username" label above a text input field containing "harry.potter", a "Password" label above a password input field filled with dots, a blue "Login" button with a red border, and a link "Need help logging in?" at the bottom.

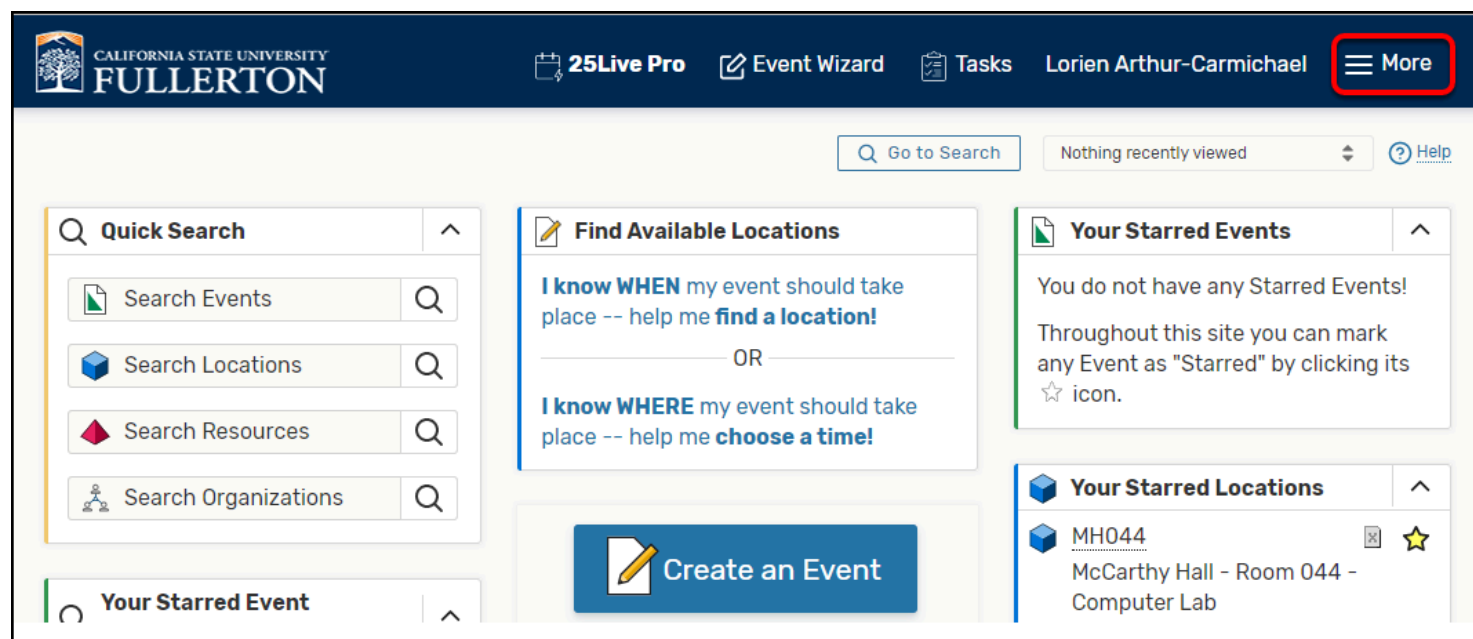
3. You're now in 25Live Express or 25Live Pro.

Switching between 25Live Express and 25Live Pro

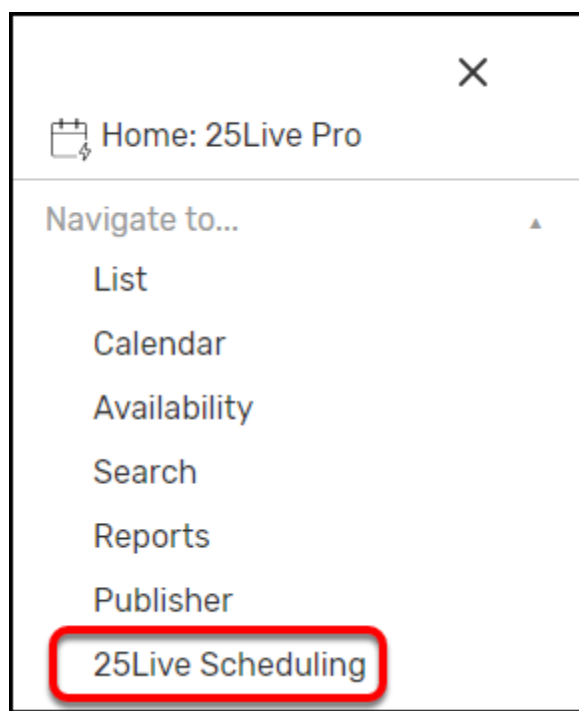
1. To switch to 25Live Pro, click 25Live Pro on the 25Live Express homepage.



2. To go back to 25Live Express, click on the More menu in 25Live Pro.



3. Then select 25Live Scheduling.



Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

25Live Express: Adding a Calendar Event

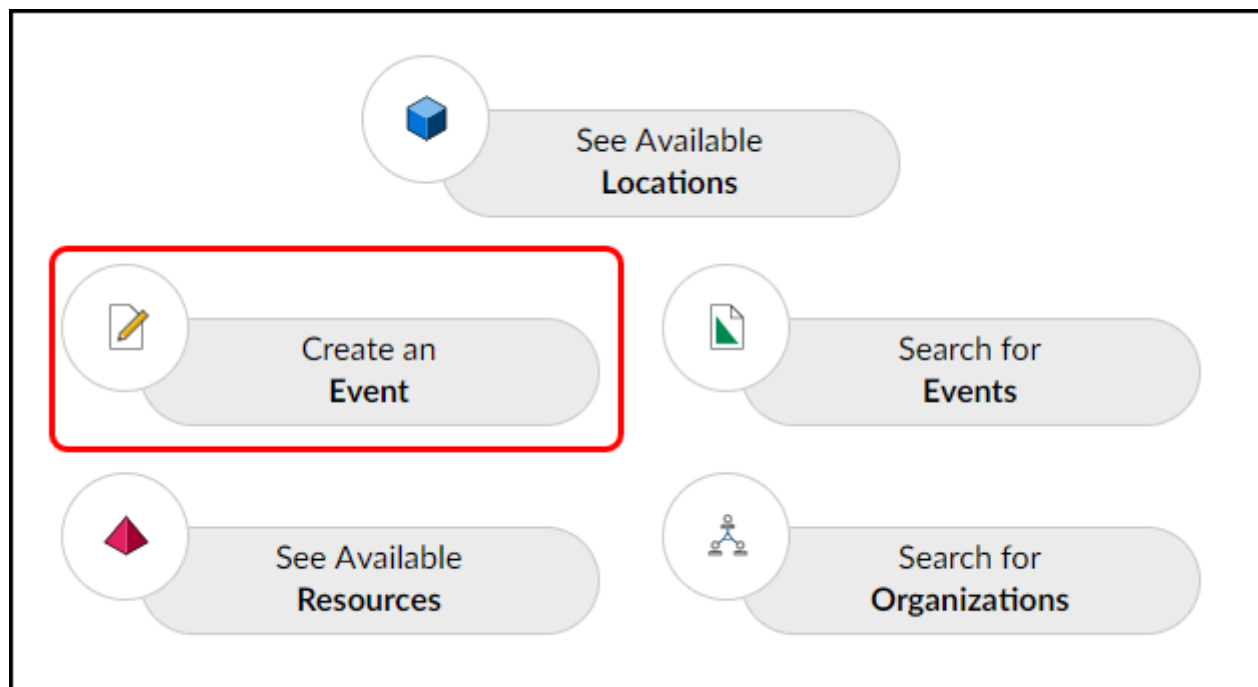
This article covers how to add a calendar event to campus calendars using the 25Live Express dashboard.

💡 Don't have access to add events? Email 25Live@fullerton.edu with the calendar(s) you need to be able to access.

1. Log in to 25Live.

[View instructions on how to access 25Live.](#)

2. Click Create an Event.



3. Enter the Event Name and Event Title for Published

Calendars.

Tri-Wizard Opening Ceremony
Tri-Wizard Tournament Opening Ceremony

Event Type

Sponsoring Organization for this Event

Event Description

Tue Sep/24/2019

12:00 pm - 1:00 pm

Event Repeats

Resources

Event Contacts

3

Draft

This reservation wizard is designed to collect the information needed to schedule an event.
Please be as detailed as possible when submitting this information.
All requests are subject to approval

Event Name
Please enter a name that clearly describes the event.

(40 characters maximum)

1

Tri-Wizard Opening Ceremony

✓

Event Title for Published Calendars
The **Event Title** will replace the **Event Name** (above) on all published calendars on the CSU, Fullerton website.
Grammar, punctuation, and clarity matter!

(120 characters maximum)

2

Tri-Wizard Tournament Opening Ceremony

1. Enter the Event Name. You are limited to 40 characters for this field.
2. Enter the Event Title for Published Calendars. This is the name that people will see on the calendar. You are limited to 120 characters for this field.
3. Scroll down to continue entering information or use the event information on the left to jump to a field.

4. Enter the Event Type and Sponsoring Organization for this Event.

Event Type

Select the **Event Type** that best describes the event.

Note: Changing the Event Type may update selections for the following: Custom Attributes, Categories, Contact Roles, Requirements, Publish to Calendar.

1

Calendar - Announcements

★ ▼

✓

Sponsoring Organization for this Event

Select the **Organization** responsible for the event from the list of favorite organizations, or search by organization name.

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

2

IT - STS


✕ ▼

✓

1. Select **Calendar - Announcements** as the Event Type.
2. Enter a search term in the Sponsoring Organization for this Event drop-down menu to find the appropriate organization for the event. Any starred organizations should appear at the top of the list after you enter search criteria.

💡 If you do not see the correct sponsoring organization in your drop-down menu, email 25Live@fullerton.edu.

5. Enter the Event Description.




 Note that in 25Live Express you cannot add images to your event description, but you can add hyperlinks.



Event Description

Enter additional information about the event here. This information will appear in the 25Live event detail view.

Note: This information will also be displayed on published calendars.
Grammar, punctuation, and clarity matter!

B *I* U A ▼


Font Family ▼ Font Sizes ▼   

About This Event: The [Tri-Wizard Tournament](#) at Hogwarts begins with a keynote speech by renowned wizard Professor [Albus Dumbledore](#) and features a stirring performance by the Hogwarts Toad Choir lead by Professor [Flitwick](#). Visit [the Tri-Wizard Tournament website](#) for more information.

Time/Location: [8pm](#) in the Great Hall

VIP seating available for [Ravenclaws](#); contact Professor [McGonagall](#) at mmcgonagall@hogwarts.edu for details.

 Remember that for accessibility, your URLs should be hyperlinked as text rather than written out. For example, you should enter [CSUF website](#) rather than www.fullerton.edu.

Need more help with accessibility? [View 508 Tips for Content Editors](#).

Your event description should contain all of the essential information that people need to know about your event including the time, location, ticket information, and details about the event. All of the information that you include in the description will be searchable on the calendar.

It is highly recommended that you use the default font type and size and only use bold and/or italics to emphasize content. This ensures that your content is accessible and appears cleanly on the campus calendar website.

You can add a hyperlink to a webpage on your website if you would like to have a more colorful/creative advertisement for the event.

5.1. You may want to add a return before the content of your Event Description to improve the way the details appear on the campus calendar.

Event Description ✓

Enter additional information about the event here. This information will appear in the 25Live event detail view.

Note: This information will also be displayed on published calendars.
Grammar, punctuation, and clarity matter!

B ***I*** **U** A ▼

Font Family ▼ Font Sizes ▼ 🔗 📄 📑


☰ ☷

1

About This Event: The Tri-Wizard Tournament at Hogwarts begins with a keynote speech by renowned wizard Professor Albus Dumbledore and features a stirring performance by the Hogwarts Toot Choir lead by Professor Flitwick. Visit [the Tri-Wizard Tournament website](#) for more information.

Time/Location: 8pm in the Great Hall

VIP seating available for Ravenclaws; contact Professor McGonagall at mmcgonagall@hogwarts.edu for details.

 (Library Exhibit) History in Our Genes: Human DNA

2 All day Hide Details

On exhibition April 17- September 25, 2019, in the East & West Terraces, 2nd Floor South

A scholarly interdisciplinary look at what DNA can tell us about human and family his

The CURATORS


Colleen Greene, MLIS, is currently the Marketing Librarian for the Pollak Library, and is Literacy Librarian.

Robert Tomaszewski, Ph.D., MSt, is the Science & Engineering Librarian at the Pollak

ABOUT THE EXHIBIT

This exhibition explains the biological concepts of human DNA, the patterns by which the clues found in our DNA that allow scientists and researchers to plot the path of hu

Visit the [exhibit web page](#) for full details.

 A Place for Everything, and Everything in Its Place

Noon to 4 pm Hide Details

3

EXHIBITION DATES September 7 – December 7, 2019

MEMBERS WALKTHROUGH Saturday, September 7, 2-3 PM

PUBLIC RECEPTION Saturday, September 7, 3-5 PM

1. You may want to add a return before the content of your Event Description to improve the way the details appear on the campus calendar.
2. This example shows no return before the Event Description when Show Details is selected.
3. This example shows a return before the Event Description when Show Details is selected.

6. Enter the event date and time details.

Date and Time

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, takedown, or for mingling before or after the event, click on the *Pre-Event/Setup* and *Post-Event/Takedown* editors and add the appropriate number of minutes or hours desired.

Select the dates and times of the **actual** event.

1 **Event Start:**

Fri Sep/27/2019

1:00 pm

Event End:

Fri Sep/27/2019


3:00 pm

2

☒ The event begins and ends on the **same day**.

4

Event Duration: **2 Hours**

 For multi-day events, 25Live considers the event ongoing between the start and end dates. For example, if your event starts on Friday at 8 pm and ends at 1 pm on Sunday, 25Live will mark the event as continuous from 8 pm on Friday through 1 pm on Sunday.

If your event is multi-day but only at specific times on each day (e.g., 9 am - 2 pm on Friday, Saturday, and Sunday), then you should enter the event as a repeating event rather than a multi-day event for clarity.

1. Select the Event Start and Event End date. For repeating events, this will be the first occurrence of the event.
2. Use the checkbox to indicate if this is a multi-day event.
3. Enter the start and end time for the event.
4. Check the Event Duration to ensure that you have correctly input the date(s) and times for the event.

7. Choose if your event repeats or not. The Occurrence List will update to show all occurrences of your event if it repeats.

Event Repeats

Monthly Repeats ▼

Repeats every month ▼

☐ Repeat by Day
Add Repeat Day...

☒ Repeat by Position
Repeats on the First ▼ Monday ▼ ✕
Add Repeat Position...

☒ Repeats through
Tue Dec/31/2019

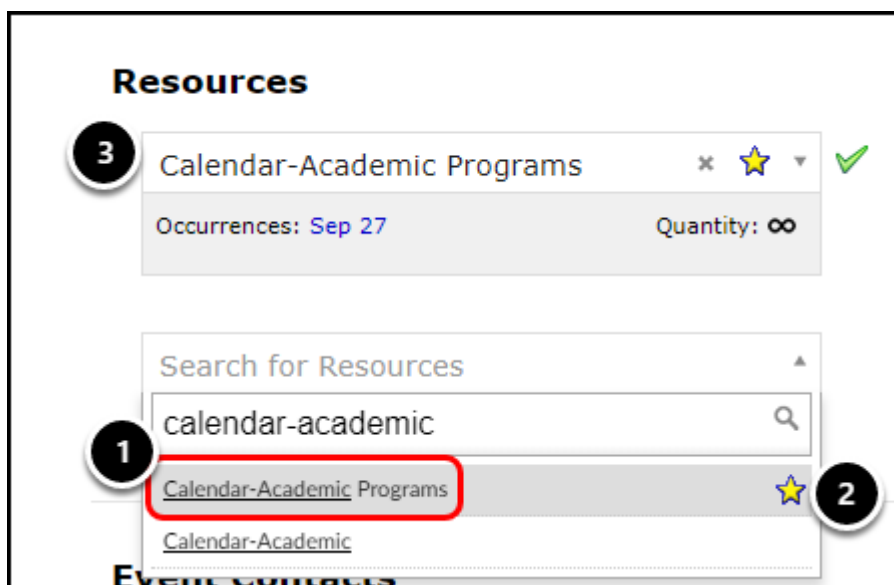
☐ Ends after 1 ▼ iterations

Occurrence List		
Date	Comments	Status
Fri Sep/27/2019	<input type="text"/>	Active ▼
Mon Oct/07/2019	<input type="text"/>	Active ▼
Mon Nov/04/2019	<input type="text"/>	Active ▼
Mon Dec/02/2019	<input type="text"/>	Active ▼

If your event takes place over the course of several days, you may want to add it as a repeating event. For example, if your event occurs on Friday, Saturday, and Sunday from 9 am - 2 pm, you may want to add it as a repeating event.

You can add Comments to an occurrence that apply just to that occurrence. For example, if parking arrangements will be different on one occurrence, you can add that to the Comments.

8. Select the resource (calendar) where you want to add this event.




❗ To avoid your event showing up multiple times on the campus calendar, do NOT choose more than one resource (calendar) for your event. If you need an event to show up on multiple calendars, please contact 25Live@fullerton.edu to ensure the calendars are set up to avoid the event showing up twice.

1. Click **Search for Resources** to search for a calendar; click on a calendar to add it as a resource.
2. If you have starred calendars, they will appear at the top of the drop-down list.
3. After you select a calendar, it will appear under Resources along with the list of occurrences for your event.

9. Optionally, you can specify a Scheduler and Requestor for the event.

Event Contacts


Scheduler



✕ ☆ ▼

larthur@fullerton.edu

Requestor



✕ ☆ ▼

larthur@fullerton.edu

The **Scheduler** is the person entering the event information.

The **Requestor** is the contact person for questions about the event.

10. Review the details of your event. Select either Tentative or Confirmed as the Event State. Then click Save.

Tri-Wizard Opening Ceremony 1

Calendar - Announcements
IT - STS
About This Event: The Tri-Wizard Tournament at Hogwarts begins with a keynote speech by...
Fri Sep/27/2019
1:00 pm - 3:00 pm
Repeats every month through Dec/31/2019
Calendar-Academic Programs
All Occurrences
Arthur-Carmichael, Lorien
Scheduler
Arthur-Carmichael, Lorien
Requestor

Tentative

Search for Resources

Event Contacts

Scheduler
Arthur-Carmichael, Lorien
larthur@fullerton.edu

Requestor
Arthur-Carmichael, Lorien
larthur@fullerton.edu

Event State
Most users do not have access to change the **Event State**.
All requests should be submitted with a **TENTATIVE Event State**.

2 **Tentative**
The event is scheduled, but is awaiting Confirmation from its Scheduler.
Set as your default Event State?

3 **Confirmed**

4 **Save**

1. Review the details of your event on the left.
2. Choose **Tentative** as the Event State if you are not ready to publish the event on the calendar.
3. Choose **Confirmed** as the Event State if you are ready to publish the event on the calendar.
4. Click **Save**.

11. You will see a confirmation that the event was saved.

Tri-Wizard Opening Ceremony

Tri-Wizard Tournament Opening Ceremony

Calendar - Announcements

About This Event: The Tri-Wizard Tournament at Hogwarts begins with a keynote speech by...

Fri Sep/27/2019
1:00 pm - 3:00 pm
Repeats every month through Dec/31/2019

Calendar-Academic Programs
All Occurrences

Arthur-Carmichael, Lorien
Scheduler

Arthur-Carmichael, Lorien
Requestor

This event has been successfully saved.

What's Next?

View Details

View the Event Details page for this event. The full range of actions are available to you from there.

Edit

Need to make some more edits to this event? Click this button to start editing.

Copy

Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts.

12. If you saved your event as Confirmed, the event will show up on the calendar within 15-20 minutes.

CALIFORNIA STATE UNIVERSITY, FULLERTON

CSUF Calendar

ACADEMIC COLLEGES ATHLETICS CENTERS, GROUPS, & LIBRARY **STUDENTS, FACULTY, & STAFF**

Alumni

ASI

Faculty & Staff

Faculty Development Center

Office of the President

Student Calendar

Student Calendar

Saturday, October 26

Tri-Wizard Tournament Opening Ceremony
8 pm to 9 pm [Hide Details](#)

About This Event: The Tri-Wizard Tournament at Hogwarts begins with a keynote speech by renowned wizard Professor Albus Dumbledore and features a stirring performance by the Hogwarts Toad Choir lead by Professor Flitwick. Visit [the Tri-Wizard Tournament website](#) for more information.

Time/Location: 8pm in the Great Hall

VIP seating available for Ravenclaws; contact Professor McGonagall at mmcgonagall@hogwarts.edu for details.

Filter Events [Show All](#)

2019

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec

2020

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
29	30	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	31	01	02

You may need to use the calendar on the right to select the day of the event so you can see your event on the calendar.

If your event does not show up after 30 minutes, please email 25Live@fullerton.edu for assistance.

13. If you saved your event as Tentative, you will need to return to 25Live and change the Event State to Confirmed to publish it to the calendar.

[View instructions on publishing an event.](#)

Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

25Live Express: Publishing an Event on a Campus Calendar

This article covers how users can publish an event in 25Live Express to campus calendar(s) after they saved it as Tentative.

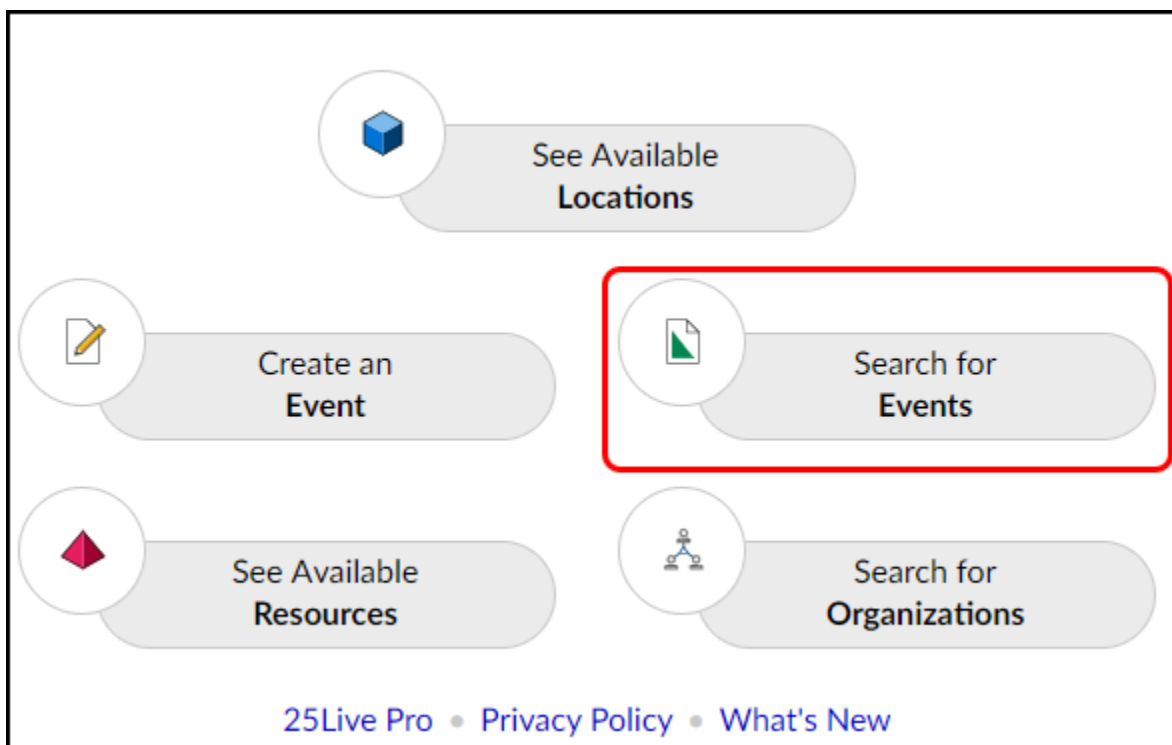


This article assumes that you have already [added the event to 25Live](#) and saved it as Tentative.

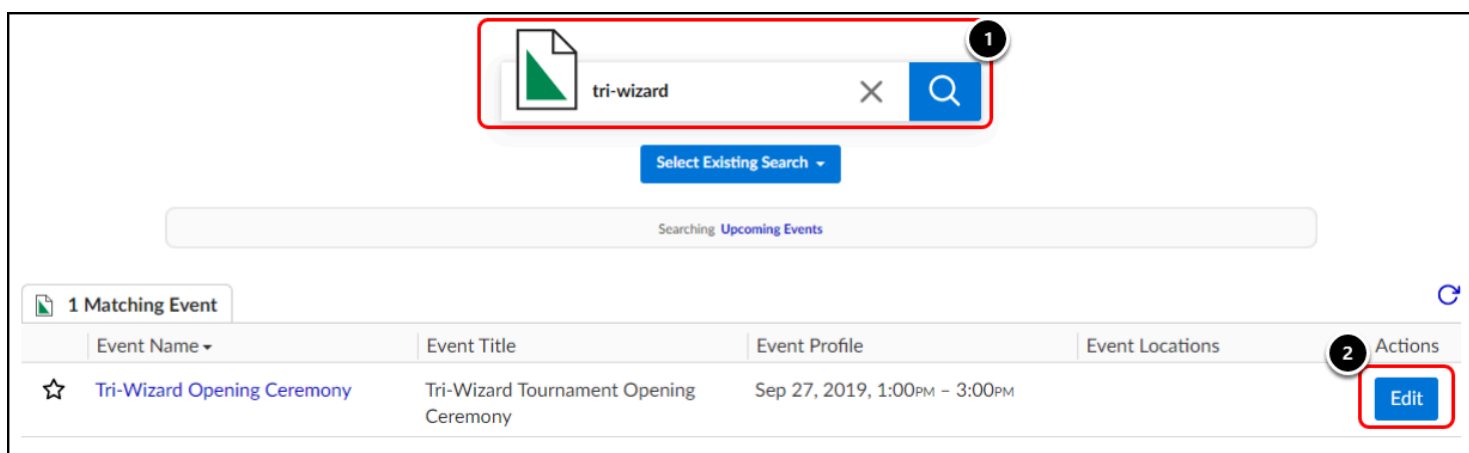
1. Log in to 25Live.

[View instructions on how to access 25Live.](#)

2. Click Search for Events.



3. Enter search criteria to locate the event. Then click Edit.




1. Enter search criteria to locate the event you want to publish.
2. Click **Edit** next to the event.


4. Scroll down to the Event State section. Click Confirmed and


then click **Save**.

Event State

Most users do not have access to change the *Event State*.
All requests should be submitted with a **TENTATIVE** *Event State*.

 **Tentative**

1
 **Confirmed**
The event is scheduled and confirmed.
[Set as your default Event State?](#)

 **Cancelled**

2

Cancel

Save

1. Click **Confirmed** in the Event State.
2. Then click **Save**.

5. The Event State is now Confirmed.

Tri-Wizard Opening Ceremony

Tri-Wizard Tournament Opening Ceremony

Calendar - Announcements

About This Event: The Tri-Wizard Tournament at Hogwarts begins with a keynote speech by...

Fri Sep/27/2019
1:00 pm - 3:00 pm
Repeats every month through Dec/31/2019

Calendar-Academic Programs
All Occurrences

Arthur-Carmichael, Lorien
Scheduler

Arthur-Carmichael, Lorien
Requestor

Confirmed

ID: 2019-ABXZKK

This event has been successfully saved.

What's Next?

View Details

View the Event Details page for this event. The full range of actions are available to you from there.

Edit

Need to make some more edits to this event? Click this button to start editing.

Copy

Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts.

Event Preferences

The following resources were requested for this event:

Calendar-Academic Programs

6. The event should show up automatically on the selected calendar within about 15-20 minutes.

The screenshot shows the CSUF Calendar website. The top navigation bar includes links for ACADEMIC, COLLEGES, ATHLETICS, CENTERS, GROUPS, & LIBRARY, and STUDENTS, FACULTY, & STAFF. The main content area is titled "Student Calendar" and displays an event for "Saturday, October 26":

Tri-Wizard Tournament Opening Ceremony
 8 pm to 9 pm [Hide Details](#)

About This Event: The Tri-Wizard Tournament at Hogwarts begins with a keynote speech by renowned wizard Professor Albus Dumbledore and features a stirring performance by the Hogwarts Toad Choir lead by Professor Flitwick. Visit the Tri-Wizard Tournament website for more information.

Time/Location: 8pm in the Great Hall

VIP seating available for Ravenclaws; contact Professor McGonagall at mmcgonagall@hogwarts.edu for details.

On the right side, there is a "Filter Events" section with a "Show All" button. Below it, there are two monthly calendars for 2019 and 2020. The 2019 calendar shows the month of October, with the 10th highlighted in blue, indicating the date of the event.

You may need to use the calendar on the right to select the day of the event so you can see your event on the calendar.


If your event does not show up after 30 minutes, please email 25Live@fullerton.edu for assistance.


Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

25Live Express: Canceling an Event on a Campus Calendar

This article covers how authorized users can cancel an event published on a campus calendar or cancel one or more occurrences of a repeating event that has been published using 25Live Express.

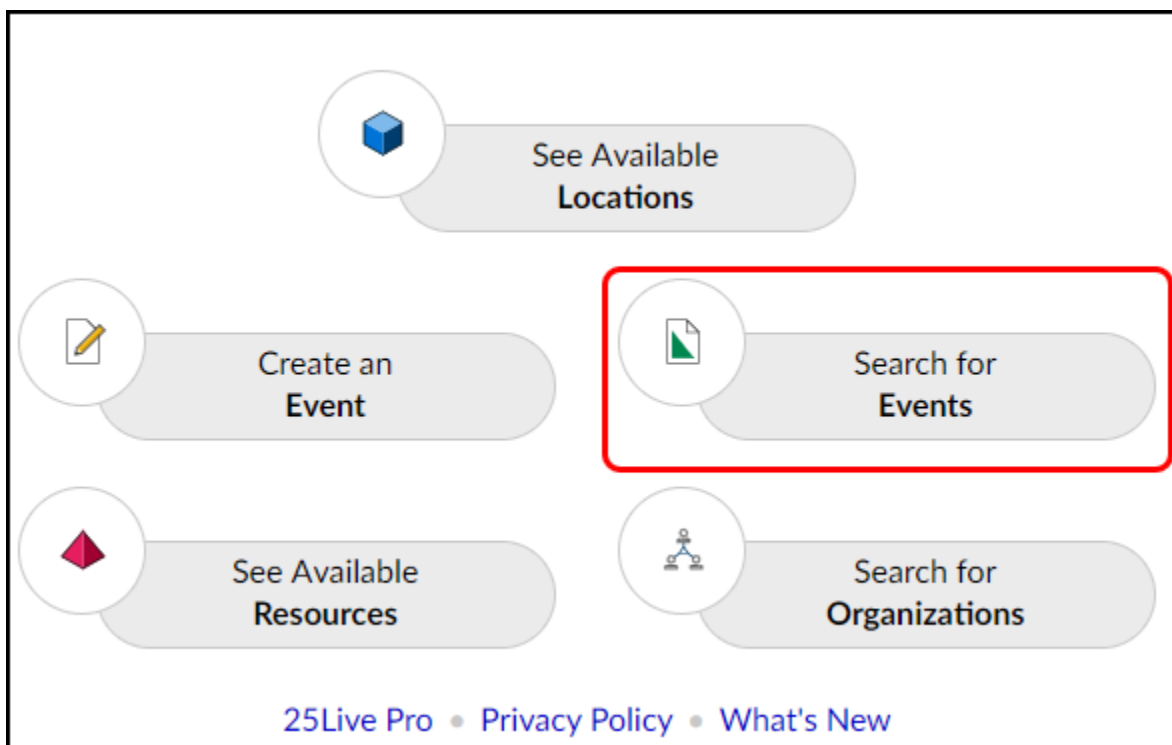
 These instructions assume you have already [added the event to 25Live](#) and either saved it as Confirmed.

 If you need to delete the event from 25Live, you will need to [delete it using 25Live Pro](#).

1. Log in to 25Live.

[View instructions on how to access 25Live.](#)

2. Click Search for Events.



3. Enter search criteria to locate the event you want to cancel or delete.

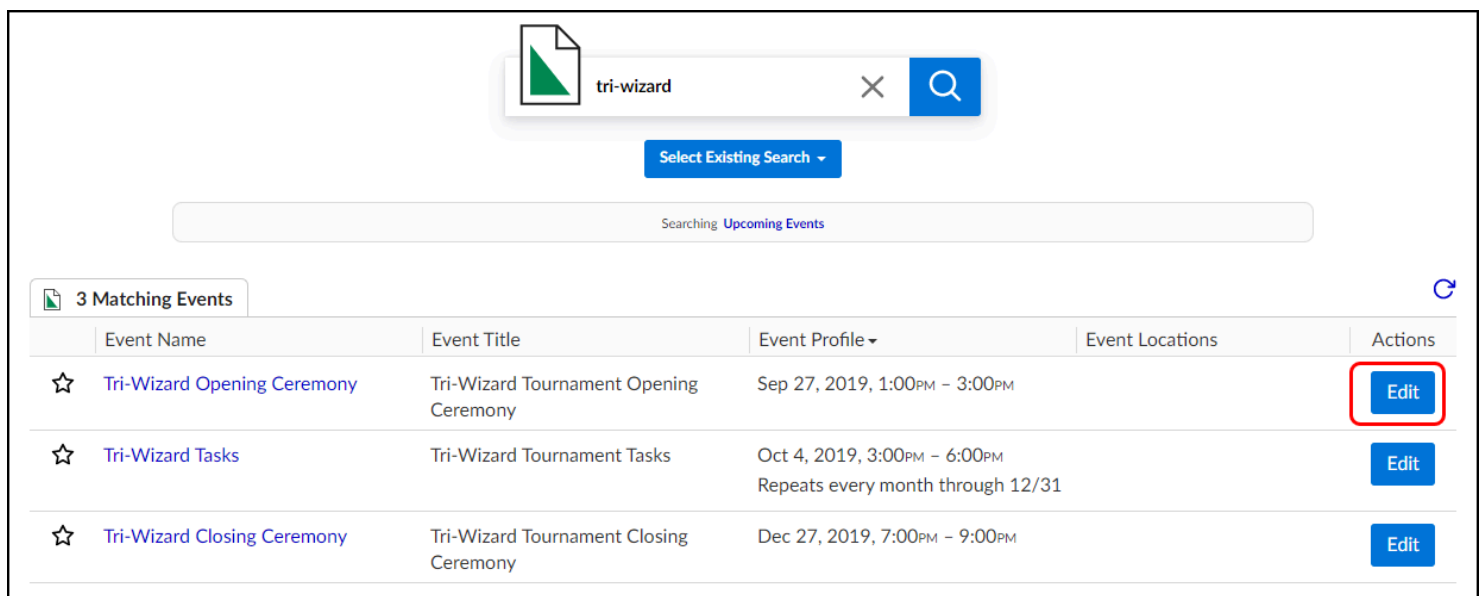
Event Name	Event Title	Event Profile	Event Locations	Actions
☆ Tri-Wizard Opening Ceremony	Tri-Wizard Tournament Opening Ceremony	Sep 27, 2019, 1:00PM – 3:00PM		Edit
☆ Tri-Wizard Tasks	Tri-Wizard Tournament Tasks	Oct 4, 2019, 3:00PM – 6:00PM Repeats every month through 12/31		Edit
☆ Tri-Wizard Closing Ceremony	Tri-Wizard Tournament Closing Ceremony	Dec 27, 2019, 7:00PM – 9:00PM		Edit

Canceling an Event

Once an event has been saved as confirmed and published to a campus calendar, you should edit the event information to indicate the event has been canceled so the cancellation information appears on the campus calendar(s).

However, if you need to have a published event deleted from 25Live, email 25Live@fullerton.edu.

1. Click Edit next to the event.



Search bar: tri-wizard

Select Existing Search

Searching Upcoming Events

3 Matching Events

	Event Name	Event Title	Event Profile	Event Locations	Actions
☆	Tri-Wizard Opening Ceremony	Tri-Wizard Tournament Opening Ceremony	Sep 27, 2019, 1:00PM – 3:00PM		Edit
☆	Tri-Wizard Tasks	Tri-Wizard Tournament Tasks	Oct 4, 2019, 3:00PM – 6:00PM Repeats every month through 12/31		Edit
☆	Tri-Wizard Closing Ceremony	Tri-Wizard Tournament Closing Ceremony	Dec 27, 2019, 7:00PM – 9:00PM		Edit

2. Add the word **CANCELED** to the Event Title for Published Calendars field.


Event Title for Published Calendars

The *Event Title* will replace the *Event Name* (above) on all published calendars on the **CSU, Fullerton** website.

Grammar, punctuation, and clarity matter!

(120 characters maximum)

CANCELED Tri-Wizard Tournament Opening C

 You may also enter "CANCELED" in front of the Event Name, although you may not have enough characters to be able to do so.

Event State

Most users do not have access to change the *Event State*.
All requests should be submitted with a **TENTATIVE** Event State.

Tentative

Confirmed
The event is scheduled and confirmed.
[Set as your default Event State?](#)

1
Cancelled

2

Cancel
Save

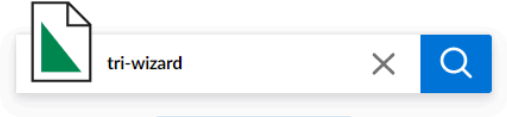
1. After the event date has passed, you can return to the Event edit screen, scroll down to the Event State section, and then click **Cancelled**.
2. Then click **Save**.

Within 20 minutes, the event will be removed from the campus calendar(s).

Canceling a Single Occurrence of an Event

Once a repeating event has been saved as confirmed and published to a campus calendar, you should edit the event information to indicate when one or more occurrences have been canceled so the cancellation information appears on the campus calendar(s).

1. Click Edit next to the event.



[Select Existing Search ▾](#)

Searching [Upcoming Events](#)

3 Matching Events

↻

	Event Name	Event Title	Event Profile ▾	Event Locations	Actions
☆	Tri-Wizard Opening Ceremony	Tri-Wizard Tournament Opening Ceremony	Sep 27, 2019, 1:00PM – 3:00PM		Edit
☆	Tri-Wizard Tasks	Tri-Wizard Tournament Tasks	Oct 4, 2019, 3:00PM – 6:00PM Repeats every month through 12/31		<div style="border: 2px solid red; padding: 2px;">Edit</div>
☆	Tri-Wizard Closing Ceremony	Tri-Wizard Tournament Closing Ceremony	Dec 27, 2019, 7:00PM – 9:00PM		Edit

2. Scroll down to the list of occurrences of the event. For each occurrence that you want to cancel, type **CANCELED in the Comments field. Then click **Save**.**

Date	Comments	Status
Fri Oct/04/2019	***CANCELED*** THIS TASK HAS BEEN CANCELED DUE TO UNCOOPERATIVE DRAGONS. Task #1: Although details about each task are strictly confidential, attendees are advised to wear heat-resistant clothing and avoid bringing any flammable items with them into the arena.	Active ▼
Fri Nov/01/2019	Task #2: Although details about each task are strictly confidential, attendees are advised to wear water-resistant clothing.	Active ▼
Fri Dec/06/2019	Task #3: Although details about each task are strictly confidential, attendees are advised to wear warm clothing and bring tissues.	Active ▼


Cancel Save

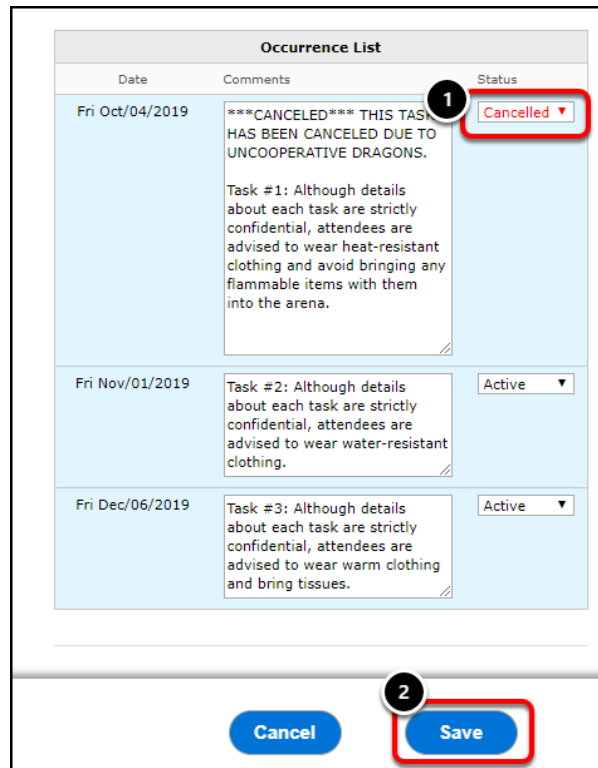
! Do NOT change the Status of the occurrence to Cancelled as this will remove the occurrence from the campus calendar(s) completely rather than providing cancellation information.

1. Enter cancellation information in the Comments field for each occurrence that you want to mark as canceled.
2. Then click **Save**.

3. You're done! Within 20 minutes, the updated event information should appear on the campus calendar.

4. After the event date has passed, you can return to 25Live and change the Status of the canceled occurrence(s) to Cancelled if you wish.

 This is not a necessary step but if you wish to remove a canceled occurrence from the campus calendars, we recommend you only do so after the event date has passed.



Date	Comments	Status
Fri Oct/04/2019	<p>***CANCELED*** THIS TASK HAS BEEN CANCELED DUE TO UNCOOPERATIVE DRAGONS.</p> <p>Task #1: Although details about each task are strictly confidential, attendees are advised to wear heat-resistant clothing and avoid bringing any flammable items with them into the arena.</p>	Cancelled
Fri Nov/01/2019	<p>Task #2: Although details about each task are strictly confidential, attendees are advised to wear water-resistant clothing.</p>	Active
Fri Dec/06/2019	<p>Task #3: Although details about each task are strictly confidential, attendees are advised to wear warm clothing and bring tissues.</p>	Active

Cancel Save

1. After the event date has passed, you can return to the list of occurrences to mark the canceled occurrence(s) as Cancelled in the Status field.
2. When you click **Save**, the canceled occurrences will no longer appear on any of the campus calendar(s) although they will be in 25Live.

Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

25Live Express: Searching for Events, Locations, Resources, and Organizations

This article covers how users can do a basic search in 25Live Express for events, locations, and resources.

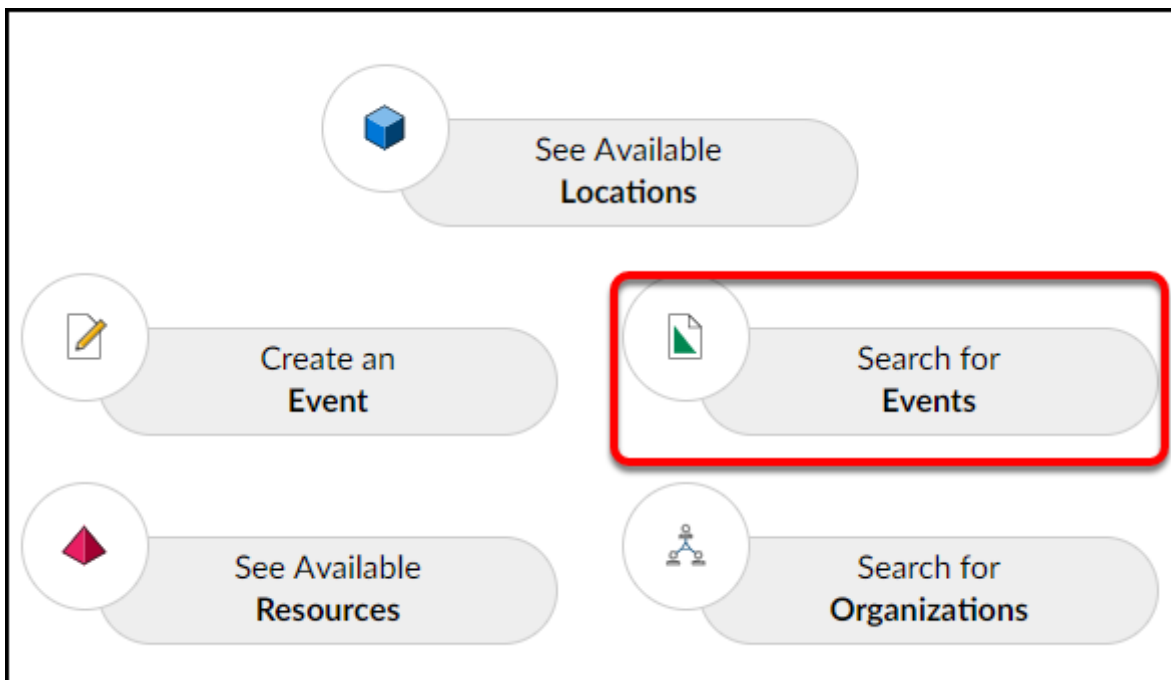
1. Log in to 25Live Express.

[View instructions on accessing 25Live.](#)

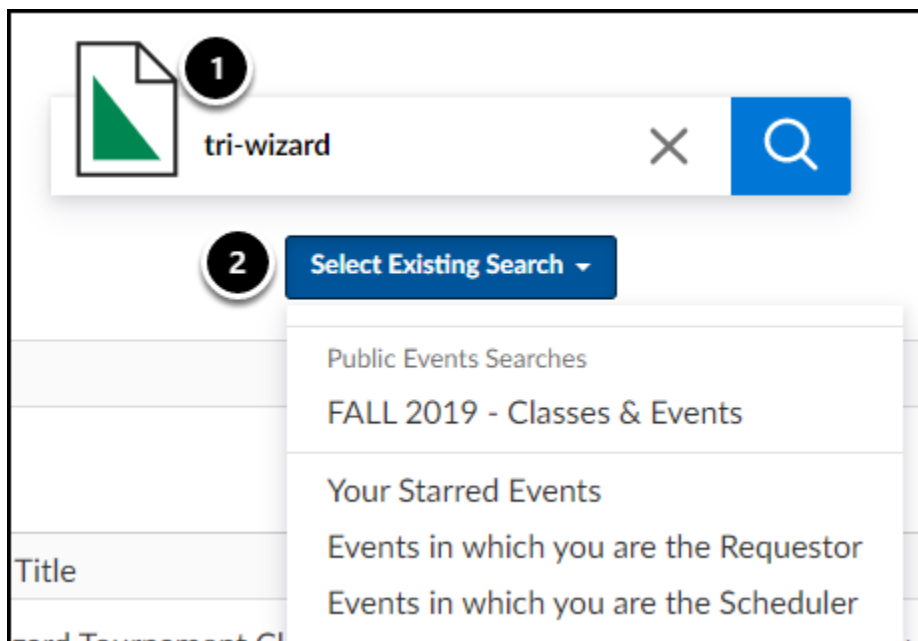
Search for Events

Search for Events allows you to search for a specific event or series of events by entering keywords, the event name, or any text that might be part of the event information in 25Live. Most of the events/classes in general use classrooms are publicly available, as are the events that are published on the [CSUF Campus Calendar](#).

1. Click Search for Events on the 25Live Express homepage.




2. Enter the name of the event or click Select Existing Search to choose from built-in searches.

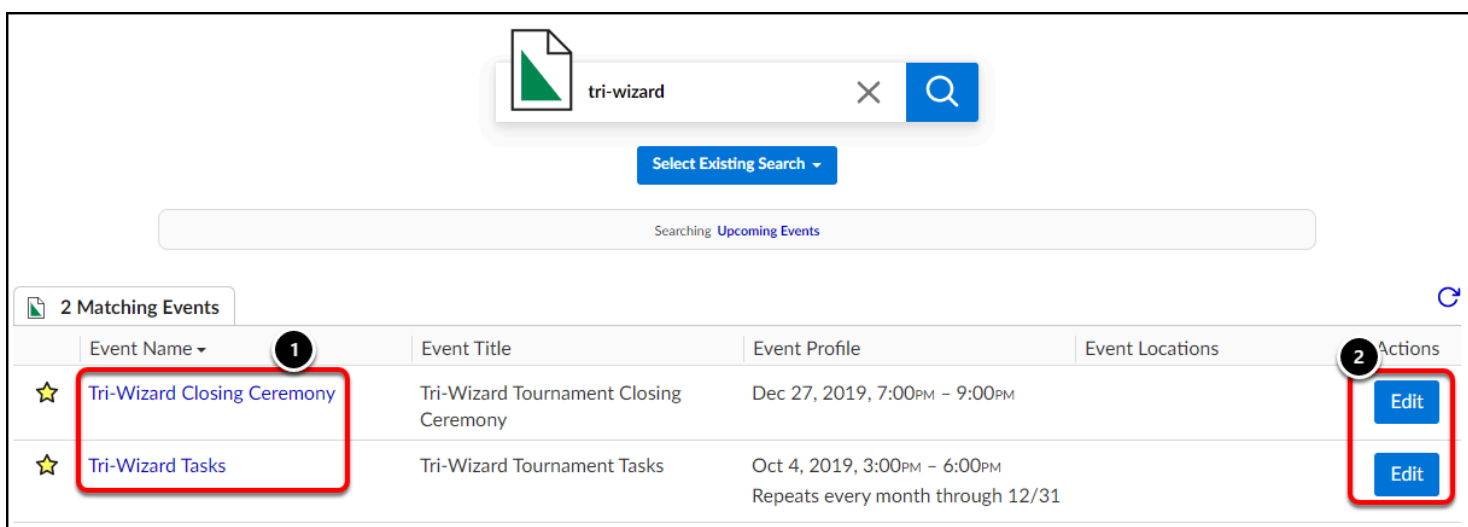


1. Enter the name of the event and then click the search icon.

2. Or click **Select Existing Search** to use public searches, or built-in searches.

3. Your search results appear. Click on the event name to view the event. Click Edit to edit the event.

 Only authorized users can edit events on campus calendars in 25Live. Contact 25Live@fullerton.edu for more information on creating events on campus calendars.



The screenshot shows the 25Live search interface. At the top, there is a search bar with the text 'tri-wizard' and a magnifying glass icon. Below the search bar is a button labeled 'Select Existing Search'. A progress bar indicates 'Searching Upcoming Events'. Below the progress bar, there is a section titled '2 Matching Events'. This section contains a table with the following columns: Event Name, Event Title, Event Profile, Event Locations, and Actions. The first row is for 'Tri-Wizard Closing Ceremony' and the second row is for 'Tri-Wizard Tasks'. Both rows have an 'Edit' button in the Actions column. Red boxes and numbers 1 and 2 highlight the 'Event Name' and 'Edit' buttons respectively.

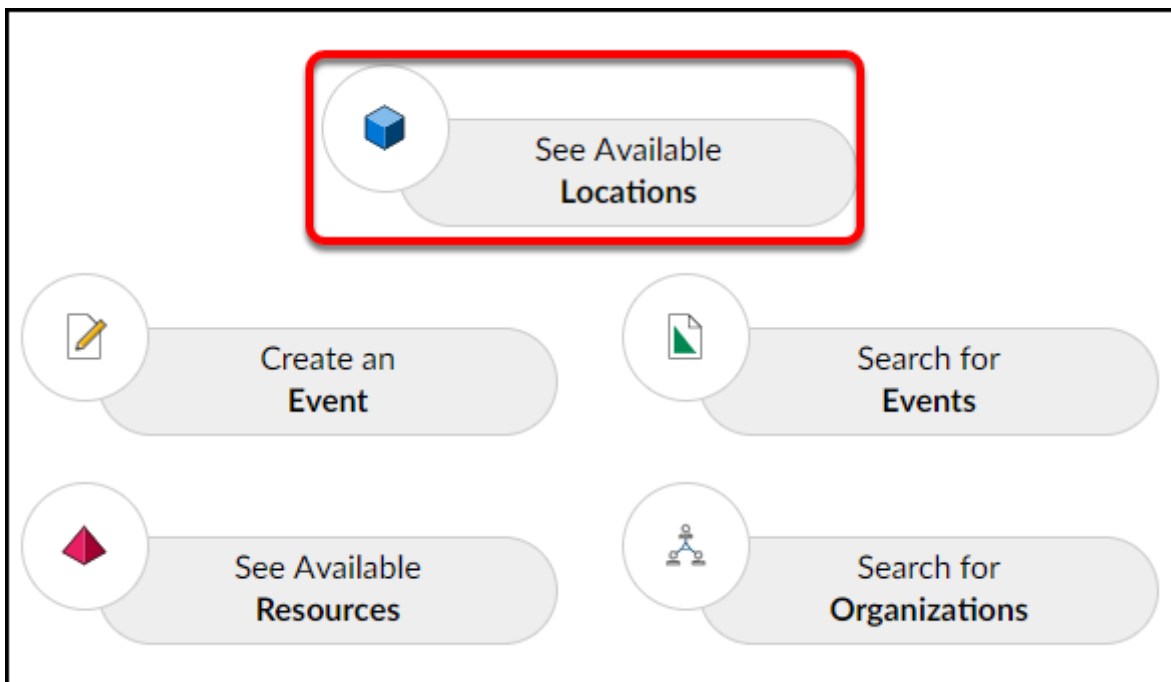
Event Name	Event Title	Event Profile	Event Locations	Actions
Tri-Wizard Closing Ceremony	Tri-Wizard Tournament Closing Ceremony	Dec 27, 2019, 7:00PM - 9:00PM		Edit
Tri-Wizard Tasks	Tri-Wizard Tournament Tasks	Oct 4, 2019, 3:00PM - 6:00PM Repeats every month through 12/31		Edit

1. Click the event name to view details about the event.
2. Click **Edit** to edit the event details.


Search for Locations

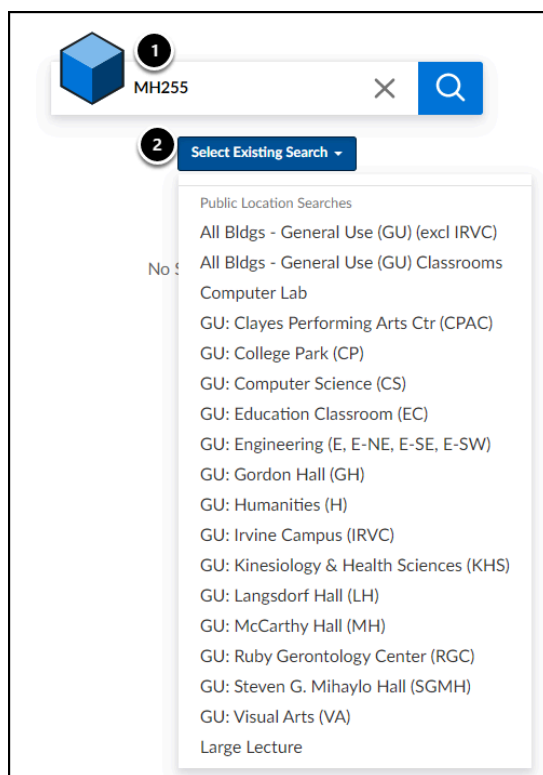
Search for Locations allows you to look up a specific location (e.g., PLS237), building (e.g., PLS), or floor (e.g., PLS-2) to view details about those locations, including capacity, features, and pictures (if available). Most general use classrooms are viewable to all users.

1. Click See Available Locations on the 25Live Express homepage.



2. Enter the name of the location or click Select Existing Search to choose from built-in searches.

 Don't enter hyphens in the location name. For example, enter MH255, not MH-255.



1. Enter the name of the building (e.g., MH) or location (e.g., MH255) and then click the search icon.
2. Or click **Select Existing Search** to use public searches, or built-in searches.

3. Your search results appear. Click on the location name to view details about the location, including availability. Click Request It to request the room.

⚠️ Only authorized users can request general use classrooms and/or other locations scheduled using 25Live. The availability of some locations may not be publicly available. Contact 25Live@fullerton.edu for more information on requesting rooms.

1 Matching Location

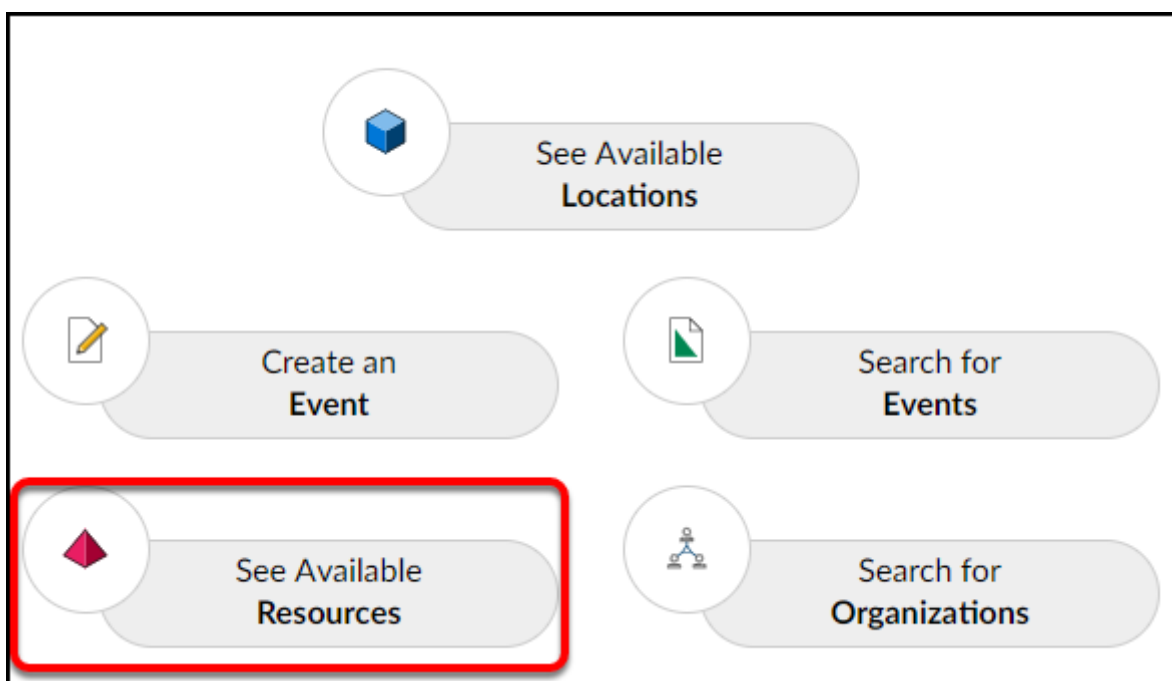
1 Location Name	Formal Name	Max Capacity	2 Actions
☆ MH255	McCarthy Hall - Room 255 - Teaching Lab	43	Request It

1. Click the location name to view details about the location, including capacity and pictures (if available).
2. Click **Request It** to create an event/class using the location.

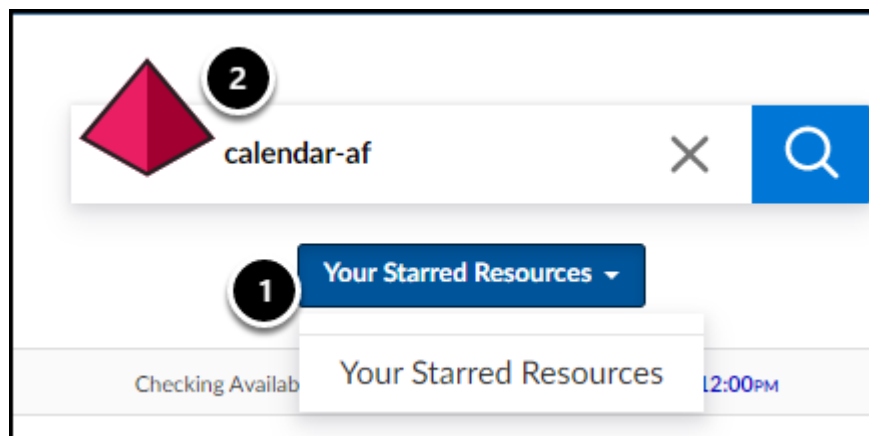
Search for Resources

At this time, the main resources in 25Live are campus calendars. Search for Resources allows you to find a specific calendar or set of calendars in 25Live. Only calendars that you have authorization to view/edit will show in the search results.

1. Click **See Available Resources on the 25Live Express homepage.**




2. By default, you will see your starred resources/calendars. You can also enter the name of a calendar to search for a specific calendar or set of calendars.



1. The Your Starred Resources search will automatically run by default.
2. You can also enter the name of a calendar to find a specific calendar or set of calendars.

3. Your search results appear. Click on the resource name to view details about the calendar, including all events using the calendar. Click Reserve It to create an event for that calendar.

 You will only be able to view and reserve calendars for which you are authorized. Contact 25Live@fullerton.edu for more information on resource (calendar) permissions.

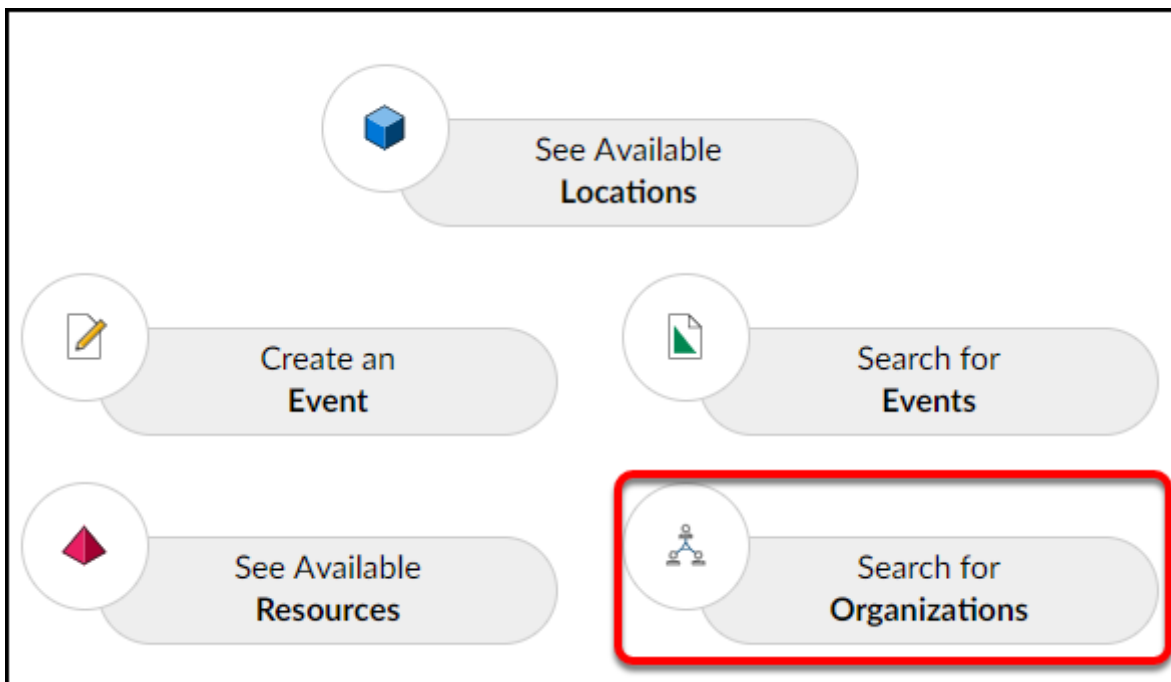
Resource Name	Available Quantity	Actions
Calendar-AF: Parking & Transportation	∞	Reserve It
Calendar-AF: Contracts and Procurement	∞	Reserve It
Calendar-AF: Capital Prgms & Fac Mgmt	∞	Reserve It
Calendar-AF: Resource Planning & Budget	∞	Reserve It
Calendar-AF: Titan Shops (ASC)	∞	Reserve It

1. Click the Resource Name to view details about the calendar, including events currently on the calendar.
2. Click **Reserve It** to create an event on the calendar.

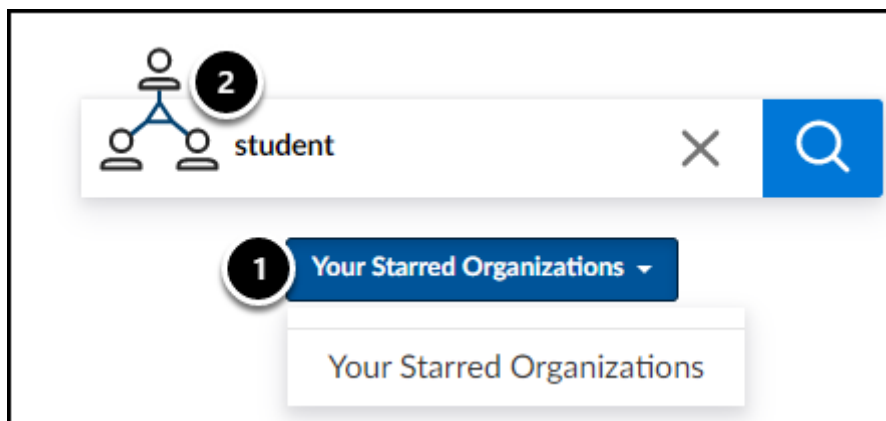
Search for Organizations

Search for Organizations allows you to view all of the Organizations/Departments that you have access to in 25Live.

1. Click Search for Organizations on the 25Live Express homepage.



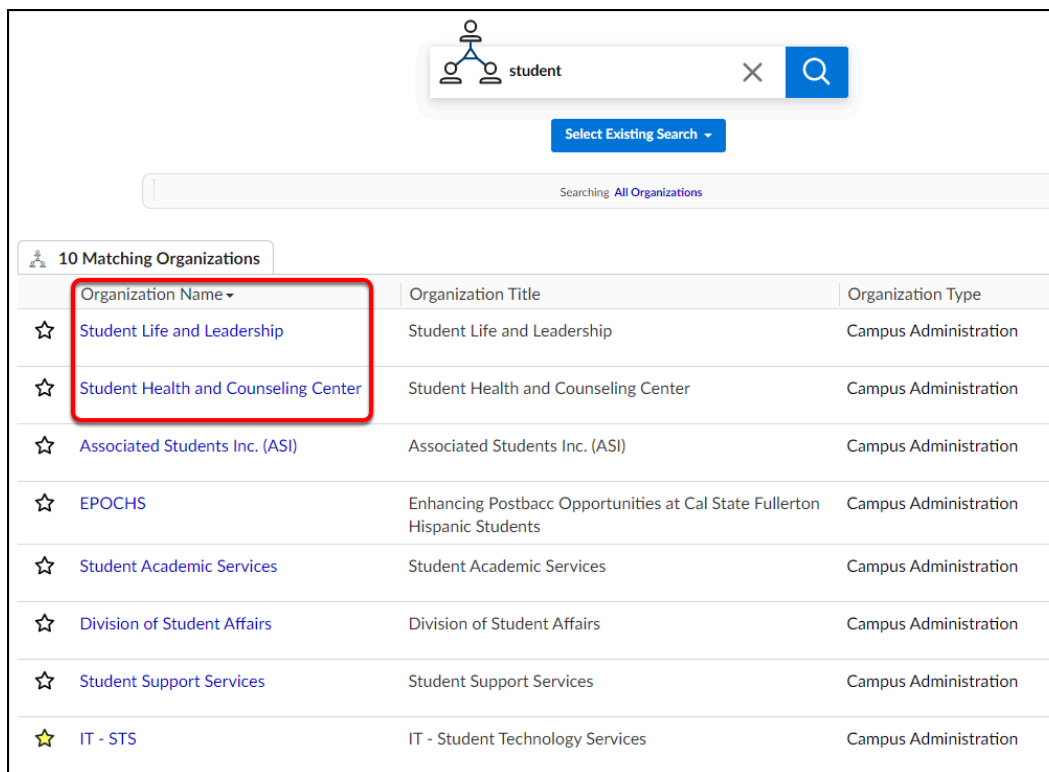
2. By default, you will see your starred organizations. You can also enter the name of an organization to search for a specific organization.



1. The Your Starred Organizations search will automatically run by default.
2. You can also enter the name of an organization to find a specific organization.

3. Your search results appear. Click on the organization name to

view details about the organization, including all events associated with the organization.




Organization Name ▼	Organization Title	Organization Type
☆ Student Life and Leadership	Student Life and Leadership	Campus Administration
☆ Student Health and Counseling Center	Student Health and Counseling Center	Campus Administration
☆ Associated Students Inc. (ASI)	Associated Students Inc. (ASI)	Campus Administration
☆ EPOCHS	Enhancing Postbacc Opportunities at Cal State Fullerton Hispanic Students	Campus Administration
☆ Student Academic Services	Student Academic Services	Campus Administration
☆ Division of Student Affairs	Division of Student Affairs	Campus Administration
☆ Student Support Services	Student Support Services	Campus Administration
☆ IT - STS	IT - Student Technology Services	Campus Administration

Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

25Live Express and Pro: Starring Events, Locations, Resources, & Organizations

This article covers how users can add events, locations, resources, and organizations in 25Live Express and Pro as favorites by starring them. This will add the item to your 25Live Pro dashboard as well as move the resource to the top of any drop-down menu in 25Live that uses that item.

 This guide shows just one way to star items. Any time you see a star icon next to an event, location, resource, or organization, you can click on the star to add it to your starred items.

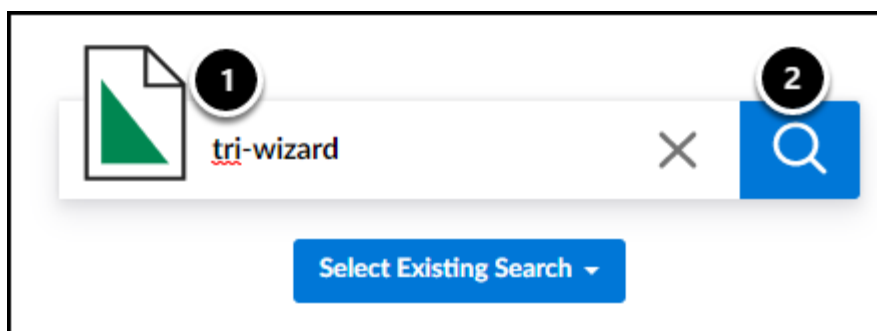
1. Log in to 25Live.

[View instructions on how to access 25Live.](#)

2. In 25Live Express, click on the navigation menu and choose the item you want to star (event, location, resource, organization). In 25Live Pro, click Go to Search.



3. Enter search criteria and then click the search icon.

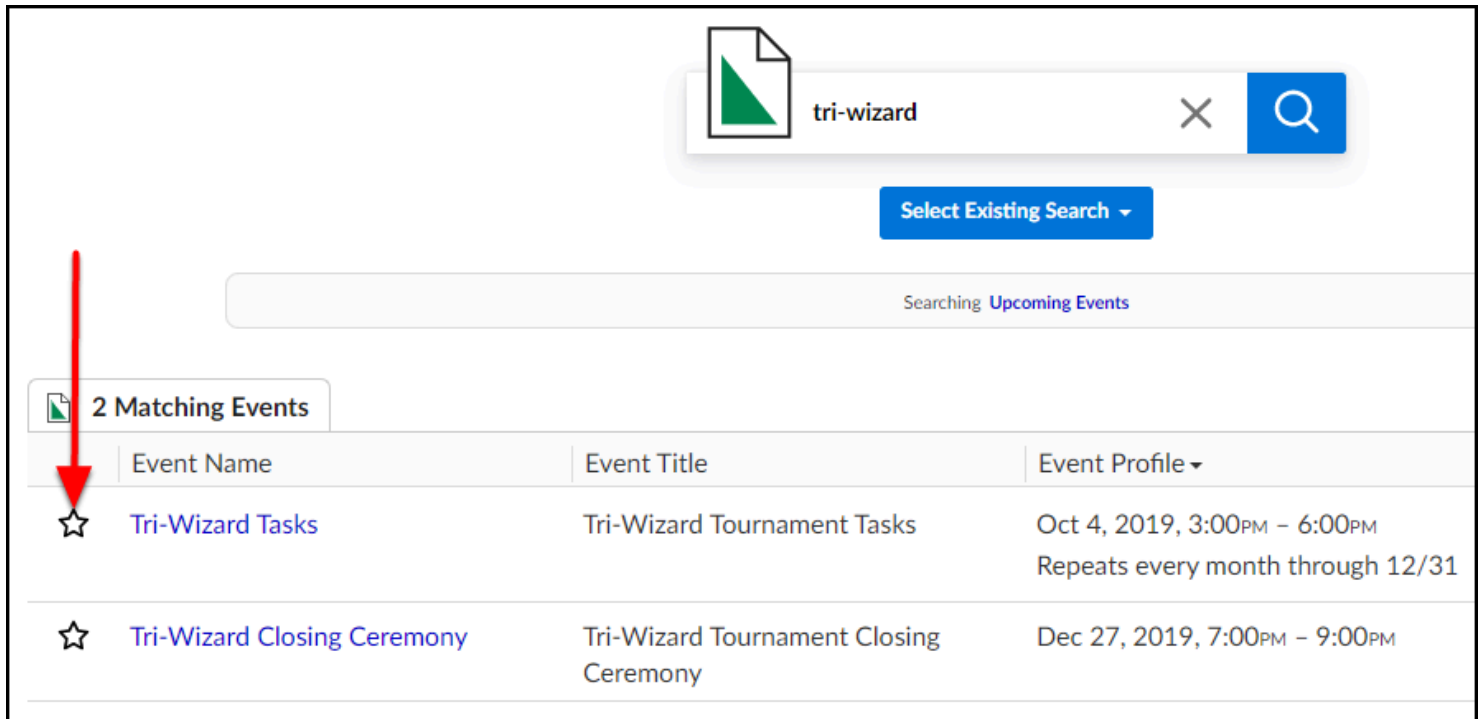


💡 Basic searches should be sufficient to find the event, location, resource, or organization that you are looking for but you can also [view the article on creating event and resource searches](#) to learn about advanced searches.

1. Enter search criteria.

2. Click the search icon.

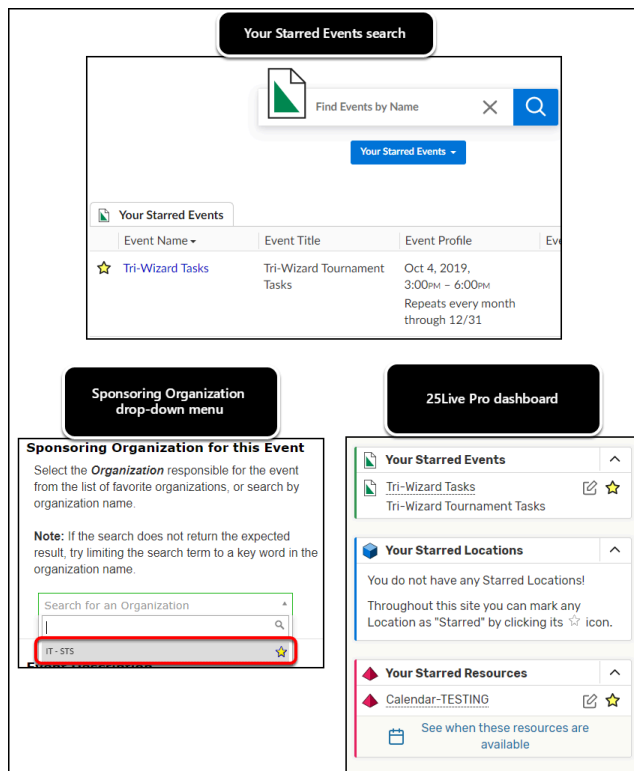
4. Click the star next to the event, location, resource, or organization that you want to add to your favorites.



The screenshot shows a search interface with a search bar containing 'tri-wizard' and a magnifying glass icon. Below the search bar is a button labeled 'Select Existing Search'. A status bar indicates 'Searching Upcoming Events'. Below this, a tab labeled '2 Matching Events' is visible. A table lists the search results:

	Event Name	Event Title	Event Profile ▾
☆	Tri-Wizard Tasks	Tri-Wizard Tournament Tasks	Oct 4, 2019, 3:00PM – 6:00PM Repeats every month through 12/31
☆	Tri-Wizard Closing Ceremony	Tri-Wizard Tournament Closing Ceremony	Dec 27, 2019, 7:00PM – 9:00PM

5. The item will now show up in the Your Starred searches, at the top of drop-down menus, and as a starred item on your 25Live Pro dashboard.



To remove a starred item, simply click on the star icon next to the item.

Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

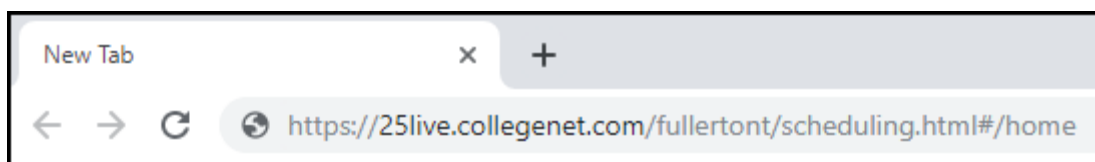
25Live Express and Pro: Accessing & Using the 25Live Testing Environment

This article covers how authorized users can access and use the 25Live Express and Pro testing environment to practice creating and publishing events without those events showing up on the live calendar.

! You must have access to add events to a campus calendar in 25Live in order to access the testing environment. More information about access is available on [the 25Live webpage](#).

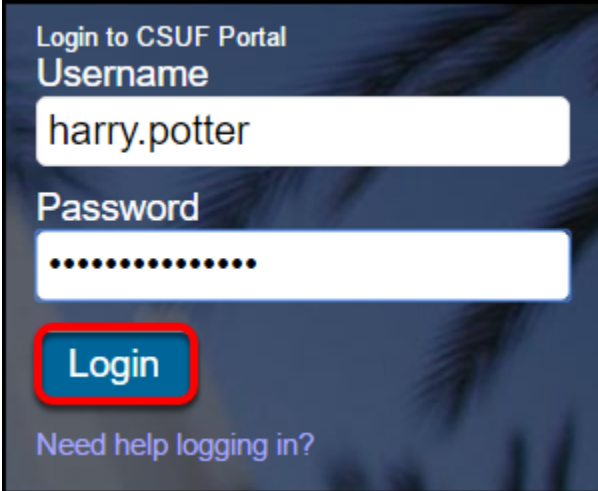
Accessing the Testing Environment

1. Open your web browser to the 25Live testing environment.



Open your web browser to [the 25Live testing environment webpage](#).

2. If prompted, enter your campus username and password. Then click Login.



Login to CSUF Portal

Username

harry.potter


Password

.....

Login

[Need help logging in?](#)

3. You're now in the 25Live Pro testing environment! Click the More menu and then select 25Live Scheduling to switch to 25Live Express.

 The 25Live testing environment has a bright orange banner at the top and is labeled as the 25Live test instance. This is an easy way to tell which environment you are in.

1. Click **More** and then select **25Live Scheduling** to switch to 25Live Express.

Using the 25Live Testing Environment

This section contains information users need in order to use the 25Live testing environment and to preview the way a published event will appear.

For more information on creating and publishing events, [view 25Live Express and Pro guides](#).

Select the Calendar-TESTING as a resource to an event in order to view a published version of the event.

Resources

Select the appropriate *Resource* for this event, or search by resource name.

Calendar-TESTING


×
★
▼
✓

Occurrences: Dec 27
Quantity: ∞

Search for Resources
▼

When creating an event in the testing environment, you must select the Calendar-TESTING as a resource for your event if you want to view a published version of your event.

After publishing the event, open your browser to the [Campus Events Calendar Example webpage](#).

 Only the Calendar-TESTING calendar resource is published to this page. If you did not add Calendar-TESTING as a resource to your event, it will not show up here.

CALIFORNIA STATE UNIVERSITY, FULLERTON

10-04-2019 9:30 a - Noon
1:30 p - 3 p

Division of Information Technology

OU Version 4 Help

NEW CONTENT

BASIC CONTENT EDITING

PAGE PROPERTIES

PAGE LAYOUTS

FACULTY / STAFF TEMPLATE

BEST PRACTICES

Site Setup

Page Banners

Tab Navigation

Left Navigation

CSS & Javascript

Reusable/Multimedia Content

Embed Social Media

Rename / Move Content

Creating Hours

Creating Events

Widget Setup & Display

Campus Calendar Names

Campus Academic Calendar

Example

Campus Events Calendar

Example

CSUF Events Calendar

These events are for testing purposes only. Any real event data found here is purely coincidental.

Friday, October 04

Tri-Wizard Tournament Tasks

3 pm to 6 pm

Show Details

Thursday, October 31

TEST - NSM Calendar event

9 pm to 10 pm

Show Details

Friday, November 01

Tri-Wizard Tournament Tasks

3 pm to 6 pm

Show Details

Friday, December 06

Tri-Wizard Tournament Tasks

3 pm to 6 pm

Show Details

Filter Events

Show All

2019

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

2020

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct


Nov

Dec

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
29	30	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	31	01	02

Search:

 Remember that an event may take 15-20 minutes to be published.

After publishing your event in the 25Live testing environment, you can view your event on [the 25Live Calendar Test Events webpage](#).

Need More Help?

If you are experiencing issues with the 25Live testing environment or need access to the environment, please email 25Live@fullerton.edu.

25Live // Downloaded: 10-28-2019 // Disclaimer: This document is only valid as of the day/time when it is downloaded. Please view the original web document for the current version.

Page 126

25Live Pro: Adding an Event to a Campus Calendar

This article covers how staff and faculty can add an event to a campus calendar using 25Live Pro.

💡 Don't have access to add events? Email 25Live@fullerton.edu with the calendar(s) you need to be able to access.

1. Log in to 25Live Pro.

[View instructions on how to access 25Live.](#)

2. Click Event Wizard at the top of the dashboard or click Create an Event.

💡 First time adding an event? Be sure to set up your environment by [creating event and resource searches](#) as well as [starring the calendars \(resources\) and organizations you use the most frequently](#).

3. Enter the basic event information. Then click Next.

💡 The event information on the left will update as you enter information. You can also click on an item in the event information to jump to that part of the event wizard.

Tri-Wizard Opening Ceremony

Tri-Wizard Tournament
Opening Ceremony

This reservation wizard is designed to collect the information needed to schedule an event.
Please be as detailed as possible when submitting this information.
All requests are subject to approval

Calendar - Announcements

IT - STS

New Event...

Start by entering the basic event information.

Event Name

1 Tri-Wizard Opening Ceremony

Event Title for Published Calendars

2 Tri-Wizard Tournament Opening Ceremony

Event Type

3 Calendar - Announcements ☆ ✓

Sponsoring Organization for this Event

4 IT - STS × ✓

5

← Back Next →

× Cancel Save

← → Save Print ? ×

Select the **Organization** responsible for the event from the list of favorite organizations, or search by organization name.
Note: If the search does not return the expected result, try limiting the search term to a key word in the organization name.

💡. Tips on the field you are entering will appear on the right as you go through the wizard.

1. Enter the Event Name. You are limited to 40 characters for this field.
2. Enter the Event Title for Published Calendars. This is the name that people will see on the calendar. You are limited to 120 characters for this field.
3. Select **Calendar - Announcements** as the Event Type.
4. Enter a search term in the Sponsoring Organization for this Event drop-down menu to find the appropriate organization for the event. Any starred organizations should appear at the top of the list after you enter search criteria.
5. Then click **Next**.

💡 If you do not see the correct sponsoring organization in your drop-down menu, email 25Live@fullerton.edu.

4. Enter the Event Description. Then click Next.

Enter additional basic event information.

✓ **Event Description**

About This Event: The [Tri-Wizard Tournament](#) at Hogwarts begins with a keynote speech by renowned wizard Professor [Albus Dumbledore](#) and features a stirring performance by the Hogwarts Toad Choir lead by Professor [Flitwick](#). Visit [the Tri-Wizard Tournament website](#) for more information.

Time/Location: [8pm](#) in the Great Hall

VIP seating available for [Ravenclaws](#); contact Professor [McGonagall](#) at mmcgonagall@hogwarts.edu for details.

⚠ Images should not be more than 600-1000px wide and 800px tall for them to display correctly on the campus calendar. Alt text is also required for your images (80 characters max).

⚠ Remember that for accessibility, your URLs should be hyperlinked as text rather than written out. For example, you should enter [CSUF website](#) rather than www.fullerton.edu.

Need more help with accessibility? [View 508 Tips for Content Editors](#).

Your event description should contain all of the essential information that people need to know about your event including the time, location, ticket information, and

details about the event. All of the information that you include in the description will be searchable on the calendar.

It is highly recommended that you use the default font type and size and only use bold and/or italics to emphasize content. This ensures that your content is accessible and appears cleanly on the campus calendar website.

You can add a hyperlink to a webpage on your website if you would like to have a more colorful/creative advertisement for the event.

You may add a linked image to be displayed in the event information, but if your image contains details of the event (i.e., it's a flyer or advertisement for your event), all of those details need to be reproduced as text in the event description to meet accessibility requirements.

5. Choose if this is a repeating event or not.

Is this a repeating event?

No

This event happens only once.

Any other related events are separate and distinct.

Yes

This event occurs multiple times.

It repeats daily, weekly, monthly, or irregularly (ad hoc).


If your event takes place over the course of several days, you may want to add it as a repeating event. For example, if your event occurs on Friday, Saturday, and Sunday from 9 am - 2 pm, you may want to add it as a repeating event.

6. Enter the event date and time details. Then click Next.

Tell us when this event takes place.

Select the dates and times of the **actual event**.

1 Event Start:

Fri Sep/27/2019 

7:00 pm

Event End:

2 Fri Sep/27/2019

9:00 pm

3 ☒ The event begins and ends on the **same day**.


4 Event Duration:
2 Hours

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, takedown, or for mingling before or after the event, click on the Pre-Event/Setup and Post-Event/Takedown editors and add the appropriate number of minutes or hours desired.

5

[< Back](#) [Next >](#)

[X Cancel](#) [Save](#)

 For multi-day events, 25Live considers the event ongoing between the start and end dates. For example, if your event starts on Friday at 8 pm and ends at 1 pm on Sunday, 25Live will mark the event as continuous from 8 pm on Friday through 1 pm on Sunday.

If your event is multi-day but only at specific times on each day (e.g., 9 am - 2 pm on Friday, Saturday, and Sunday), then you should enter the event as a repeating event rather than a multi-day event for clarity.

1. Select the Event Start Date and Time. For repeating events, this will be the first occurrence of the event.
2. Select the Event End Date and Time. For repeating events, this will be the first occurrence of the event.
3. Use the checkbox to indicate if this is a multi-day event.

4. Check the Event Duration to ensure that you have correctly input the date(s) and times for the event.
5. Click **Next**.

7. Select the resource (calendar) where you want to add this event. Then click Next.

- ❗ To avoid your event showing up multiple times on the campus calendar, do NOT choose more than one resource (calendar) for your event. If you need an event to show up on multiple calendars, please contact 25Live@fullerton.edu to ensure the calendars are set up to avoid the event showing up twice.

1. If you have starred calendars, you can click on one from the Your Starred Resources to add it as a resource.
2. Use the Search by Resource Name to search for a calendar; click on a calendar to add it as a resource.

3. Access Saved Searches or Advanced Search to access more complex searches to find a calendar.
4. Double check that the calendar that you want to add the event to is listed in Selected Resources before continuing. Click the x next to a calendar to remove it from the resources.
5. Click **Next**.

8. Optionally, you can specify a Scheduler and Requestor for the event. Then click Next.

Select contacts for this event.

Scheduler

Arthur-Carmichael, Lorien
☆
▼

👤
larthur@fullerton.edu

Requestor

Arthur-Carmichael, Lorien
☆
▼

👤
larthur@fullerton.edu

← Back
Next →

X Cancel
Save

The **Scheduler** is the person entering the event information.

The **Requestor** is the contact person for questions about the event.

9. Review the details of your event. Select either Tentative or Confirmed as the Event State. Then click Save.

Tri-Wizard Opening Ceremony [New Event...](#)

Tri-Wizard Opening Ceremony
Tri-Wizard Tournament Opening Ceremony

Calendar - Announcements

Sponsoring Organization for this Event

About This Event: The Tri-Wizard Tournament at Hogwarts begins with a keynote speech by...

Fri Sep/27/2019
1:00 pm - 3:00 pm

Repeats every month through Dec/31/2019

Calendar-Students-ASI
[All Occurrences](#)

Arthur-Carmichael, Lorien
Scheduler

Arthur-Carmichael, Lorien
Requestor

Tentative

Progress...

Verify or change the event state.

2 **Tentative**
The event is scheduled, but is awaiting Confirmation from its Scheduler.
[Set as your default Event State?](#)

3 **Confirmed**
The event is scheduled and confirmed.

[← Back](#) [X Cancel](#) **4** [Save](#)

1. Review the details of your event on the left.
2. Choose **Tentative** as the Event State if you are not ready to publish the event on the calendar.
3. Choose **Confirmed** as the Event State if you are ready to publish the event on the calendar.
4. Click **Save**.

10. You will see a confirmation that the event was saved.

This event has been successfully saved.
Close

What's Next?

View Details
View the Event Details page for this event. The full range of actions are available to you from there.

Edit
Need to make some more edits to this event? Click this button to start editing.

Copy
Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts.

Email
Email the details of this event to its stakeholders or anyone else.

Event Tasks

No Active Tasks

11. If you saved your event as Confirmed, the event will show up on the calendar within 15-20 minutes.

CALIFORNIA STATE UNIVERSITY, FULLERTON

CSUF Calendar

ACADEMIC COLLEGES ATHLETICS CENTERS, GROUPS, & LIBRARY STUDENTS, FACULTY, & STAFF

Student Calendar

Alumni
ASI
Faculty & Staff
Faculty Development Center
Office of the President
Student Calendar

Saturday, October 26

Tri-Wizard Tournament Opening Ceremony
8 pm to 9 pm [Hide Details](#)

About This Event: The Tri-Wizard Tournament at Hogwarts begins with a keynote speech by renowned wizard Professor Albus Dumbledore and features a stirring performance by the Hogwarts Toad Choir lead by Professor Flitwick. Visit the Tri-Wizard Tournament website for more information.

Time/Location: 8pm in the Great Hall

VIP seating available for Ravenclaws; contact Professor McGonagall at mmcgonagall@hogwarts.edu for details.

Filter Events [Show All](#)

2019

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec

2020

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
29	30	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	31	01	02

You may need to use the calendar on the right to select the day of the event so you can see your event on the calendar.

If your event does not show up after 30 minutes, please email 25Live@fullerton.edu for assistance.

12. If you saved your event as Tentative, you will need to return to 25Live and confirm the event to publish it to the calendar(s).

[View instructions on publishing an event.](#)

Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

25Live Pro: Publishing an Event to a Campus Calendar

This article covers how users can publish an event in 25Live Pro to campus calendar(s) after they saved it as Tentative.

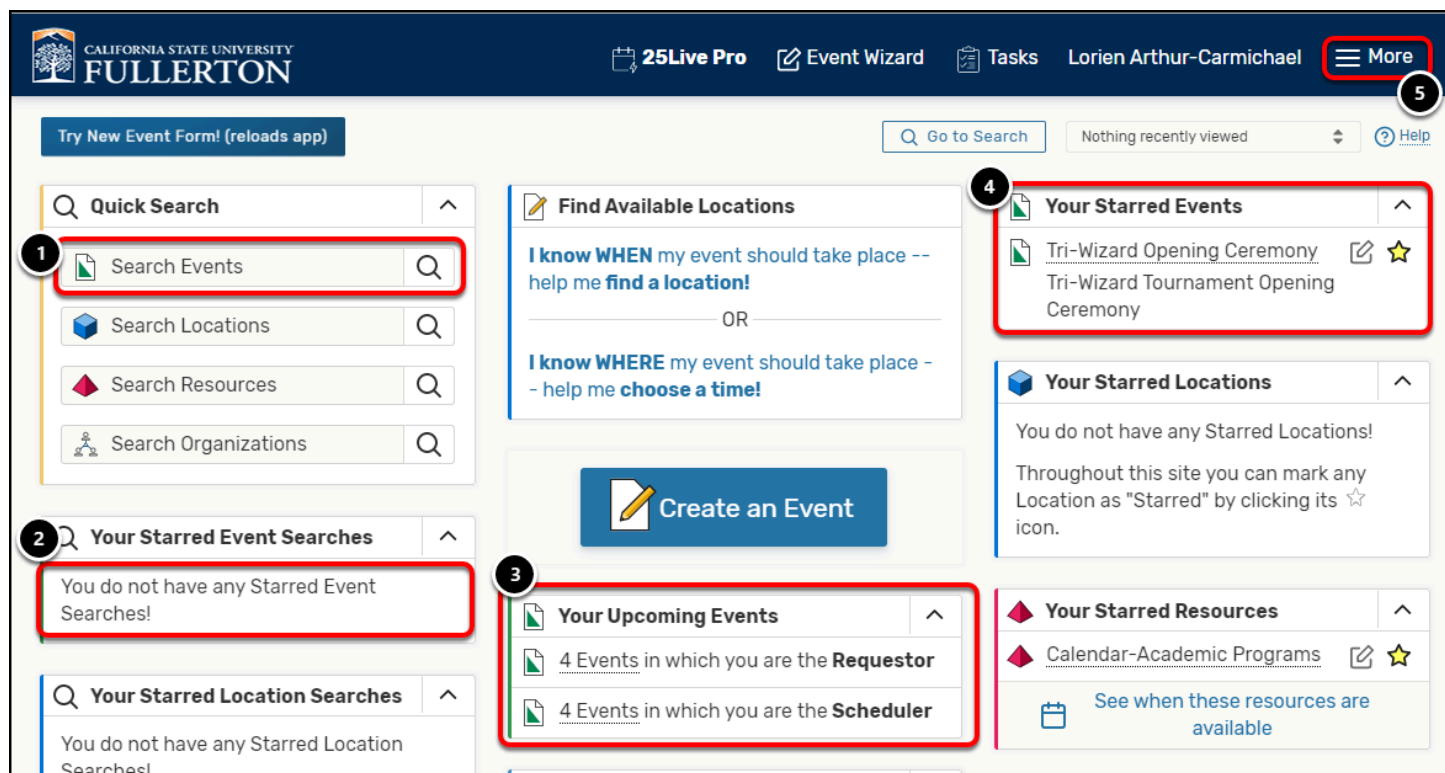


This article assumes that you have already [added the event to 25Live](#) and saved it as Tentative.

1. Log in to 25Live Pro.

[View instructions on how to access 25Live.](#)

2. Locate the event that you want to publish and click on it to open it.



There are several places where you can look up an event in 25Live Pro:

1. Use the Search Events box in the Quick Search.
2. If you have created and starred an event search for your calendar(s), you can access it under Your Starred Event Searches.
3. Your Upcoming Events will have access to all of the events that you have scheduled and/or requested.
4. Your Starred Events will show any events that you recently starred.
5. You can click on **More** and go to Search to find an event.

3. Click on the Event State and select Confirmed.

Tri-Wizard Opening Ceremony Tentative 2019-ABXZKR Fri Sep/27/2019 1:00 pm - 3:00 pm [Calendar](#)

Tri-Wizard Tournament Opening Ceremony

[Details](#) [Occurrences](#) [Calendar](#) [Schedule](#) [Task List](#) [Audit Trail](#)

[Edit Event](#) 1 2 Tentative Tentative Confirmed Cancelled [More Actions](#)

General [Event Categories](#)

1. In the Details tab, click on **Tentative** in the Event State field.
2. Select **Confirmed**.

4. It may take a minute for the system to save the change. The Event State is now Confirmed.

Tri-Wizard Opening Ceremony Confirmed 2019-ABXZKR Fri Sep/27/2019 1:00 pm - 3:00 pm [Calendar](#)

Tri-Wizard Tournament Opening Ceremony

[Details](#) [Occurrences](#) [Calendar](#) [Schedule](#) [Task List](#) [Audit Trail](#)

[Edit Event](#) Confirmed [More Actions](#)

5. The event should show up automatically on the selected calendar(s) within about 15-20 minutes.

CALIFORNIA STATE UNIVERSITY, FULLERTON

CSUF Calendar

ACADEMIC COLLEGES ATHLETICS CENTERS, GROUPS, & LIBRARY STUDENTS, FACULTY, & STAFF

Student Calendar

Alumni

ASI

Faculty & Staff

Faculty Development Center

Office of the President

Student Calendar

Saturday, October 26

Tri-Wizard Tournament Opening Ceremony

8 pm to 9 pm [Hide Details](#)

About This Event: The Tri-Wizard Tournament at Hogwarts begins with a keynote speech by renowned wizard Professor Albus Dumbledore and features a stirring performance by the Hogwarts Toad Choir lead by Professor Flitwick. Visit the Tri-Wizard Tournament website for more information.

Time/Location: 8pm in the Great Hall

VIP seating available for Ravenclaws; contact Professor McGonagall at mmcgonagall@hogwarts.edu for details.

Filter Events [Show All](#)

2019

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec

2020

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
29	30	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	31	01	02

You may need to use the calendar on the right to select the day of the event so you can see your event on the calendar.

If your event does not show up after 30 minutes, please email 25Live@fullerton.edu for assistance.

Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

25Live Pro: Canceling or Deleting an Event on a Campus Calendar

This article covers how authorized users can cancel an event published on a campus calendar, cancel a one or more occurrences of a repeating event that has been published, or delete an event that has been saved as Tentative in 25Live Pro.



These instructions assume you have already [added the event to 25Live](#) and saved it as Tentative or Confirmed.

1. Log in to 25Live Pro.

[View instructions on how to access 25Live.](#)

2. Locate the event that you want to cancel and click on it to open it.

The screenshot shows the 25Live Pro interface for California State University Fullerton. The top navigation bar includes the university logo, a 'Try New Event Form! (reloads app)' button, a 'Go to Search' button, a 'Nothing recently viewed' dropdown, and a 'Help' link. The main content area is divided into several sections:

- Quick Search (1):** A sidebar on the left with search filters: Search Events, Search Locations, Search Resources, and Search Organizations.
- Find Available Locations:** A central section with instructions: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. Below this is a 'Create an Event' button.
- Your Starred Event Searches (2):** A section showing 'You do not have any Starred Event Searches!'.
- Your Upcoming Events (3):** A section showing '4 Events in which you are the Requestor' and '4 Events in which you are the Scheduler'.
- Your Starred Events (4):** A section showing 'Tri-Wizard Opening Ceremony' and 'Tri-Wizard Tournament Opening Ceremony'.
- Your Starred Locations:** A section showing 'You do not have any Starred Locations!'.
- Your Starred Resources (5):** A section showing 'Calendar-Academic Programs' and a link to 'See when these resources are available'.

Numbered callouts 1 through 5 are placed over the interface to highlight specific features: 1 points to the 'Search Events' box in the Quick Search sidebar; 2 points to the 'Your Starred Event Searches' section; 3 points to the 'Your Upcoming Events' section; 4 points to the 'Your Starred Events' section; and 5 points to the 'More' button in the top right corner of the navigation bar.

There are several places where you can look up an event in 25Live Pro:




1. Use the Search Events box in the Quick Search.
2. If you have created and starred an event search for your calendar(s), you can access it under Your Starred Event Searches.
3. Your Upcoming Events will have access to all of the events that you have scheduled and/or requested.
4. Your Starred Events will show any events that you recently starred.
5. You can click on **More** and go to Search to find an event.

Canceling an Event

Once an event has been saved as confirmed and published to a campus calendar, you should edit the event information to indicate the event has been canceled so the cancellation information appears on the campus calendar(s).

However, if you need to have a published event deleted from 25Live, email 25Live@fullerton.edu.

1. Click Edit Event.

	Tri-Wizard Opening Ceremony Tri-Wizard Tournament Opening Ceremony	Confirmed	2019-ACABBG	Fri Sep/27/2019 7:00 pm - 9:00 pm
Details Occurrences Calendar Schedule Task List Audit Trail				
Edit Event				Confirmed 
More Actions 				



2. Add the word CANCELED to the Event Title for Published Calendars field. Then click Next.

Edit the basic event information.

Event Name


Event Title for Published Calendars

Event Type
 Calendar - Announcements
This information cannot be edited.

Sponsoring Organization for this Event
  

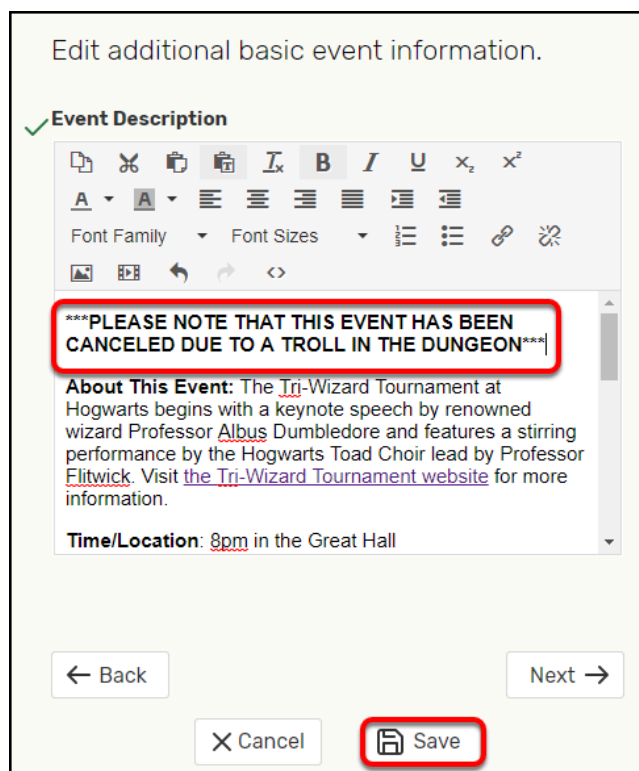
[← Back](#)
[Next →](#)

[X Cancel](#)
[Save](#)

 You may also enter "CANCELED" in front of the Event Name, although you may not have enough characters to be able to do so.

1. Enter the word "CANCELED" at the beginning of the Event Title for Published Calendars.
2. Click **Next**.

3. Add a notation at the top of the Event Description indicating that the event has been canceled. Then click Save.



Edit additional basic event information.

✓ Event Description

PLEASE NOTE THAT THIS EVENT HAS BEEN CANCELED DUE TO A TROLL IN THE DUNGEON

About This Event: The Tri-Wizard Tournament at Hogwarts begins with a keynote speech by renowned wizard Professor Albus Dumbledore and features a stirring performance by the Hogwarts Toad Choir lead by Professor Flitwick. Visit the Tri-Wizard Tournament website for more information.

Time/Location: 8pm in the Great Hall

← Back Next →

✕ Cancel **Save**

4. You're done! Within 20 minutes, the updated event information should appear on the campus calendar(s).

5. After the event date has passed, you can return to 25Live and change the Event State to Cancelled if you wish.

💡 This is not a necessary step but if you wish to remove a canceled event from the campus calendars, we recommend you only do so after the event date has passed.

Tri-Wizard Opening Ceremony Confirmed 2019-ABXZKR Fri Sep/27/2019 1:00 pm - 3:00 pm [Calendar](#)

CANCELED Tri-Wizard
Tournament Opening Ceremony

[Details](#) [Occurrences](#) [Calendar](#) [Schedule](#) [Task List](#) [Audit Trail](#)

[Edit Event](#) Confirmed Tentative Confirmed Cancelled [More Actions](#)

General [Event Categories](#)

1. After the event date has passed, you can return to the Event information screen and click on the Event State drop-down menu.
2. Select **Cancelled**.

Within 20 minutes, the event will be removed from the campus calendar(s).

Canceling a Single Occurrence of an Event

Once a repeating event has been saved as confirmed and published to a campus calendar, you should edit the event information to indicate when one or more occurrences have been canceled so the cancellation information appears on the campus calendar(s).

1. Click Edit this Event.

Tri-Wizard Tasks Confirmed 2019-ACABBB Fri Oct/04/2019 3:00 pm - 6:00 pm
Tri-Wizard Tournament Tasks Repeats every month on the 1st through 12/31

[Details](#) [Occurrences](#) [Calendar](#) [Schedule](#) [Task List](#) [Audit Trail](#)

[Edit Event](#) Confirmed

2. Use the Repeats link on the left to jump to the Repeating screen. Or use the Next button to move to the Repeats screen.

The screenshot shows the 'Tri-Wizard Tasks' event creation interface. On the left sidebar, under 'Tri-Wizard Tasks', there is a section for 'Calendar - Announcements' and 'Sponsoring Organization for this Event'. Below this, the event date and time are listed as 'Fri Oct/04/2019 3:00 pm - 6:00 pm'. A red box labeled '1' highlights the 'Repeats every month through Dec/31/2019' link. At the bottom of the sidebar, there is a 'Calendar-TESTING' button with a red diamond icon and the text 'All Occurrences'. The main area on the right is titled 'Edit the basic event information.' and contains fields for 'Event Name' (Tri-Wizard Tasks), 'Event Title for Published Calendars' (Tri-Wizard Tournament Tasks), 'Event Type' (Calendar - Announcements), and 'Sponsoring Organization for this Event' (IT - STS). A red box labeled '2' highlights the 'Next' button at the bottom right of the main area.

1. Click on the Repeats link on the left to jump to the Add/Remove/Edit Repeat Occurrences screen.
2. Or click **Next** until you reach the Add/Remove/Edit Repeat Occurrences screen.

3. Scroll down to the Occurrence List. For each occurrence that you want to cancel, type **CANCELED in the Comments field. Then click **Save**.**

Date	Comments	Status
Fri Oct/04/2019	**CANCELED DUE TO UNCOOPERATIVE DRAGONS** Task #1: Although details about each task are strictly confidential, attendees are advised to wear heat-resistant clothing and avoid bringing any flammable items with them into the	Active
Fri Nov/01/2019	Task #2: Although details about each task are strictly confidential, attendees are advised to wear water-resistant clothing.	Active
Fri Dec/06/2019	Task #3: Although details about each task are strictly confidential, attendees are advised to wear warm clothing and bring tissues.	Active


← Back X Cancel **Save** Next →

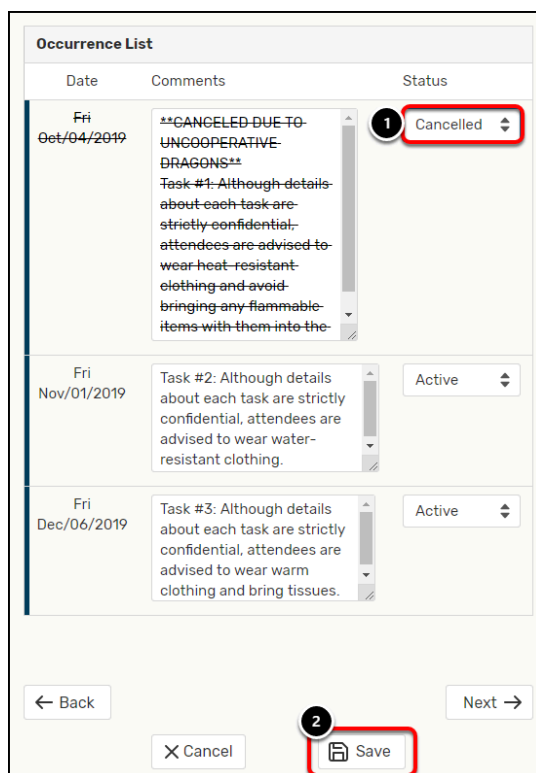
! Do NOT change the Status to Cancelled as this will remove the occurrence from the campus calendar(s) completely rather than providing cancellation information.

1. Enter cancellation information in the Comments field for each occurrence that you want to mark as canceled.
2. Then click **Save**.

4. You're done! Within 20 minutes, the updated event information should appear on the campus calendar(s).

5. After the event date has passed, you can return to 25Live and change the Status of the canceled occurrence(s) to Cancelled if you wish.

 This is not a necessary step but if you wish to remove a canceled occurrence from the campus calendars, we recommend you only do so after the event date has passed.



Date	Comments	Status
Fri Oct/04/2019	**CANCELED DUE TO UNCOOPERATIVE DRAGONS** Task #1: Although details about each task are strictly confidential, attendees are advised to wear heat-resistant clothing and avoid bringing any flammable items with them into the	1 Cancelled
Fri Nov/01/2019	Task #2: Although details about each task are strictly confidential, attendees are advised to wear water-resistant clothing.	Active
Fri Dec/06/2019	Task #3: Although details about each task are strictly confidential, attendees are advised to wear warm clothing and bring tissues.	Active

← Back **2** Save Next →

Cancel

1. After the event date has passed, you can return to the Add/Remove/Edit Repeat Occurrences screen to mark the canceled occurrence(s) as Cancelled in the Status field.
2. When you click **Save**, the canceled occurrences will no longer appear on any of the campus calendar(s) although they will be in 25Live.

Deleting a Tentative Event

Events that are saved as tentative can be deleted by authorized users.

1. Click on the More Actions drop-down menu and select Delete This Event.

The screenshot shows the 'Tri-Wizard Opening Ceremony' event page in the 'Details' tab. The event is marked as 'Tentative' and scheduled for 'Fri Sep/27/2019 1:00 pm - 3:00 pm'. The 'More Actions' dropdown menu is open, showing options like 'Add to Favorites', 'Edit Event', 'Copy Event', 'Manage Related Events', 'Manage Bindings', 'Delete Event', 'Create 'To Do' Task', 'Email Event Details', 'Send this Event to the 25Live Publisher', and 'Subscribe to this Event'. The 'Delete Event' option is highlighted with a red box and a circled '2'. The 'More Actions' button is also highlighted with a red box and a circled '1'.

1. In the Details tab, click on **More Actions**.
2. Select **Delete this Event**.

2. Click OK to confirm you want to delete the event.

25live.collegenet.com says
Delete this event?

OK

Cancel

3. You're done! The event no longer appears in 25Live.

Deleting a Confirmed/Published Event

Only the 25Live administrator can delete events that have been confirmed/published. You can change the event state to "cancelled" in order to remove it from the published calendar, but you will then need to email 25Live@fullerton.edu to have the event deleted from 25Live.

! You should only delete confirmed/published events in 25Live that are duplicates.

You should NOT delete published events in 25Live when the event has been canceled. Use the steps above under [Canceling an Event](#) to update the event information to indicate it has been canceled.

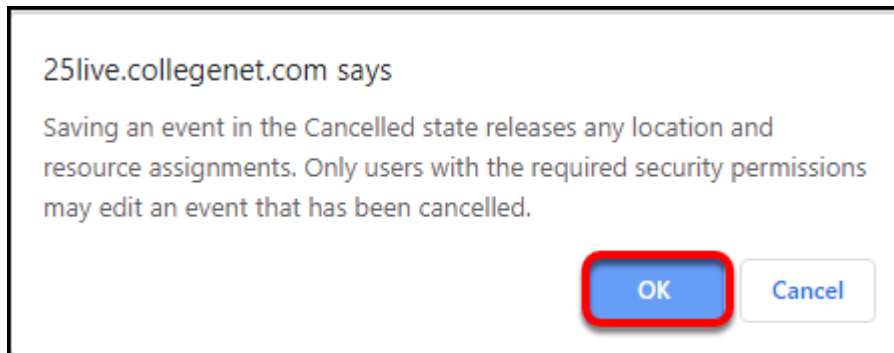
1. Click on the Event State drop-down menu and select Cancelled.

The screenshot shows the 25Live interface for an event titled "Tri-Wizard Opening Ceremony". The event is currently in a "Confirmed" state. A dropdown menu is open next to the "Edit Event" button, showing the following options: "Confirmed", "Tentative", "Confirmed", and "Cancelled". The "Cancelled" option is highlighted with a red box. Numbered callouts 1 and 2 indicate the steps: 1. Click on the Event State drop-down menu. 2. Select **Cancelled**.

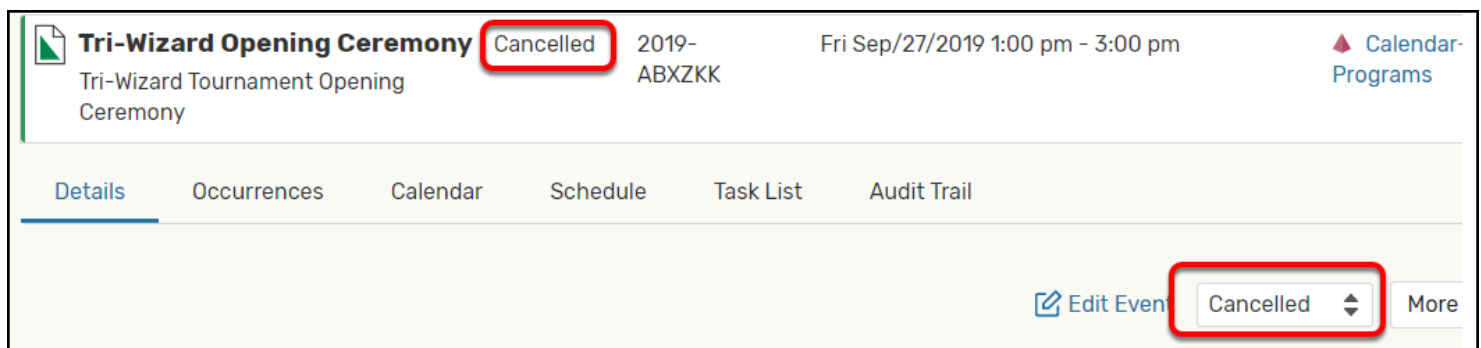
1. Click on the Event State drop-down menu.
2. Select **Cancelled**.

2. A pop-up window will ask you to confirm you want to cancel the

event. Click OK.



3. Once the event is canceled, email 25Live@fullerton.edu with the event details and ask them to delete the event from 25Live.



Email 25Live@fullerton.edu with the event details and ask them to delete the event from 25Live.

Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.

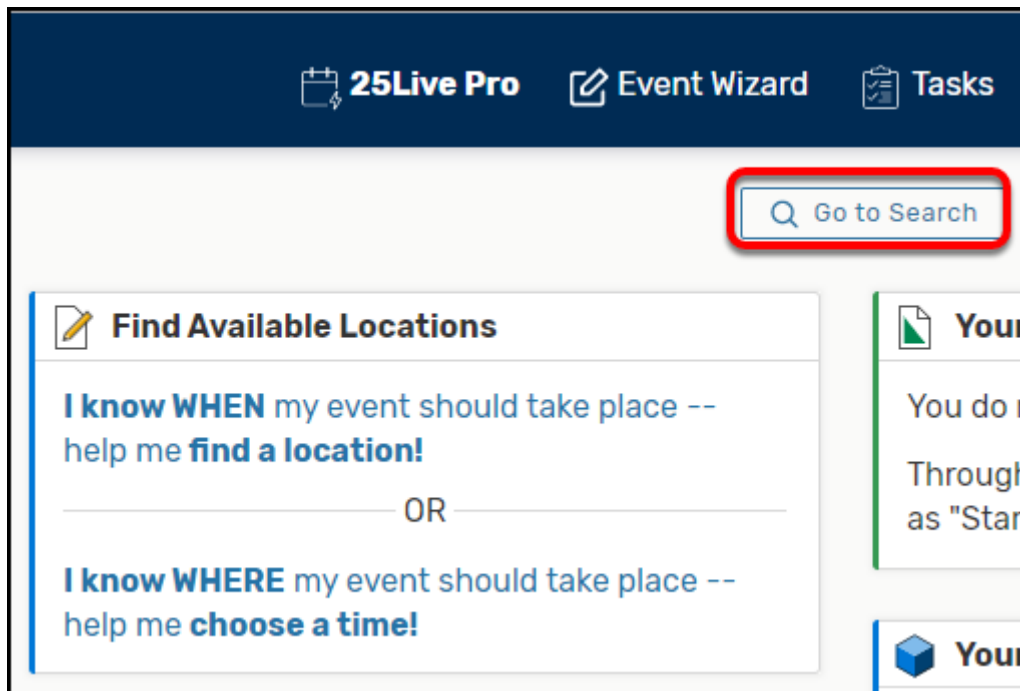
25Live Pro: Searching for Events, Locations, Resources, and Organizations

This article covers how users can do a quick search in 25Live Pro as well as create advanced searches for events, locations, resources, and organizations.

1. Log in to 25Live Pro.

[View instructions on accessing 25Live.](#)

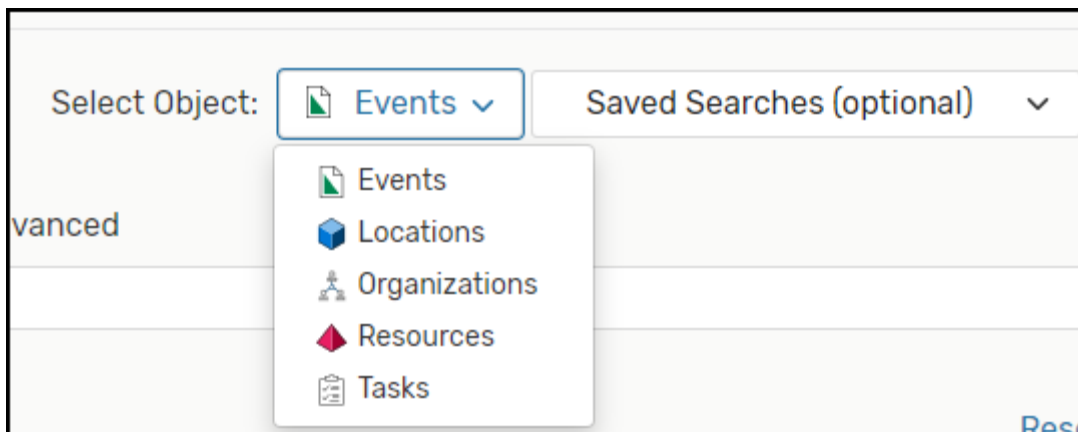
2. Click Go to Search on the 25Live Pro homepage.



Quick Search

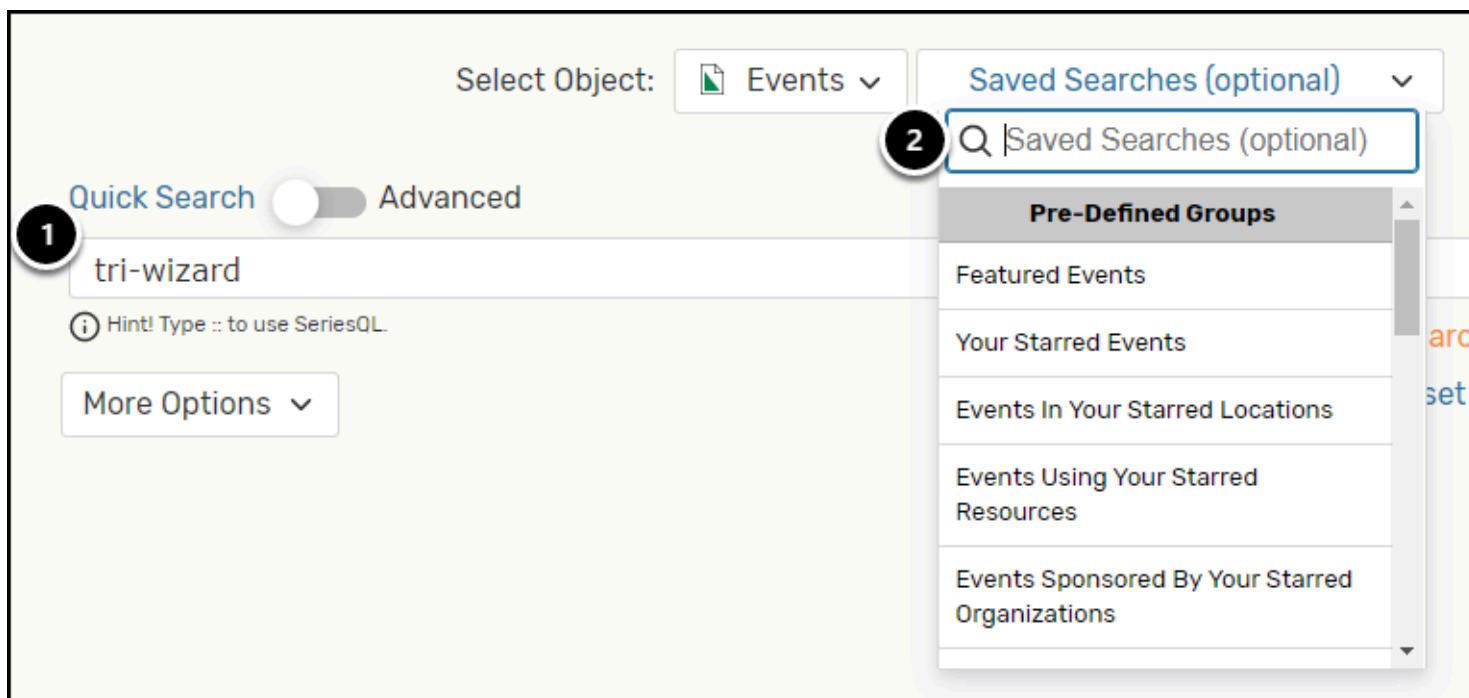
Quick searches allow you to perform simple searches by entering text or selecting from a saved search such as built-in searches, public searches, and searches that you have created.

1. Select a search type from the Select Object drop-down menu.



Select what you would like to search for: events, locations, organizations, or resources.

2. Enter search criteria or select a saved search.



1. Enter search criteria.
2. Or choose from the list of Saved Searches, which includes built-in searches, public searches, and searches that you have created.

3. Your search results appear. Click on the Name to view details about the item. To save your search, click Save As.

Select Object: Events Saved Searches (optional)

Quick Search ☐ Advanced

tri-wizard

Hint! Type : to use SeriesQL

More Options

Search has not been saved

Reset **Save As** Search

2

List Calendar

← Future Only → **Future Only** All Dates Choose Columns

	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler
★	Tri-Wizard Closing Ceremony	Tri-Wizard Tournament Closing Ceremony	2019-ACABBC	IT - STS	Calendar - Announcements		Requestor, Scheduler	Fri Dec/27/2019	7:00 pm	Wed Sep/25/2019 3:32 pm	Draft			Lorien Arthur-Carmichael
★	Tri-Wizard Tasks	Tri-Wizard Tournament Tasks	2019-ACABBB	IT - STS	Calendar - Announcements		Requestor, Scheduler	Fri Oct/04/2019	3:00 pm	Wed Sep/25/2019 3:25 pm	Confirmed		Calendar-TESTING	Lorien Arthur-Carmichael

2 Matching Events Page 1 of 1

First Previous 1 Next Last

1. Click on the name of an item to view details about it.
2. Select **Save As** to save your search.

3.1. After clicking Save As, enter a name for your search and click Save.

Save Search

Search Name:

Add to starred searches: ☐ No ☒ Yes

Cancel Save

3

1. Enter a name for your saved search.

2. Indicate if you want to add this search to your starred searches; this will make it accessible from various locations including your 25Live homepage.
3. Click **Save**.

Create an Event Search

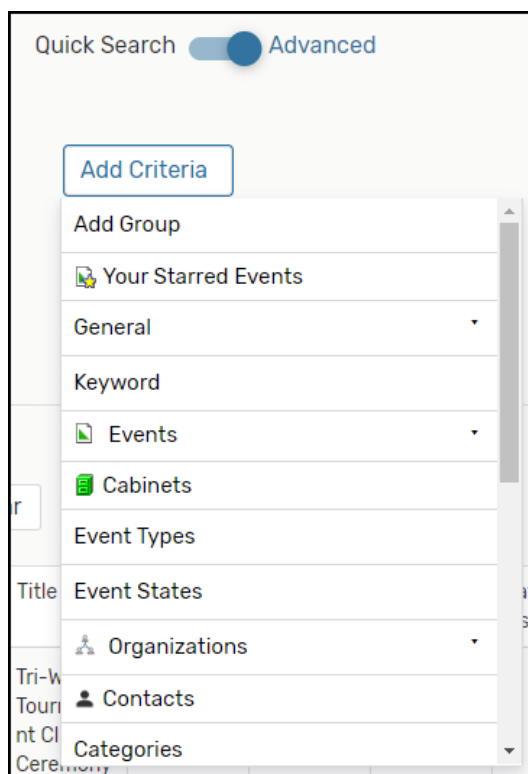
Event searches allow you to easily access all of the events on calendars that you frequently view (or add events to). You can also create searches for other criteria such as all events at a location, all events with specific text, or all events during a specific date range.

1. Select Events in the Select Object drop-down menu on the Search screen. Then click Advanced.


The screenshot shows the 25Live search interface. At the top, there is a 'Select Object:' dropdown menu with 'Events' selected, highlighted by a red box and a circled '1'. To the right of this is a 'Saved Searches (optional)' dropdown menu. Below the 'Select Object:' menu is a 'Quick Search' toggle switch, currently set to 'Quick Search', with 'Advanced' highlighted by a red box and a circled '2'. Below the toggle is a search input field with the placeholder text 'Search Events'. Below the input field is a hint icon and the text 'Hint! Type :: to use SeriesQL.'. At the bottom left is a 'More Options' dropdown menu, and at the bottom right is a 'Reset' button.

1. Select **Events** from the Select Object drop-down menu.
2. Click **Advanced**.

2. Click Add Criteria and select the criterion that you would like to add for your search. Add one or more criterion to create your custom search.



3. Below is a sample of a search for all events on the College of the Arts - Music public calendar from 14 days ago through one year from now. Click Search to run the search once you have entered your criteria.

 Searching before saving the search allows you to check that you are seeing all of the events that you want to see so you can adjust your settings before saving if necessary.

Select Object: Saved Searches (optional)

Quick Search ☒ Advanced

1 **Cabinets**

AND

2 **Specific Resources**
Include All

AND

3 **Event States**

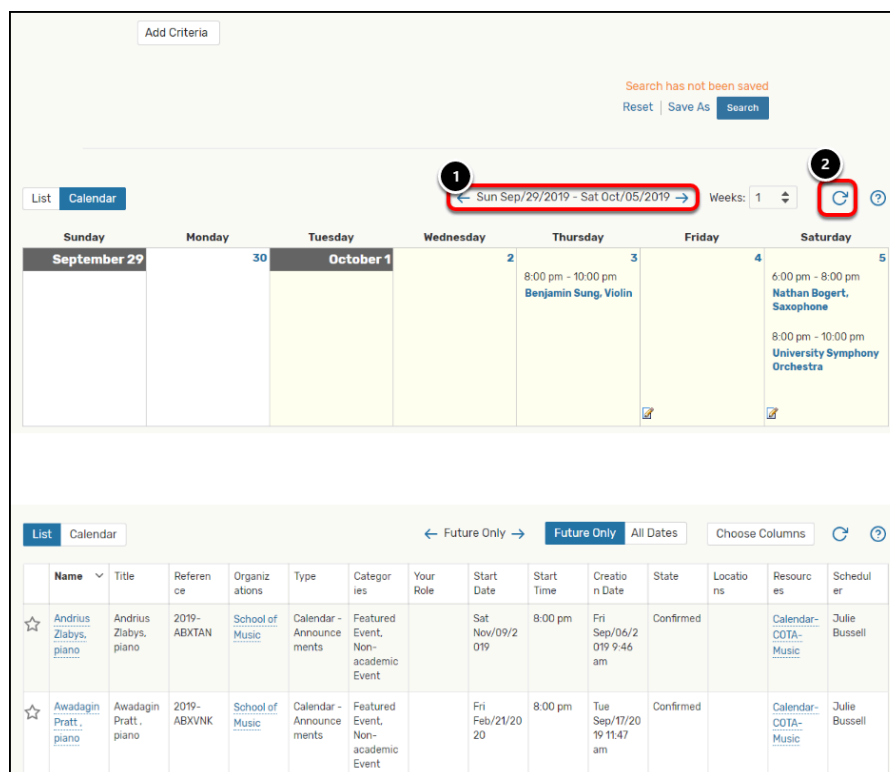
AND

4 **Occurrence Dates**
Start Time: End Time:
From: ☒ Today +/-
☐ Specific Date
Until: ☒ Today +/-
☐ Specific Date
☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday
☒ Friday ☒ Saturday ☒ Sunday

7 6 5

1. **REQUIRED** There are two main cabinets in 25Live: Academics and Events. Academics contains academic courses; Events contain all non-academic events. You must select one or more cabinets for your search.
2. **RECOMMENDED** Specific Resources allows you to search for events on specific calendars.
3. **RECOMMENDED** Event States allows you to choose which events you want to see. Users who are coordinating with others may want to include Draft, Tentative, and Confirmed event states to avoid duplicating an event that has already been added.
4. **RECOMMENDED** It is recommended that you enter occurrence dates to narrow down your search; you can enter specific dates or a range of dates. If you choose to view all events, it may result in the search taking a long time to complete.
5. Click **Search** to run this search now. (You will still be able to save the search after running it.)
6. Select **Save As** to save this search.
7. Select **Reset** to reset your search.

4. After clicking Search you will see the results appear in the List and Calendar tabs at the bottom of the screen.



1. When viewing the Calendar tab, you may need to use the arrows to adjust the dates that are showing to a date when there are events that match your search criteria.
2. You may also need to click the refresh icon to update the calendar view to show the events.

5. Click Save As to save your search.



6. Enter a name for your search and click Save.

×

Save Search

Search Name:

Add to starred searches:
☐ No
☒ Yes

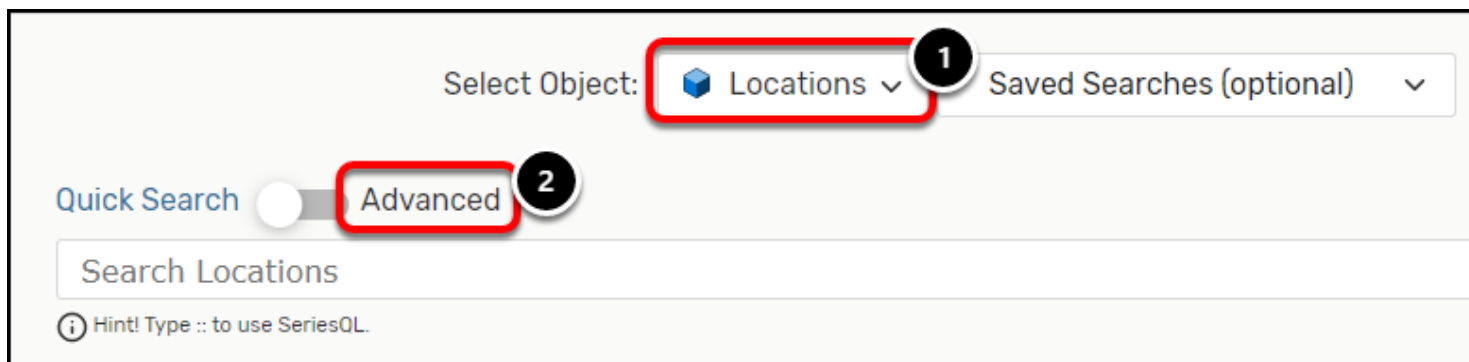
1. Enter a name for your saved search.
2. Indicate if you want to add this search to your starred searches; this will make it accessible from various locations including your 25Live homepage.
3. Click **Save**.

Create a Location Search

Location searches allow you to easily access all of the locations that you frequently use. You can also view availability for the locations from a location search.

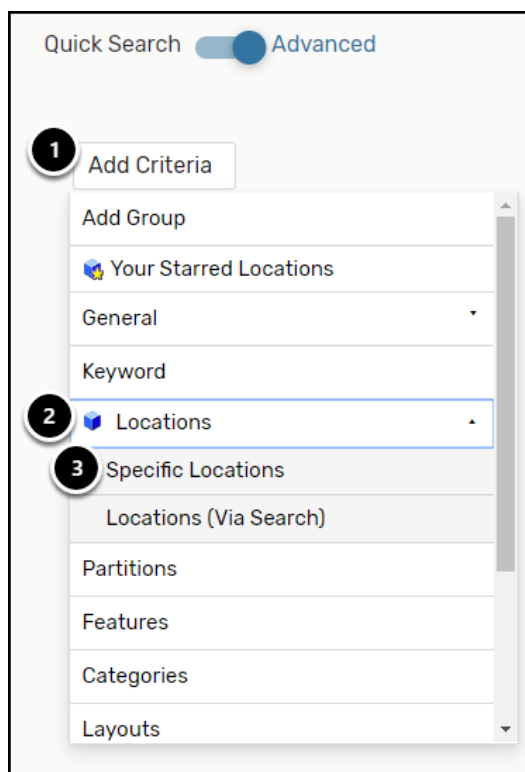
💡 This guide will show you how to create a location search for specific locations, but you can also use the search to find locations that meet specific criteria such as specific features or capacity.

1. Select Locations in the Select Object drop-down menu on the Search screen. Then click Advanced.



1. Select **Locations** from the Select Object drop-down menu.
2. Click **Advanced**.

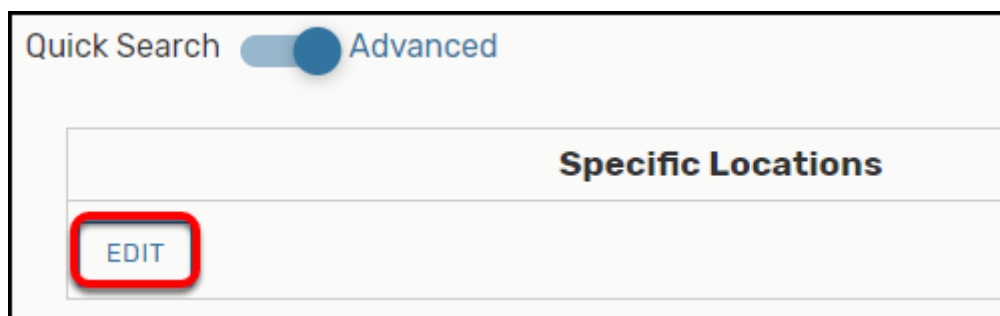
2. Click Add Criteria. Then select Locations > Specific Locations.



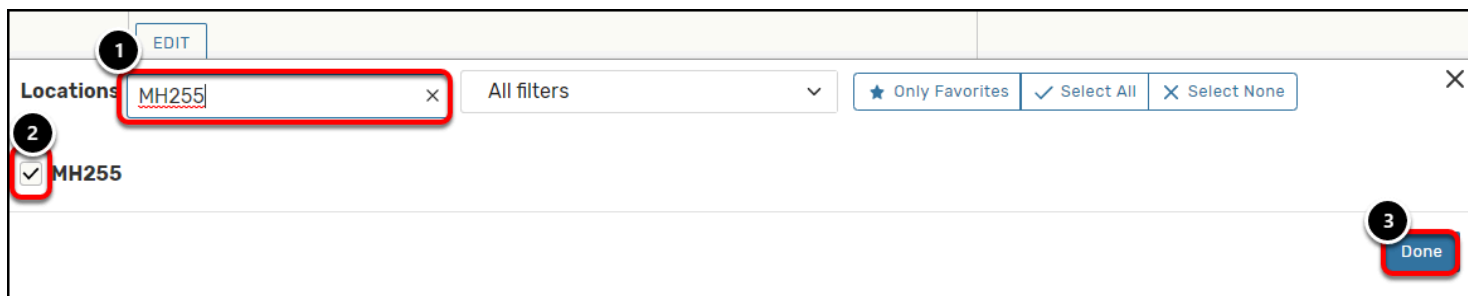
1. Click **Add Criteria**.
2. Select **Locations**.

3. Then select **Specific Locations**.

3. Click Edit.




4. Enter the name of the location you want to include in your search. Place a checkmark next to the location in the search results. Continue adding locations and click Done when you are finished.



1. Enter the building (e.g., LH) or room (e.g., LH315) in the search box.
2. Place a checkmark next to the location(s) in the search results.
3. Click **Done** when you are finished adding locations.

5. Click **Search** to search for all locations that match your criteria.

 Searching before saving the search allows you to check that you are seeing all of the locations that you want to see so you can adjust your settings before saving if necessary.

Quick Search ☒ Advanced

Specific Locations X

EDIT

X MH044 X MH255

Add Criteria

Search has not been saved



Reset | Save As **Search**



6. All of the locations that you selected appear. You can click on a location to view more information about it. Or click on the Calendar or Availability tabs to view events/classes in that location or the availability of the location.

Search has not been saved

Reset | Save As **Search**

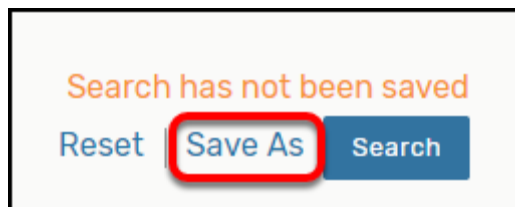
List **Calendar** Availability

Choose Columns  

	Name	Formal Name	Categories	Features	Layouts	Max Capacity
	MH044	McCarthy Hall - Room 044 - Computer Lab	Computer Lab, McCarthy Hall (MH)			32
	MH255	McCarthy Hall - Room 255 - Teaching Lab	McCarthy Hall (MH), Non-General Use Classroom, Teaching Lab			43

1. Click on the name of the location to view more details about it, including pictures if available.
2. Click on the Calendar or Availability tabs to view events/classes in the location(s) or availability information for the location(s).

7. Click Save As to save your search.



8. Enter a name for your search and then click Save.

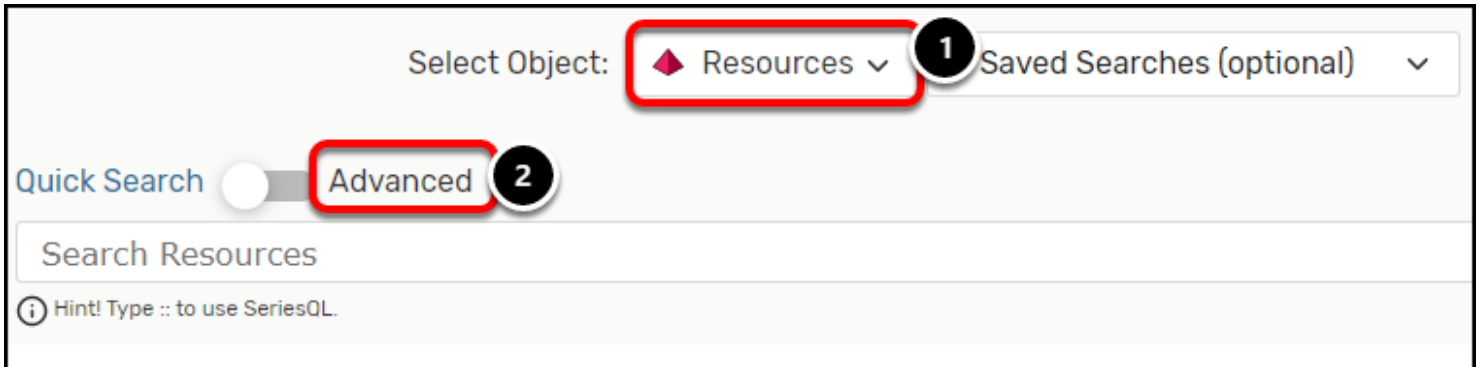
A screenshot of a "Save Search" dialog box. The title is "Save Search" with a close button (X) in the top right. Inside the dialog, there is a "Search Name:" label followed by a text input field containing "MH44 and MH255". Below this is the "Add to starred searches:" label with two radio buttons: "No" and "Yes". The "Yes" radio button is selected. At the bottom right, there are two buttons: "Cancel" and "Save". Numbered callouts are present: a circle with "1" points to the search name field, a circle with "2" points to the "Yes" radio button, and a circle with "3" points to the "Save" button.

1. Enter a name for your saved search.
2. Indicate if you want to add this search to your starred searches; this will make it accessible from various locations including your 25Live homepage.
3. Click **Save**.

Create a Resource Search

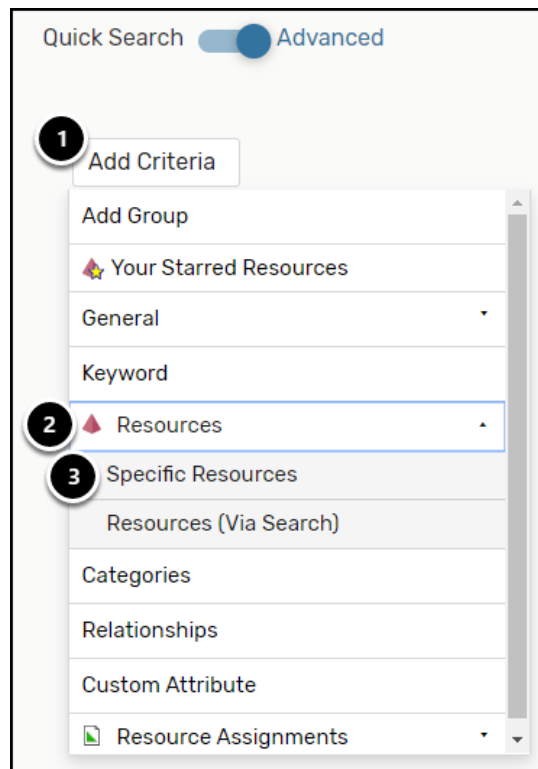
Resource searches allow you to easily access all of the calendars that you frequently view (or add events to).

1. Select Resources in the Select Object drop-down menu on the Search screen. Then click Advanced.



1. Select **Resources** from the Select Object drop-down menu.
2. Click **Advanced**.

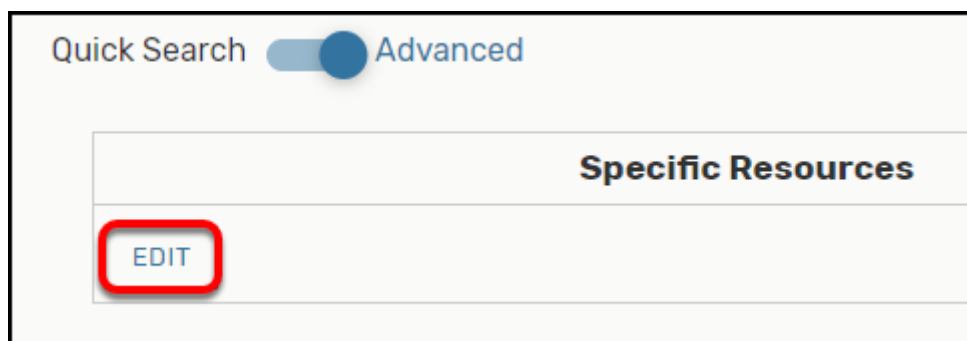
2. Click Add Criteria. Then select Resources > Specific Resources.




1. Click **Add Criteria**.
2. Select **Resources**.

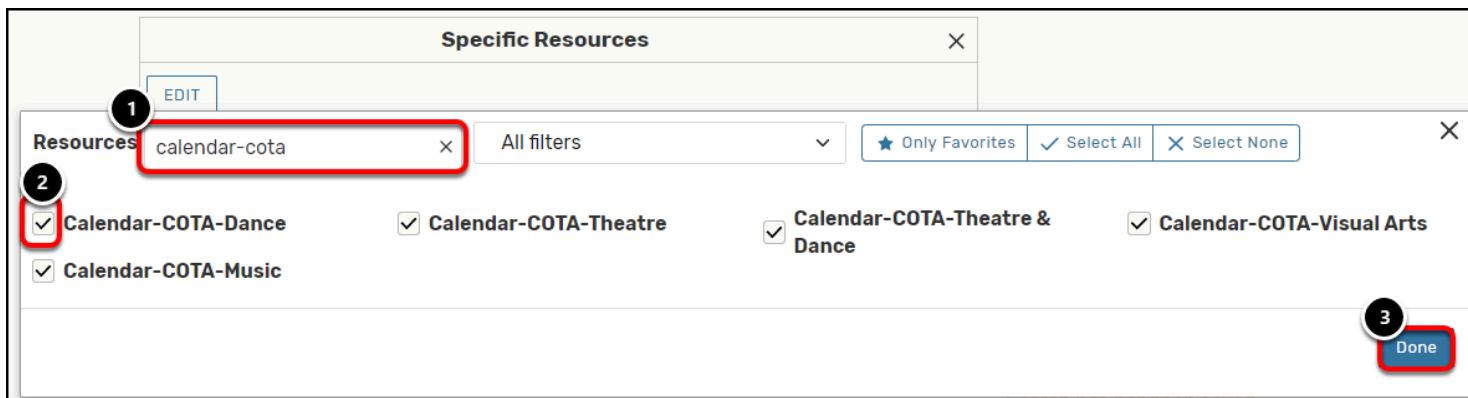
3. Then select **Specific Resources**.

3. Click Edit.



4. Enter the name of the resource you want to include in your search. Place a checkmark next to the resource in the search results. Continue adding resources and click **Done** when you are finished.

 For users entering calendar events, search for "calendar" for a list of all of the calendars that you have access to.



1. Enter the name of the specific resource (e.g., "Calendar-COTA-Theatre") or group of resources (e.g., "Calendar-COTA").
2. Place a checkmark next to the resource(s) in the search results.
3. Click **Done** when you are finished adding resources.

5. Click Search to search for all locations that match your criteria.

💡 Searching before saving the search allows you to check that you are seeing all of the resources that you want to see so you can adjust your settings before saving if necessary.

Specific Resources

×

EDIT

×

Calendar-COTA-Dance

×

Calendar-COTA-Music

×

Calendar-COTA-Visual Arts

×

Calendar-COTA-Theatre

×

Calendar-COTA-Theatre & Dance

Add Criteria

Search has not been saved

Reset | Save As

Search

6. All of the resources that you selected appear. You can click on a resource to view more information about it. Or click on the Calendar or Availability tabs to view events/classes associated with that resource or the availability of the resource.

Search has not been saved
Reset | Save As Search

List Calendar Availability Choose Columns

	Name	Categories	Custom Attributes	Quantity
☆	Calendar-COTA-Dance	Calendar		
☆	Calendar-COTA-Music	Calendar		
☆	Calendar-COTA-Theatre	Calendar		
☆	Calendar-COTA-Theatre & Dance	Calendar		
☆	Calendar-COTA-Visual Arts	Calendar		

1. Click on the name of the resource to view more details about it.
2. Click on the Calendar or Availability tabs to view events/classes associated with the resource or availability information for the resource(s).

7. Click Save As to save your search.

Search has not been saved
Reset Save As Search

8. Enter a name for your search and then click Save.

1. Enter a name for your saved search.
2. Indicate if you want to add this search to your starred searches; this will make it accessible from various locations including your 25Live homepage.
3. Click **Save**.

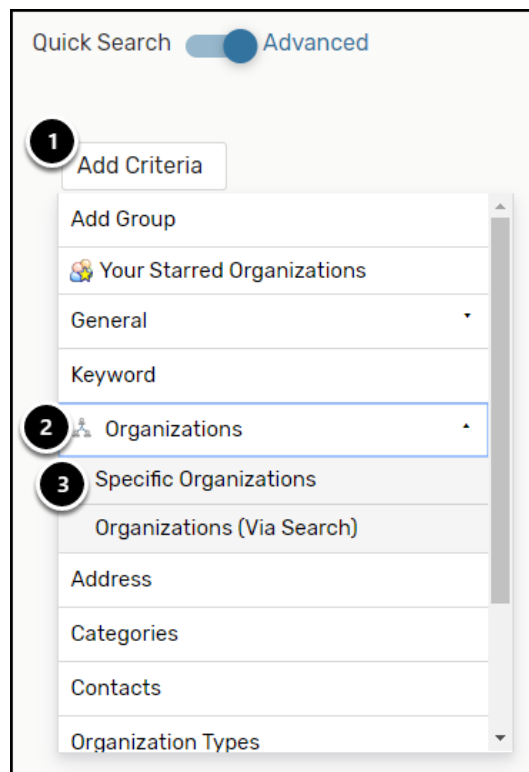
Create an Organization Search

Organization searches allow you to easily access all of the organizations that you frequently view (or add events for).

1. Select Organizations in the Select Object drop-down menu on the Search screen. Then click Advanced.

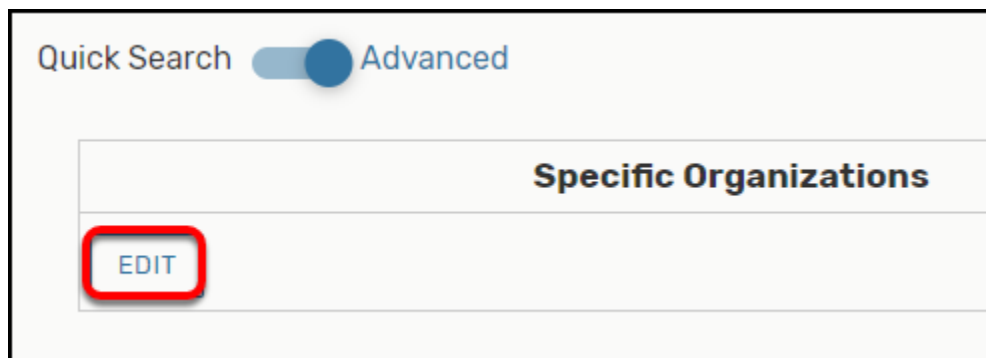
1. Select **Organizations** from the Select Object drop-down menu.
2. Click **Advanced**.

2. Click Add Criteria. Then select Organizations > Specific Organizations.



1. Click **Add Criteria**.
2. Select **Organizations**.
3. Then select **Specific Organizations**.

3. Click Edit.




4. Enter the name of the organization you want to include in your search. Place a checkmark next to the organization(s) in the search results. Continue adding organizations and click Done when you are finished.

The screenshot shows a dialog box titled "Specific Organizations". At the top, there is a search bar with the text "it" entered, highlighted with a red box and a circled "1". Below the search bar, there is a list of organizations with checkboxes. The first row shows "AFIT - Admin & Finance IT" (unchecked), "IT - CMS Administration" (unchecked), and "IT - PMO" (checked). The second row shows "IT - Administration" (checked, highlighted with a red box and a circled "2"), "IT - ERP" (checked), and "IT - STS" (checked). The third row shows "IT - CAT" (unchecked), "IT - Operations" (checked), and "Italian (ITAL)" (unchecked). At the bottom right, there is a "Done" button highlighted with a red box and a circled "3".

1. Enter the name of the specific organization (e.g., "IT - Administration") or group of organizations (e.g., "IT").
2. Place a checkmark next to the organization(s) in the search results.
3. Click **Done** when you are finished adding organizations.

5. Click Search to search for all organizations that match your criteria.

 Searching before saving the search allows you to check that you are seeing all of the organizations that you want to see so you can adjust your settings before saving if necessary.

Specific Organizations

×

EDIT

✕ IT - Administration

✕ IT - ERP

✕ IT - STS

✕ IT - Operations

✕ IT - PMO

Add Criteria

Search has not been saved

Reset | Save As

Search

6. All of the organizations that you selected appear. You can click on an organization to view more information about it. Or click on the Calendar tab to view events/classes associated with the organization(s).

Search has not been saved

Reset | Save As

Search

List

Calendar

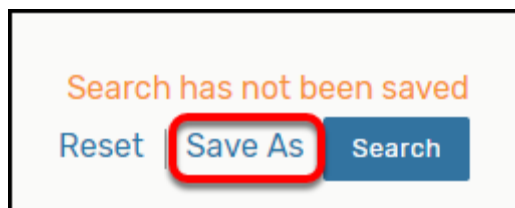
Choose Columns

	Name	Title	Type	Categories	Accounting Code
★	IT - Administration	IT - Administration	Campus Administration		
★	IT - ERP	IT - Enterprise Resource Planning	Campus Administration		
★	IT - Operations	IT - Operations	Campus Administration		
★	IT - PMO	IT - Project Management	Campus Administration		
★	IT - STS	IT - Student Technology Services	Campus Administration		

1. Click on the name of the organization to view more details about it.

2. Click on the Calendar tab to view events/classes associated with the organization(s).

7. Click Save As to save your search.



8. Enter a name for your search and then click Save.

A screenshot of a "Save Search" dialog box. The title is "Save Search" with a close button (X) in the top right. Inside, there is a "Search Name:" label followed by a text input field containing "All IT". A numbered callout "1" points to this field. Below this is the "Add to starred searches:" label with two radio buttons: "No" and "Yes". The "Yes" radio button is selected, and a numbered callout "2" points to it. At the bottom right, there are two buttons: "Cancel" and "Save". A numbered callout "3" points to the "Save" button.

1. Enter a name for your saved search.
2. Indicate if you want to add this search to your starred searches; this will make it accessible from various locations including your 25Live homepage.
3. Click **Save**.

Need More Help?

Please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance with 25Live.