Do you need to request an event on the go? You can access 25LIVE from your tablet or smartphone. Simply log in and click “Create an event”!
https://25live.collegenet.com/sc/mobile.htm

**Event Name (1):** ideally, this will show a short version of the full event title. Type of event and subject matter are a good place to start.

**Event Title (2):** this is what people will see on the front page of a calendar. If it is a lecture, the speaker and title of the talk should be included.

**Event Type (3):** Choose the event type that best describes your event. This field is just for the 25Live system and is not displayed anywhere on the published calendar pages. Your user permissions determine which Event Types you can choose from.

**Sponsoring Organization for this Event (4):** Choose the organization or responsible unit for this event. This field is just for the 25Live system and is not displayed anywhere on the published calendar pages.

**Enter an Expected Head Count (5):** This will be used to find locations that can hold your event.

**Fill out the Calendar Publication Details (6):** This is what people will see on a web calendar. This is among the most important boxes to complete in order to get your event on a calendar. Here you should include the time, date, location and a brief description of the event content. Your goal is to give potential attendees a brief overview of what they might expect if they choose to go to your event. If it is a lecture, the speaker and title of the talk should be included. If you want to include box office information for a ticketed event, this is the place to do so.

Links to more information are encouraged, and can be included by hyperlinking related phrases. Avoid using URLs or “Click Here” language in your links; instead, work the link into the natural flow of the sentence.

You would usually use the keyword “Meeting” here

Use “pharmacy” as a filter and select the most appropriate.

The College is held liable if your room is over the max capacity set by the fire marshal.
Enter the **Event Date and Time** (7). These will be the times and date that display on the calendar, so you should enter the true start and end times of the event.

If you require extra time to set up or break down your event, add that time in the **Pre-Event** or **Post-Event time** (8).

**Repeating Events** (9): If the event has more than one occurrence, select the date(s) here; if it has a single occurrence, select “Does Not Repeat.”

Search for suitable **Event Locations** (10) by location name, saved search or advanced search. Locations that best fit your head count will appear higher in the list.

A red triangle or gray “x” means the location is not available. A green check mark means the location is available.

Once you select a location, it will appear in the event locations section.
Calendars and Resources (11) is the area in which you will select the calendars on which you would like your event to appear (if any). Your user permissions determine which resources you can choose from. The calendar manager for your unit will determine if your event is appropriate for the unit calendar and for consideration for the main university calendar.

The Additional Information (12) section has many questions related to the logistics of your event. Please answer them as required and appropriate for your event. All questions marked with a red asterisk are required, but the only information that will appear on your calendar listing is the Admission Cost (13).

If your event does not have an admission cost, simply enter “Free” in the Admission Cost box. If there is a charge for the event, enter the dollar amount only; information about how to purchase tickets should go in the Calendar Publication Details box.
Categories (14) are used as search tools. This field is just for the 25Live system and is not displayed anywhere on the published calendar pages; however, if a calendar visitor enters one of the categories as a search term, any event associated with the category will display. Your user permissions determine which Categories you can choose from.

If you do not want your event to display on published calendars, you can select Don’t Display on Published Calendars. If you later decide that your event is ready to be published, you can go back and uncheck this box.

The Audience categories can be used by calendar administrators to determine where your event should be displayed to reach your intended audience.

Event Comments (15) can be seen by most users. This field is not required, but can be used to communicate additional details to the space scheduler.

Confirmation Notes (16) are shown in Confirmation Reports and can only be edited by the location scheduler.

Check the “I agree” box in the affirmation (17) section to agree to USC Policies for space usage.

Event State reflects the status of your space request. Your user permissions determine which Event State you can choose from.

All space requests must be submitted as Tentative. Only space schedulers are able to change the Event State from Tentative to Confirmed, and only Confirmed events will be displayed on a calendar.

To finish your event request, click Save (18).

Once you are finished entering your event, the system will send a notification to the space scheduler and the calendar manager to approve.

***Please allow up to 2 business days for approval. If this is an urgent approval, then contact your departmental approver. Please visit this link for a full list of departmental contacts.***