

## How to Create Events in 25Live

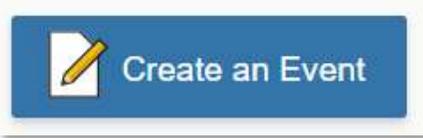
1. Access 25Live using the following URL:

<https://25live.collegenet.com/pro/ucr#!/home/event/form>

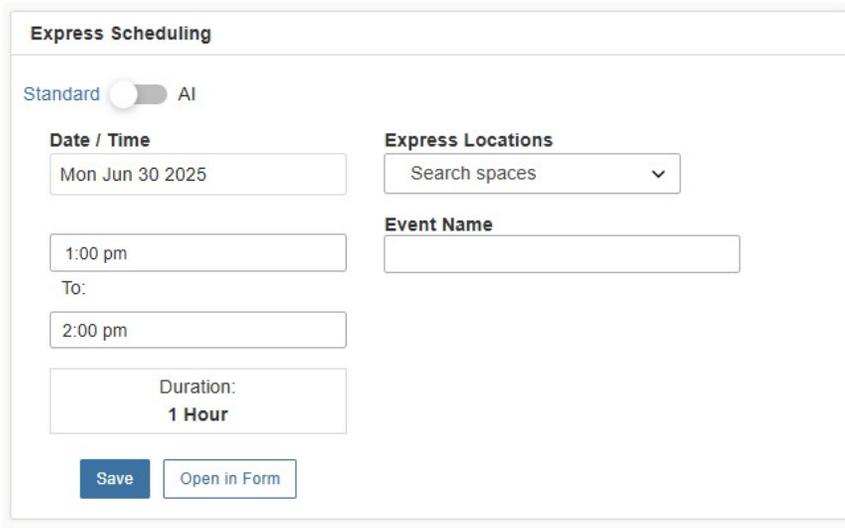
To access 25Live, select the **Log Into 25Live** button.

**Note:** If prompted, login with your UCR NetID and Password.

2. Once signed in, there are several ways to create an event from the 25Live homepage:
  - a. Use the **Create an Event** button to open the Event Form:

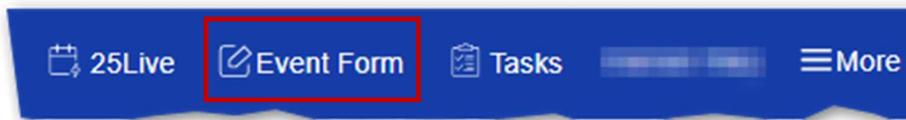


- b. Use the **Express Scheduling** feature to begin creating the event:

A screenshot of the "Express Scheduling" form. It features a toggle switch for "Standard" (selected) and "AI". The "Date / Time" section includes a date field with "Mon Jun 30 2025", a time field with "1:00 pm", a "To:" label, a time field with "2:00 pm", and a "Duration:" field showing "1 Hour". The "Express Locations" section has a dropdown menu with "Search spaces" and a downward arrow. The "Event Name" section has an empty text input field. At the bottom, there are "Save" and "Open in Form" buttons.

**Note:** Once details are entered, selecting **Open in Form** will open the **Event Form** for the remaining event details to be completed (go to step 3 for details).

- c. Access the Event Form directly using the **Event Form** link at the top of the page:



3. Use the **Event Form** to enter the event details:

The screenshot shows the 'Add New' event form interface. On the left is a sidebar with a list of fields: Event Name, Event Title for Published Calendars, Event Description, Event Type, Primary Department/Organization, Additional Department(s)/Organization(s), Expected Attendance, Date and Time, Locations, Additional Comments/Questions?, Campus Scheduling/Event Policy, and Post-Save. Callout 'a' points to this sidebar. The main form area contains three sections: 1. 'Event Name - Required' with a text input field and callout 'b'. 2. 'Event Title for Published Calendars (For Academic Only)' with a text input field and callout 'c'. 3. 'Event Description - Required' with a rich text editor (callout 'd') and 'Event Type - Required' with a dropdown menu (callout 'e').

- a. Jump to any field in the Event Form using the sidebar on the left of the screen.
- b. **Event Name:** The name of the event.
- c. **Event Title for Published Calendars** (optional): If populated the Event Title will be used on published university website calendars. **Note:** If not included, the Event Name provided will be used on calendars.
- d. **Event Description:** Enter additional event information.
- e. **Event Type:** Select from the pre-defined list of event types.

4. Enter department information, expected attendance, and the timing of the event:

The screenshot shows a web form for creating an event. On the left is a sidebar menu with options like 'Event Name', 'Event Description', 'Event Type', 'Primary Department/Organization', 'Additional Department(s)/Organization(s)', 'Expected Attendance', 'Date and Time', 'Locations', 'Additional Event Information', 'Contact Roles', 'Additional Comments/Questions?', 'Campus Scheduling/Event Policy', and 'Post-Save'. The main form has several sections:

- Primary Department/Organization - Required**: Includes instructions to select an organization and a search dropdown menu labeled 'a'.
- Additional Department(s)/Organization(s)**: Includes instructions to select additional organizations and an 'EDIT' button labeled 'b'.
- Expected Attendance - Required**: Includes instructions to enter the expected attendance and a text input field labeled 'c'.
- Date and Time - Required**: Includes instructions to select start and end dates and times. It features a date picker (labeled 'd') set to 'Mon Jun 30 2025', a start time of '1:00 pm', and an end time of '2:00 pm'. There is a checkbox for 'This begins and ends on the same day' and a 'Duration: 1 Hour' field.

On the right side of the form, there is a blue text block: **FOR SCHOOL OF MEDICINE USE ONLY** SOM Building Business hours are Mon-Fri 8am-5pm. After-hours and weekend events are subject to review and approval. Below this, it says: Please submit your request using the actual setup or event start time up to 5:00 PM (for example, 3:30 PM–5:00 PM) and clearly indicate the full requested duration in the event description or notes (e.g., "Requesting use until 9:00 PM") for review.

- a. **Primary Department/Organization:** The department/organization that is hosting the event. Select the dropdown to search for campus departments and organizations.

**Note:** To make it easier to find departments, you can use the star feature to add them to your favorites. Once added, your starred locations will appear at the top of the department list in the dropdown menu.

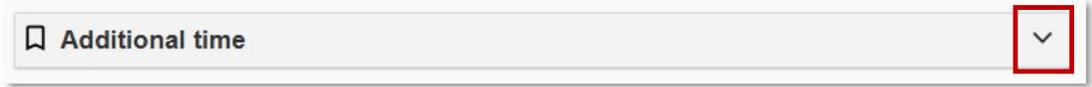


- b. **Additional Department(s)/Organizations** (optional): Select the **Edit** button to enter any additional entities involved in hosting the event.
- c. **Expected Attendance:** Enter the number of people attending the event. Entering the attendance ensures that only rooms with enough space will be shown when searching for an event space.
- d. **Date and Time:** The date and time of the event.

**Note:** This should be the actual time of the event for inclusion on public calendars.

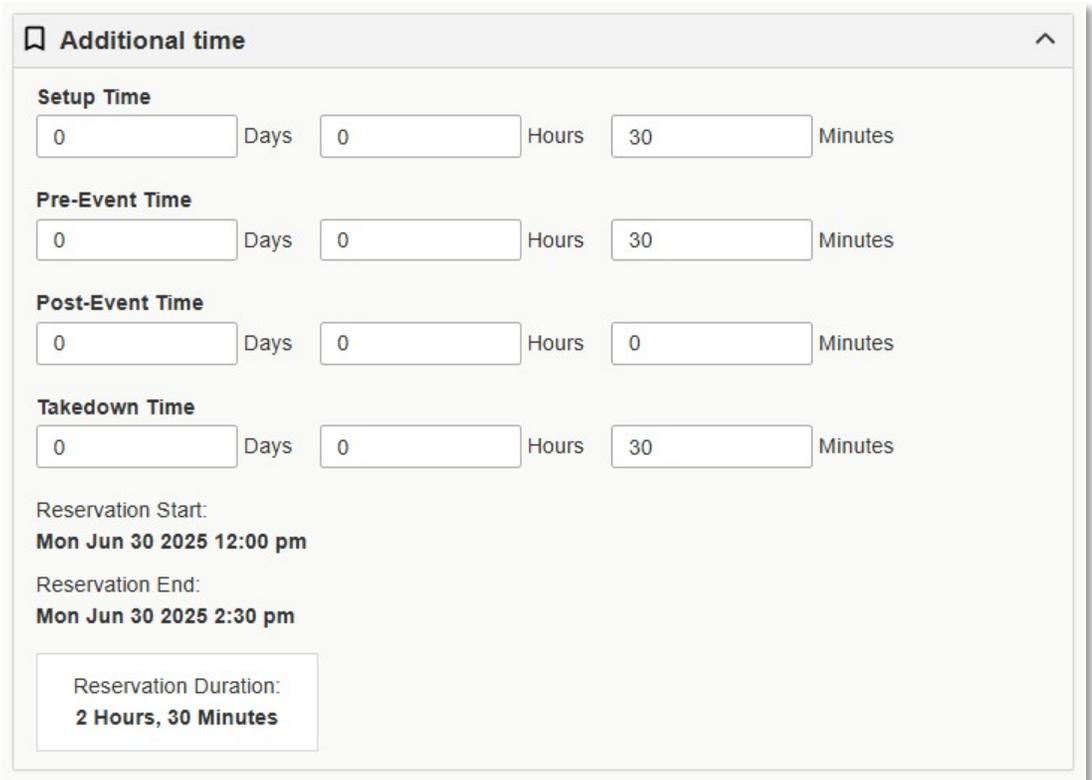
5. If extra time is needed outside of the designated event time for setup etc., use the **Additional time** feature to set this up:

a. Expand the **Additional time** section using the arrow:



A horizontal bar with a left-pointing arrow icon and the text "Additional time" on the left, and a downward-pointing arrow icon on the right. A red square box highlights the downward-pointing arrow icon.

b. Enter any additional time needed for setup / takedown as well as any pre and post event time:



The expanded "Additional time" form contains the following sections and fields:

- Setup Time:** 0 Days, 0 Hours, 30 Minutes
- Pre-Event Time:** 0 Days, 0 Hours, 30 Minutes
- Post-Event Time:** 0 Days, 0 Hours, 0 Minutes
- Takedown Time:** 0 Days, 0 Hours, 30 Minutes

Reservation Start:  
**Mon Jun 30 2025 12:00 pm**

Reservation End:  
**Mon Jun 30 2025 2:30 pm**

Reservation Duration:  
**2 Hours, 30 Minutes**

**Note:** The example above adds 30 minutes for setup time, 30 minutes for pre-event time and 30 minutes for takedown time. This adds a total of 1 hour and 30 minutes to the reservation. The published time of this meeting will be from 1:00-2:00. The room reservation time will be from 12-2:30 to accommodate for the added 1 hour and 30 minutes.

- Use the **Search Locations** box to enter the name of the location to be reserved and select the **Search** button:

**Locations Search**

Auto-Load Starred:  No  Yes

Hide Conflicts  Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾ Search Locations **SOM** ×

Hint! Type :: to use SeriesQL.

Reset **Search**

**Note:** When the **Hide Conflicts** checkbox is selected, only rooms available at the designated time will be displayed. To see where conflicts exist so the event time can be adjusted, simply deselect this option. Any room with a conflict will have a link that provides details about it.

**Note:** When the **Enforce Headcount** checkbox is selected, the system will only display rooms that are suitable for the specified number of people. This can be deselected to see if any smaller rooms are available.

- A list of rooms that match the search criteria will be displayed. Select the **Reserve** or **Request** button to select the room:

**Locations Search**

Auto-Load Starred:  No  Yes

Hide Conflicts  Hide Request Conflicts  Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾ SOM ×

Hint! Type :: to use SeriesQL.

Reset **Search**

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
<b>Request</b>	SOM2 105	CLASS LAB	80	1/1	None	SOM EDUC 2
<b>Request</b>	SOM2 106	CLASS LAB	140	1/1	None	SOM EDUC 2
<b>Request</b>	SOM2 205	CLASS LAB	136	1/1	None	SOM EDUC 2
<b>Request</b>	SOMED G650	SOM EDUCATION I G650	94	1/1	None	SOM EDUC

**Note:** Once the room is selected, it can be removed from the event using the **Remove** button:

Date	Time	Issues	Shared	Layout	Instructions	Attendance
Wed Apr 08 2026	12:00 pm - 1:00 pm		<input type="checkbox"/>	Classroom <a href="#">Preview</a>	<a href="https://som-facilities.uc">https://som-facilities.uc</a>	<input type="text"/>

**Remove** [View Occurrences](#)

8. Depending on the type of event and room selected, **Additional Event Information** may be required:

### Additional Event Information - Required ⓘ

**Instructions**

Please answer any and all questions applicable to this event.

\* COA

\* Budget Owner Name

\* Budget Owner Email

✕ Indicate Attendees

✕ Will you be serving food? No  Yes

✕ SOM Staff / Employee Monitoring Before / After Hours

✕ Do you require a digital signage posted? No  Yes

✕ Is the SOM Dean a guest speaker? No  Yes

\* I have read, understood, and agree that the COA will be charged in case facilities requires extra cleaning.  
No  Yes

\* I have read, understood, and agree that the COA will be charged in case of damage to furniture, room, or equipment.  
No  Yes

✕ Featured Event

9. Define the contact roles for the event, add any additional comments and acknowledge the campus scheduling/event policy:

**Contact Roles - Required**  **a**

**Note**

The **Requestor** contact role is used to identify the organizer of the event or a representative from the Organization responsible for the event.

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

If you are creating your own event, you are both the **Scheduler AND** the **Requestor**.

Requestor  Scheduler

[Create New Contact](#)

**Additional Comments/Questions?**  **b**

**Instructions**

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

**OR...**

Please use this field to enter any other relevant information for this event request, including:

- purpose of meeting / event,
- details and description of activities taking place during the event,
- particular seating arrangement needs,
- any equipment needs, such as access to AV equipment (e.g., projector, computer and/or screen),
- specific building and room preferences,
- and any additional information that might be helpful in scheduling your event.

**Campus Scheduling/Event Policy - Required**  **c**

By checking this box, I confirm that I have read, understand and agree to abide by the terms outlined in the [College/University Scheduling Policy](#).

I agree

- a. **Contact Roles:** All events have a requestor and scheduler. The requestor is the person responsible for the event and the scheduler is the person entering the event in 25Live. These are the same person when the individual entering the event is also the event organizer.
- b. **Additional Comments Questions** (optional): Enter any questions that the event reviewer needs to answer as well as any additional comments.
- c. **Scheduling/Event Policy:** Check the box to confirm that you have read and understood the UCR scheduling / event policy.

10. Select what happens after the Event is saved:

**After Saving This Event...** ^

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event
- Continue Editing Event
- Create Another Event

11. Select **Save**:

Cancel Preview **Save**

**Note:** Once saved, events can be found in the events section of the 25Live homepage:

Your Upcoming Events ^

-  [1 Event](#) in which you are the **Requestor**
-  [1 Event](#) in which you are the **Scheduler**

Your Event Drafts ^

-  [1 Event Draft](#) in which you are the **Scheduler**
-  [1 Event Draft](#) in which you are the **Requestor**

**Note:** Selecting an event will display a list of events. Selecting a specific event from the list will allow for the viewing of the event details.