25Live:

**SCU's new comprehensive
space and event management system**

Product Overview

Why 25Live

The launch of 25Live presents the first time SCU will have a comprehensive, centralized system for on-campus spaces and event management.

- Visibility

- Accessibility
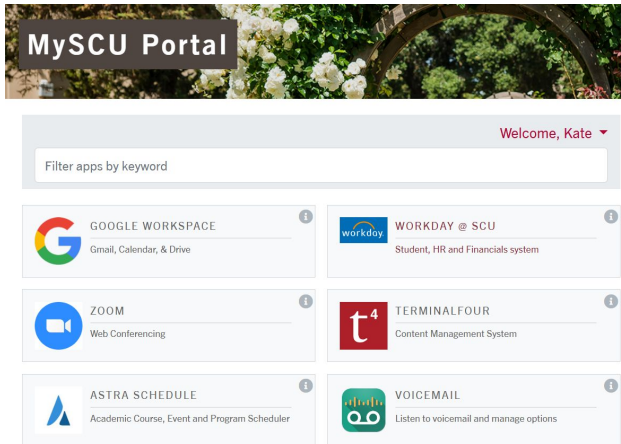
- Safety

Why 25Live

- **Industry-leading software**
- **Outperforms Ad Astra**
  - Intuitive and customizable interface
  - One event form for all spaces across campus
    - Integration with SCU service providers
    - Allows attachments
  - Tiered workflow for approvals
  - Event status tracking
  - Web-based - accessible from anywhere
  - Robust reporting

Accessing 25Live

- New tile on your "MySCU Portal"
- All students, faculty, and staff will log-in using SCU's Single Sign On (SSO) verification

Intuitive & Customizable

Fully Customizable Dashboard

Intuitive & Customizable

Favorites - you can "star" your most-used locations, organizations, etc. AND create your own custom, savable, and shareable searches.

Your Starred Searches	
Outdoor Reservable Spaces	⭐
Tabling	⭐

Public Searches	
all locations	☆
Campus Recreation Spaces	☆

Search organizations ⌄

🔍 Search organizations

University Event Planning ⭐

Intuitive & Customizable

Easily view availability in spaces across campus

	8	9	10	11	12	1	2	3	4	5	6	7	8
Mon Jan 05 2026	TESP 4-1	TESP 4-2	JAPN 2-2	ARAB 2-1	ARAB 11A-1	JAPN 22-1	PHIL 11A-4	PHIL 11A-5			TEST - Reserved Space		
Tue Jan 06 2026	PHIL 11H-1		PHIL 12A-1		PHIL 11A-2		PHIL 12A-3		MGMT 72-2 BTB		MGMT 72-1 BTB		
Wed Jan 07 2026	TESP 4-1	TESP 4-2	JAPN 2-2	ARAB 2-1	ARAB 11A-1	JAPN 22-1	PHIL 11A-4	PHIL 11A-5			TEST - Reserved Space		
Thu Jan 08 2026	PHIL 11H-1		PHIL 12A-1		PHIL 11A-2		PHIL 12A-3		MGMT 72-2 BTB		MGMT 72-1 BTB		
Fri Jan 09 2026	TESP 4-1	TESP 4-2	JAPN 2-2	ARAB 2-1	ARAB 11A-1	JAPN 22-1	PHIL 11A-4	PHIL 11A-5				TEST - Requested Event	
Sat Jan 10 2026			TEST: Hack-a-Thon										

Event types will have different color patterns on the calendar:

Class Sessions - PHIL 12A-3

Reserved Event Spaces - TEST - Reserved Space

Requested Event Spaces - TEST - Requested Event

Comprehensive Event Form

The 25Live **Event Form** collects key event information all in one place

- Questions are "smart" and dynamic

Integration with SCU Service Providers

Request Operations event resources from within the 25Live event form:
- Events Services equipment
  - Tables, chairs, etc.
- Custodial support
- Electrical support
- Irrigation shut off

Direct links to:
- Bon Appetit
- Media Services
- Campus Safety
- Parking & Transportation

Allows Attachments

Attached Files ⓘ

Instructions

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams or other attachments to assist approvers or service providers with your event). **Any event requested without a diagram or specific instructions will be setup at the discretion of the Events crew.** Events crew will not return to your location to reconfigure any setup once it has been placed.

Drag and drop file here or click below to upload.

Upload a file

- Files can be added in various formats: pdf, jpeg, Word, Excel, etc

Tiered Workflow

- Event requests made by approved student organizations go to the Center for Student Involvement for approval.
  - CSO / RSO / PSO

- Locations must be approved by Building Managers before resources are assigned.

Event Type and Organization Approvals (0 Tasks)

Location Assignments and Approvals (Completed)

Resource Assignments and Approvals (0 Tasks)

Requirement Approvals (0 Tasks)

To Dos and FYIs (0 Tasks)

Event Tracking

Task Lists:

- Track events as they move through the approval levels

- Requester can confirm location requests were approved within the platform

Event Tracking

Audit Trails:

- Full event audit trail visible to Requester and all Approvers

Web based

Access your event information from anywhere!
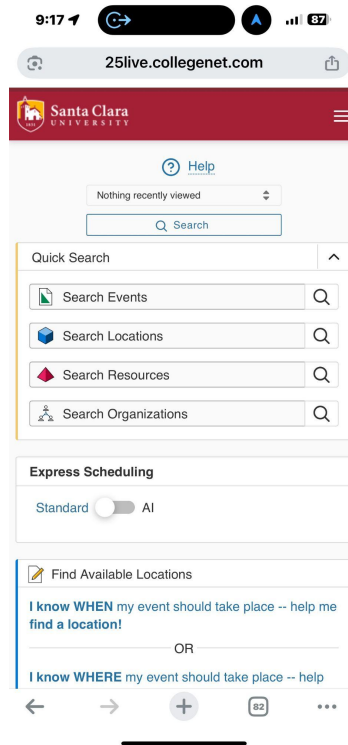
Reporting

- ⌄ **Your Starred Reports**
- ⌄ **Event Reports**
- ⌄ **Location Reports**
- ⌄ **Resource Reports**
- ⌄ **Other Reports**

Run reports based on:

- Organization
- Event Type
- Location
- Date
- Other event parameters

External Calendar Integrations

- Rooms that are currently booked using Google Calendar will continue to be booked via Google Calendar.
  - Department conference rooms
  - Lab spaces

- The same is true for spaces reserved via:
  - SCU.edu/Rooms
  - Room Wizard tablets

- Basic event data will be viewable within the 25Live system.

Ongoing 25Live Product Development

- **Initial Launch**
  - Simple and Successful
  - Access to all of the spaces in Ad Astra
  - Visibility into additional spaces across campus
  - Added functionality and event information collection

- **Future Functionality**

Timeline

- **Hands-on training in early-December and January**
  - Registration is now open!

- **Event request blackout period while Ad Astra event information is migrated into 25Live:**
  - You will NOT need to re-request event space that has already been approved in Ad Astra
  - Ad Astra will close at 5:00 p.m. on December 17, 2025

- **25Live opens for event requests on January 5, 2026**

Questions?

Email 25Live@scu.edu

Visit the [25Live webpage](#) on the EPO website