



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

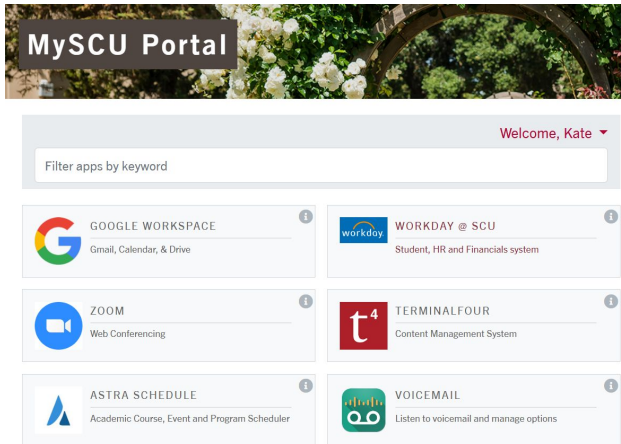


- **Industry-leading software**
- **Outperforms Ad Astra**
 - Intuitive and customizable interface
 - One event form for all spaces across campus
 - Integration with SCU service providers
 - Allows attachments
 - Tiered workflow for approvals
 - Event status tracking
 - Web-based - accessible from anywhere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






25LiveEvent FormTasksKate MoodyMore


[Go to Search](#)


Nothing recently viewed


[Help](#)

Quick Search


 Search Events


 Search Locations

 Search Resources

 Search Organizations

Your Upcoming Events

 [2 Events](#) in which you are the **Requestor**


 [2 Events](#) in which you are the **Scheduler**

Find Available Locations

I know **WHEN** my event should take place -- help me **find a location!**


OR

I know **WHERE** my event should take place -- help me **choose a time!**


 Create an Event


Your Starred Locations

You do not have any Starred Locations!

Throughout this site you can mark any Location as "Starred" by clicking its  icon.

Your Starred Location Searches

 [Mission Gardens](#)

 [Outdoor Event Spaces](#)

[Customize 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 ▼

University Event Planning ★

Intuitive & Customizable



Easily view availability in spaces across campus

	8AM	10PM	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

The Event Form

This reservation form 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 - Required ⓘ

Instructions

Please enter a name that clearly describes the event. 40 Character limit.

Event Type - Required ⓘ

Instructions

Select the Event Type that best describes the event.

Primary Organization - Required ⓘ

Instructions

Select the Organization / Department responsible for the event by searching for the organization name.

Date and Time - Required ⓘ

Instructions

Select the Start Date, Start Time, End Date, and End Time for the event.

Locations ⓘ

Instructions

Resources ⓘ

Instructions

Further Event Information - Required ⓘ

Instructions



Integration with SCU Service Providers

Resources Search

Auto-Load Starred: ☐ No ☒ Yes

Add		Name	Quantity Available	Conflict Details
<input type="text" value="1"/>	<input type="button" value="Request"/>	Event Svcs. - Card Table, 36"X36"	35 / 35	None
<input type="text" value="1"/>	<input type="button" value="Request"/>	Event Svcs. - Chairs (Purple) - Folding	349 / 349	None
<input type="text" value="1"/>	<input type="button" value="Request"/>	Event Svcs. - Chairs (White) - Folding	534 / 534	None
<input type="text" value="1"/>	<input type="button" value="Request"/>	Event Svcs. - Podium w/ University Seal	3 / 3	None

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

Location Assignments and Approvals (Completed)					
Task Item	Type	Status	Flagged	Respond By	First Date
Learning 316	Assign	Assigned	<input type="checkbox"/>	Sun Oct 05 2025	Wed Oct 08 2025

Event Tracking



Audit Trails:

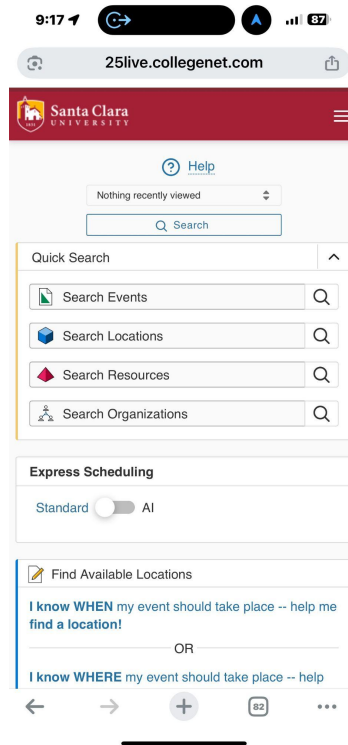
39 Matching Audit Records

Date	User	Action	Additional Information
Thu Sep 25 2025 5:24 pm	tbehan	Email Template Used	Template Used: Event Fully Processed
Thu Sep 25 2025 5:24 pm	tbehan	Email Sent From	From: 25Live@scu.edu
Thu Sep 25 2025 5:24 pm	tbehan	Email Sent To	To: tbehan@scu.edu
Thu Sep 25 2025 5:24 pm	tbehan	Email Content	Hello Teresa, This email confirms that the event, "testing bool Important Note: the completion of the process Please review your Event Details event Task Li
Thu Sep 25 2025 5:24 pm	tbehan	Email Sent	25Live: "testing booked space" Fully Processec
Thu Sep 25 2025 5:23 pm	tbehan	Task Action	Changed assignment notify state for Benson 1C
Thu Sep 25 2025 5:23 pm	tbehan	Task Action	Changed assignment notify state for Williman_f
Thu Sep 25 2025 5:23 pm	tbehan	Task Action	Changed assignment notify state for Benson W

- 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



Calendar

- 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