# Adding Event Info for Events Migrated from Ad Astra

With the launch of 25Live, you should now be able see your events which were originally approved in Ad Astra (prior to December 17, 2025) in the 25Live platform. Use this guide to confirm that your events were successfully migrated from Ad Astra and to add any new information or resource requests for those events.

1 Navigate to 25Live via your MySCU Portal tile and go to your dashboard.
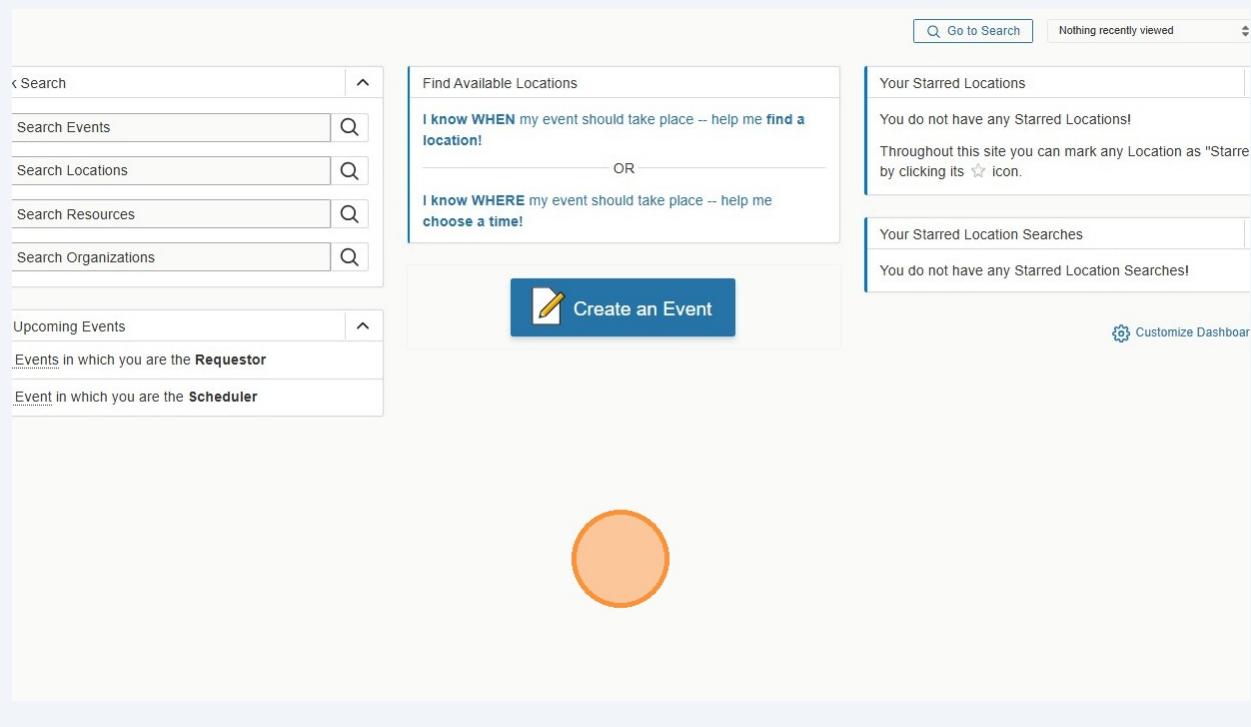
2 In the "Your Upcoming Events" box, click on the "Events in which you are the Requestor."
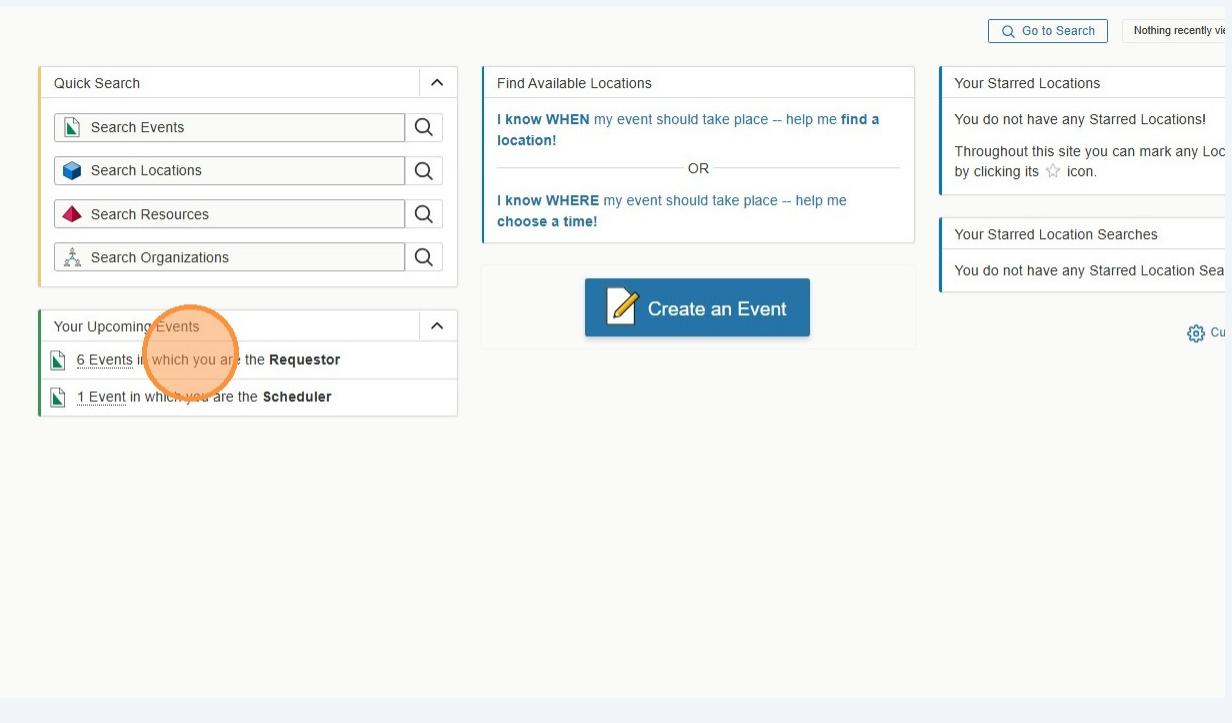
Quick Search	^
📄 Search Events	🔍
🔷 Search Locations	🔍
🔶 Search Resources	🔍
🔀 Search Organizations	🔍

Your Upcoming Events ^
📄 6 Events in which you are the **Requestor**
📄 1 Event 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

🔍 Go to Search   Nothing recently vie

Your Starred Locations
You do not have any Starred Locations!
Throughout this site you can mark any Loc by clicking its ☆ icon.

Your Starred Location Searches
You do not have any Starred Location Sea

⚙️ Cu

⚠️ **Alert!**

If you have no events listed in this box OR if the event you entered in Ad Astra is not one of the events that you are listed as a Requestor on in 25Live, contact 25Live@scu.edu.

Provide the 25Live Team with the event name, date, time, and location. The team will look into your issue and work to support you with any event migration issues.

3 Review the list of events that 25Live shows that you have requested.

	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler
☆	Bucky's Meeting		2026-AAAXJB	Finance	Meeting		Requestor	Wed Jan 07 2026	7:00 pm	Sat Jan 03 2026 10:37 pm	Denied			Michelle Pirooz
☆	Last Training		2026-AABVKD	University Event Planning	Meeting		Requestor	Wed Jan 28 2026	11:30 am	Thu Jan 15 2026 11:43 am	Cancelled			Michelle Pirooz
☆	Sample Meeting without a location in 25L		2026-AABDRW	University Event Planning	Meeting		Requestor, Scheduler	Wed Jan 21 2026	12:00 pm	Mon Jan 12 2026 3:26 pm	Cancelled			Bucky Bronco
☆	Training event		2026-AAAXTW	University Event Planning	Meeting		Requestor	Thu Jan 22 2026	4:00 pm	Mon Jan 05 2026 1:24 pm	Cancelled			Michelle Pirooz

4 Click on the name of the event that you would like to edit.
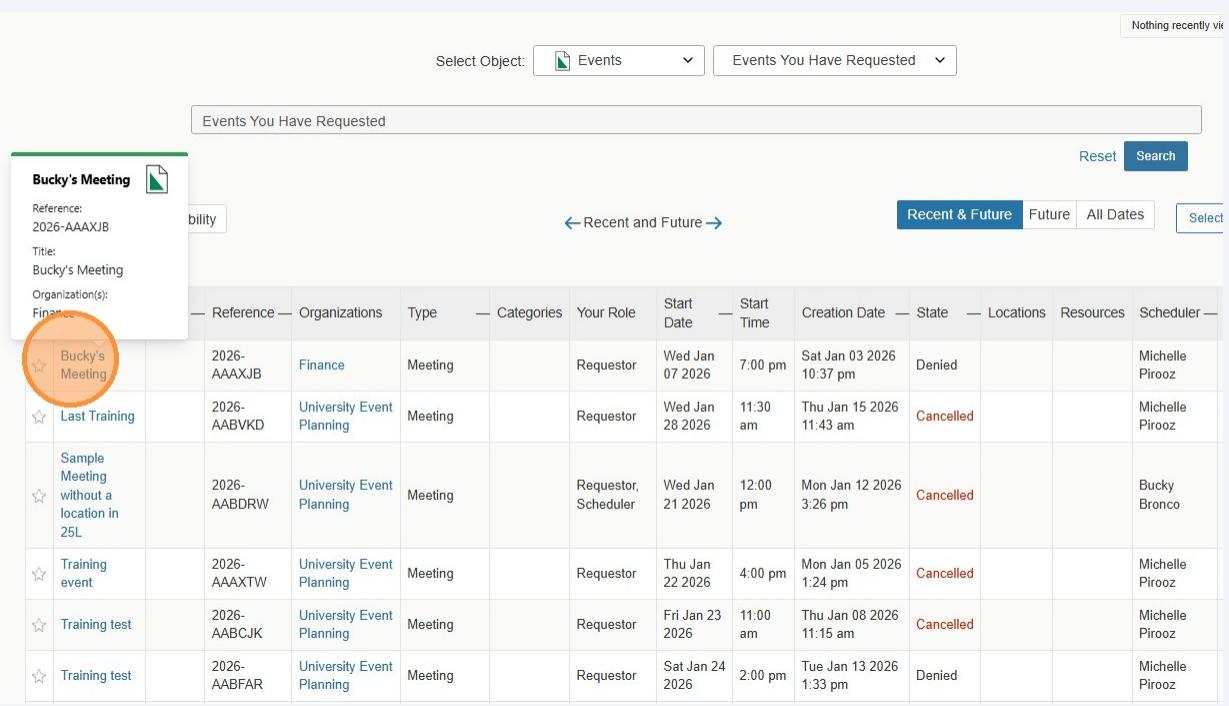
Bucky's Meeting
Reference:
2026-AAAXJB
Title:
Bucky's Meeting
Organization(s):
Finance

	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler
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☆	Training event		2026-AAAXTW	University Event Planning	Meeting		Requestor	Thu Jan 22 2026	4:00 pm	Mon Jan 05 2026 1:24 pm	Cancelled			Michelle Pirooz
☆	Training test		2026-AABCJK	University Event Planning	Meeting		Requestor	Fri Jan 23 2026	11:00 am	Thu Jan 08 2026 11:15 am	Cancelled			Michelle Pirooz
☆	Training test		2026-AABFAR	University Event Planning	Meeting		Requestor	Sat Jan 24 2026	2:00 pm	Tue Jan 13 2026 1:33 pm	Denied			Michelle Pirooz

5 This will open the event information page. Click on the "Details" tab.

6 Click on the "Edit Event" icon.

7 You'll be taken to a 25Live Event Form which has been pre-populated with event information that you originally entered in Ad Astra. You'll be able to edit existing information and/or add new event details that will be saved in 25Live.

ⓘ Below we'll highlight the key areas where you may want to add/edit event information:

8 Expected Head Count - if you need to increase this amount above what you originally requested in Ad Astra, **please reach out to the Building Manager** of your requested location to let them know of the change.

To identify the appropriate Building Manager:

• Go to the Task List tab of the event information page and open the "Location Assignments and Approvals" window. The Building Manager will be listed in the "Assign To" column.

• Access the **Building Managers and Schedulers list** which is also linked from the **25Live webpage**.

Reference: 2026-AAAXJB

Event Name
Event Type
Primary Organization
Additional Organizations
Expected Head Count
Date and Time
Locations
Additional Event Information
Resources
Attached Files
Event Contact Roles
Further Event Information
Post-Save

Finance ☆ ⌄   Remove

Additional Organizations ⓘ

Instructions

Select any additional SCU organization(s) that may be involved with the event.

EDIT

Expected Head Count - *Required* ⓘ

Instructions

Please enter the expected attendance for the event.

25

Date and Time - *Required* ⓘ

Instructions

Select the Start Date, Start Time, End Time, and End Date for the event. Please use the **ACTUAL** start and end times for events.

- If additional time is needed for setup, take down, or for mingling before or after the event, use the Additional Time editors below and add the appropriate number of minutes or hours desired.
- NOTE: All Benson and Locatelli event spaces have a "built in" 3-hour takedown window. Please do NOT add any additional takedown time for those spaces.

Outdoor Locations and Nobili Hall Dining Room must be booked **at least 7 day in advance** of the event date. All other locations can be booked **48 hours in advance,** though if you need resources (tables, chairs, A/V support, catering, etc.) additional lead time may be required.

Wed Jan 07 2026

9 Changing your requested Date or Time will forward your request back through the 25Live location approval process.

Tip - if you need to change your event's date and time, do a location search **first** to verify whether or not your preferred location is available at your new date/time.

Reference: 2026-AAAXJB

Event Name
Event Type
Primary Organization
Additional Organizations
Expected Head Count
Date and Time
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Additional Event Information
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Post-Save

Additional Organizations ⓘ

Instructions

Select any additional SCU organization(s) that may be involved with the event.

EDIT

Expected Head Count - *Required* ⓘ

Instructions

Please enter the expected attendance for the event.

25

Date and Time - *Required* ⓘ

Instructions

Select the Start Date, Start Time, End Time, and End Date for the event. Please use the **ACTUAL** start and end times for events.

- If additional time is needed for setup, take down, or for mingling before or after the event, use the Additional Time editors below and add the appropriate number of minutes or hours desired.
- NOTE: All Benson and Locatelli event spaces have a "built in" 3-hour takedown window. Please do NOT add any additional takedown time for those spaces.

Outdoor Locations and Nobili Hall Dining Room must be booked **at least 7 day in advance** of the event date. All other locations can be booked **48 hours in advance,** though if you need resources (tables, chairs, A/V support, catering, etc.) additional lead time may be required.

Wed Jan 07 2026

7:00 pm

10   Changing your Location will forward your request back through the 25Live location approval process.

Tip - if you need to change your event's location, do a location search **first** to verify whether or not your new location is available for your the date and time you need.

Reference: 2026-AAAXJB

Event Name
Event Type
Primary Organization
Additional Organizations
Expected Head Count
Date and Time
Locations
Additional Event Information
Resources
Attached Files
Event Contact Roles
Further Event Information
Post-Save

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	31
01	02	03	04	05	06	07

Manage Occurrences

Locations ⓘ

Instructions

Select the Location(s) for your event from your list of starred locations or search by location name. Multiple rooms in one building may be requested. If your event will require space in multiple buildings, it is recommended that you use separate event forms for each building request.

Note: If the search does not return the expected result:
- The head count entered above may exceed room capacity.
- Try limiting the search term to a key word in the location name such as the building name.

Locations Search ⌃

Auto-Load Starred: No ⚪ Yes

☐ Hide Conflicts   ☐ Hide Request Conflicts   ☑ Enforce Headcount

| Associated Locations ▾ | Associated Locations ✕ |

11   You'll need to answer all of the required questions in the "Additional Event Information" section of the Event Form. This will be new information that was not asked in Ad Astra. All required questions are noted with a red asterisk (*).

Reference: 2026-AAAXJB

Event Name
Event Type
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Post-Save

Reset   Search

Add	Name —	Title —	Default Capacity —	Availability	Conflict Details	Building
Unavailable	Alameda 104	Alameda Hall 104 - Classroom	38	0/0	None	Alameda Hall (Alameda)

Return to Top

Additional Event Information ⓘ

Instructions

Please answer all required questions as applicable to this event. This form cannot be saved until all required questions are completed.

* Requestor Phone Number* Preferred format (000) 000-0000   [408-555-1212]

* Cost Center / Budget String   [cs234]

* Which Constituencies will be attending? (Choose all that apply)   [Select items ▾]
                                                                        Staff

* Will the University President be in Attendance?   [No ⬍]

* Will there be an external guest speaker at your event?   No ⚪ Yes

* Will your event have a contract with a 3rd party business or need legal review?
    No ⚪ Yes

12 Campus event equipment (tables, chairs, podiums, trash cans, etc.) and Operations Support (custodial, irrigation, electrical, etc.) are now requested directly in 25Live! If you would like to add any of these resources to your event, you can do that in the Resource section of the Event Form. New resource requests will be routed through the 25Live resource approval process.

IMPORTANT: Be mindful when you select the resource provider from the drop-down "Saved Searches" menu. Different spaces on campus are supported by different resource teams and it is important that your resource request go to the appropriate provider for your requested space.

Reference: 2026-AAAXJB

Event Name
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* Do you require custodial support services?   No [ ] Yes

* Do you have a non-SCU affiliated co-sponsor for this event?   No [ ] Yes

* "Day of" Contact Name   Jane Doe

* "Day of" Cell Number* Preferred format (000) 000-0000   408-555-1212

[Add a Custom Attribute]

Resources ⓘ

Instructions

Resources are defined as equipment or services that are necessary for your event but not currently in your requested location (ex: tables and chairs in the Mission Gardens).

IMPORTANT If your event will be in Benson Memorial Center or the Locatelli Student Activity Center, select those specific resource providers from the Saved Searches drop-down menu below. For all other event locations, select Event Services Resources.

Multiple resources may be requested.

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

Resources Search   ^

Auto-Load Starred: No [ ] Yes

[Search Filters ⌄]

[Saved Searches (optional) ⌄]   [Search Resources   ✕]
ⓘ Hint! Type :: to use SeriesQL.

Reset   [Search]

13 If you would like to add event diagrams, required permits, or any other documents related to your event, you can either "drag and drop" them in this window, or browse your computer for the file by clicking the "Upload a file" button.
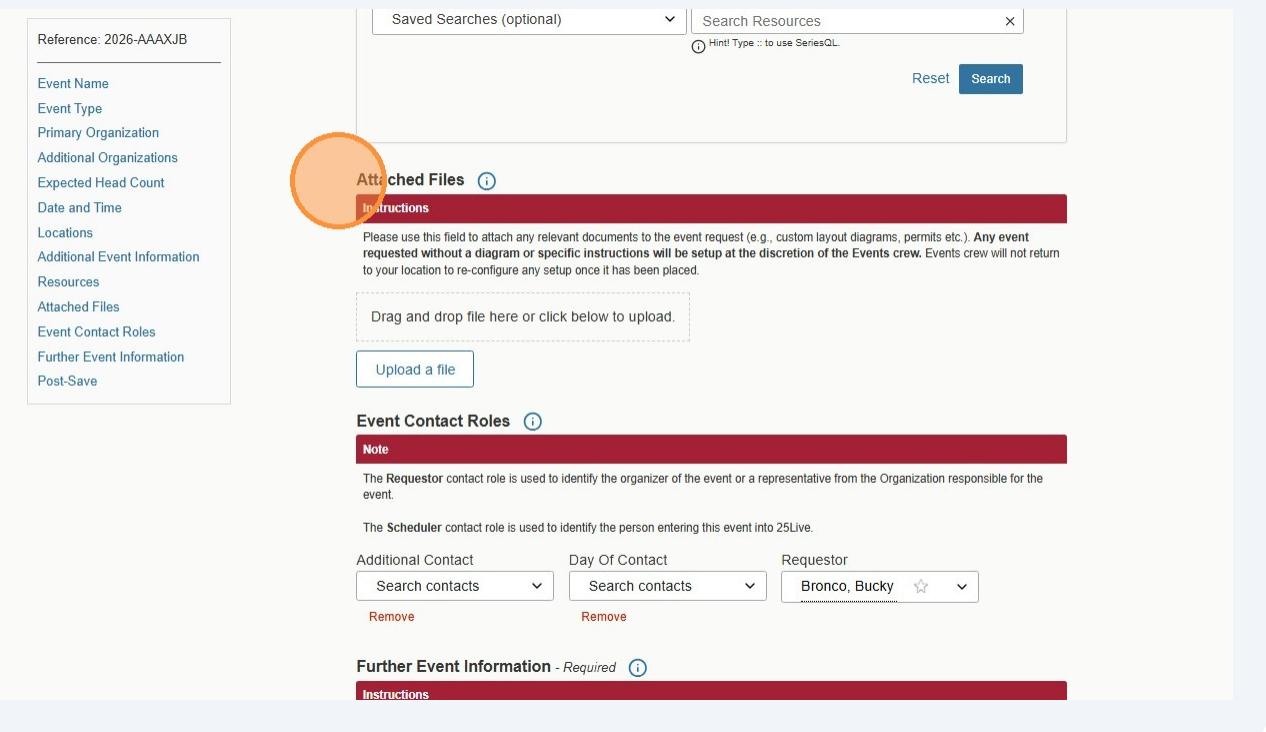
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Saved Searches (optional) ▾ | Search Resources   ✕ |
ⓘ Hint! Type :: to use SeriesQL.

Reset   **Search**

Attached Files ⓘ

Instructions

Please use this field to attach any relevant documents to the event request (e.g., custom layout diagrams, permits etc.). **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 re-configure any setup once it has been placed.

Drag and drop file here or click below to upload.

Upload a file

Event Contact Roles ⓘ

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.

Additional Contact   Day Of Contact   Requestor

| Search contacts ▾ | | Search contacts ▾ | | Bronco, Bucky ☆ ▾ |
Remove   Remove

Further Event Information - *Required* ⓘ

Instructions

14 If you'd like to add additional information about your event for SCU event stakeholders, you can do so here.

IMPORTANT: Adding information here does NOT send a notification to event stakeholders. If you are adding or changing important event information here, be sure to contact the relevant stakeholder directly.

If you are providing any changes or additions related to Operations or Facilities, please ALSO email them directly at facilites-csc@scu.edu.

Date and Time
Locations
Additional Event Information
Resources
Attached Files
Event Contact Roles
Further Event Information
Post-Save

Drag and drop file here or click below to upload.

Upload a file

Event Contact Roles ⓘ

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.

Additional Contact | Day Of Contact | Requestor
Search contacts | Search contacts | Bronco, Bucky ☆
Remove | Remove

Further Event Information - *Required* ⓘ

Instructions

Please use this field to enter a **detailed description** of your event and any additional information that may be needed to help event stakeholders with scheduling. Include reason for the event, intended audience, room layout details, etc.

meeting to discuss

After Saving This Event... ⌃

◉ Go To Event Details
○ Create Another Related Event

Cancel

15 Once you have added or changed all of the Event Form information, click "Save" to submit/update your event request.

16 If your Event Form will not save, it is likely that a required question(s) were left unanswered. You will be notified to "Please enter a value in a required custom attribute" (custom attribute is 25Live's term for a question on the form). Scroll through all of the questions and answer any that remain unanswered.

17 Once all questions on the Event Form have been completed, click "Save" in the lower right-hand corner of the screen.

If any of your edits triggered the 25Live location or resource tiered approval process, you can follow the request through that process using the **"How to Verify My Event's Approval Status"** quick guide.