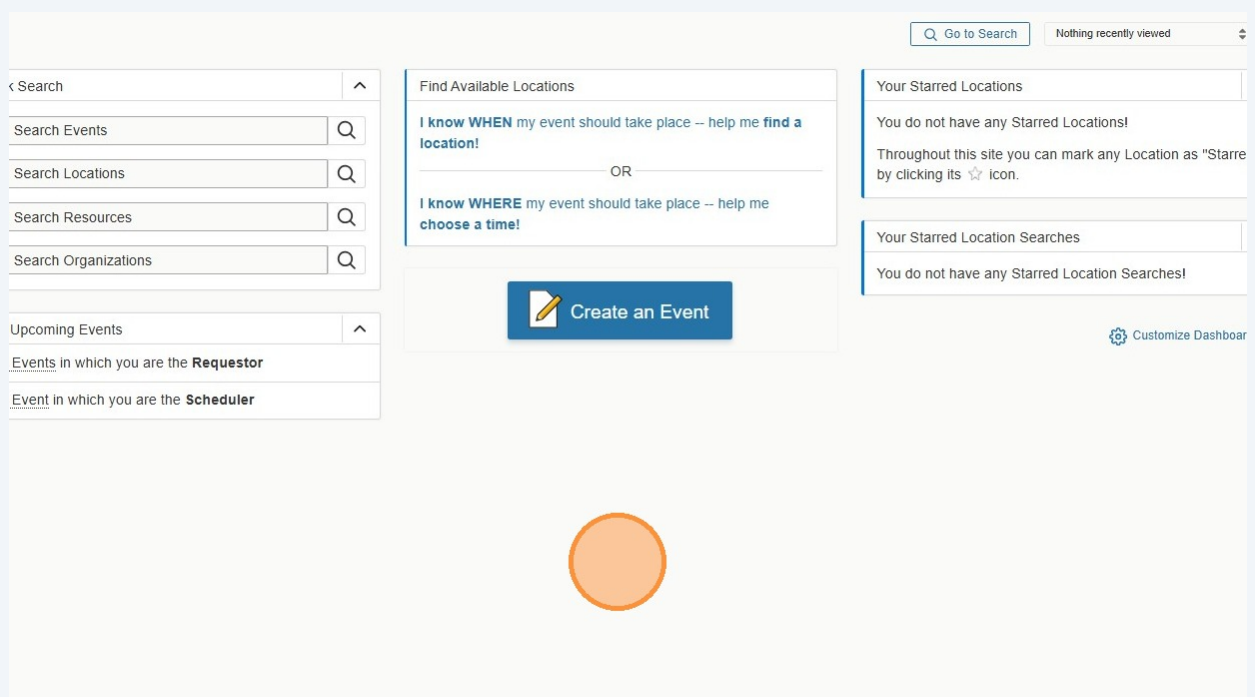


# Adding Event Info for Events Migrated from Ad Astra

With the launch of 25Live, you should now be able to 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."

The screenshot displays the 25Live user interface. On the left, a 'Quick Search' sidebar contains four search options: 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'. Below this is the 'Your Upcoming Events' section, which is highlighted with an orange circle. It lists '6 Events in which you are the Requestor' and '1 Event in which you are the Scheduler'. In the center, there is a 'Find Available Locations' section with two prompts: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. Below these prompts is a 'Create an Event' button. On the right, there are sections for 'Your Starred Locations' and 'Your Starred Location Searches', both indicating that the user does not have any starred locations or searches.



### 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](mailto: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.

**Santa Clara UNIVERSITY** 25Live Event Form Tasks Bucky Bronco Ex

Masquerading as Bucky Bronco

Nothing recently viewed

Select Object:  Events ▼ Events You Have Requested ▼

Events You Have Requested

Reset Search

List **Calendar** Availability

← Recent and Future →

Recent & Future Future All Dates Select

7 Matching Events

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.

**Santa Clara UNIVERSITY** 25Live Event Form Tasks Bucky Bronco Ex

Masquerading as Bucky Bronco

Nothing recently viewed

Select Object:  Events ▼ Events You Have Requested ▼


Events You Have Requested

Reset Search

List **Calendar** Availability

← Recent and Future →

Recent & Future Future All Dates Select

**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
☆ 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
☆ 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.

The screenshot shows the Santa Clara University event management interface. The top navigation bar includes links for 25Live, Event Form, Tasks, Bucky Bronco, and Exit. The user is masquerading as Bucky Bronco. The event details for 'Bucky's Meeting' are displayed, including its status (Denied), ID (2026-AAAXJB), and date/time (Wed Jan 07 2026 7:00 pm - 8:00 pm). The 'Details' tab is selected, showing a timeline of tasks: Event Type and Organization Approvals, Location Assignments and Approvals, Resource Assignments and Approvals, Requirement Approvals, and To Dos and FYIs. Below the timeline, there are sections for each task type, all showing 0 tasks.

Santa Clara UNIVERSITY

Masquerading as Bucky Bronco

Go to Search Recently Viewed

Bucky's Meeting ☆ Denied 2026-AAAXJB Wed Jan 07 2026 7:00 pm - 8:00 pm

Details Occurrences Calendar Task List Audit Trail Scheduled Emails

Event Type and Organization Approvals Location Assignments and Approvals Resource Assignments and Approvals Requirement Approvals To Dos and FYIs

Related Events Edit Event View: All Assigned Tasks

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)

6 Click on the "Edit Event" icon.

The screenshot shows the same event management interface, but with the 'Edit Event' button highlighted. The event details for 'Bucky's Meeting' are still visible. The 'Edit Event' button is located in the top right corner of the event details section. The 'Event Categories' and 'Custom Attributes' sections are also visible, showing details like the Requestor Phone Number, Cost Center, and various attendance questions.

25Live Event Form Tasks Bucky Bronco Exit Masquerade More

Masquerading as Bucky Bronco

Go to Search Recently Viewed Help

Bucky's Meeting ☆ Denied 2026-AAAXJB Wed Jan 07 2026 7:00 pm - 8:00 pm

More Actions

Calendar Task List Audit Trail Scheduled Emails

Edit Event Request Cancellation

Bucky's Meeting Meeting Finance Bucky Bronco Expected 25 Registered 0 meeting to discuss

View this event's Task List

Event Categories none

Custom Attributes

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): Staff

Will the University President be in Attendance?: No

Will there be an external guest: No Yes

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.

Clara UNIVERSITY

25Live Event Form Tasks Bucky Bronco Exit Masquerade

Masquerading as Bucky Bronco

Go to Search Recently Viewed

ew Bucky's Meeting X

ance: 2026-AAAXJB

Name  
Type  
ry Organization  
onal Organizations  
ted Head Count  
and Time  
ons  
onal Event Information  
rces  
ed Files  
Contact Roles  
r Event Information  
Save

**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.

Bucky's Meeting

**Event Type - Required**

**Instructions**

Select the Event Type that best describes the event.

Meeting

**Primary Organization - Required**

**Instructions**

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

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



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-XXXXXX

[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](#)

**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
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

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

\* Cost Center / Budget String

\* Which Constituencies will be attending? (Choose all that apply)

Staff

\* Will the University President be in Attendance?

\* 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](#)  
[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](#)

\* 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

\* "Day of" Cell Number\* Preferred format (000) 000-0000

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.

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](#)

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

Search contacts

Remove

Day Of Contact

Search contacts

Remove

Requestor

Bronco, Bucky ☆

Further Event Information - Required ⓘ

Instructions

Made with Scribe - <https://scribehow.com>

10

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 [facilities-csc@scu.edu](mailto:facilities-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.

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 Preview **Save**

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.