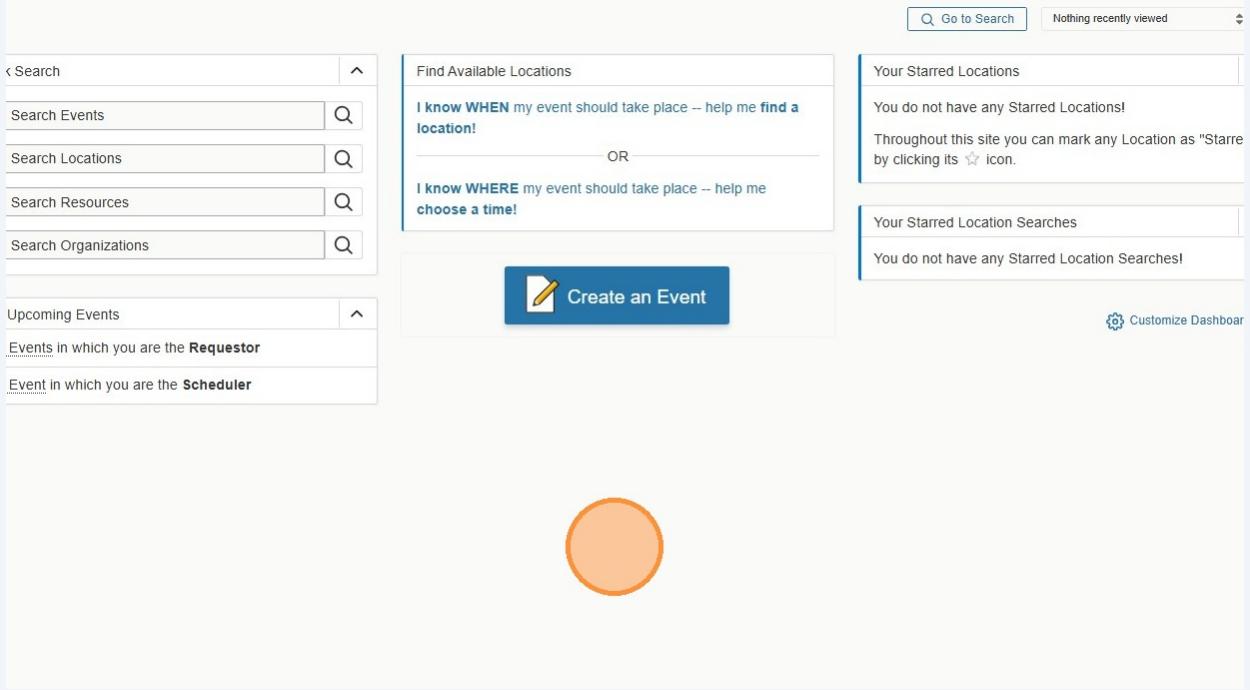


Editing an Event Request

In 25Live you have the ability to edit your Event Form request after your initial submission. Follow the steps below to ensure that SCU event stakeholders receive your updated event information.

It is **HIGHLY RECOMMENDED** that you do NOT edit your request within 7 days of your event. Within this time there is no guarantee that your requested changes will be accommodated by the relevant SCU event stakeholders.

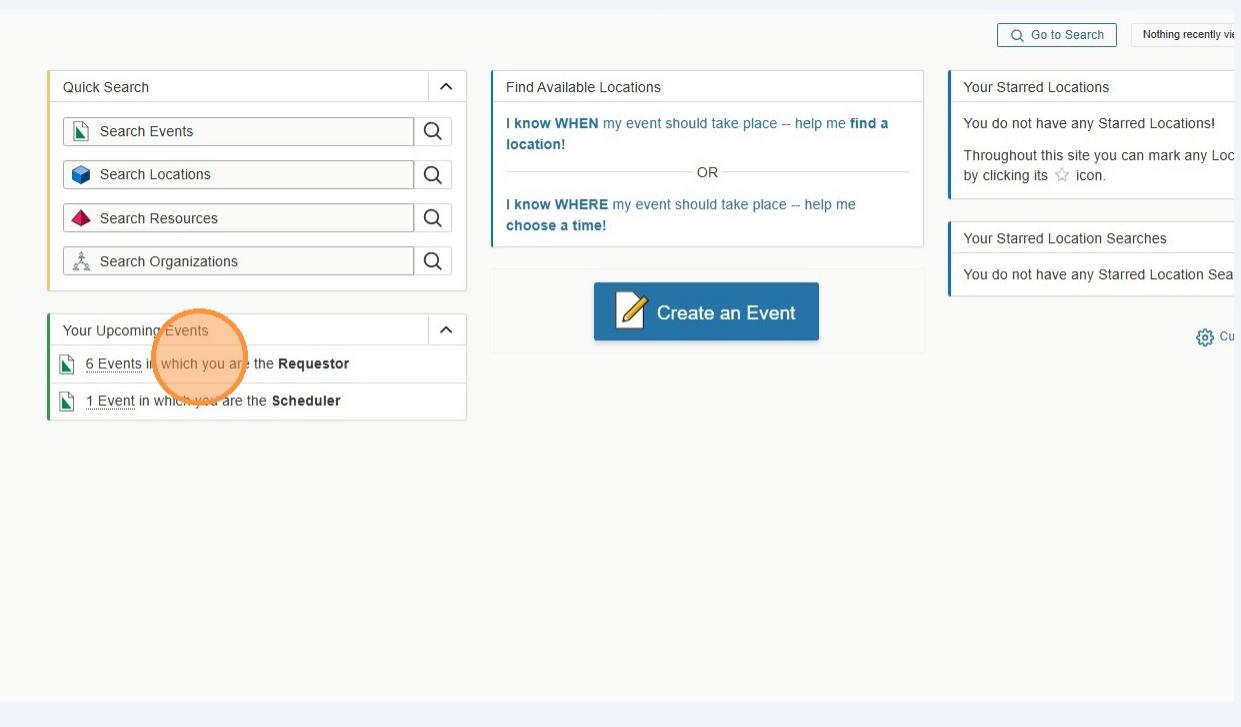
- 1 Navigate to 25Live via your MySCU Portal tile and go to your dashboard.



The screenshot shows the 25Live dashboard. On the left, there are search boxes for 'Search', 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'. Below these are sections for 'Upcoming Events', 'Events in which you are the Requestor', and 'Event in which you are the Scheduler'. In the center, there is a 'Find Available Locations' section with text: '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!'. Between these two sections is a 'Create an Event' button with a pencil icon. To the right, there are sections for 'Your Starred Locations' (empty) and 'Your Starred Location Searches' (empty). At the bottom right of the dashboard area is a 'Customize Dashboard' link. A large orange circle highlights the 'Create an Event' button.

2

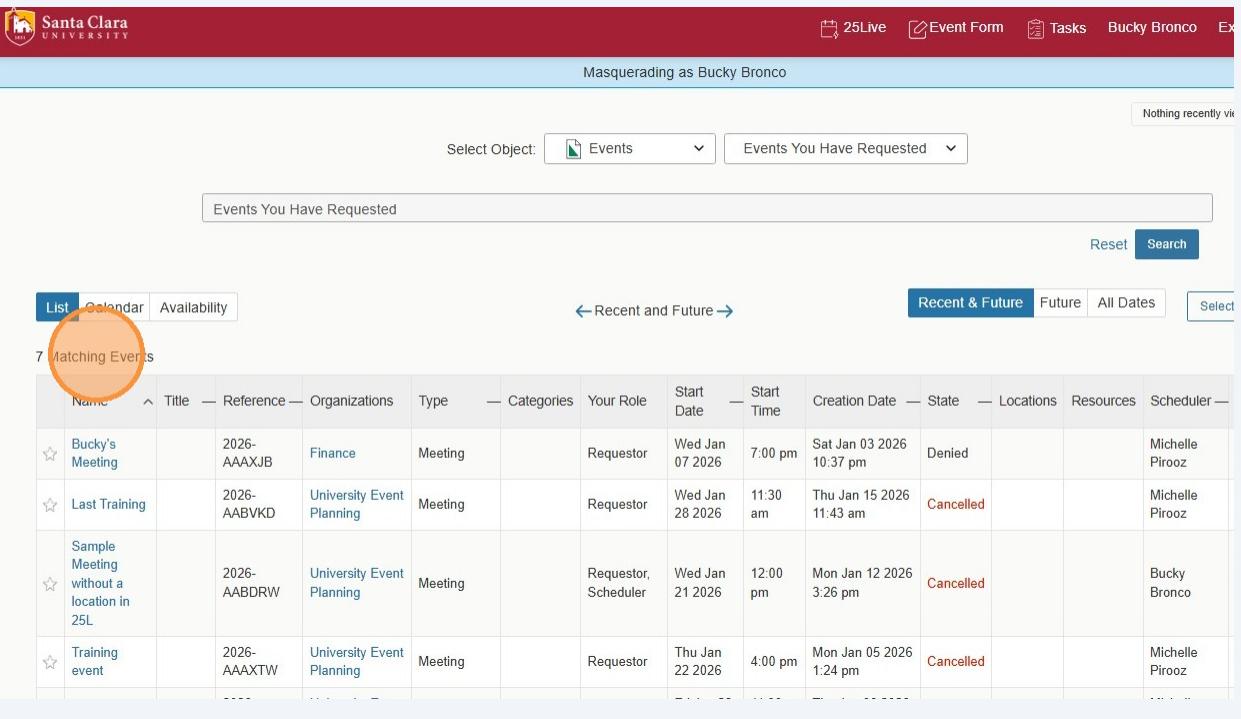
In the "Your Upcoming Events" box, click on the "Events in which you are the Requestor."



The screenshot shows the homepage of an event management system. At the top, there is a search bar with options to 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'. Below this is a section titled 'Your Upcoming Events' which lists '6 Events in which you are the Requestor' and '1 Event in which you are the Scheduler'. The 'Requestor' link is highlighted with a red circle. To the right, there are sections for 'Find Available Locations' (with options for time and place), 'Your Starred Locations' (empty), and 'Your Starred Location Searches' (empty). A large blue button labeled 'Create an Event' with a pencil icon is centered below the location sections.

3

A list of all of the events for which you submitted an Event Form will be listed on the results page.



The screenshot shows the results page for events. At the top, there is a red header bar with the Santa Clara University logo and links for '25Live', 'Event Form', 'Tasks', 'Bucky Bronco', and 'Logout'. Below this is a blue header bar with the text 'Masquerading as Bucky Bronco'. The main content area has a search bar with dropdowns for 'Select Object' (set to 'Events') and 'Events You Have Requested'. Below this is a table titled '7 Matching Events' with columns for Name, Title, Reference, Organizations, Type, Categories, Your Role, Start Date, Start Time, Creation Date, State, Locations, Resources, and Scheduler. The table shows four rows of event data, with the first row 'Bucky's Meeting' circled in red.

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.

Select Object:

Events You Have Requested

Recent and Future →

Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler
2026-AAAXJB	Finance	Meeting		Requestor	Wed Jan 07 2026	7:00 pm	Sat Jan 03 2026 10:37 pm	Denied			Michelle Pirooz
Bucky's Meeting											
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.

Santa Clara University

Masquerading as Bucky Bronco

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

Details

Event Type and Organization Approvals Location Assignments and Approvals Resource Assignments and Approvals Requirement Approvals To Dos and FYIs Related Events View: All Assigned Tasks

Event Type and Organization Approvals (0 Tasks)

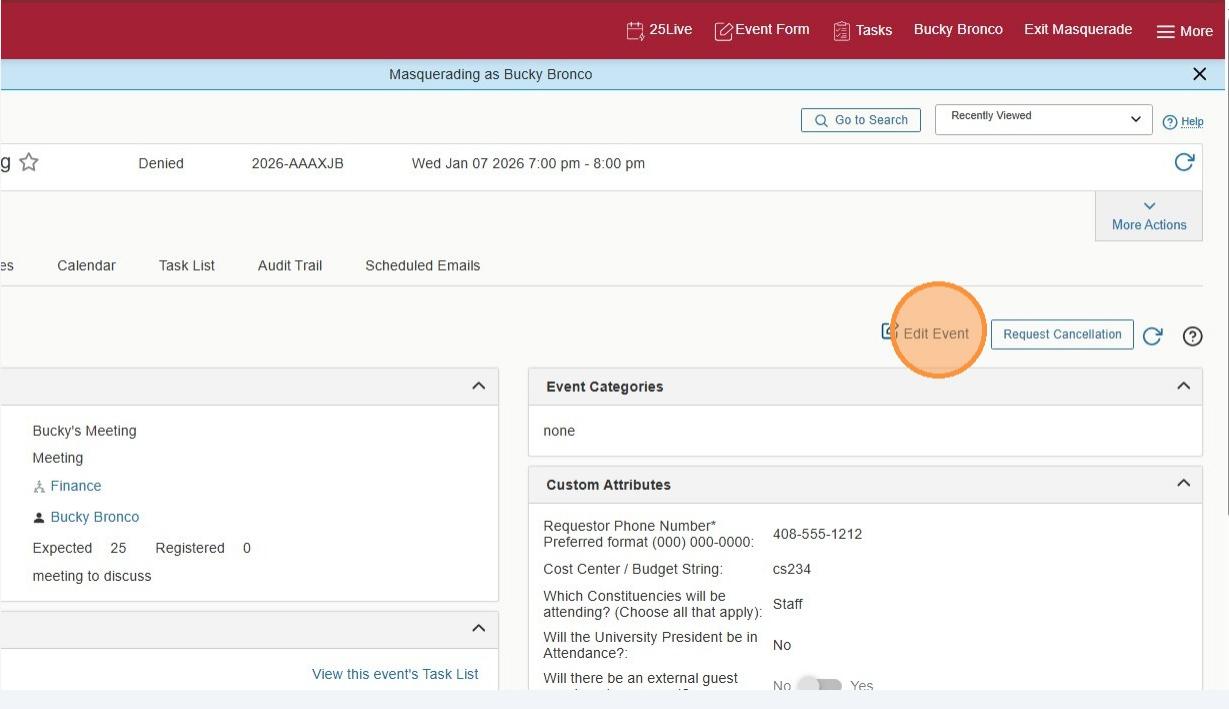
Location Assignments and Approvals (Completed)

Resource Assignments and Approvals (0 Tasks)

Requirement Approvals (0 Tasks)

To Dos and FYIs (0 Tasks)

6 Click on the "Edit Event" icon.



Masquerading as Bucky Bronco

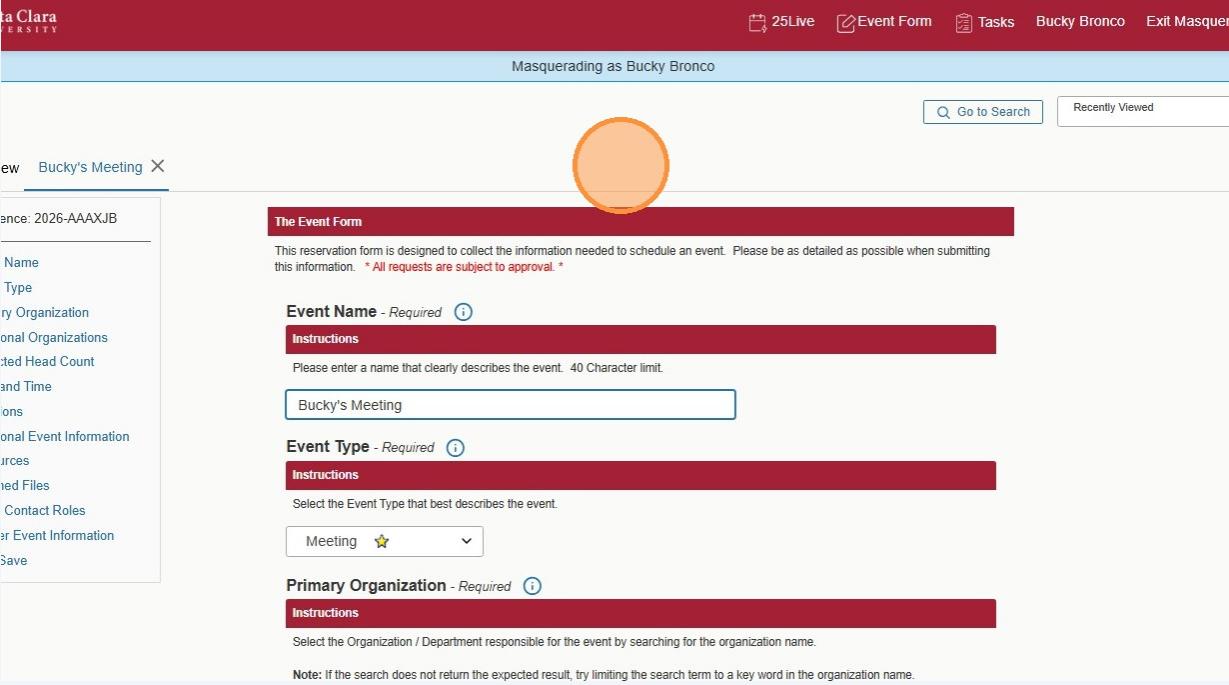
g ★ Denied 2026-AAAXJB Wed Jan 07 2026 7:00 pm - 8:00 pm

Event Categories: none

Custom Attributes:

- Requestor Phone Number*: 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 back to the 25Live Event Form that you submitted for this event where you'll be able to edit existing information and/or add new event details that will be saved in 25Live.



Bucky's Meeting

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.



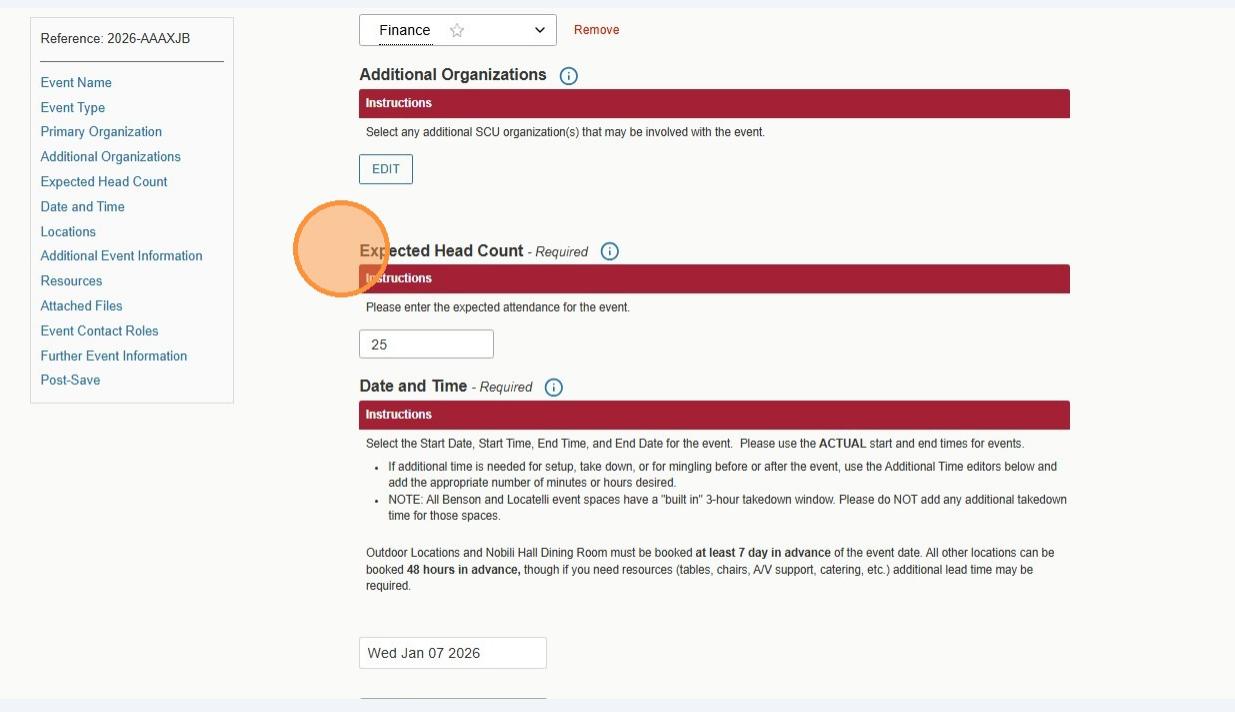
Below we'll highlight the key areas where you can add/edit event information. Be sure to CAREFULLY read each section, because updates in the Event Form have different repercussions and may require you to take additional steps to contact SCU event stakeholders directly.

8

Expected Head Count - if you need to increase this amount above what you originally requested, **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; OR
- Access the **Building Managers and Schedulers list** which is also linked on the [25Live webpage](#).



The screenshot shows the SCU Event Form. On the left, a sidebar lists event details: Reference: 2026-AAAXJB, Event Name, Event Type, Primary Organization, Additional Organizations, Expected Head Count (highlighted with an orange circle), Date and Time, Locations, Additional Event Information, Resources, Attached Files, Event Contact Roles, Further Event Information, and Post-Save. The main area shows the 'Additional Organizations' section with a dropdown menu set to 'Finance' and an 'EDIT' button. Below it is the 'Expected Head Count - Required' section with an input field containing '25'. The 'Date and Time - Required' section at the bottom has an input field showing 'Wed Jan 07 2026'.

9

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

Pro 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: 2020-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.

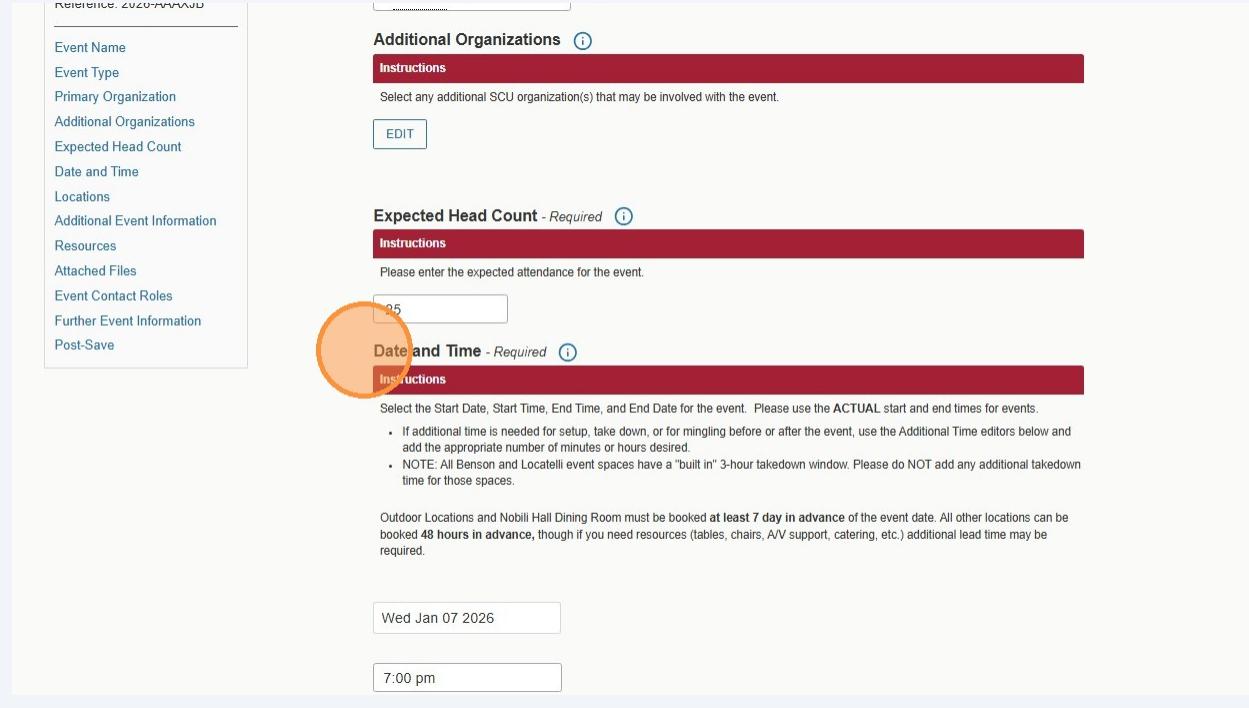
Date and Time - Required ⓘ

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.



10

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

Pro 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

If you choose to make changes to the "Additional Event Information" within 7 days of your event, **you must also reach out to the relevant SCU event stakeholders directly:**

- **Campus Safety** - if the President will now be attending or if you are adding or changing Guest Speakers.
- **General Counsel** - if your event will now need a contract with a 3rd party business.
- **Bon Appetit** - if adding/removing on-campus catering.
- **Media Services** - if adding/removing A/V equipment or technical support.
- **Operations/Facilities** - if you are adding/removing Event Services resources (tables, chairs, etc.) or Operations support (custodial, electrical, irrigation, etc.).
- **Auxiliary Services** - if you are adding a tent, stage, food truck, etc. to your event.

The screenshot shows a web-based event management system. On the left, a sidebar lists various event details: 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, and Post-Save. The main area displays a table of event locations, with one entry highlighted: 'Unavailable' (Status), 'Alameda 104' (Name), 'Alameda Hall 104 - Classroom' (Title), '38' (Default Capacity), '0/0' (Availability), 'None' (Conflict Details), and 'Alameda Hall (Alameda)' (Building). Below the table is a 'Return to Top' button. A large orange circle highlights the 'Additional Event Information' section. This section contains a red header with 'Additional Event Information' and an info icon, followed by a 'Instructions' link. A note below states: 'Please answer all required questions as applicable to this event. This form cannot be saved until all required questions are completed.' The section then lists several questions with input fields:

- * 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 requested directly in 25Live. If you would like to add any of these resources to your event AFTER you initially submit your Event Form request, you can do that in the Resource section of the Event Form. New resource requests will be routed through the 25Live resource approval process.

NOTE: If you originally indicated in the Further Event Information box (at the bottom of the Event Form) that you would add your resource request at a later time, you can add them now in the Resources section of the Event Form. Be sure to ALSO edit/update the information you originally had in the Further Event Information box below.

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

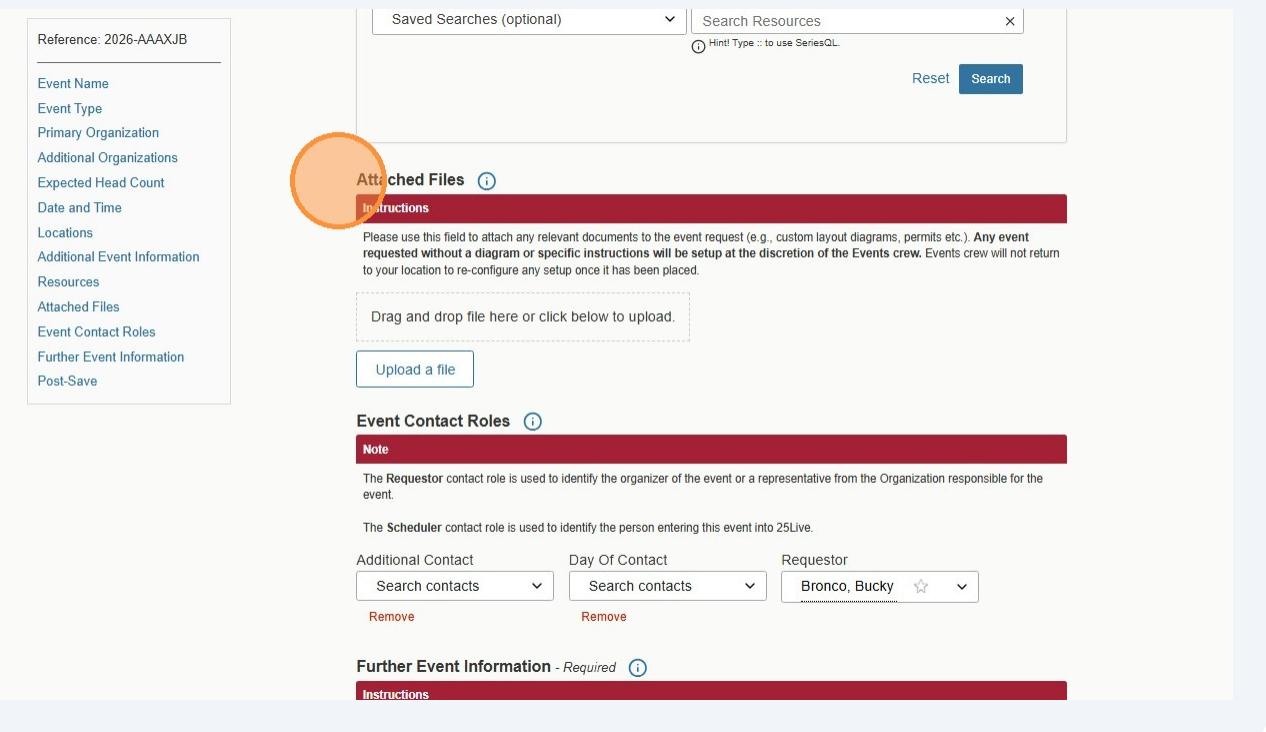
Saved Searches (optional) Search Resources

Hint! Type :: to use SeriesQL.

Reset

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

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

Further Event Information - Required ⓘ

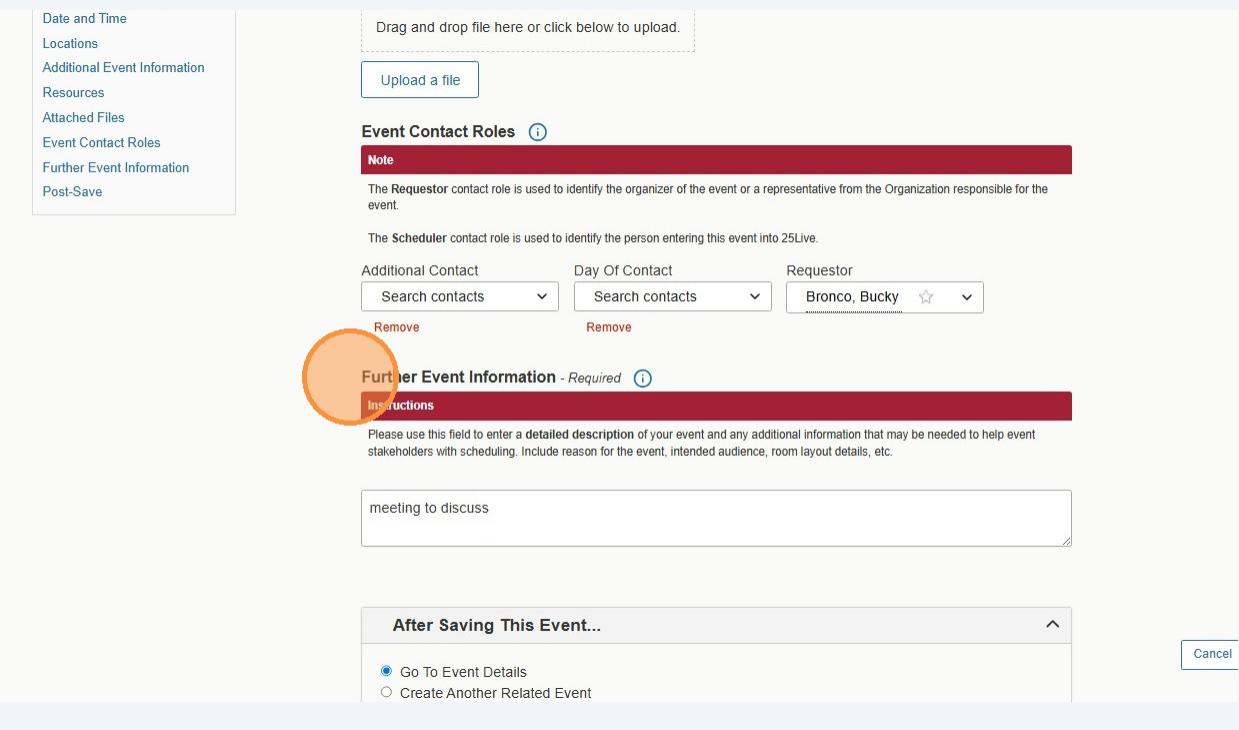
Instructions

14

If you'd like to add additional information about your event for SCU event stakeholders, you can do so in the Further Event Information box.

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 in this box, please ALSO email them directly at facilities-csc@scu.edu.



The screenshot shows the 'Event Contact Roles' section with a 'Requestor' role assigned to 'Bronco, Bucky'. Below this, the 'Further Event Information' section is highlighted with an orange circle. It contains a text area with the placeholder 'meeting to discuss'.

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 (radio button selected)
Create Another Related Event
Cancel



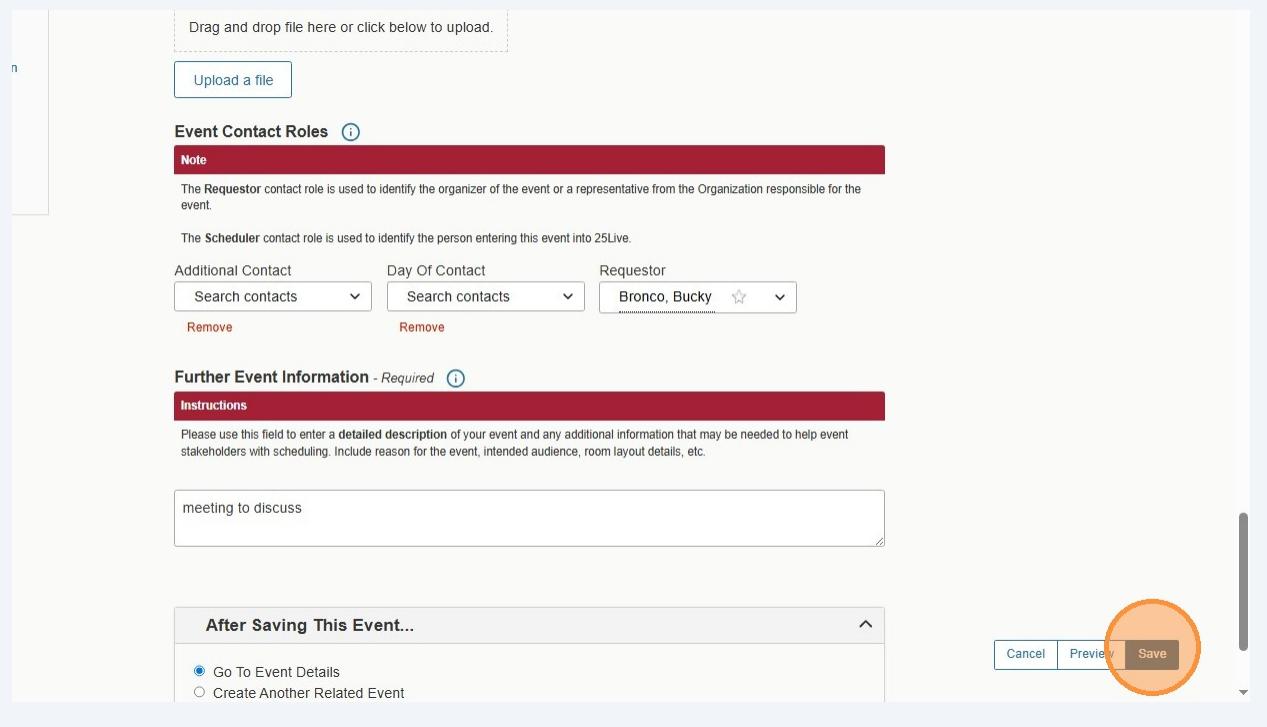
Pro Tip!

If you'd like to track your email correspondence about this event inside the event's Audit Trail, you should email event stakeholders from within the event itself.

From the event information page, click on "More Actions" at the bottom right of the header, then choose "Email Event" from the options bar. Add the appropriate recipients and type your message in the "Message Body" text box. It is recommended that you check the "Include event details in body of message" box before hitting "Send".

15

Once you have added or changed all of the Event Form information that you wish, 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.