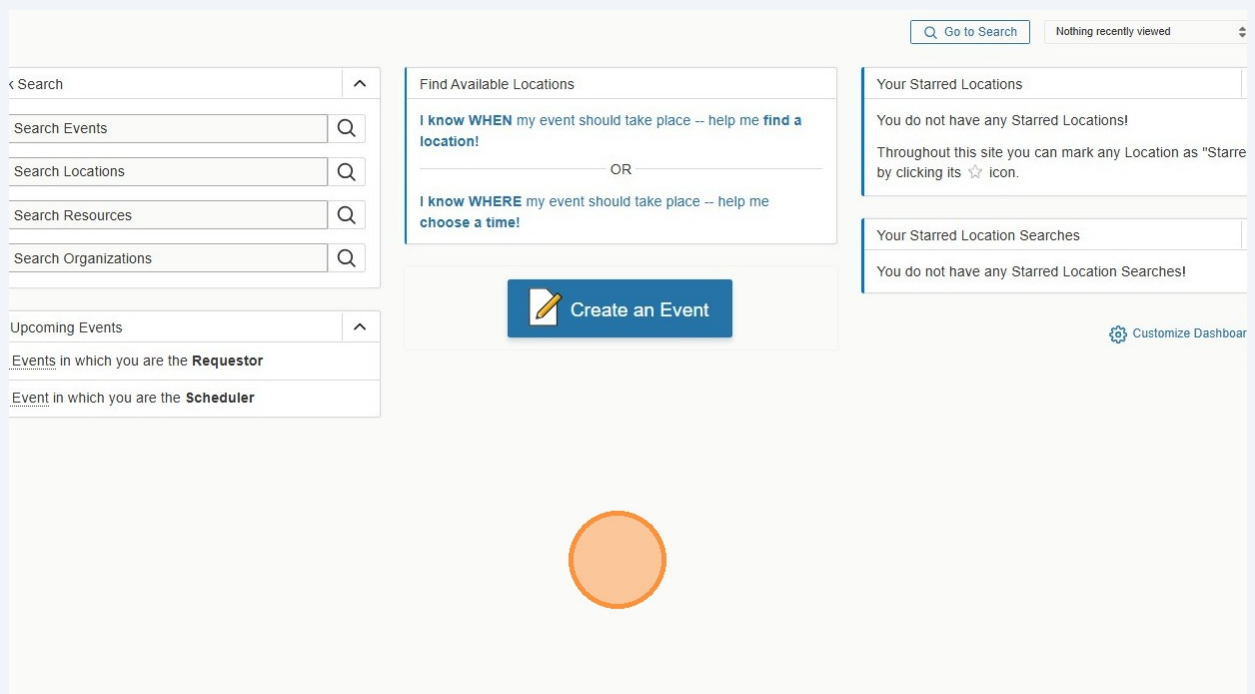


# Editing an Event Request

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.



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

Your Starred Locations

You do not have any Starred Locations!

Throughout this site you can mark any Location by clicking its ☆ icon.

Your Starred Location Searches

You do not have any Starred Location Searches

3

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

Santa Clara UNIVERSITY

25Live Event Form Tasks Bucky Bronco

Masquerading as Bucky Bronco

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.


Nothing recently viewed

Select Object:  Events ▼ Events You Have Requested ▼

Events You Have Requested

Reset Search


← Recent and Future → Recent & Future Future All Dates Select




**Bucky's Meeting** 

Reference: 2026-AAAXJB  
Title: Bucky's Meeting  
Organization(s): Finance

	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.

 Santa Clara UNIVERSITY

 25Live  Event Form  Tasks Bucky Bronco Ex


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 25Live interface with a red header bar containing navigation links: 25Live, Event Form, Tasks, Bucky Bronco, Exit Masquerade, and a More menu. Below the header is a blue bar indicating 'Masquerading as Bucky Bronco'. The main content area displays event details for 'Bucky's Meeting' (Meeting, Finance, Bucky Bronco) with expected and registered counts. A sidebar on the left lists navigation options: Calendar, Task List, Audit Trail, and Scheduled Emails. The 'Edit Event' button is highlighted with an orange circle. Other buttons visible include 'Request Cancellation', 'Go to Search', 'Recently Viewed', and 'Help'.

## 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.

The screenshot shows the 25Live Event Form interface. The header bar is red with navigation links: 25Live, Event Form, Tasks, Bucky Bronco, and Exit Masquerade. Below the header is a blue bar indicating 'Masquerading as Bucky Bronco'. The main content area displays the 'Event Form' with a red header. The form includes sections for 'Event Name' (Required), 'Event Type' (Required), and 'Primary Organization' (Required). The 'Event Name' field is highlighted with an orange circle. The form also includes instructions and a search bar for the organization name. A sidebar on the left lists navigation options: Name, Type, Primary Organization, Additional Organizations, Additional Head Count, and Time. The 'Event Name' field is highlighted with an orange circle.



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](#).

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.

**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: 2020-000000

[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.

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.

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 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) ▼

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

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 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](mailto:facilities-csc@scu.edu).**

The screenshot shows the SCU event management interface. On the left is a sidebar with links: Date and Time, Locations, Additional Event Information, Resources, Attached Files, Event Contact Roles, Further Event Information, and Post-Save. The main content area has a dashed box for file upload with the text "Drag and drop file here or click below to upload." and an "Upload a file" button. Below this is the "Event Contact Roles" section, which includes a red "Note" bar explaining the "Requestor" and "Scheduler" roles. Underneath are three search filters: "Additional Contact" (Search contacts), "Day Of Contact" (Search contacts), and "Requestor" (Bronco, Bucky). Below these are two "Remove" buttons. The "Further Event Information" section is highlighted with an orange circle and includes a red "Instructions" bar stating that this field is for a detailed description of the event. Below the instructions is a text area containing the text "meeting to discuss". At the bottom, there is a section titled "After Saving This Event..." with two radio button options: "Go To Event Details" (selected) and "Create Another Related Event". A "Cancel" button is located in the bottom right corner.



### 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.