# 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.
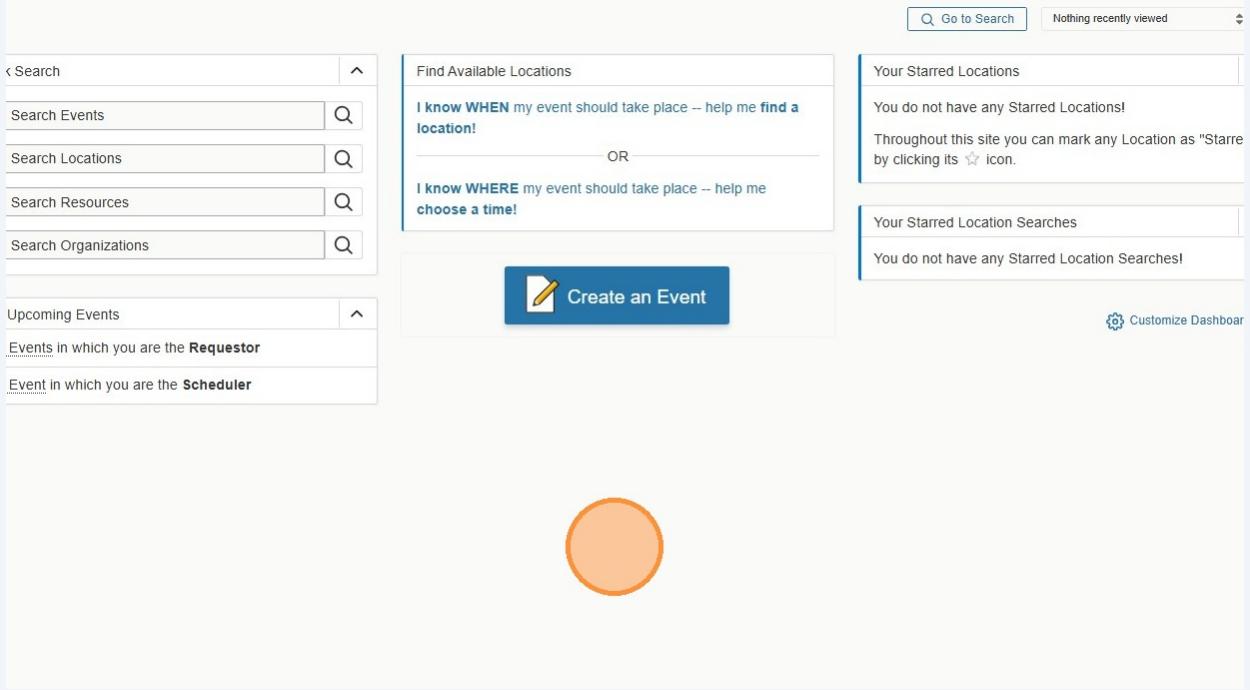
**2**

In the "Your Upcoming Events" box, click on the "Events in which you are the Requestor."
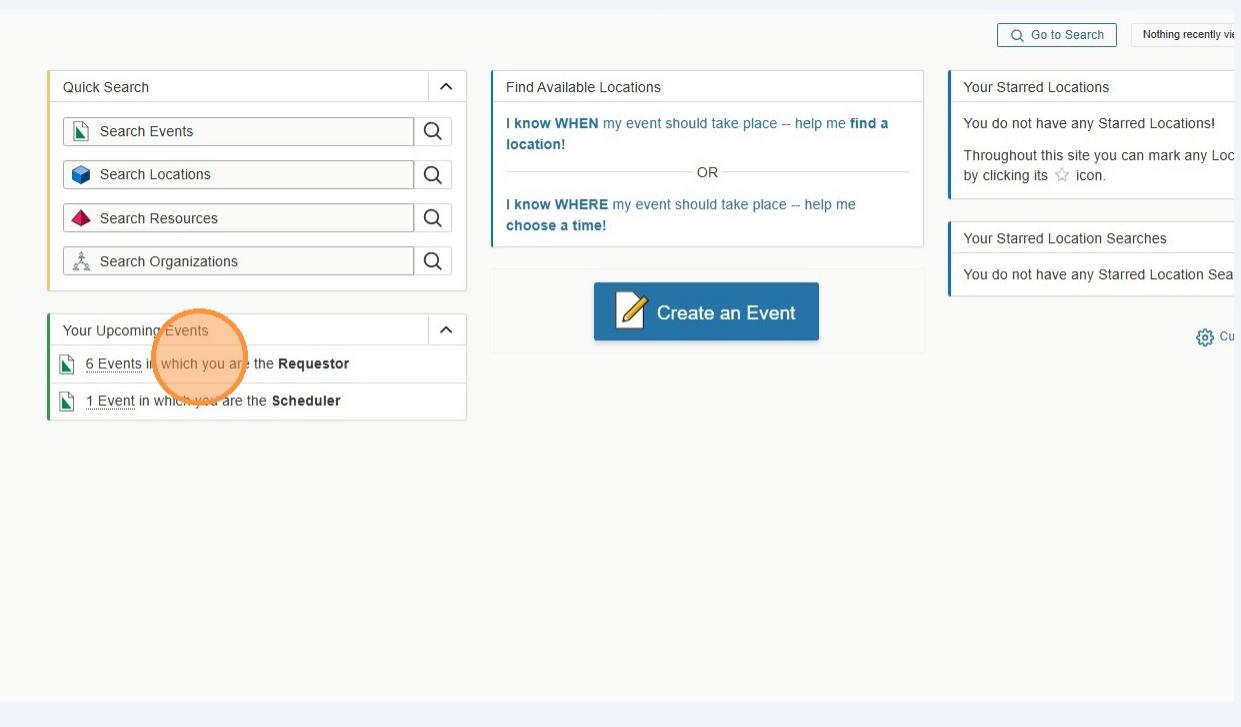
| Quick Search | ^ |
|---|---|
| 🗎 Search Events | 🔍 |
| 🔷 Search Locations | 🔍 |
| 🔺 Search Resources | 🔍 |
| 🔀 Search Organizations | 🔍 |

| 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

🔍 Go to Search   Nothing recently vi...

**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...

**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**   Ex...

Nothing recently vi...

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.

Select Object:   📄 Events ▾    Events You Have Requested ▾

Events You Have Requested

Reset   **Search**

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

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

| | | 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.



**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.

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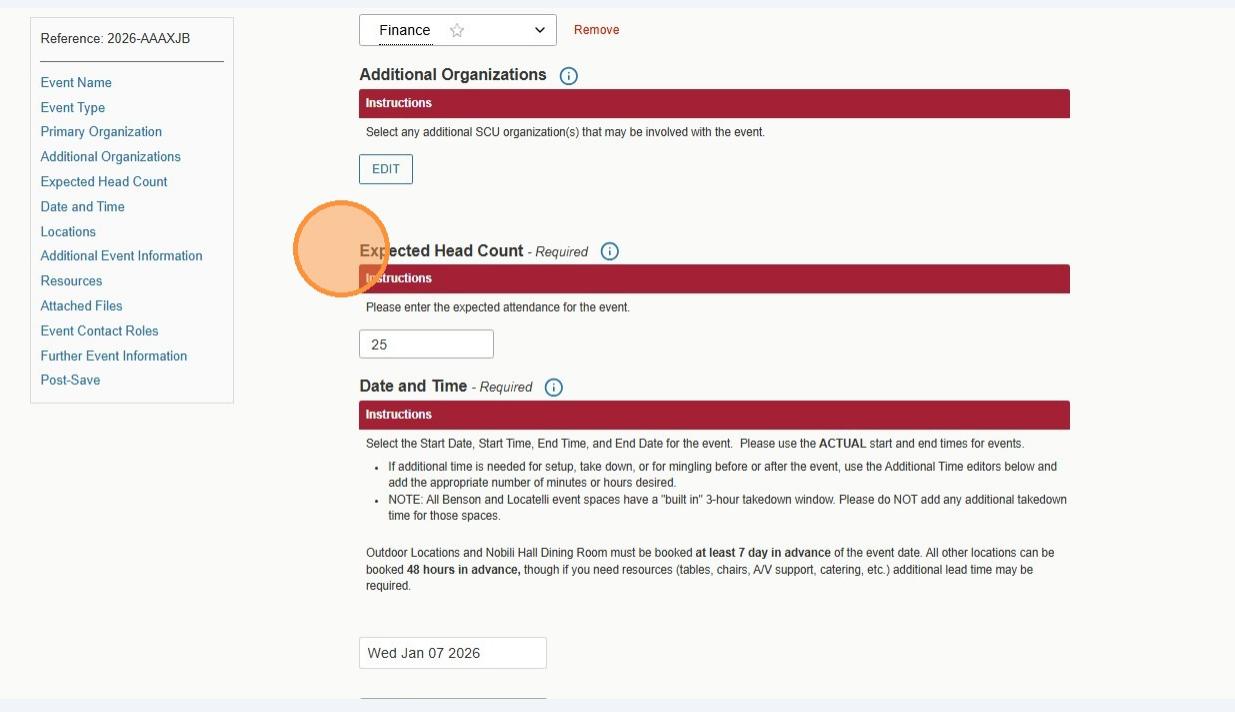
**9** Changing your requested Date or Time will forward your request back through the 25Live location approval process.

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-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

**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
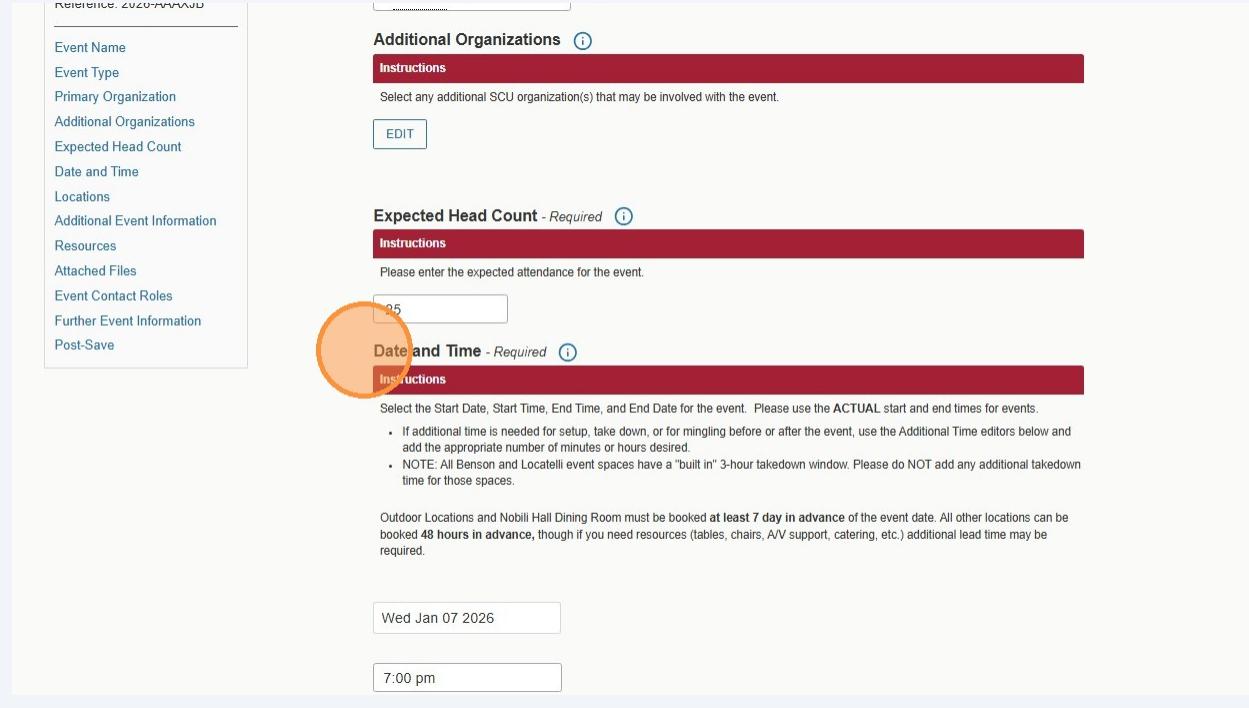
**10**

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.

**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.
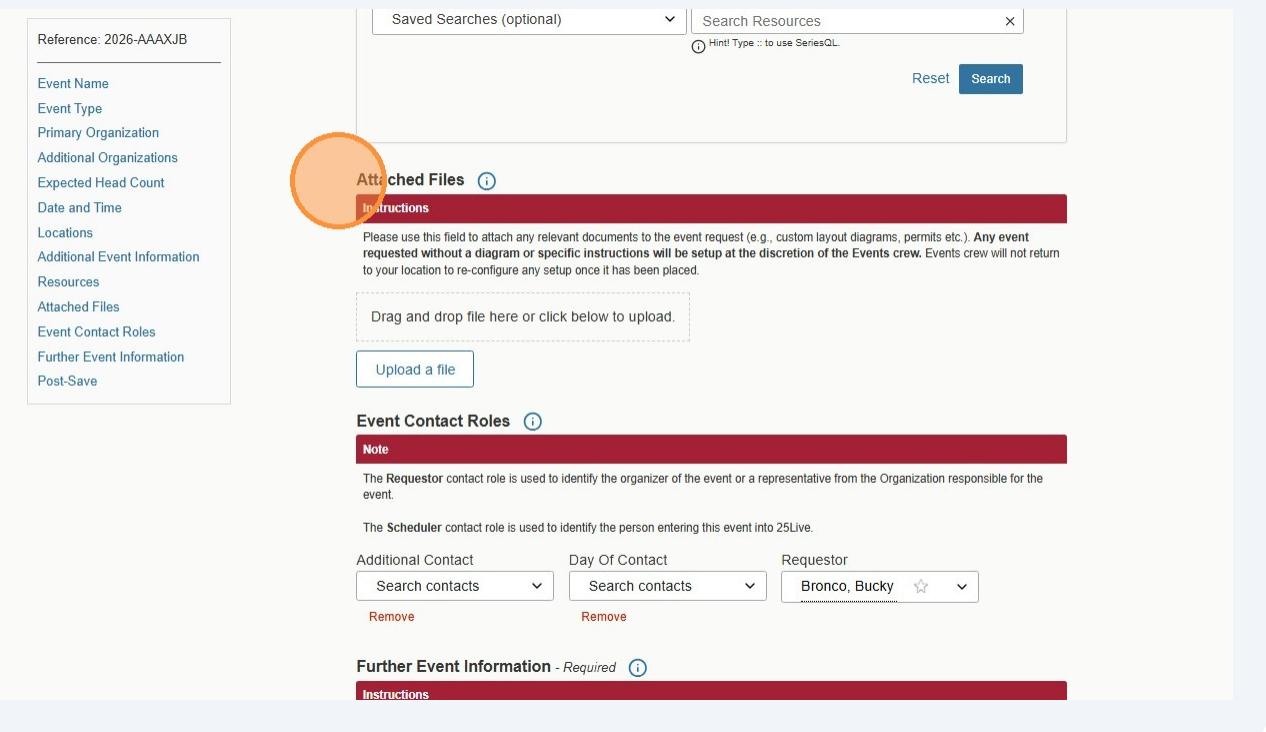
Reference: 2026-AAAXJB

Event Name
Event Type
Primary Organization
Additional Organizations
Expected Head Count
Date and Time
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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 facilites-csc@scu.edu.**



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ⓘ 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.



**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.