

How to Verify My Event's Approval Status

Once you've submitted your Event Form, you can track your event request's progress through the tiered approval workflow.

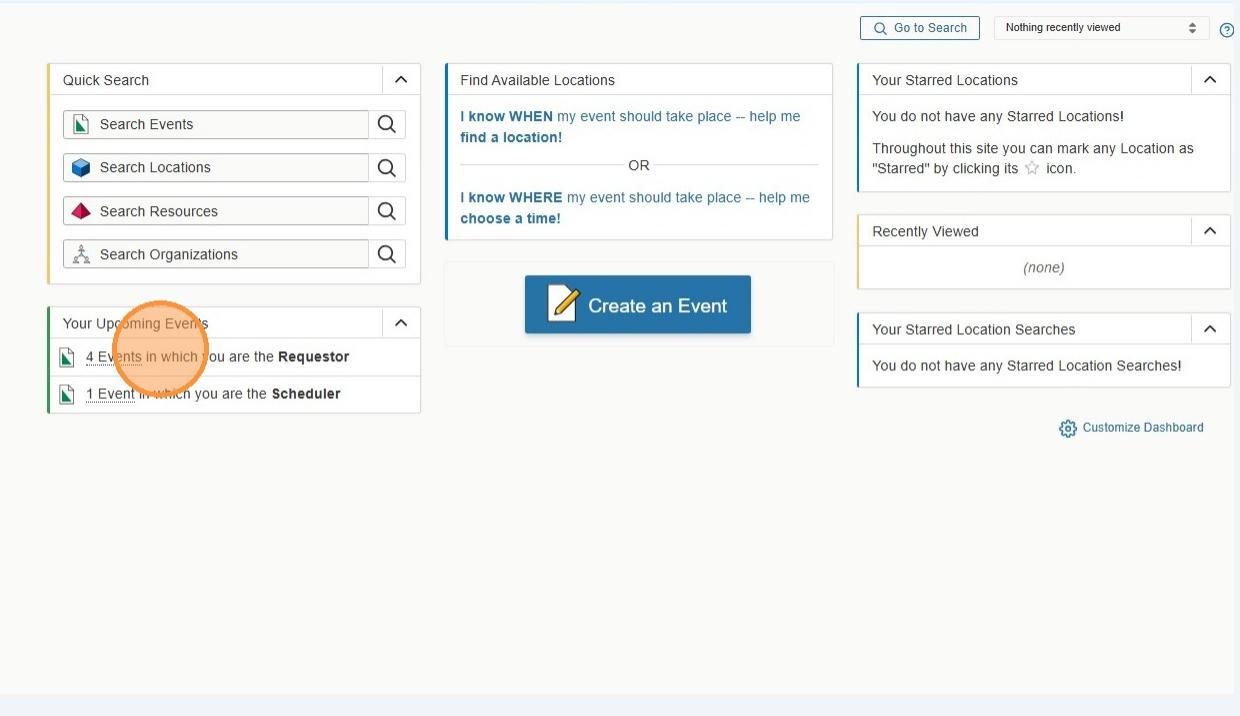
- 1 Navigate to 25Live via your MySCU Portal tile and go to your dashboard.

The screenshot shows the 25Live dashboard with the following components:

- Quick Search:** Includes buttons for "Search Events", "Search Locations", "Search Resources", and "Search Organizations".
- Find Available Locations:** A section with two options:
 - I know WHEN** my event should take place -- help me find a location!
 - I know WHERE** my event should take place -- help me choose a time!
- Create an Event:** A large blue button with a pencil icon.
- Your Upcoming Events:** Shows 4 Events in which you are the Requestor and 1 Event in which you are the Scheduler.
- Your Starred Locations:** A section stating "You do not have any Starred Locations!" with a note that you can mark locations as "Starred" by clicking a star icon.
- Recently Viewed:** A section stating "(none)".
- Your Starred Location Searches:** A section stating "You do not have any Starred Location Searches!"

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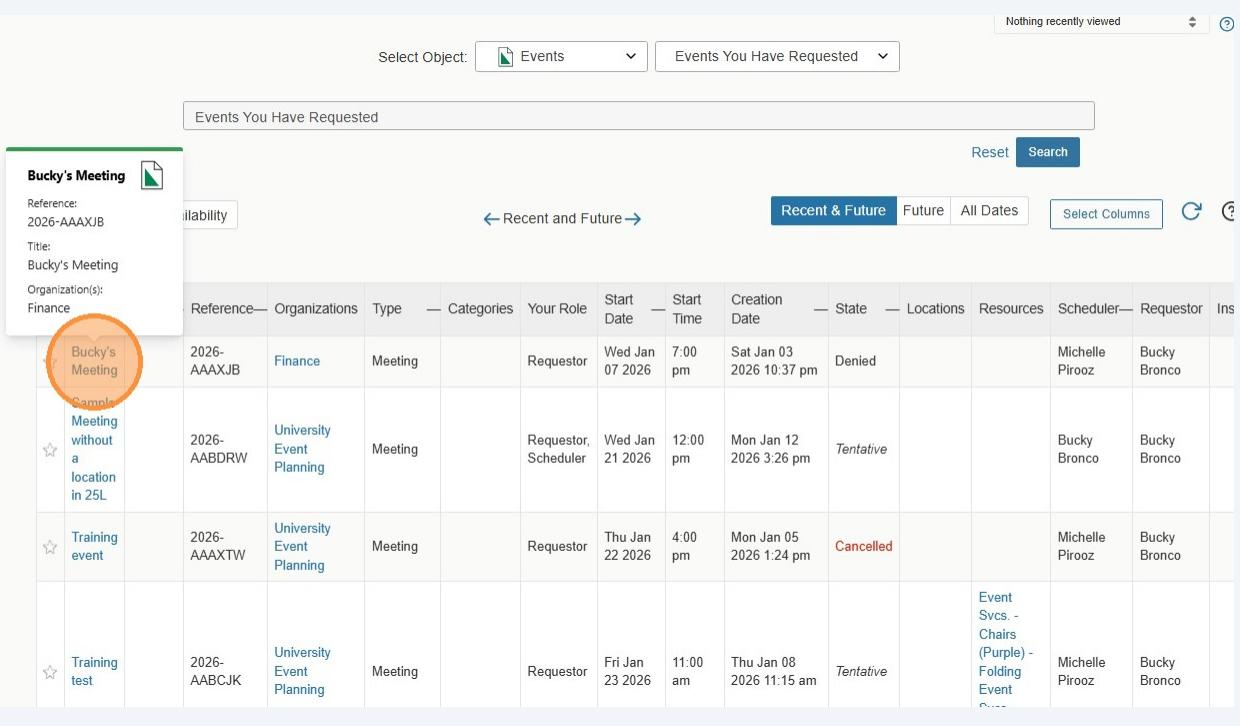
To access the events that you have requested, use the "Your Upcoming Events" box on your dashboard or click on the "Go to Search" box to start an Events search.



The dashboard interface includes a 'Quick Search' bar with options for 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'. Below this is a section titled 'Your Upcoming Events' which displays '4 Events in which you are the Requestor' and '1 Event in which you are the Scheduler'. A large orange circle highlights the 'Your Upcoming Events' section. To the right, there are sections for 'Find Available Locations' (with options for 'When' and 'Where'), 'Your Starred Locations' (empty), 'Recently Viewed' (empty), and 'Your Starred Location Searches' (empty). A central button labeled 'Create an Event' with a pencil icon is also visible.

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From the results page, click on the Name of the event that you'd like to track.



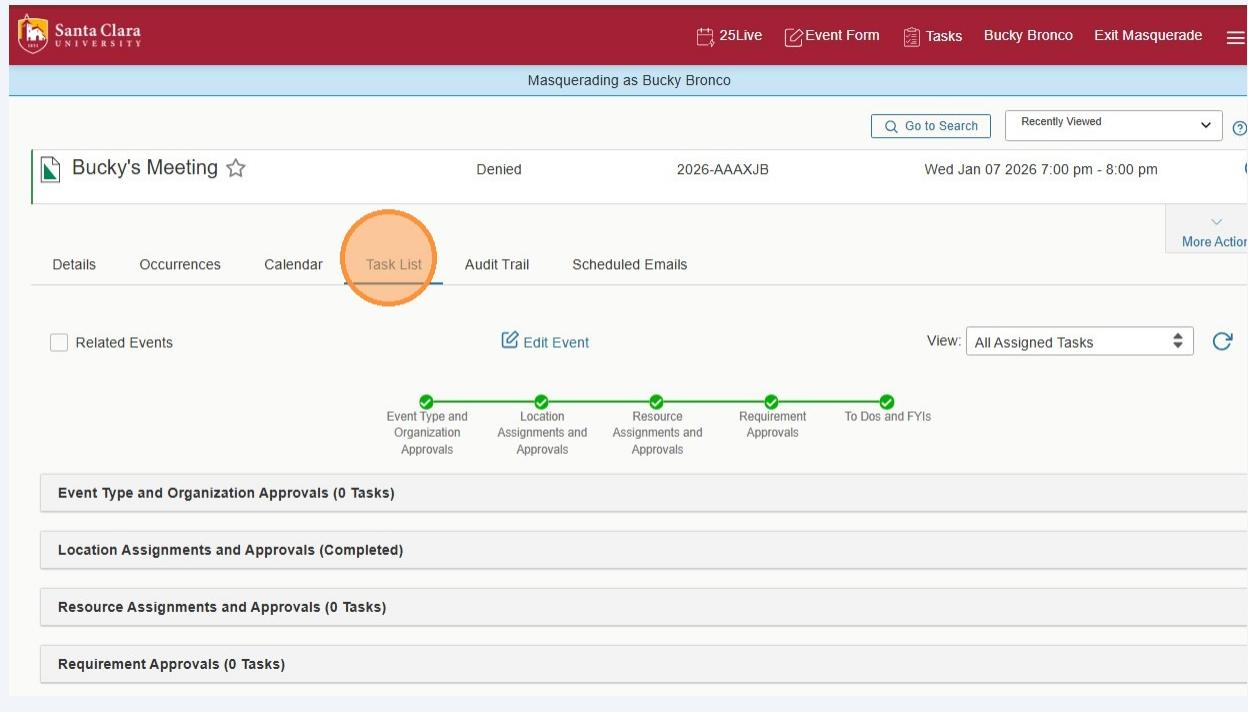
The search results page shows a table of events under the heading 'Events You Have Requested'. The table includes columns for Reference, Organization, Type, Categories, Your Role, Start Date, Start Time, Creation Date, State, Locations, Resources, Scheduler, Requestor, and Ins. One specific event, 'Bucky's Meeting', is highlighted with an orange circle. The event details are as follows:

Reference	Organization	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler	Requestor	Ins
2026-AAAXJB	Finance	Meeting		Requestor	Wed Jan 07 2026	7:00 pm	Sat Jan 03 2026 10:37 pm	Denied			Michelle Pirooz	Bucky Bronco	
2026-AABDRW	University Event Planning	Meeting		Requestor, Scheduler	Wed Jan 21 2026	12:00 pm	Mon Jan 12 2026 3:26 pm	Tentative			Bucky Bronco	Bucky Bronco	
2026-AAAXTW	University Event Planning	Meeting		Requestor	Thu Jan 22 2026	4:00 pm	Mon Jan 05 2026 1:24 pm	Cancelled			Michelle Pirooz	Bucky Bronco	
2026-AABCJK	University Event Planning	Meeting		Requestor	Fri Jan 23 2026	11:00 am	Thu Jan 08 2026 11:15 am	Tentative		Event Svcs. - Chairs (Purple) - Folding Event Svcs.	Michelle Pirooz	Bucky Bronco	

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In the event information window, click on the "Task List" tab.

NOTE: A fully green progress bar does NOT mean that all of the requests you've made for your event have been approved. It means that all requests have been either accepted/assigned or denied.



The screenshot shows the event information window for "Bucky's Meeting". The "Task List" tab is highlighted with an orange circle. The window displays the following details:

- Event Name: Bucky's Meeting
- Status: Denied
- Event ID: 2026-AAAXJB
- Date: Wed Jan 07 2026 7:00 pm - 8:00 pm
- Navigation tabs: Details, Occurrences, Calendar, Task List (highlighted), Audit Trail, Scheduled Emails
- Buttons: Related Events, Edit Event, View: All Assigned Tasks
- Progress bar: A horizontal bar with five green segments, each marked with a checkmark, representing completed tasks: Event Type and Organization Approvals, Location Assignments and Approvals, Resource Assignments and Approvals, Requirement Approvals, and To Dos and FYIs.
- Task sections: Event Type and Organization Approvals (0 Tasks), Location Assignments and Approvals (Completed), Resource Assignments and Approvals (0 Tasks), Requirement Approvals (0 Tasks).

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You'll need to check each level of the tiered approval flow to confirm the status of the items that you have requested for your event.

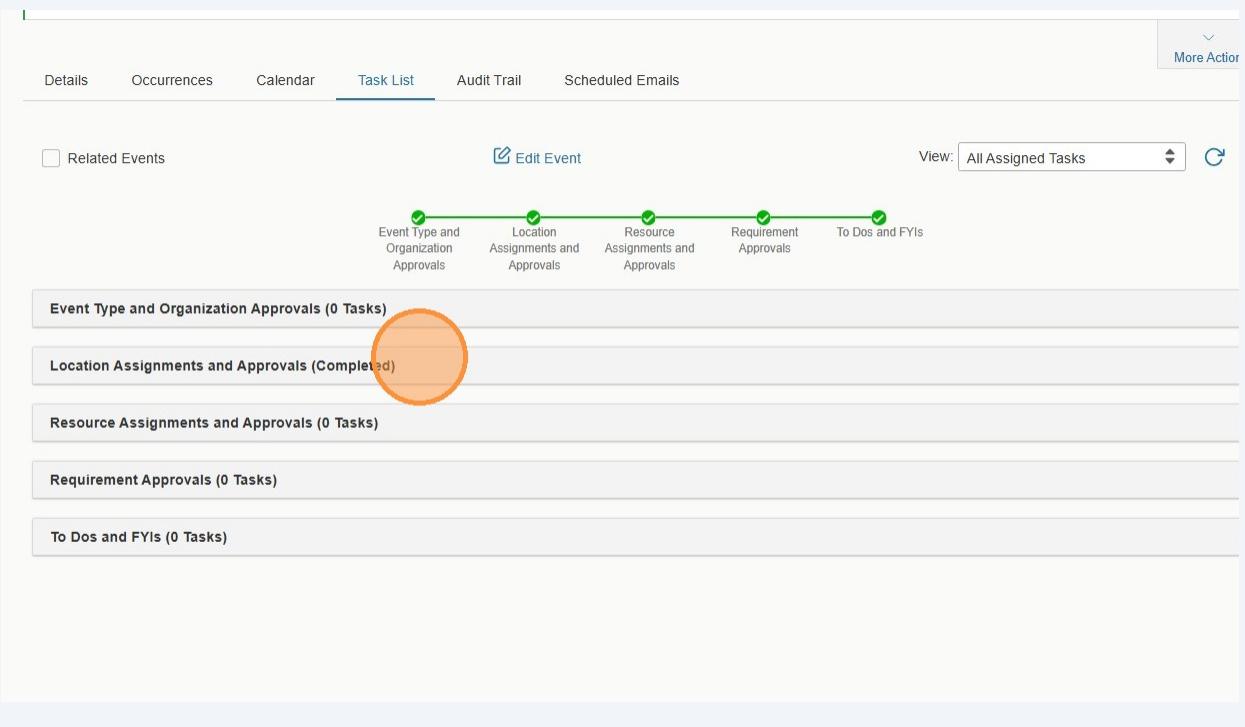
If you are a student requesting an event for your RSO or CSO, start with the "Event Type and Organization Approvals" window to see if your event has been approved by the Center for Student Involvement. Clicking on the title bar will open the window.

Non-student requestors will not have their event vetted by CSI and can disregard this step.

The screenshot shows the 'Task List' tab selected in the navigation bar. The event details are at the top: 'Bucky's Meeting' (status: Denied), '2026-AAAXJB', and 'Wed Jan 07 2026 7:00 pm - 8:00 pm'. Below the tabs are buttons for 'Related Events', 'Edit Event', and a dropdown for 'View: All Assigned Tasks'. A horizontal progress bar shows five stages: 'Event Type and Organization Approvals' (circled in orange), 'Location Assignments and Approvals', 'Resource Assignments and Approvals', 'Requirement Approvals', and 'To Dos and FYIs'. Each stage has a green checkmark. Below the progress bar are five sections: 'Event Type and Organization Approvals (0 Tasks)', 'Location Assignments and Approvals (Completed)', 'Resource Assignments and Approvals (0 Tasks)', 'Requirement Approvals (0 Tasks)', and 'To Dos and FYIs (0 Tasks)'.

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To see if your requested location(s) has been approved, open the "Location Assignments and Approvals" window.



Details Occurrences Calendar **Task List** Audit Trail Scheduled Emails

Related Events [Edit Event](#) View: All Assigned Tasks

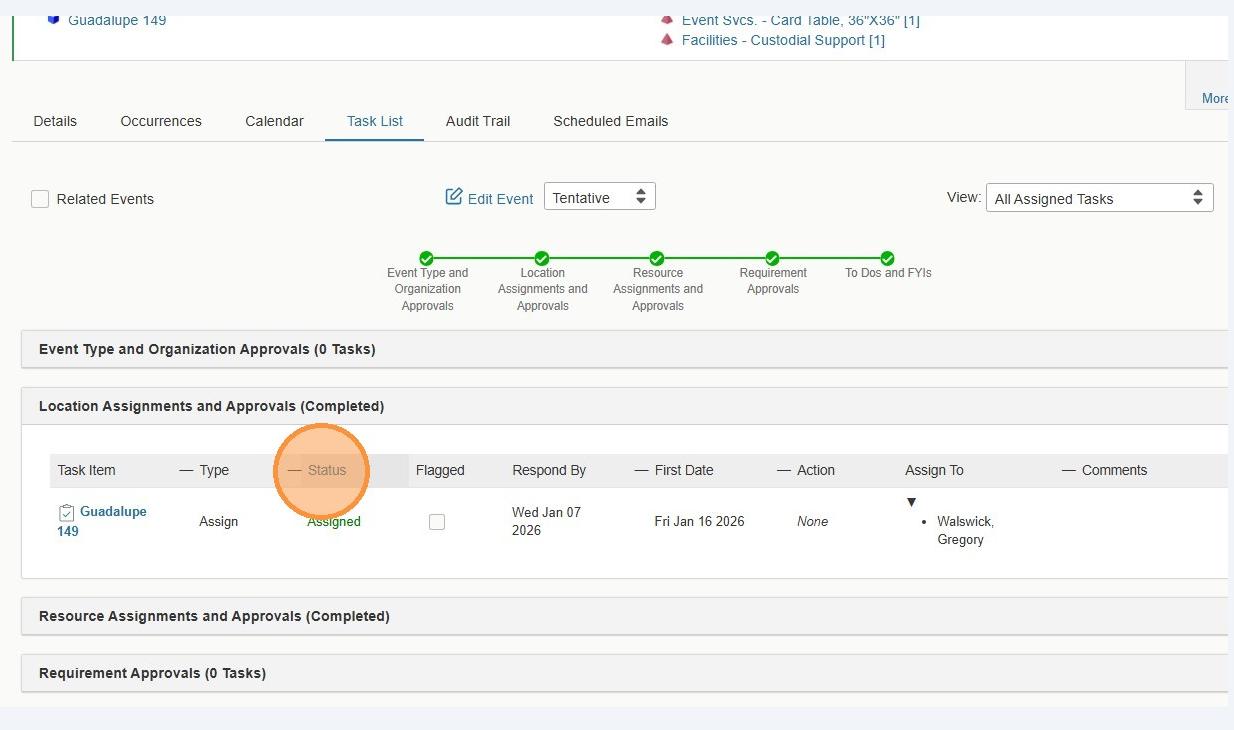
Event Type and Organization Approvals (0 Tasks) Location Assignments and Approvals (Completed) Resource Assignments and Approvals (0 Tasks) Requirement Approvals (0 Tasks) To Dos and FYIs (0 Tasks)

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Review the Status column of the location(s) you've requested for this event. There are 3 potential status settings:

1. Assigned (in Green) - your requested location has been confirmed for your event.
2. Pending - no action has yet been taken on your request.
3. Denied - your location is NOT available at the date/time that you've requested. The Building Manager will deny the request and the overall event status will be changed to Denied.

If your event is denied based upon location(s) availability, you'll need to submit a new Event Form request for a different location. If a Building Manager denies an event, they should reach out to you, via email, to notify you of the reason for the denial.



The screenshot shows the 'Task List' tab selected in the navigation bar. At the top, there are filters for 'Related Events' (unchecked), 'Edit Event' (set to 'Tentative'), and a 'View' dropdown set to 'All Assigned Tasks'. Below the navigation, a progress bar shows five stages: 'Event Type and Organization Approvals' (green checkmark), 'Location Assignments and Approvals' (green checkmark), 'Resource Assignments and Approvals' (green checkmark), 'Requirement Approvals' (green checkmark), and 'To Dos and FYIs' (green checkmark). The 'Location Assignments and Approvals' stage is highlighted with an orange circle around the 'Status' column, which shows 'Assigned'.

Location Assignments and Approvals (Completed)							
Task Item	Type	Status	Flagged	Respond By	First Date	Action	Assign To
<input checked="" type="checkbox"/> Guadalupe 149	Assign	Assigned	<input type="checkbox"/>	Wed Jan 07 2026	Fri Jan 16 2026	None	• Walswick, Gregory

Below the table, there are sections for 'Resource Assignments and Approvals (Completed)' and 'Requirement Approvals (0 Tasks)'.

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If you have requested event resources (tables, chairs, custodial support, etc.) as part of your event request, open the "Resource Assignments and Approvals" window and check the Status column for each requested resource. There are 3 potential status settings:

1. Assigned (in Green) - your requested resource has been confirmed for your event.
2. Pending - no action has yet been taken on your resource request.
3. Denied - your resource is NOT available at the date/time that you've requested.

Details Occurrences Calendar **Task List** Audit Trail Scheduled Emails

More Action

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)

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)

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If there are any additional approvals that are required for your event, such as an Outdoor Amplified Sound Request, you can track their progress in the "Requirement Approvals" window.

The screenshot shows a software interface for managing event approvals. At the top, there are tabs: Details, Occurrences, Calendar, Task List (which is selected and underlined in blue), Audit Trail, and Scheduled Emails. To the right of the tabs is a 'More Action' dropdown menu. Below the tabs, there are buttons for 'Related Events' and 'Edit Event'. A 'View' dropdown is set to 'All Assigned Tasks'. A circular arrow icon is also present. A horizontal progress bar at the top indicates the status of five categories: Event Type and Organization Approvals (green checkmark), Location Assignments and Approvals (green checkmark), Resource Assignments and Approvals (green checkmark), Requirement Approvals (green checkmark), and To Dos and FYIs (green checkmark). Below the progress bar, there are five sections: 'Event Type and Organization Approvals (0 Tasks)', 'Location Assignments and Approvals (Completed)', 'Resource Assignments and Approvals (0 Tasks)', 'Requirement Approvals (0 Tasks)' (which is circled in orange), and 'To Dos and FYIs (0 Tasks)'. The 'Requirement Approvals' section contains the text 'No Tasks Found'.

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IMPORTANT: Even when all of your requests have been approved, the Event Status of your event will always remain "Tentative." There are only 3 potential event status settings in 25Live:

- Tentative - for any event that has been approved, or is in the approval process, for requested locations, resources, and required approvals.
- Denied - for any event that has been denied because the requested space is unavailable.
- Cancelled - for any event request that was cancelled by the requestor.

REMINDER: A fully green progress bar does NOT mean that all of the requests you've made for your event have been approved. It means that all requests have been either accepted/assigned or denied.

The screenshot shows the 25Live event management interface. At the top, there is a red header bar with the Santa Clara University logo, the text '25Live', 'Event Form', 'Tasks', 'Bucky Bronco', and 'Exit Masquerade'. Below the header, a blue bar says 'Masquerading as Bucky Bronco'. The main content area shows an event titled 'Training test ☆' with a status of 'Tentative' (highlighted with an orange circle). The event details are: '2026-AABCJK', 'Fri Jan 23 2026 11:00 am - 3:00 pm'. Below the event title, there are two items: 'Event Svcs. - Chairs (Purple) - Folding [100]' and 'Event Svcs. - Trash sets (G/B/B) [1]'. A progress bar at the bottom shows the status of various approval steps: 'Event Type and Organization Approvals' (Completed), 'Location Assignments and Approvals' (Completed), 'Resource Assignments and Approvals' (3 In Progress), 'Requirement Approvals' (Not Started), and 'To Dos and FYIs' (Not Started). The progress bar is green for completed steps and orange for in-progress steps.