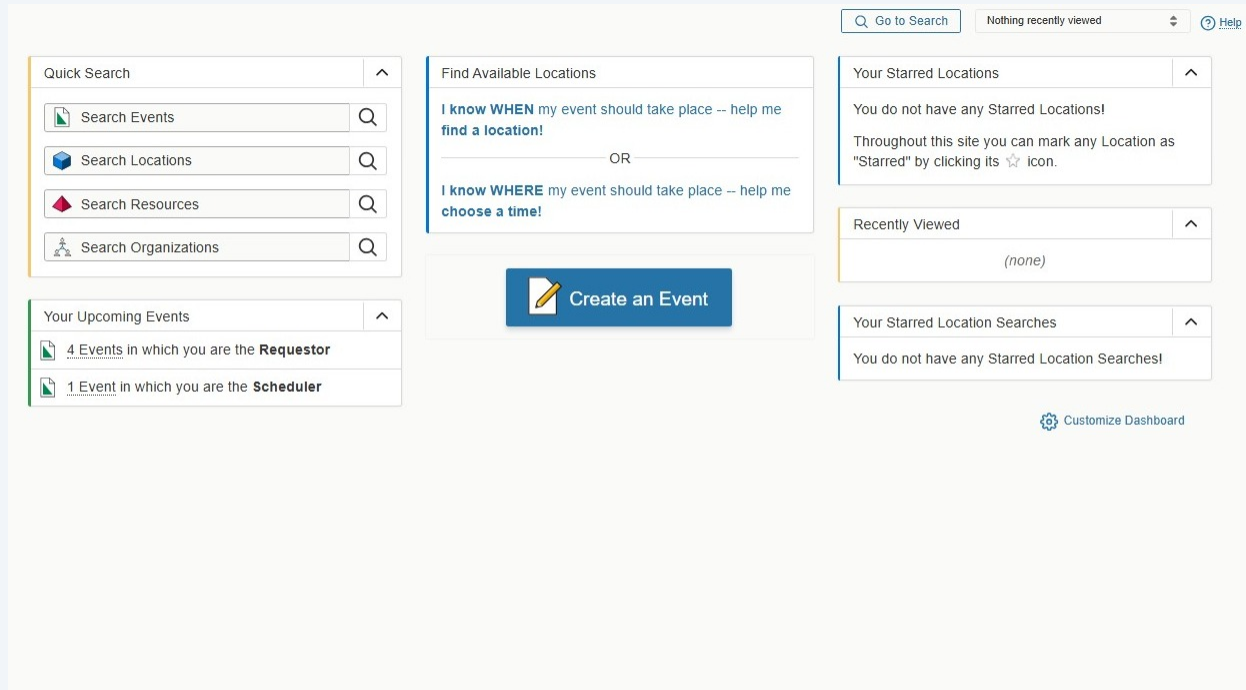


How to Verify My Event's Approval Status

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.



2

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 features a top navigation bar with a "Go to Search" button and a "Nothing recently viewed" indicator. Below this, there are several sections:

- Quick Search:** Includes search boxes for "Search Events", "Search Locations", "Search Resources", and "Search Organizations".
- Find Available Locations:** Contains instructions on how to find locations based on when or where an event should take place, and a "Create an Event" button.
- Your Upcoming Events:** A section with a red circle highlighting the text "4 Events in which you are the Requestor" and "1 Event in which you are the Scheduler".
- Your Starred Locations:** A section indicating that no starred locations are currently present.
- Recently Viewed:** A section showing "(none)".
- Your Starred Location Searches:** A section indicating that no starred location searches are currently present.

A "Customize Dashboard" link is located at the bottom right of the dashboard area.

3

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

The "Events You Have Requested" results page displays a table of events. At the top, there are filters for "Select Object" (Events) and "Events You Have Requested". A "Reset Search" button is also present. The table has columns for Reference, Organizations, Type, Categories, Your Role, Start Date, Start Time, Creation Date, State, Locations, Resources, Scheduler, and Requestor. A red circle highlights the event "Bucky's Meeting" in the first row.

Reference	Organizations	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	Michelle Pirooz	Bucky Bronco	

4 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 displays the Santa Clara University event management system. The top navigation bar includes the university logo, a 'Masquerading as Bucky Bronco' status, and links for '25Live', 'Event Form', 'Tasks', 'Bucky Bronco', and 'Exit Masquerade'. The main header shows the event name 'Bucky's Meeting' with a star icon, status 'Denied', ID '2026-AAAXJB', and date/time 'Wed Jan 07 2026 7:00 pm - 8:00 pm'. Below the header, a tabbed interface shows 'Details', 'Occurrences', 'Calendar', 'Task List' (highlighted with an orange circle), 'Audit Trail', and 'Scheduled Emails'. The 'Task List' tab contains a progress bar with five steps: 'Event Type and Organization Approvals', 'Location Assignments and Approvals', 'Resource Assignments and Approvals', 'Requirement Approvals', and 'To Dos and FYIs'. The first four steps are marked with green checkmarks, while the last step is not. Below the progress bar, there are four task lists: 'Event Type and Organization Approvals (0 Tasks)', 'Location Assignments and Approvals (Completed)', 'Resource Assignments and Approvals (0 Tasks)', and 'Requirement Approvals (0 Tasks)'. A 'More Actions' button is visible on the right side of the tabbed interface.

5

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.

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 More Action

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

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

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

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

The screenshot displays the 'Task List' tab of a software interface. At the top, there are tabs for 'Details', 'Occurrences', 'Calendar', 'Task List' (selected), 'Audit Trail', and 'Scheduled Emails'. A 'More Action' button is in the top right corner. Below the tabs, there is a 'Related Events' checkbox and an 'Edit Event' button. A progress bar with five steps is shown: 'Event Type and Organization Approvals', 'Location Assignments and Approvals', 'Resource Assignments and Approvals', 'Requirement Approvals', and 'To Dos and FYIs'. The 'Location Assignments and Approvals' step is highlighted with an orange circle. Below the progress bar, there are five task lists: '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)'. A 'View: All Assigned Tasks' dropdown and a refresh icon are also present.

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

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

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

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)

7

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.

Guadalupe 149

Event Svcs. - Card Table, 36"X36" [1]

Facilities - Custodial Support [1]

Details

Occurrences

Calendar

Task List

Audit Trail

Scheduled Emails

More

☐ Related Events

Edit Event

Tentative

View: All Assigned Tasks

Event Type and Organization Approvals

Location Assignments and Approvals

Resource Assignments and Approvals

Requirement Approvals

To Dos and FYIs

Event Type and Organization Approvals (0 Tasks)

Location Assignments and Approvals (Completed)

Task Item	Type	Status	Flagged	Respond By	First Date	Action	Assign To	Comments
<div>Guadalupe 149</div>	Assign	Assigned	<input type="checkbox"/>	Wed Jan 07 2026	Fri Jan 16 2026	None	<div>Walswick, Gregory</div>	

Resource Assignments and Approvals (Completed)

Requirement Approvals (0 Tasks)

8

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

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

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

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)

9

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.

DetailsOccurrencesCalendarTask ListAudit TrailScheduled Emails

More Action

☐ Related Events

[Edit Event](#)

View: All Assigned Tasks

Event Type and Organization Approvals

Location Assignments and Approvals

Resource Assignments and Approvals

Requirement Approvals

To Dos and FYIs

Event Type and Organization Approvals (0 Tasks)

Location Assignments and Approvals (Completed)

Resource Assignments and Approvals (0 Tasks)

Requirement Approvals (0 Tasks)

No Tasks Found

To Dos and FYIs (0 Tasks)

10

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 interface for an event named "Training test". The event status is "Tentative". The event details include "Event Svcs. - Chairs (Purple) - Folding [100]" and "Event Svcs. - Trash sets (G/B/B) [1]". The event is scheduled for "Fri Jan 23 2026 11:00 am - 3:00 pm". The progress bar indicates the following steps:

- Event Type and Organization Approvals (Completed)
- Location Assignments and Approvals (Completed)
- Resource Assignments and Approvals (3 In Progress)
- Requirement Approvals (0 Tasks)
- To Dos and FYIs (0 Tasks)