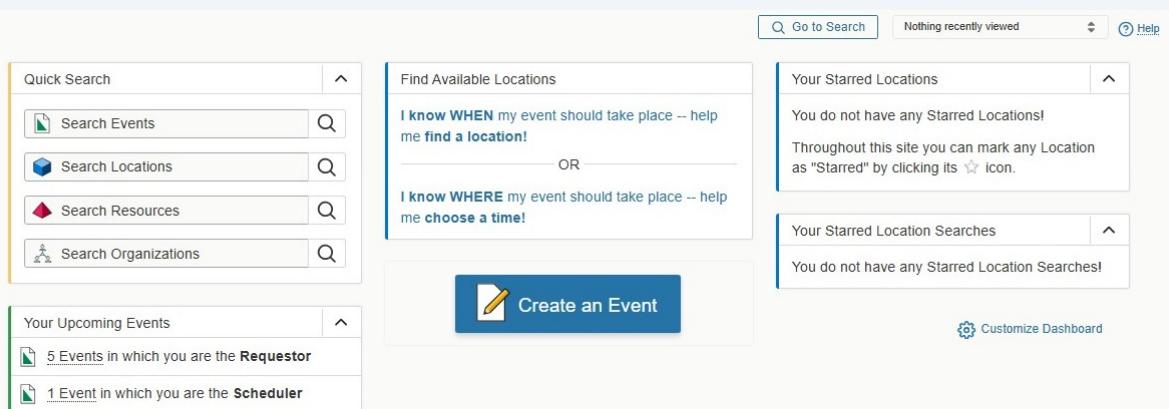


Starting Your Event Request With a Location Search

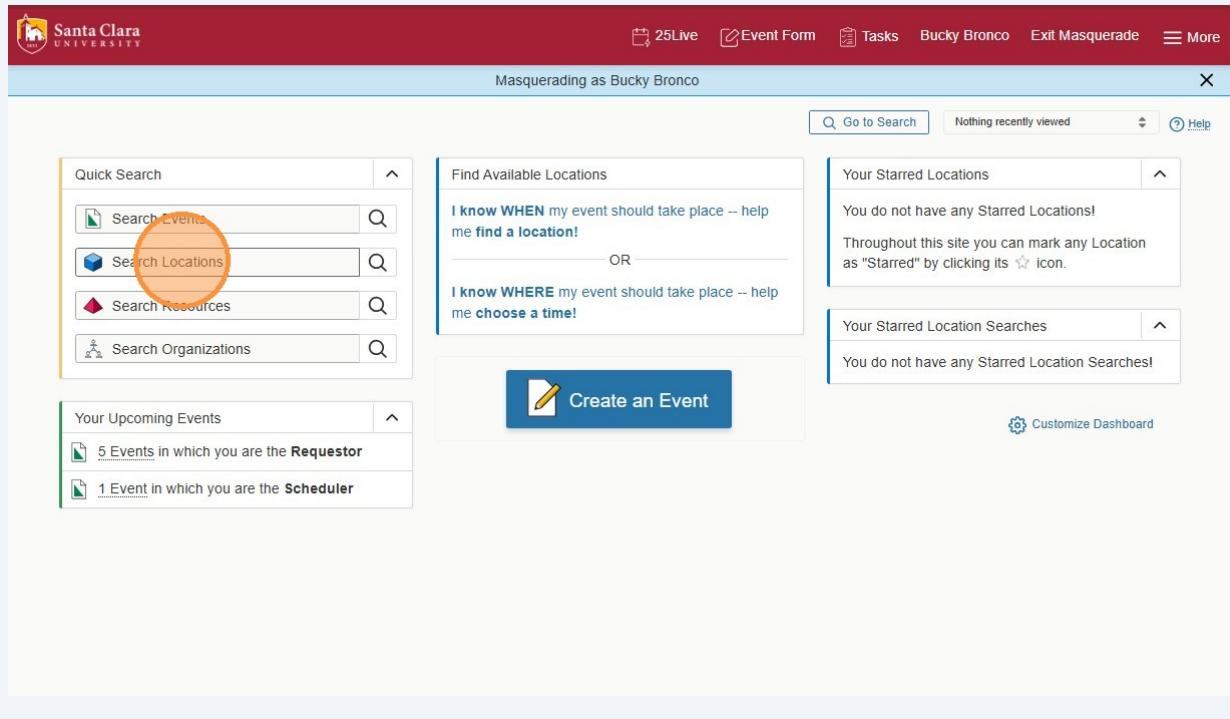
If you know which campus space you want to use for your event, you can pre-populate the Date, Time, and Location fields of the 25Live Event Form if you start with a Location Search.

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



2 There are multiple ways to start a location search:

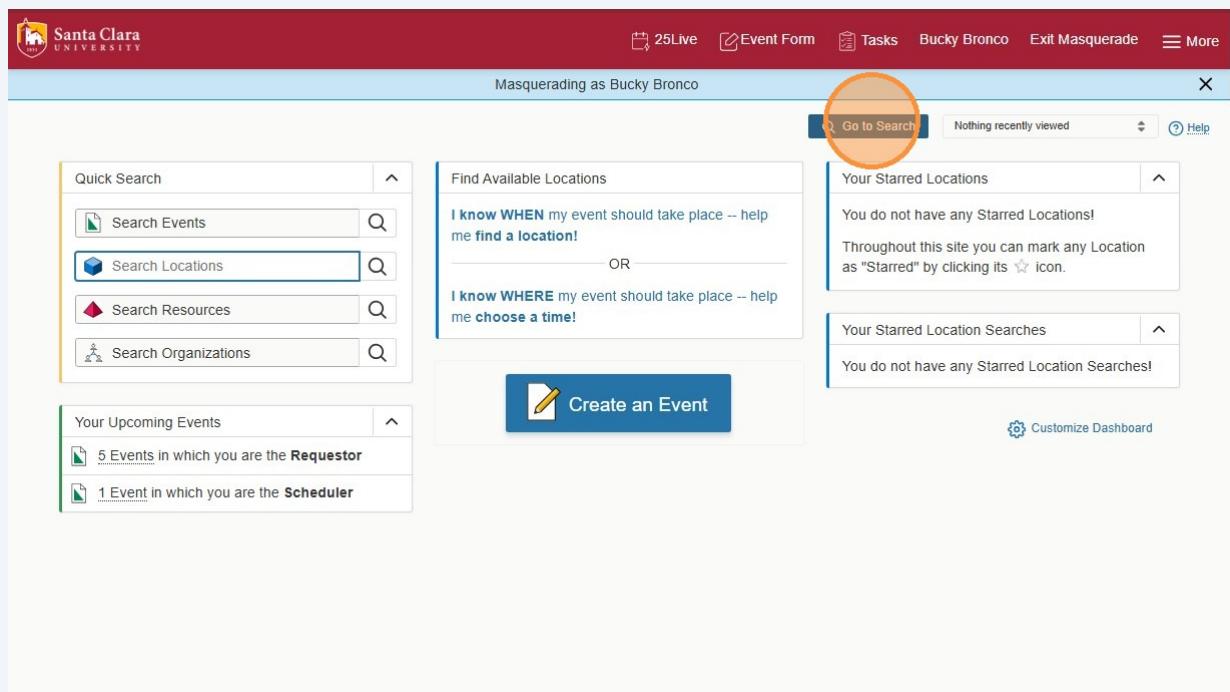
- Enter the name of the location in the Location "Quick Search" box.



The screenshot shows the Santa Clara University dashboard with a red header. The main content area is titled "Masquerading as Bucky Bronco". On the left, there is a "Quick Search" section with four buttons: "Search Events", "Search Locations" (which is highlighted with an orange circle), "Search Resources", and "Search Organizations". To the right of this is a "Find Available Locations" section with text about finding locations by when or where. Below these are "Your Upcoming Events" (5 Requestor, 1 Scheduler) and a "Create an Event" button. On the far right, there are sections for "Your Starred Locations" (empty) and "Your Starred Location Searches" (empty). The top right of the dashboard has a "Go to Search" button, which is also highlighted with an orange circle.

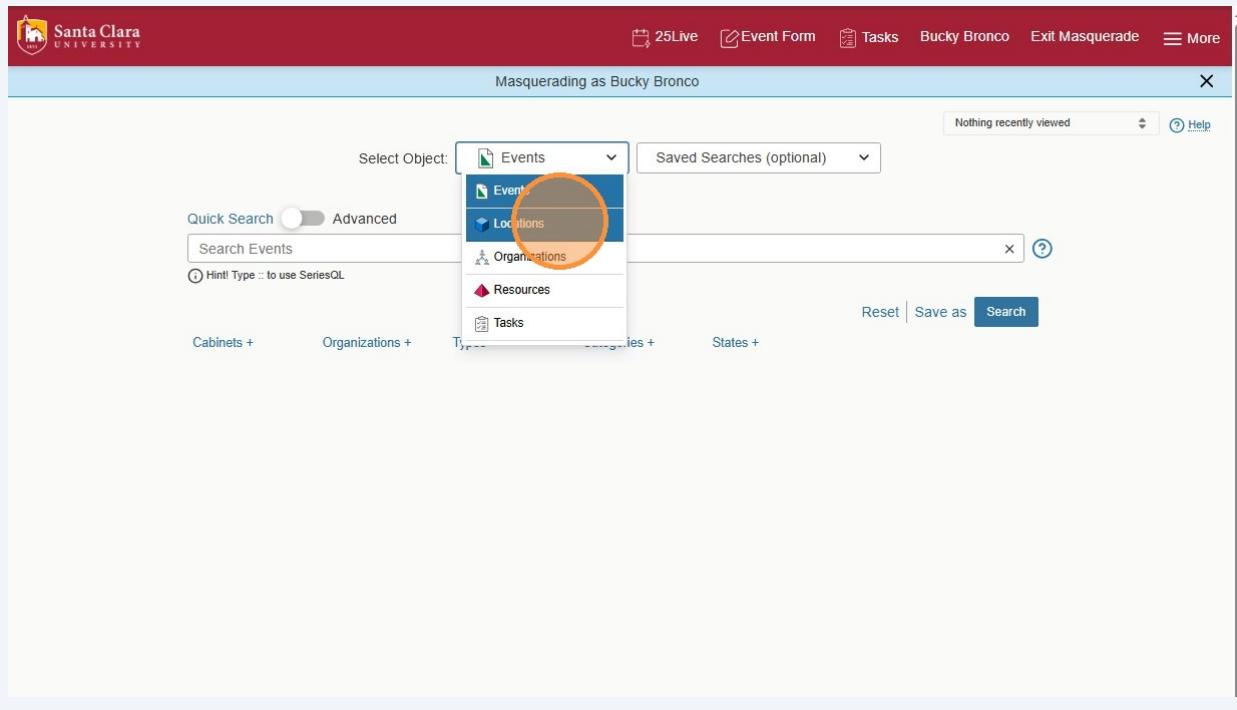
3 Or:

- Click on the "Go to Search" button



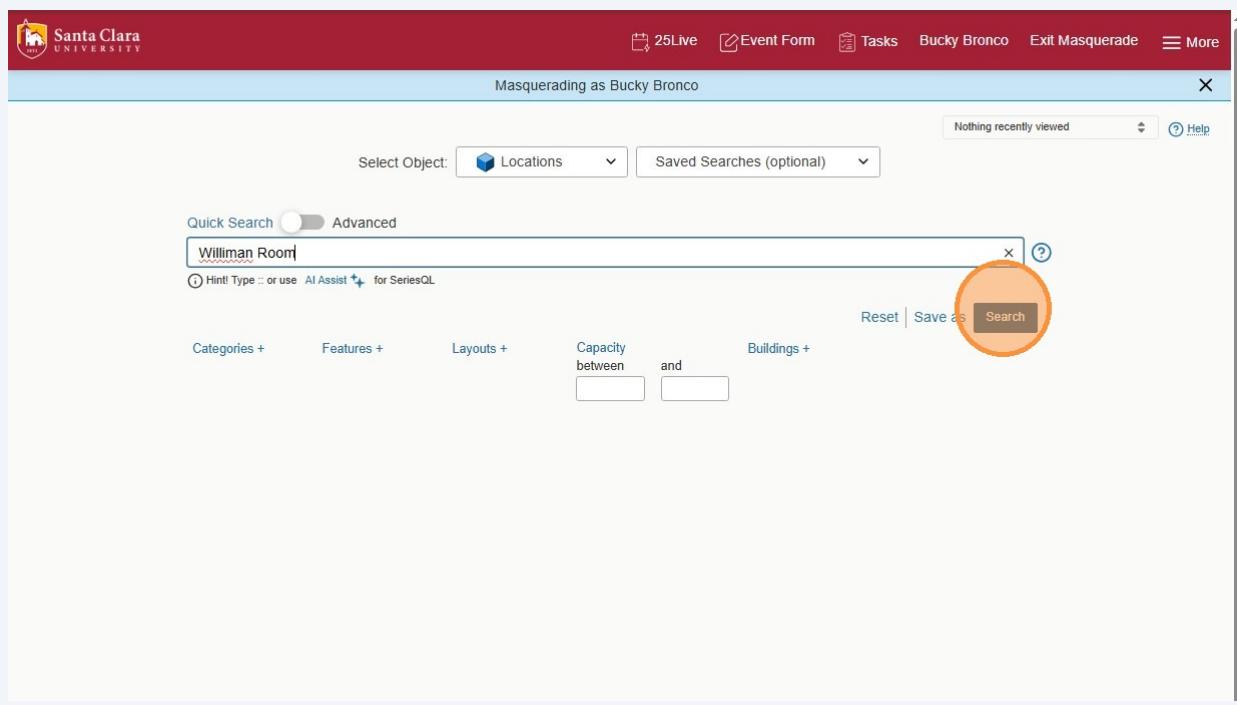
The screenshot shows the same Santa Clara University dashboard as the previous one, but with a different focus. The "Go to Search" button in the top right corner is highlighted with an orange circle. The rest of the dashboard elements are visible but not highlighted.

4 Set your Select Object to "Locations" using the drop-down menu.



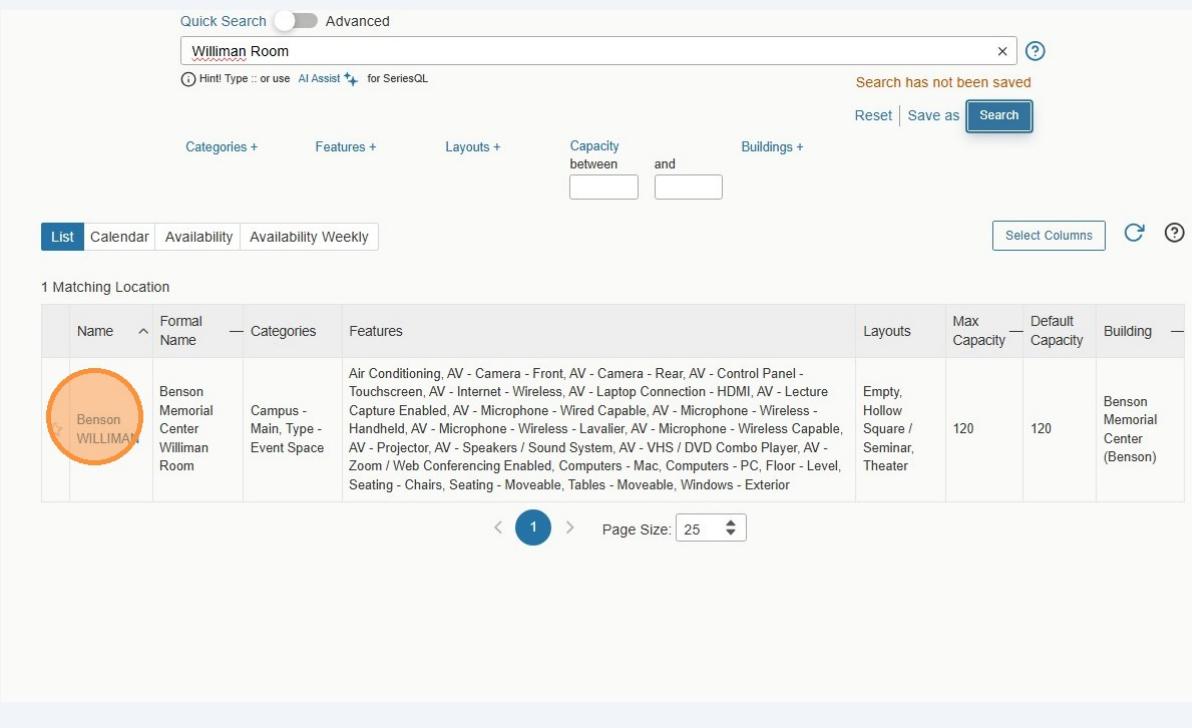
The screenshot shows the search interface for Santa Clara University. At the top, there is a red header bar with the university logo and navigation links for 25Live, Event Form, Tasks, Bucky Bronco, Exit Masquerade, and More. Below the header is a light blue bar with the text "Masquerading as Bucky Bronco" and a close button (X). The main search area has a "Select Object:" dropdown menu open, showing options: Events (selected), Locations (highlighted with an orange circle), Organizations, Resources, and Tasks. To the right of the dropdown is a "Saved Searches (optional)" dropdown and a search bar with a placeholder "Nothing recently viewed". Below the dropdown are "Quick Search" and "Advanced" buttons, a "Search Events" button, and a hint about using SeriesQL. At the bottom of the search area are buttons for Reset, Save as, and a large orange "Search" button. There are also links for Cabinets +, Organizations +, and States +.

5 Enter the name of your preferred location into the search text box and click the "Search" button.



The screenshot shows the search interface after step 5. The "Select Object:" dropdown is now set to "Locations". The search bar contains the text "Williman Room". The "Search" button at the bottom right is highlighted with an orange circle. The rest of the interface is identical to the previous screenshot, including the red header, light blue bar, and search filters at the bottom.

6 Select the Name of your preferred location in the results list.



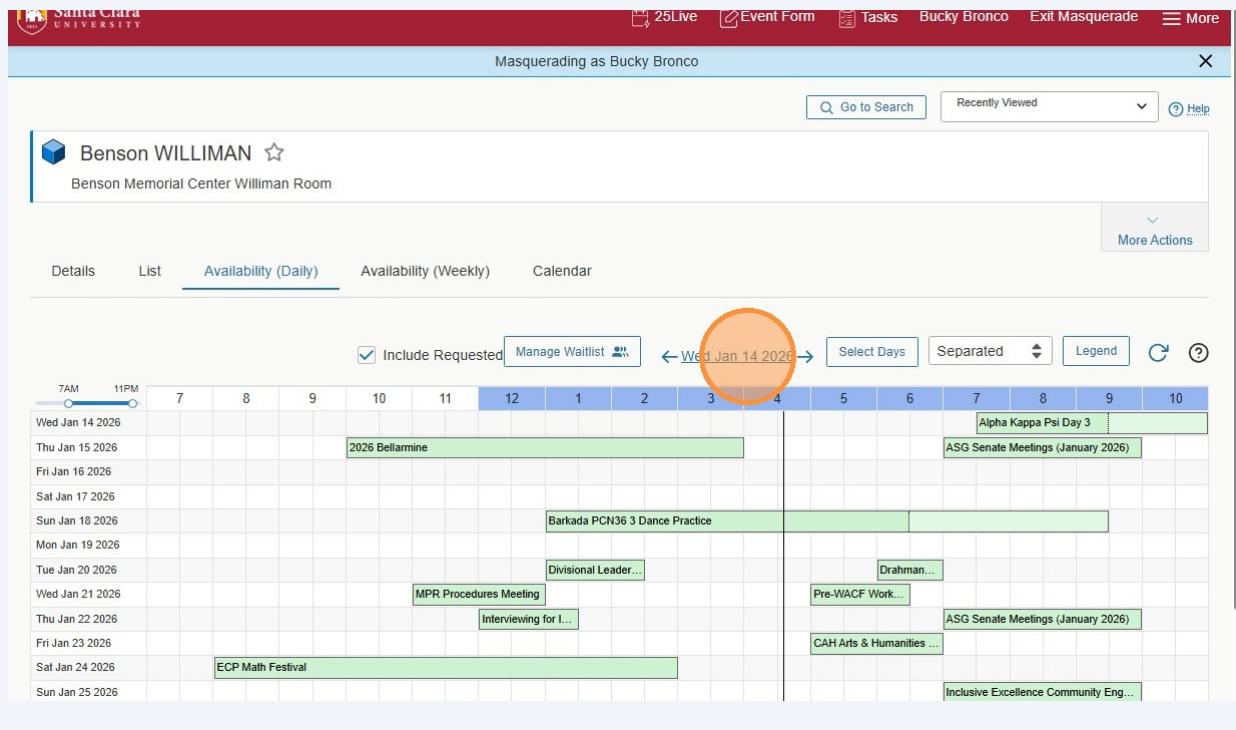
The screenshot shows a search interface for locations. At the top, there is a search bar with the text "Williman Room" and a "Search" button. Below the search bar are filters for "Categories", "Features", "Layouts", "Capacity between", and "Buildings". The "Capacity between" filter has two empty input fields. To the right of the search bar are buttons for "Reset", "Save as", and "Search". Below these are tabs for "List", "Calendar", "Availability", and "Availability Weekly". A "Select Columns" button and a help icon are also present. The main area shows a table with one matching location:

Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity	Building
Benson WILLIMAN	Benson Memorial Center Williman Room	Campus - Main, Type - Event Space	Air Conditioning, AV - Camera - Front, AV - Camera - Rear, AV - Control Panel - Touchscreen, AV - Internet - Wireless, AV - Laptop Connection - HDMI, AV - Lecture Capture Enabled, AV - Microphone - Wired Capable, AV - Microphone - Wireless - Handheld, AV - Microphone - Wireless - Lavalier, AV - Microphone - Wireless Capable, AV - Projector, AV - Speakers / Sound System, AV - VHS / DVD Combo Player, AV - Zoom / Web Conferencing Enabled, Computers - Mac, Computers - PC, Floor - Level, Seating - Chairs, Seating - Moveable, Tables - Moveable, Windows - Exterior	Empty, Hollow Square / Seminar, Theater	120	120	Benson Memorial Center (Benson)

Below the table are navigation buttons for page 1 of 1, a "Page Size" dropdown set to 25, and a vertical scroll bar on the right side of the table.

7 Select the desired date of your event.

REMINDER: Classrooms must be booked AT LEAST 48 hours in advance and "Outdoor Reservable Spaces" must be booked AT LEAST 7 days in advance. There are other spaces on campus that may have additional booking policies.



Masquerading as Bucky Bronco

Benson WILLIMAN ☆

Benson Memorial Center Williman Room

Details List Availability (Daily) Availability (Weekly) Calendar

7AM 11PM

Include Requested Manage Waitlist

← Wed Jan 14 2026 → Select Days Separated Legend

Jan 14 2026: 2026 Bellamine

Jan 15 2026: Barkada PCN36 3 Dance Practice

Jan 16 2026: MPR Procedures Meeting

Jan 17 2026: Interviewing for...

Jan 18 2026: ECP Math Festival

Jan 19 2026: Alpha Kappa Psi Day 3

Jan 20 2026: Divisinal Leader...

Jan 21 2026: Pre-WACF Work...

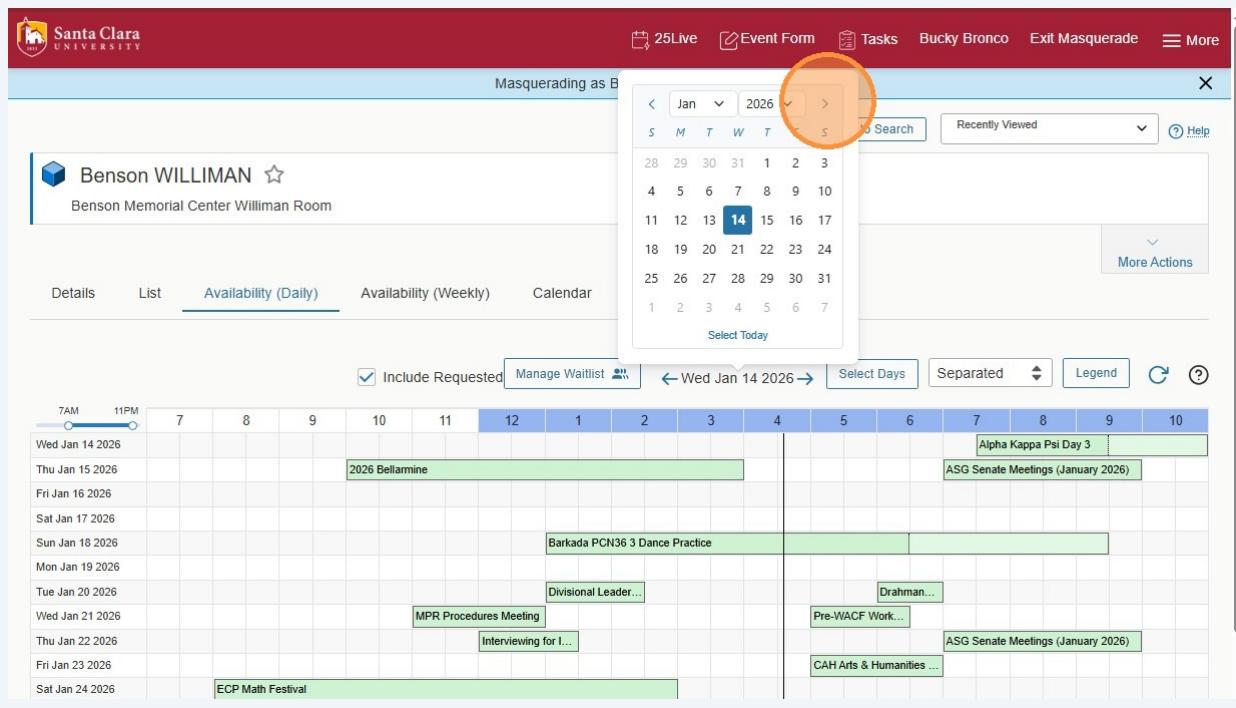
Jan 22 2026: ASG Senate Meetings (January 2026)

Jan 23 2026: CAH Arts & Humanities...

Jan 24 2026: Inclusive Excellence Community Eng...

Jan 25 2026: ASG Senate Meetings (January 2026)

8 For a full calendar, click on the date field link.



Masquerading as Bucky Bronco

Benson WILLIMAN ☆

Benson Memorial Center Williman Room

Details List Availability (Daily) Availability (Weekly) Calendar

7AM 11PM

Include Requested Manage Waitlist

← Wed Jan 14 2026 → Select Days Separated Legend

Jan 14 2026: 2026 Bellamine

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Jan 16 2026: MPR Procedures Meeting

Jan 17 2026: Interviewing for...

Jan 18 2026: ECP Math Festival

Jan 19 2026: Alpha Kappa Psi Day 3

Jan 20 2026: Divisinal Leader...

Jan 21 2026: Pre-WACF Work...

Jan 22 2026: ASG Senate Meetings (January 2026)

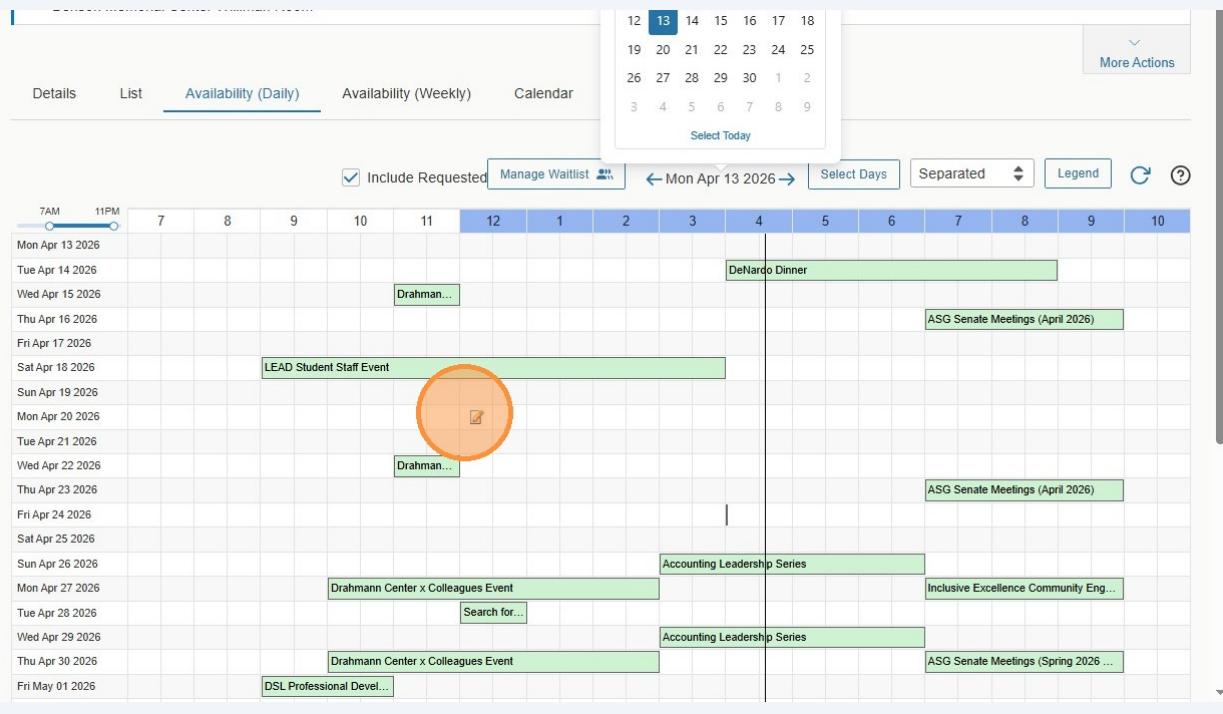
Jan 23 2026: CAH Arts & Humanities...

Jan 24 2026: Inclusive Excellence Community Eng...

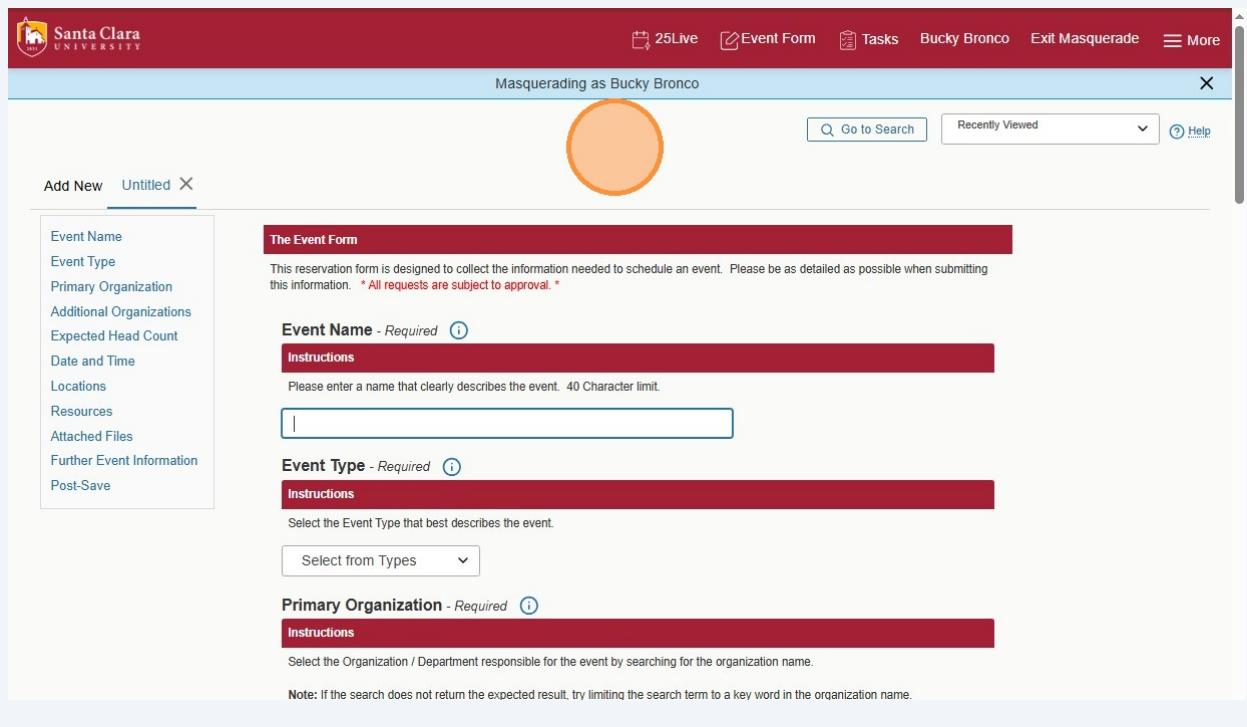
9

If there are no other events booked on the date and time that you desire, and if your cursor turns into a pencil on the availability grid, you can drag your pencil icon to select your desired event time on your preferred date.

If your cursor does NOT turn into a pencil, it means that this space is non-reservable in 25Live.



10 When you release the pencil icon, a 25Live Event Form will open.



Add New Untitled X

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 (i)

Instructions

Please enter a name that clearly describes the event. 40 Character limit.

Event Type - Required (i)

Instructions

Select the Event Type that best describes the event.

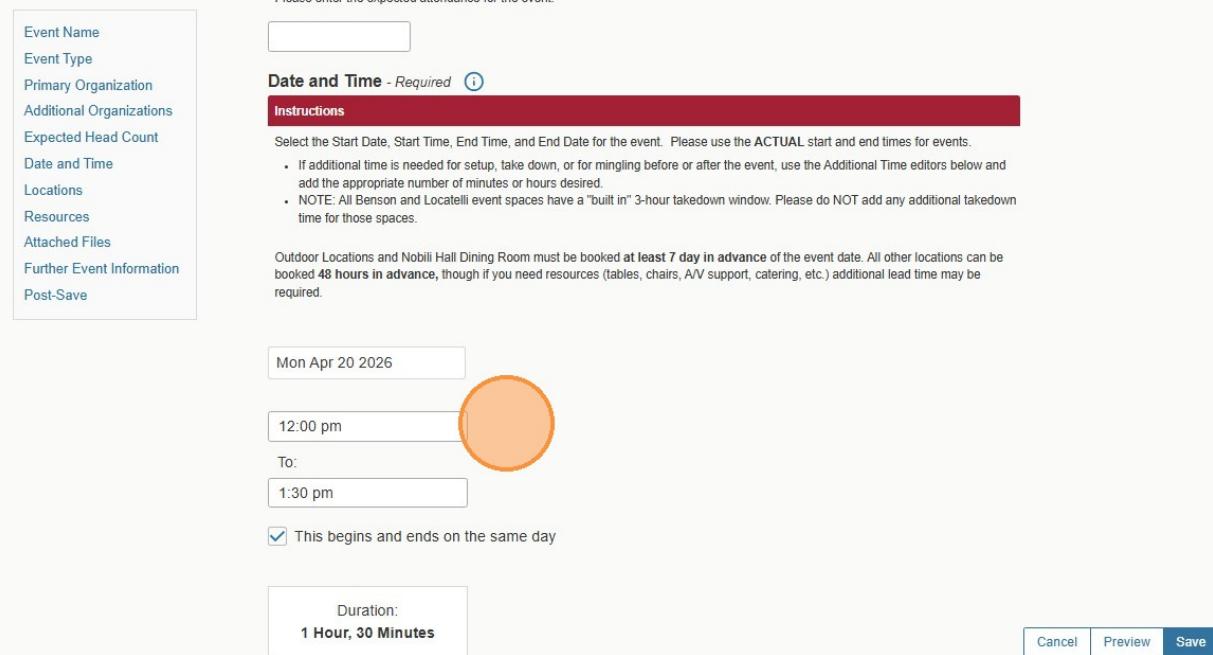
Primary Organization - Required (i)

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.

11 If you scroll down, you will see that the Date and Time information you indicated on the availability grid has pre-populated into the form.



Event Name

Event Type

Primary Organization

Additional Organizations

Expected Head Count

Date and Time

Locations

Resources

Attached Files

Further Event Information

Post-Save

Date and Time - Required (i)

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.

Mon Apr 20 2026

12:00 pm

To:

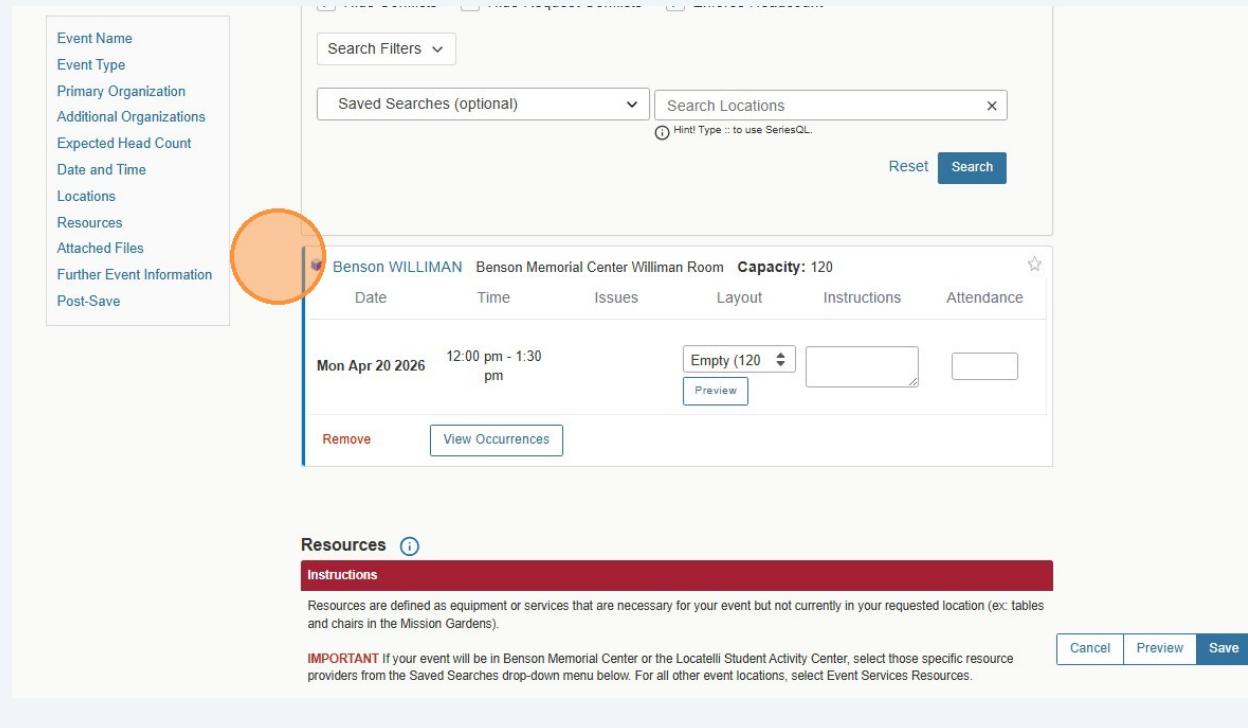
1:30 pm

This begins and ends on the same day

Duration:
1 Hour, 30 Minutes

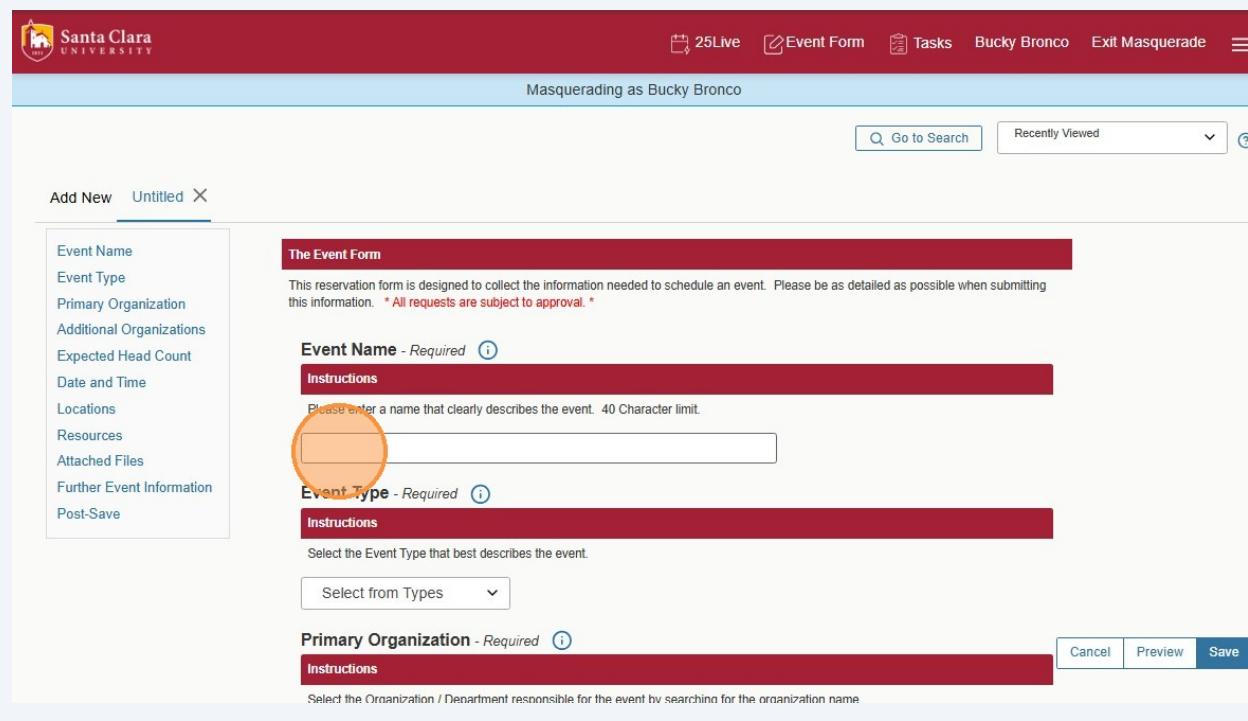
12 Your desired Location has also pre-populated in the form.

Tip! Be sure to confirm that the capacity in your selected Location is in line with the event that you intend to host.



The screenshot shows the 'Event Form' interface. On the left, a sidebar lists fields: Event Name, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Date and Time, Locations, Resources, Attached Files, Further Event Information, and Post-Save. A large orange circle highlights the 'Locations' section. The main area shows a location entry for 'Benson WILLIMAN' in 'Benson Memorial Center Williman Room' with a 'Capacity: 120'. Below this, a table shows details: Date (Mon Apr 20 2026), Time (12:00 pm - 1:30 pm), Issues (Empty (120)), Layout (dropdown), Instructions (empty), and Attendance (empty). Buttons for 'Remove' and 'View Occurrences' are at the bottom. At the top, there are search filters for 'Saved Searches (optional)' and 'Search Locations' with a 'Hint! Type :: to use SeriesQL.' link, a 'Reset' button, and a 'Search' button. Below the location entry, a 'Resources' section is shown with an 'Instructions' sub-section. A note says '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.)'. An 'IMPORTANT' note says '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.' Buttons for 'Cancel', 'Preview', and 'Save' are at the bottom right.

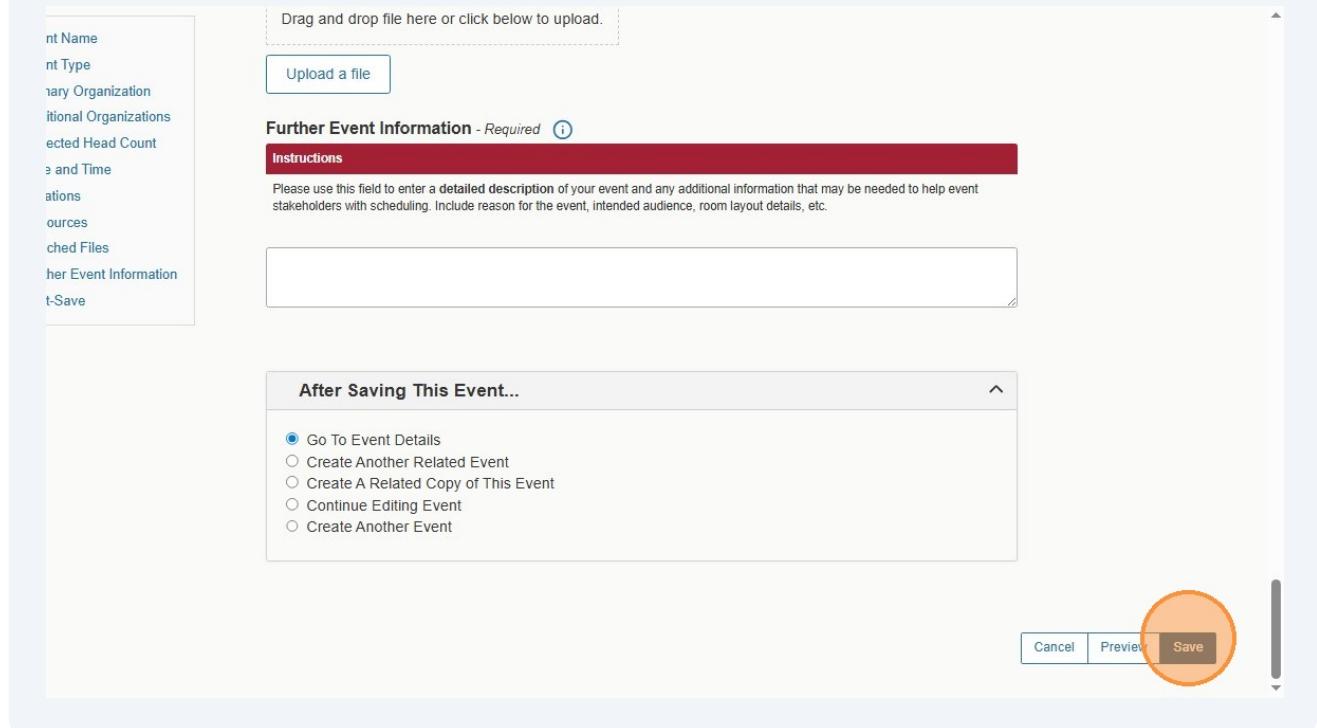
13 Go to the top of the Event Form and enter all required event information.



The screenshot shows the 'Event Form' interface. At the top, there is a navigation bar with the Santa Clara University logo, 25Live, Event Form, Tasks, Bucky Bronco, and Exit Masquerade. Below the navigation bar, the text 'Masquerading as Bucky Bronco' is displayed. A search bar with 'Go to Search' and a 'Recently Viewed' dropdown are on the right. The main form area has a header 'Add New Untitled X'. A sidebar on the left lists fields: Event Name, Event Type, Primary Organization, Additional Organizations, Expected Head Count, Date and Time, Locations, Resources, Attached Files, Further Event Information, and Post-Save. A large orange circle highlights the 'Event Name' field. The main content area has a red header 'The Event Form' with a note: '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.' Below this, the 'Event Name - Required' field is shown with an 'Instructions' sub-section and a note: 'Please enter a name that clearly describes the event. 40 Character limit.' A dropdown menu for 'Event Type - Required' is shown with an 'Instructions' sub-section and a note: 'Select the Event Type that best describes the event.' A dropdown menu for 'Primary Organization - Required' is shown with an 'Instructions' sub-section and a note: 'Select the Organization / Department responsible for the event by searching for the organization name.' Buttons for 'Cancel', 'Preview', and 'Save' are at the bottom right.

14

When you have completed the Event Form, click "Save" to submit your event request.



Drag and drop file here or click below to upload.

Upload a file

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.

After Saving This Event...

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event
- Continue Editing Event
- Create Another Event

Cancel Preview Save