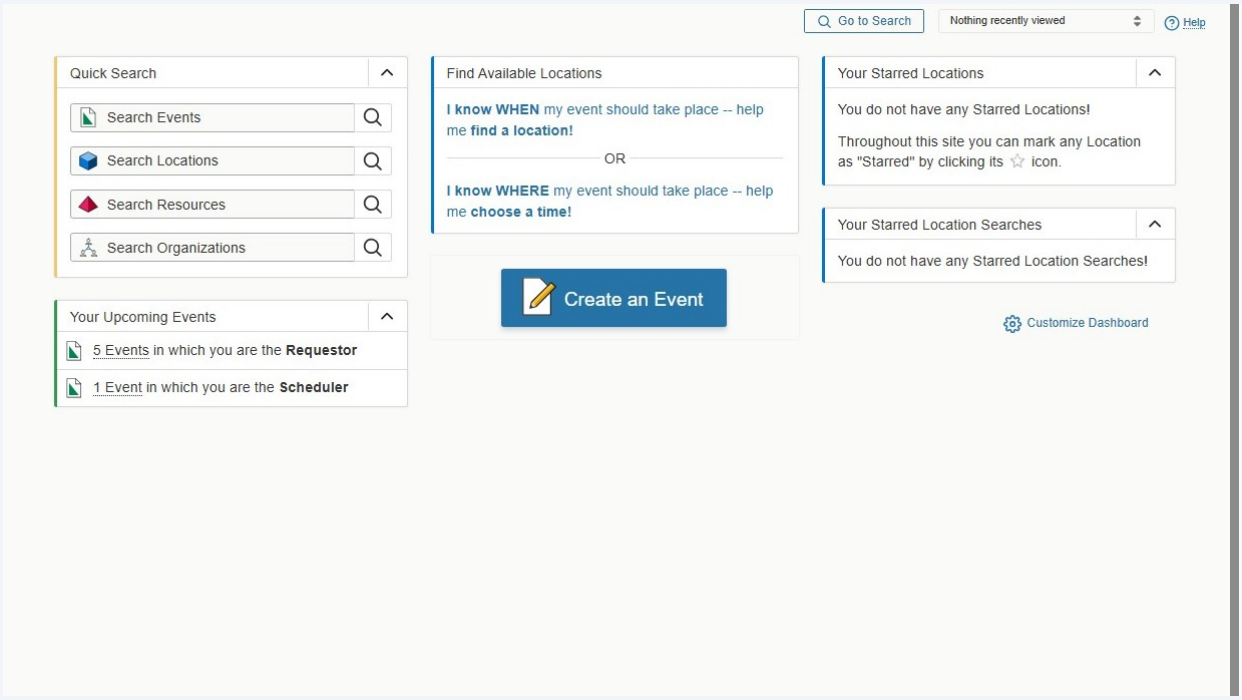
Starting Your Event Request With a Location Search

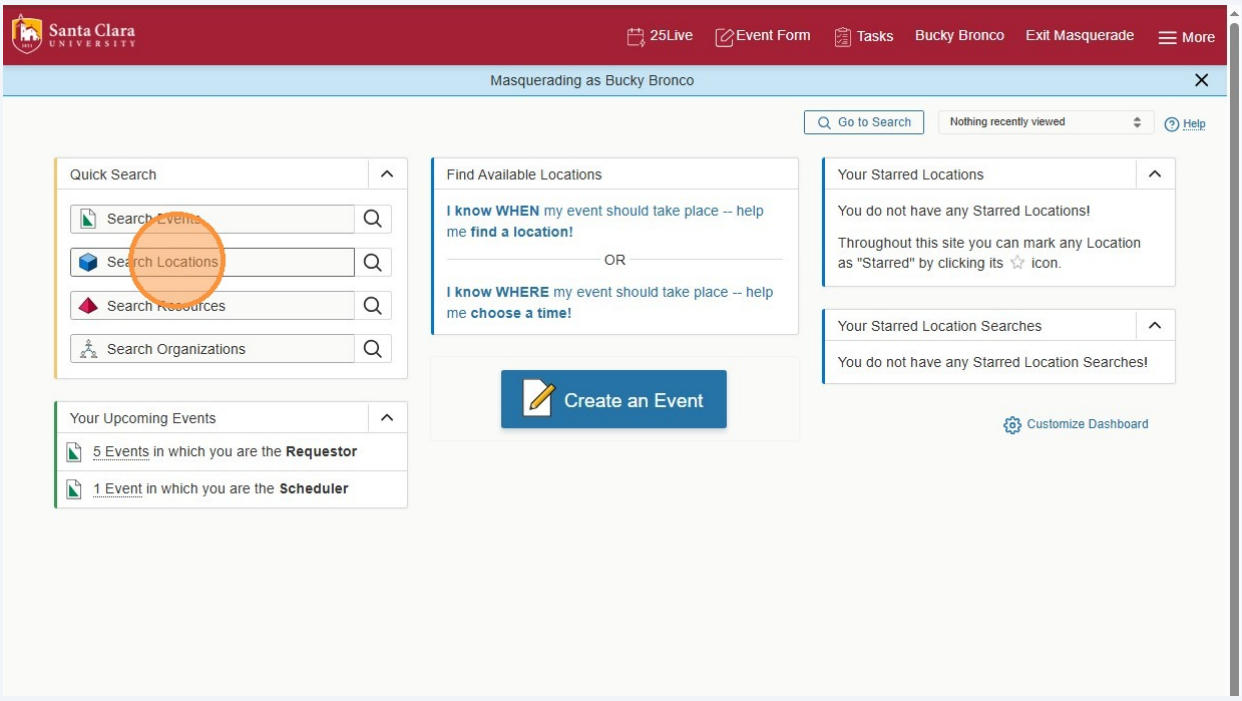
If you know which campus space you want to use for your event, you can pre-populate the Date, Time, and Location fields of the 25Live Event Form if you start with a Location Search.

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



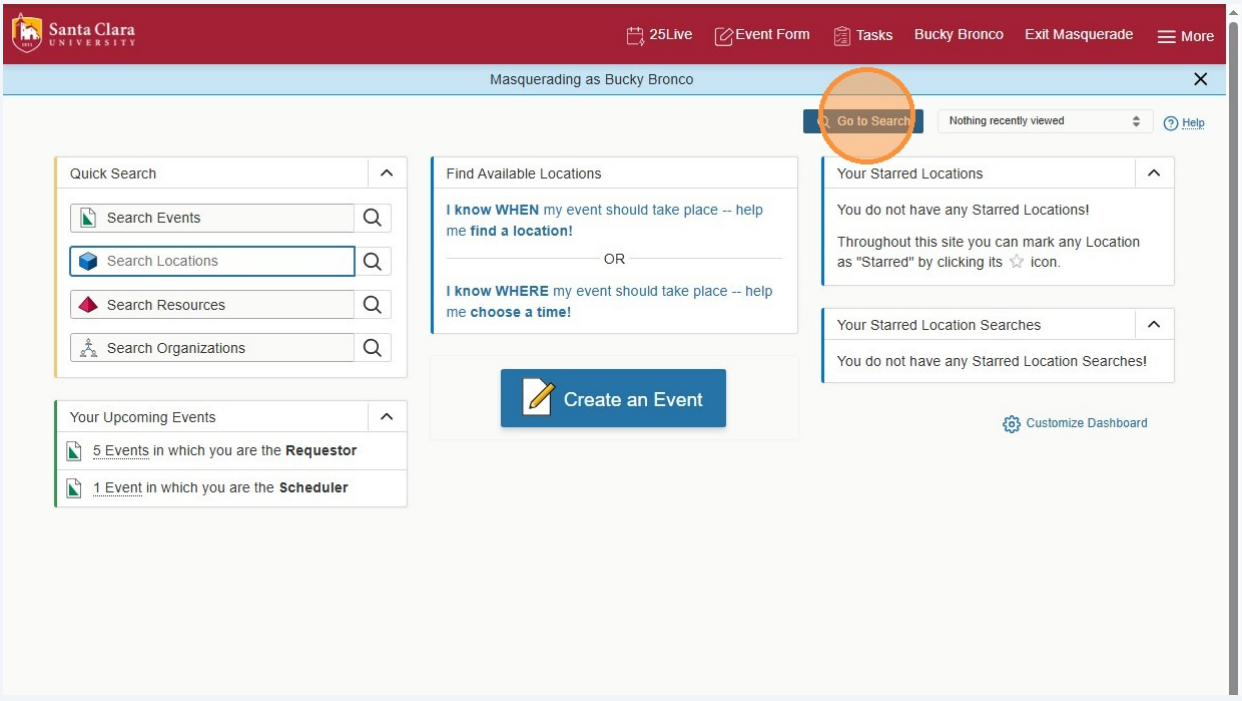
2 There are multiple ways to start a location search:

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

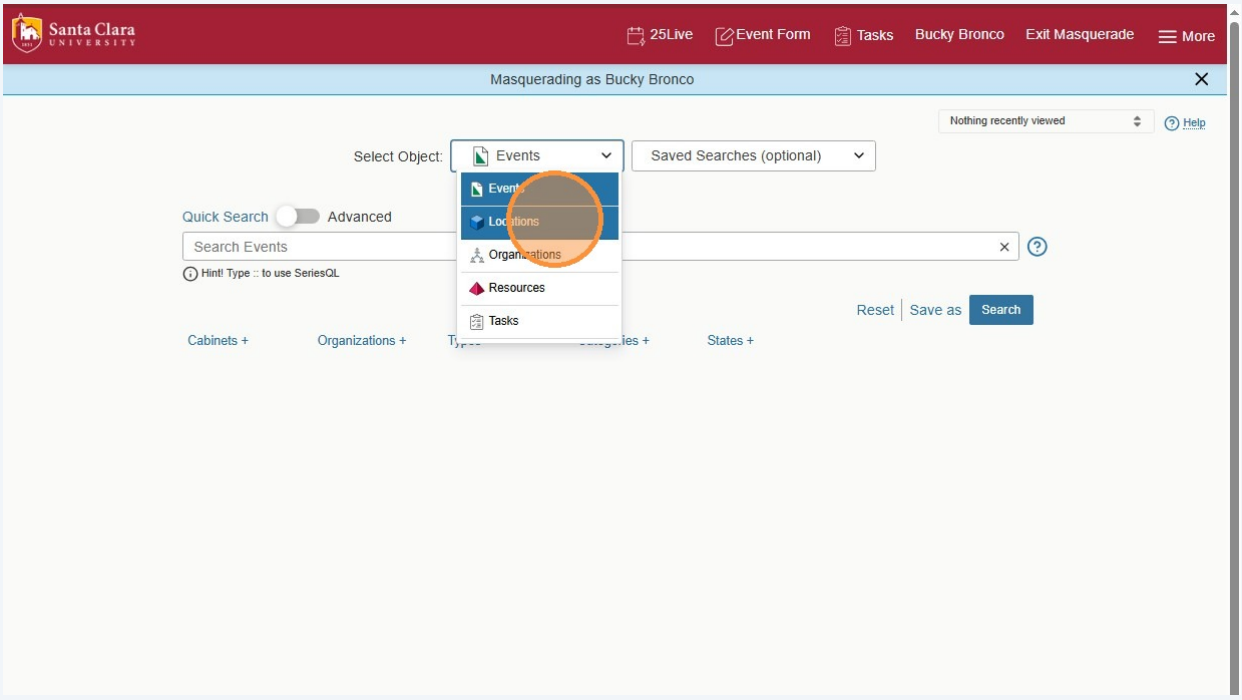


3 Or:

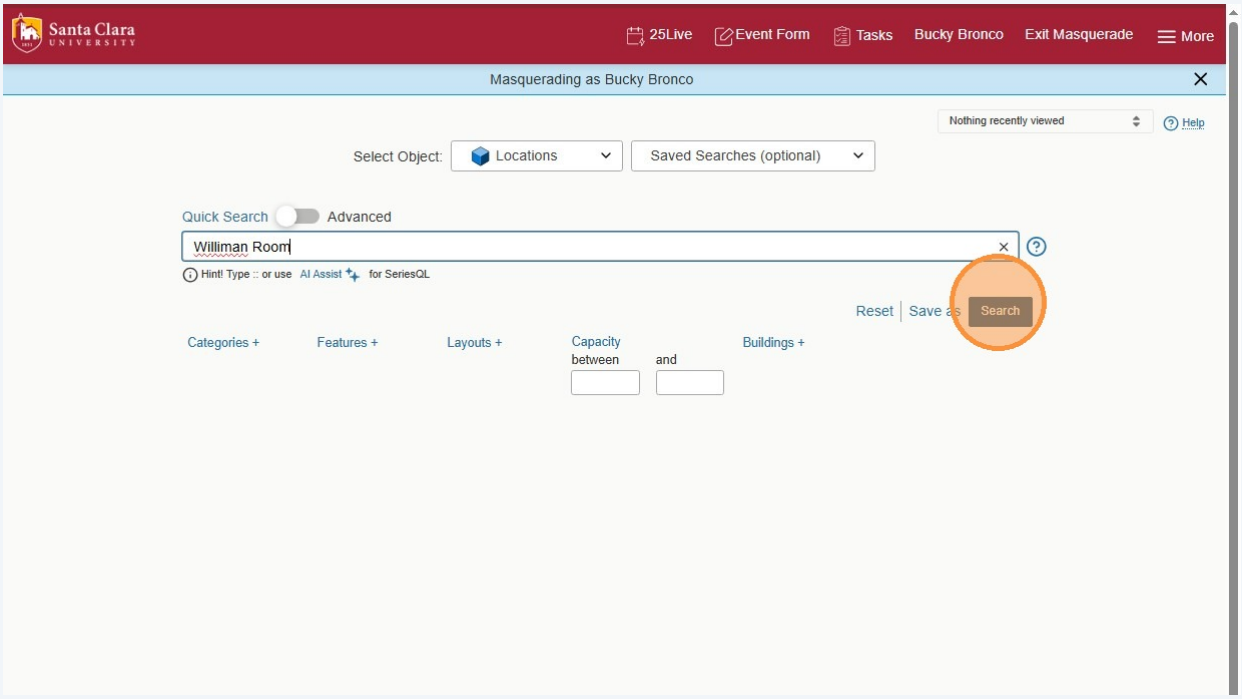
- Click on the "Go to Search" button



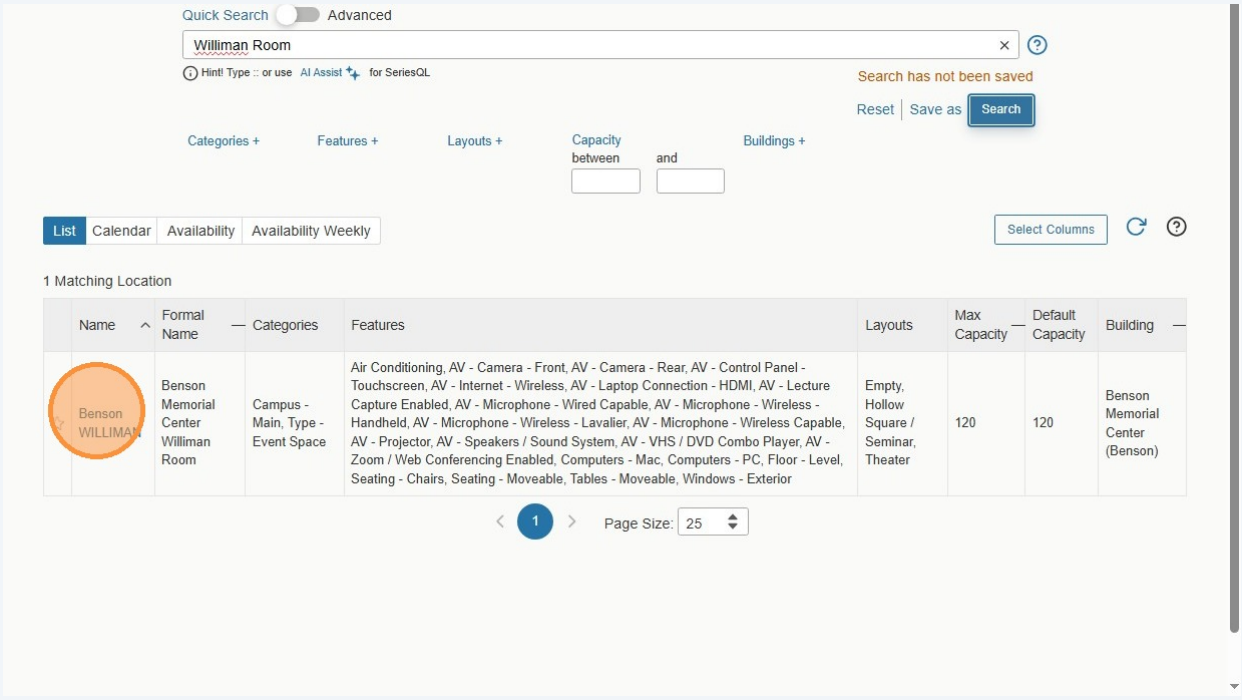
4 Set your Select Object to "Locations" using the drop-down menu.



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

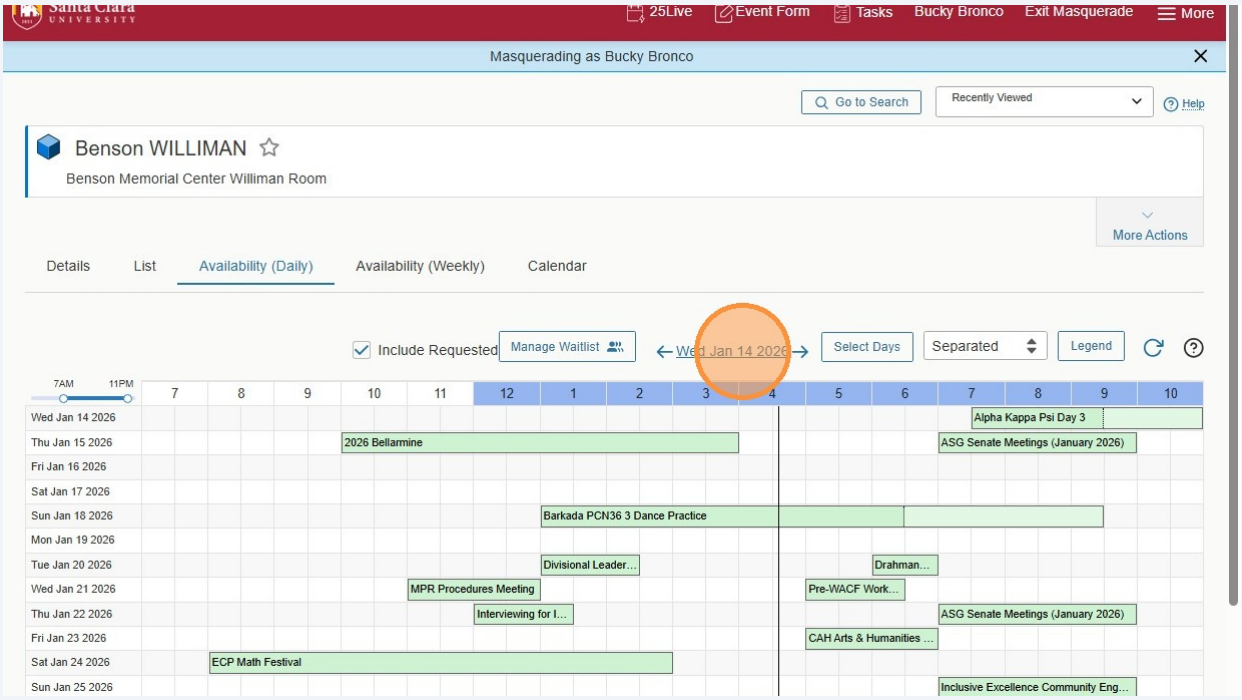


6 Select the Name of your preferred location in the results list.

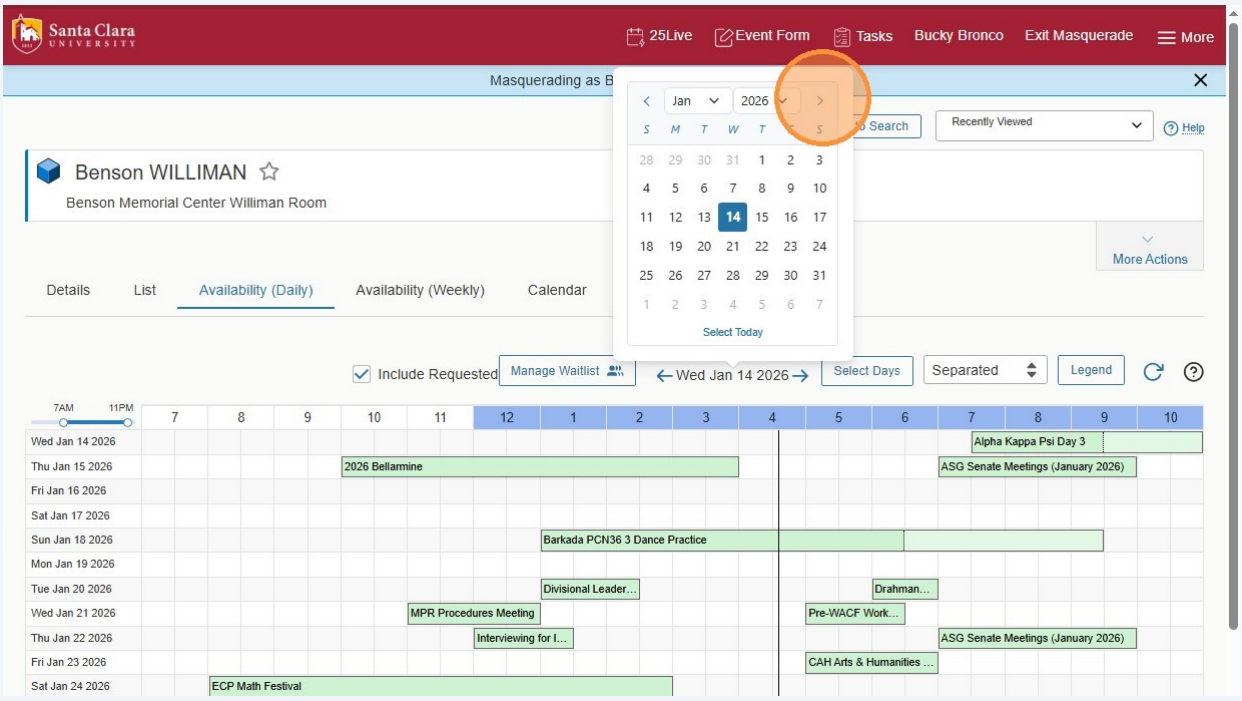


7 Select the desired date of your event.

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.

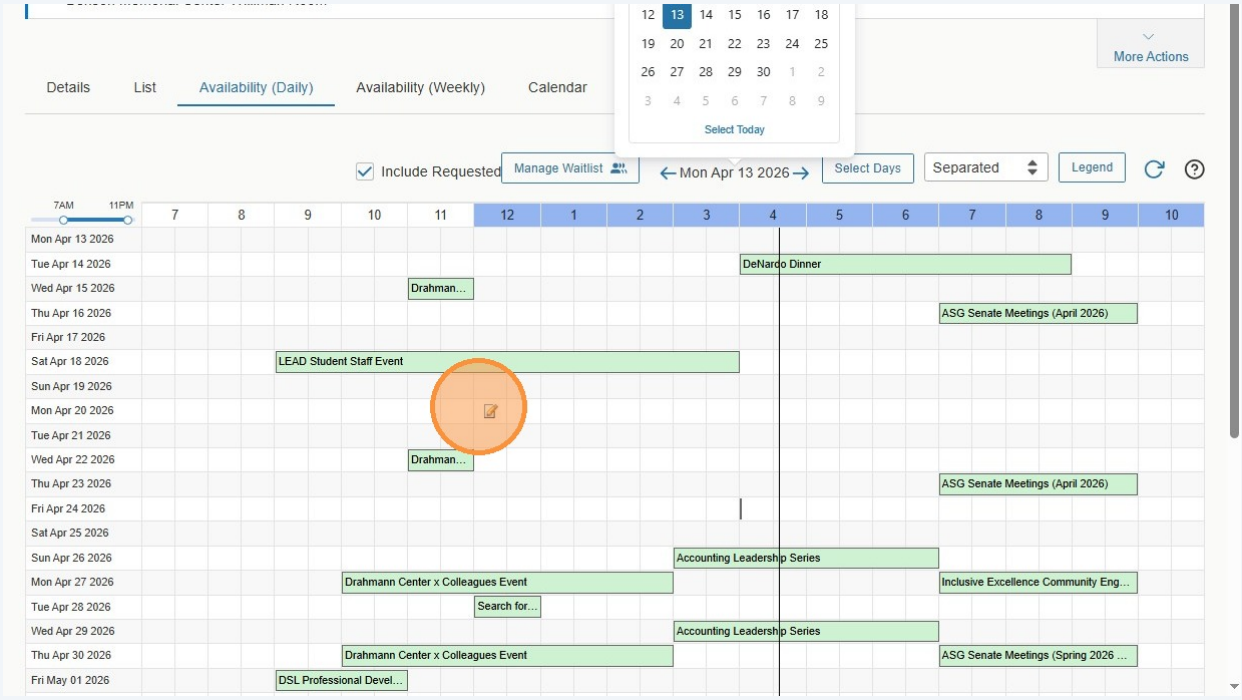


8 For a full calendar, click on the date field link.

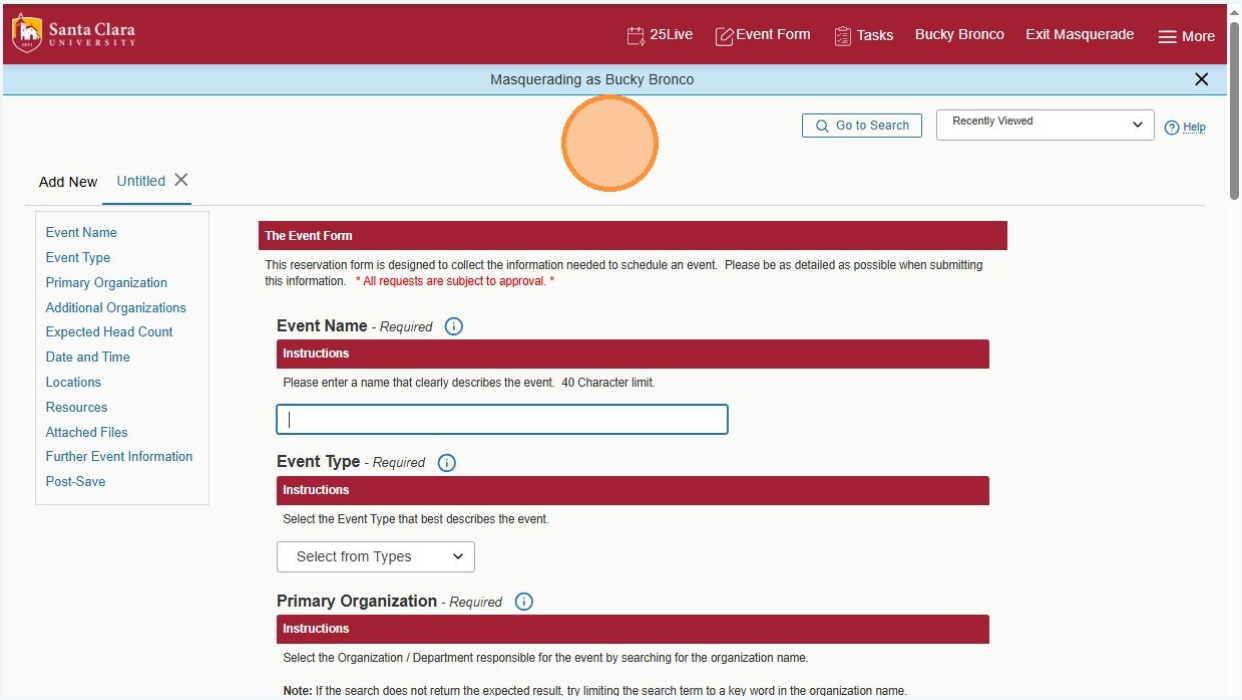


9 If there are no other events booked on the date and time that you desire, and if your cursor turns into a pencil on the availability grid, you can drag your pencil icon to select your desired event time on your preferred date.

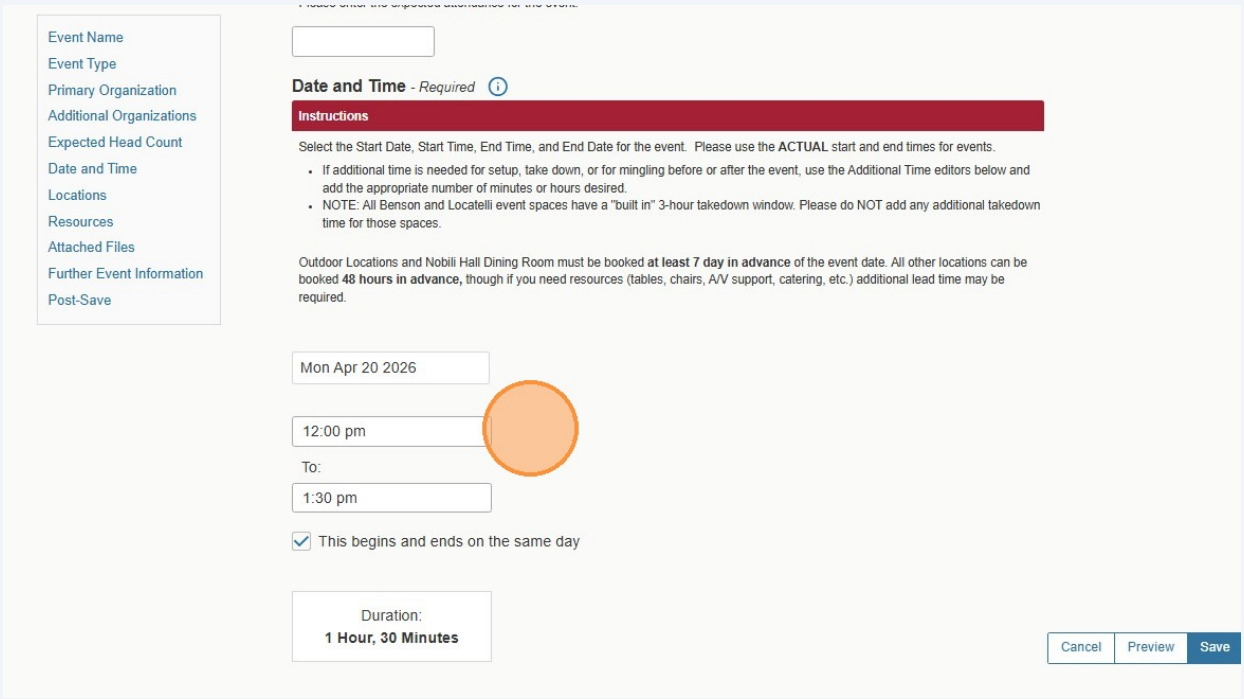
If your cursor does NOT turn into a pencil, it means that this space is non-reservable in 25Live.



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

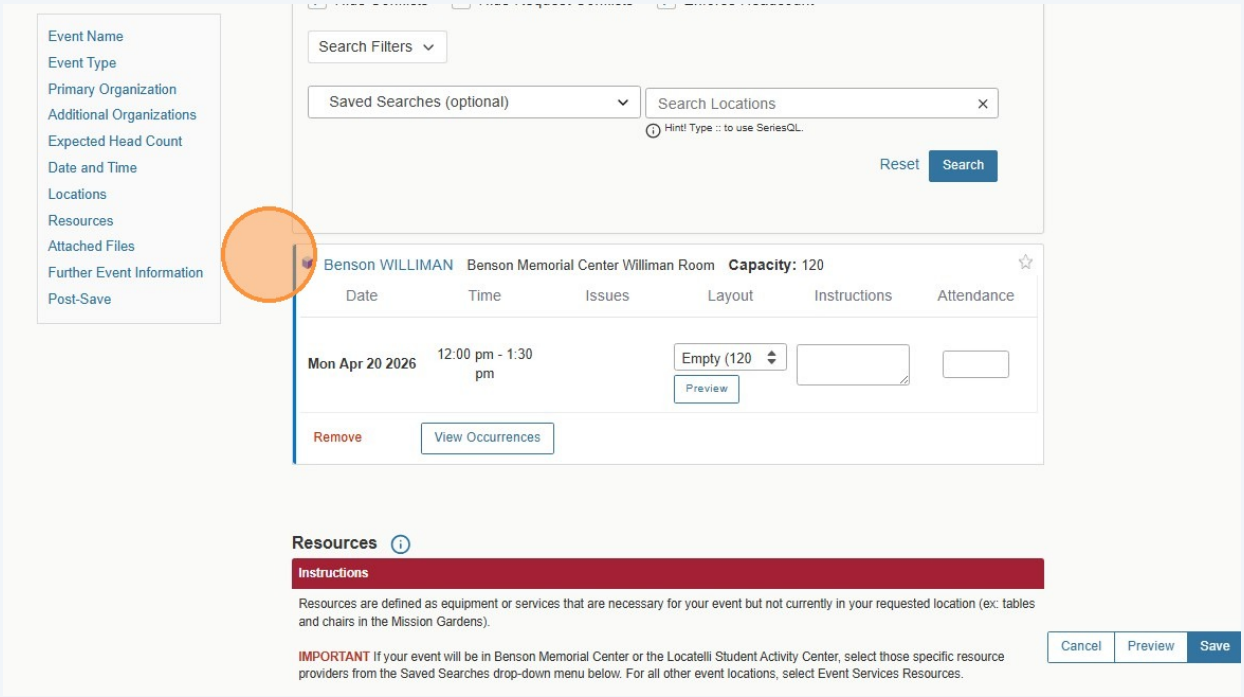


11 If you scroll down, you will see that the Date and Time information you indicated on the availability grid has pre-populated into the form.

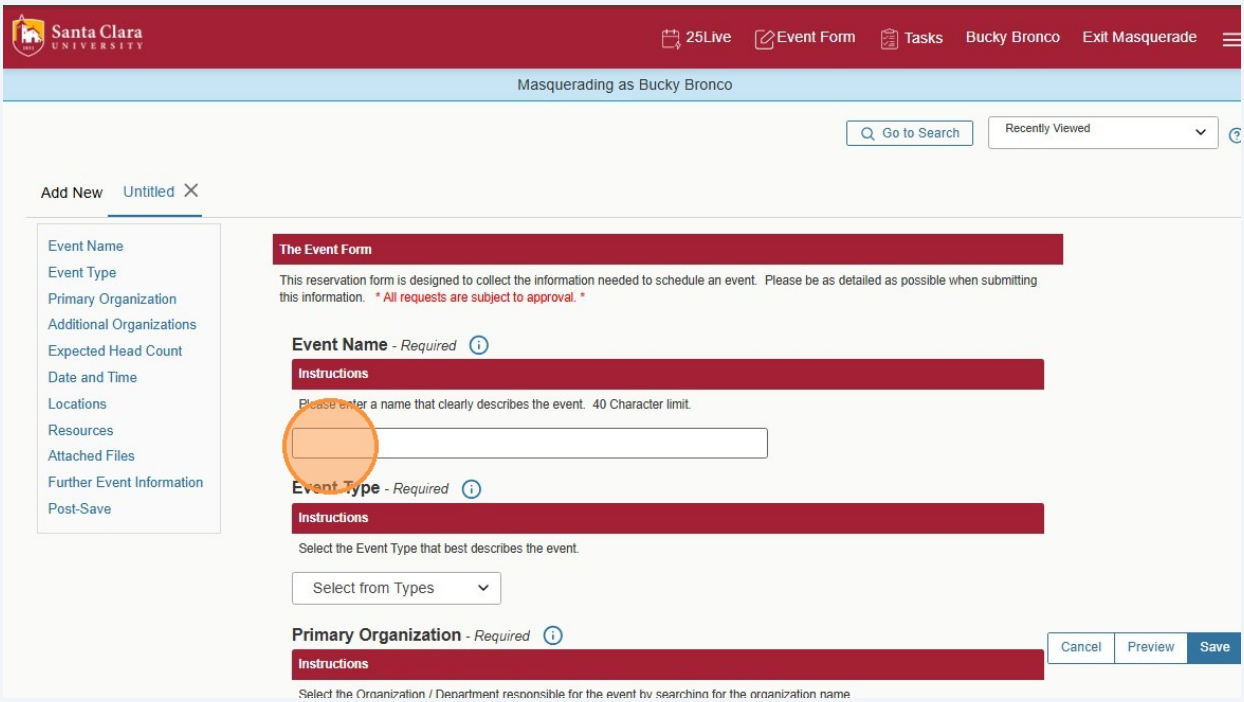
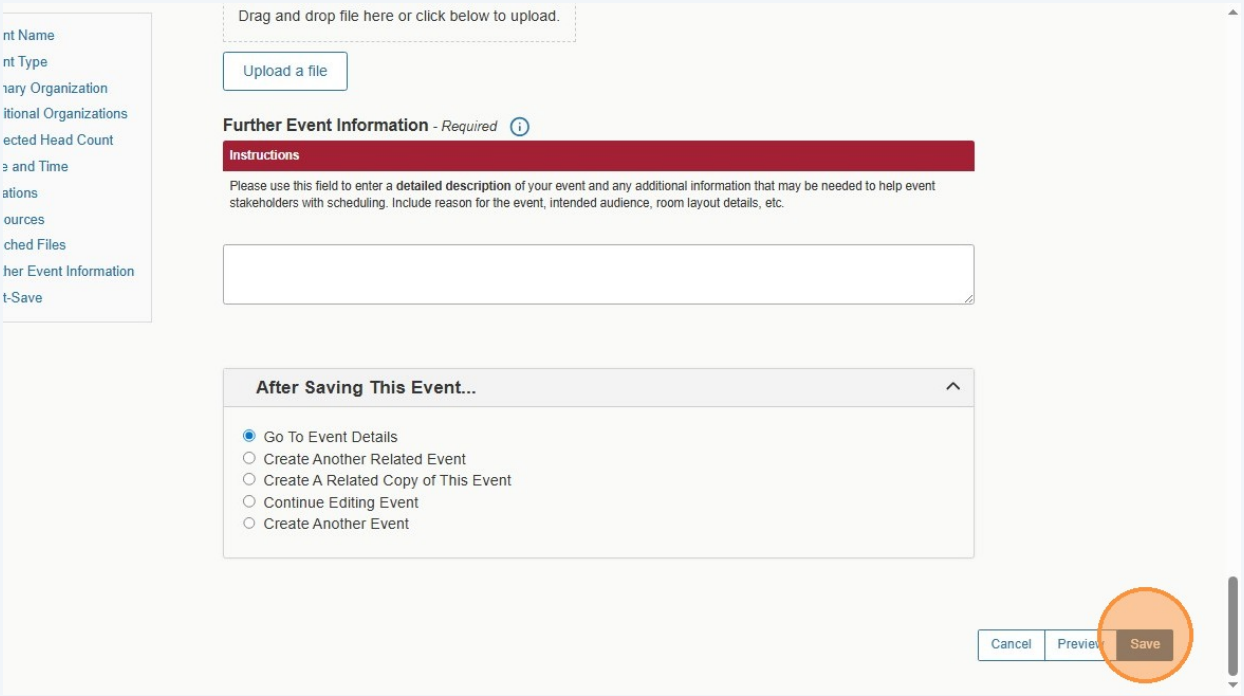


12 Your desired Location has also pre-populated in the form.

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



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



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