# Viewing Event Details

This guide will walk your through all of the information available on an event's Information Page.

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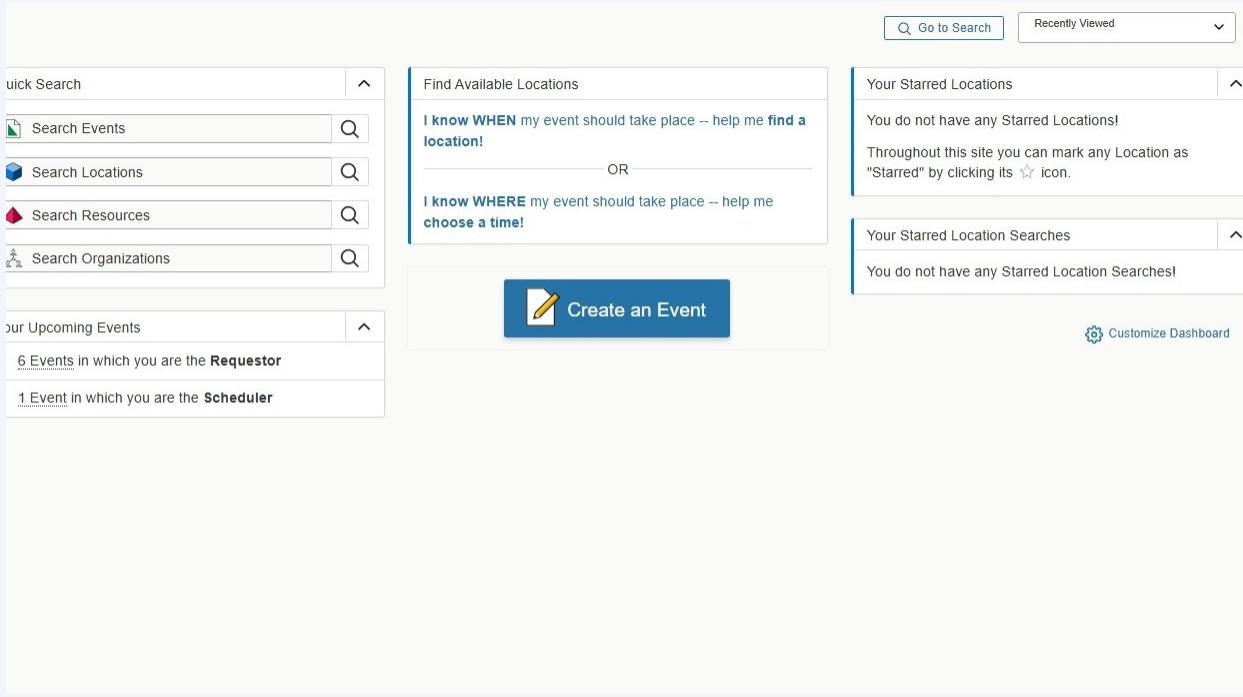
Quick Search	∧

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**

🔍 Go to Search | Recently Viewed ▾

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**

Your Starred Locations   ∧

You do not have any Starred Locations!

Throughout this site you can mark any Location as "Starred" by clicking its ☆ icon.

Your Starred Location Searches   ∧

You do not have any Starred Location Searches!

⚙️ Customize Dashboard

2 In the "Your Upcoming Events" box, click on the "Events in which you are the Requestor."

If you would like to view details for an event that you did not request, you can click the "Go to Search" box to run an event search using the event name or reference code.

3 Click on the name of the event that you would like to view.

4 On the event information header, you'll find the name of the event. To make this event easier to track, you can click on the star symbol to make the event one of your "favorites".

5

You will also see the Event Status in the header bar. Even when all of your requests have been approved/assigned, 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.

6

Next is the 25Live-assigned reference code "2026-ABCDEF". This number will be useful when searching for the event in 25Live or when communicating with event stakeholders about the event.

Reference codes are assigned in alphabetical order, based upon the order in which event forms were submitted. For example, event 2026-AAAAAA was submitted before event 2026-AAAAAB. SCU locations and resources will be assigned based upon a first requested, first approved policy.

7 The header also contains date and time information for the requested event and location information.
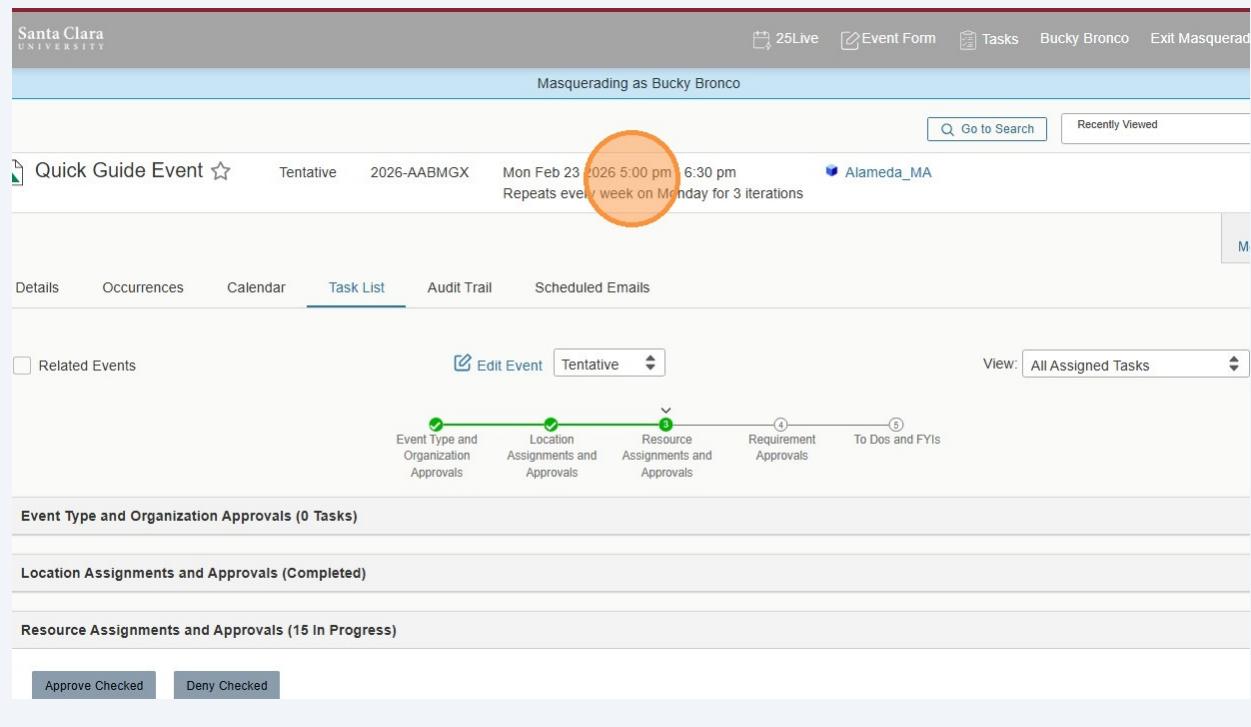
8 NOTE: This location information will not be visible until the Building Manager has assigned the space to the event.

Once resources have been assigned, they will also show up in the header section.

9   Click on the "Details" tab.

Masquerading as Bucky Bronco

🔍 Go to Search   Recently Viewed

📗 Quick Guide Event ☆   Tentative   2026-AABMGX   Mon Feb 23 2026 5:00 pm - 6:30 pm   🌐 Alameda_MA
                                                      Repeats every week on Monday for 3 iterations

Details   Occurrences   Calendar   Task List   Audit Trail   Scheduled Emails

☐ Related Events   ✏️ Edit Event   [Tentative ▼]   View: [All Assigned Tasks ▼]

✓ ——— ✓ ——— 3 ——— 4 ——— 5
Event Type and   Location   Resource   Requirement   To Dos and FYIs
Organization   Assignments and Assignments and Approvals
Approvals   Approvals   Approvals

Event Type and Organization Approvals (0 Tasks)

Location Assignments and Approvals (Completed)

Resource Assignments and Approvals (15 In Progress)

[Approve Checked]   [Deny Checked]

10   On this tab you'll see all of the information that was reported on the Event Form request.

✏️ Edit Event   [Tentative ▼]   [Request Canc

General   ^   **Event Categories**

Event Name   Quick Guide Event   none
Event Type   Social
Organization   👥 University Event Planning   **Custom Attributes**
Additional Contact 👤 Kate Moody
Requestor   👤 Bucky Bronco   Requestor Phone Number*
Head Count   Expected   75   Registered   0   Preferred format (000) 000-0000: (408) 123-4567
Comments   This is a three-part community dining series where the president will   Cost Center / Budget String: COST-1234
                    update faculty and staff on the University's 5 year plan - Impact   Which Constituencies will be
                    2030.   attending? (Choose all that apply): Faculty; Staff
                                                              Will the University President be in Yes
Tasks Completed   ^   Attendance?:

Approvals   0/1   Will there be an external guest   No ⚪ Yes
Assignments   3/18   View this event's Task List   speaker at your event?:
To Do   0/0
                                                              Will your event have a contract
                                                              with a 3rd party business or need No ⚪ Yes
Event Relationships   ^   legal review?:

none   Will you be providing   No ⚪ Yes
                                                              food/beverage at your event?:

                                                              Will you be ordering food through Bon Appetit
                                                              Bon Appetit or external catering?:

                                                              Will you be serving alcohol at your No ⚪ Yes
                                                              event?:

                                                              Do you require Parking &   No ⚪ Yes
                                                              Transportation Services?:

                                                              Will you be ordering A/V   No ⚪ Yes
                                                              equipment through Media
                                                              Services?:

11 The "Custom Attributes" box will confirm how each of the questions were answered on the Event Form.

Event Categories
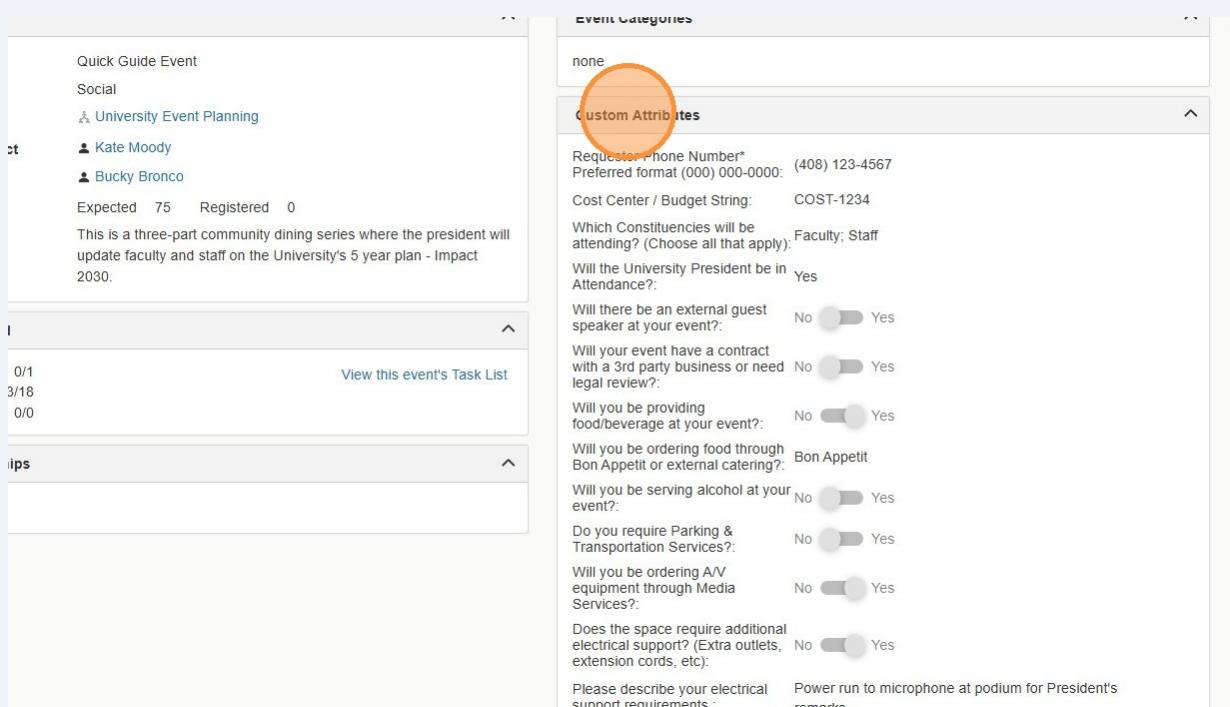
Quick Guide Event

Social

⚶ University Event Planning

👤 Kate Moody

👤 Bucky Bronco

Expected 75   Registered 0

This is a three-part community dining series where the president will update faculty and staff on the University's 5 year plan - Impact 2030.

Custom Attributes

Requester Phone Number* Preferred format (000) 000-0000:	(408) 123-4567
Cost Center / Budget String:	COST-1234
Which Constituencies will be attending? (Choose all that apply):	Faculty; Staff
Will the University President be in Attendance?:	Yes
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
Will you be providing food/beverage at your event?:	No ⚪ Yes
Will you be ordering food through Bon Appetit or external catering?:	Bon Appetit
Will you be serving alcohol at your event?:	No ⚪ Yes
Do you require Parking & Transportation Services?:	No ⚪ Yes
Will you be ordering A/V equipment through Media Services?:	No ⚪ Yes
Does the space require additional electrical support? (Extra outlets, extension cords, etc):	No ⚪ Yes
Please describe your electrical support requirements :	Power run to microphone at podium for President's remarks

0/1

3/18

0/0

View this event's Task List

ips

12 Additional information can be found in the "Event Info" box.
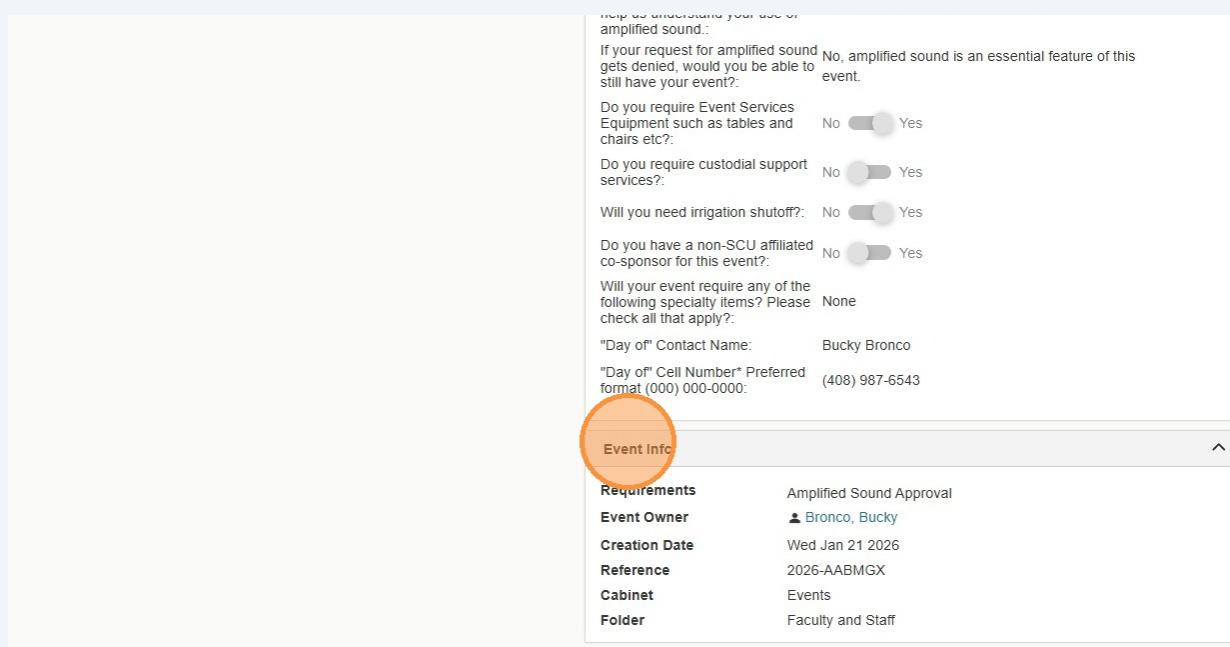
help us understand your use of amplified sound.:	
If your request for amplified sound gets denied, would you be able to still have your event?:	No, amplified sound is an essential feature of this event.
Do you require Event Services Equipment such as tables and chairs etc?:	No ⚪ Yes
Do you require custodial support services?:	No ⚪ Yes
Will you need irrigation shutoff?:	No ⚪ Yes
Do you have a non-SCU affiliated co-sponsor for this event?:	No ⚪ Yes
Will your event require any of the following specialty items? Please check all that apply?:	None
"Day of" Contact Name:	Bucky Bronco
"Day of" Cell Number* Preferred format (000) 000-0000:	(408) 987-6543

Event Info

Requirements	Amplified Sound Approval
Event Owner	👤 Bronco, Bucky
Creation Date	Wed Jan 21 2026
Reference	2026-AABMGX
Cabinet	Events
Folder	Faculty and Staff

13 Click on the "Occurrences" tab.

![Santa Clara University 25Live interface showing Quick Guide Event details page with the Occurrences tab highlighted]

Santa Clara
UNIVERSITY

📅 25Live   📝 Event Form   📋 Tasks   Bucky Bronco   Exit Masc

Masquerading as Bucky Bronco

🔍 Go to Search   Recently Viewed

📄 Quick Guide Event ☆   Tentative   2026-AABMGX   Mon Feb 23 2026 5:00 pm - 6:30 pm   🚩 Alameda_MA
Repeats every week on Monday for 3 iterations

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

✎ Edit Event   Tentative ⬍   Request Canc

General	^
Event Name	Quick Guide Event
Event Type	Social
Organization	🏛 University Event Planning
Additional Contact	👤 Kate Moody
Requestor	👤 Bucky Bronco
Head Count	Expected 75 Registered 0
Comments	This is a three-part community dining series where the president will update faculty and staff on the University's 5 year plan - Impact 2030.

Event Categories

Custom Attributes

Requestor Phone Number*
Preferred format (000) 000-0000:   (408) 123-4567

Cost Center / Budget String: COST-1234

Which Constituencies will be
attending? (Choose all that apply):   Faculty; Staff

Will the University President be in
Attendance?:   Yes

---

14 Whether you have one or multiple occurrences of this event, you can view each here.

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

✎ Edit Event   Tentative

Event Preferences	^

Event Occurrences (view as of 3:41 pm, 3 occurrences)

Segment View

Rsrv_14433

Date	— Start Time	End Time	Additional Details
› Mon Feb 23 2026	5:00 pm	6:30 pm	📦 1 location ⚗ (5 resources awaiting approval)
› Mon Mar 02 2026	5:00 pm	6:30 pm	📦 1 location ⚗ (5 resources awaiting approval)
› Mon Mar 09 2026	5:00 pm	6:30 pm	📦 1 location ⚗ (5 resources awaiting approval)

15 For additional details for each occurrence, click on the "carrot" symbol.
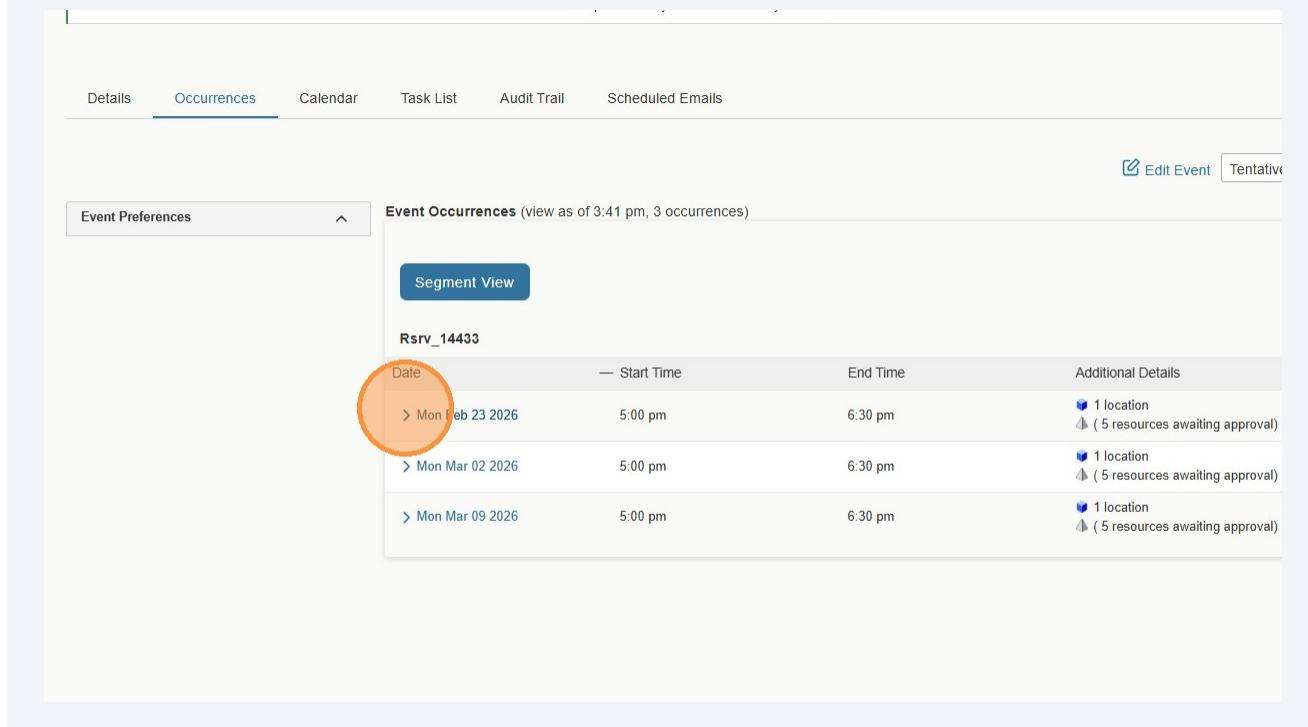
Details   Occurrences   Calendar   Task List   Audit Trail   Scheduled Emails

✏ Edit Event   Tentative

Event Preferences	∧

Event Occurrences (view as of 3:41 pm, 3 occurrences)

Segment View

Rsrv_14433

Date	— Start Time	End Time	Additional Details
› Mon Feb 23 2026	5:00 pm	6:30 pm	🛡 1 location ⚠ (5 resources awaiting approval)
› Mon Mar 02 2026	5:00 pm	6:30 pm	🛡 1 location ⚠ (5 resources awaiting approval)
› Mon Mar 09 2026	5:00 pm	6:30 pm	🛡 1 location ⚠ (5 resources awaiting approval)

16 Detailed information about the time and location for that occurrence, as well as resource requests, will be listed.

Pro Tip: When viewing the location or resource requests:

• Greyed-out icons = not yet approved/assigned

• Color icons = location or resource has been assigned to the event

17 Click on the "Task List" tab.

18 Here you can track your event through the tiered approval process.

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.

To verify the status of all location and resource requests, you'll need to dig a little deeper.

19 If a student requests an event on behalf of their approved RSO/CSO, they can open the "Event Type and Organization Approvals" window to see if the Center for Student Involvement has approved their event request.
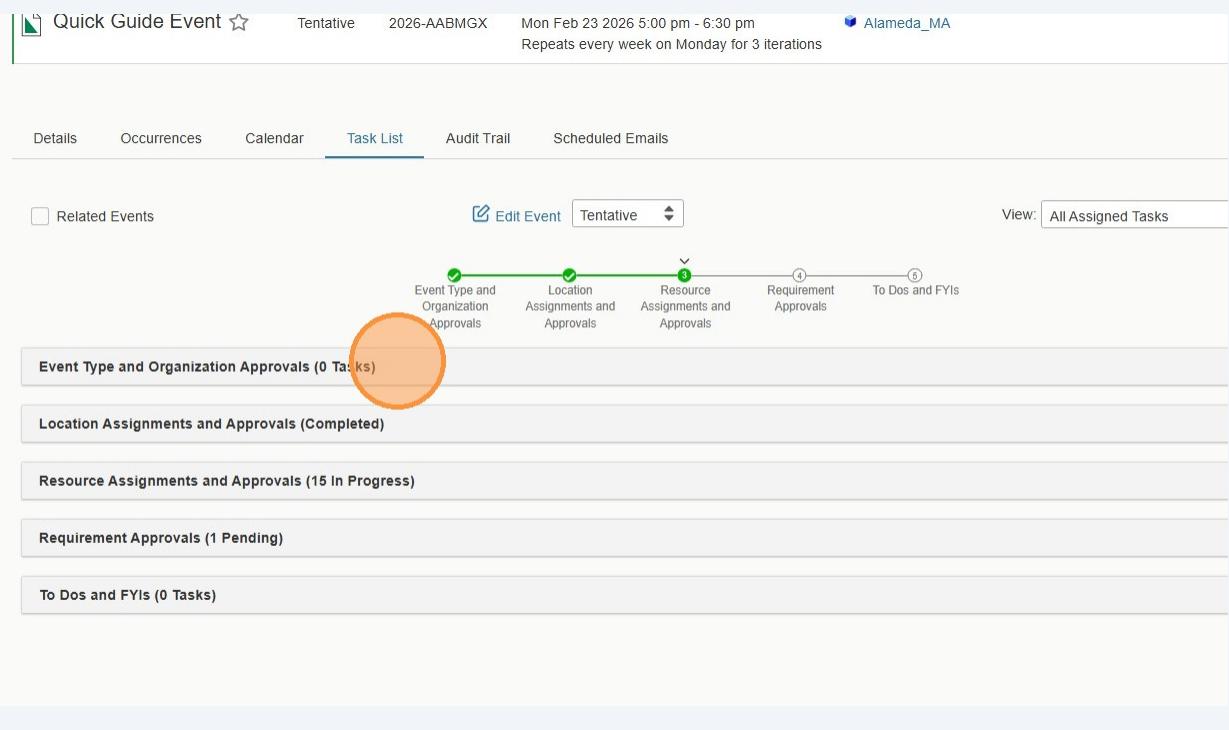
20 The next level of approval is "Location Assignments and Approvals". Click on the bar to open that window,
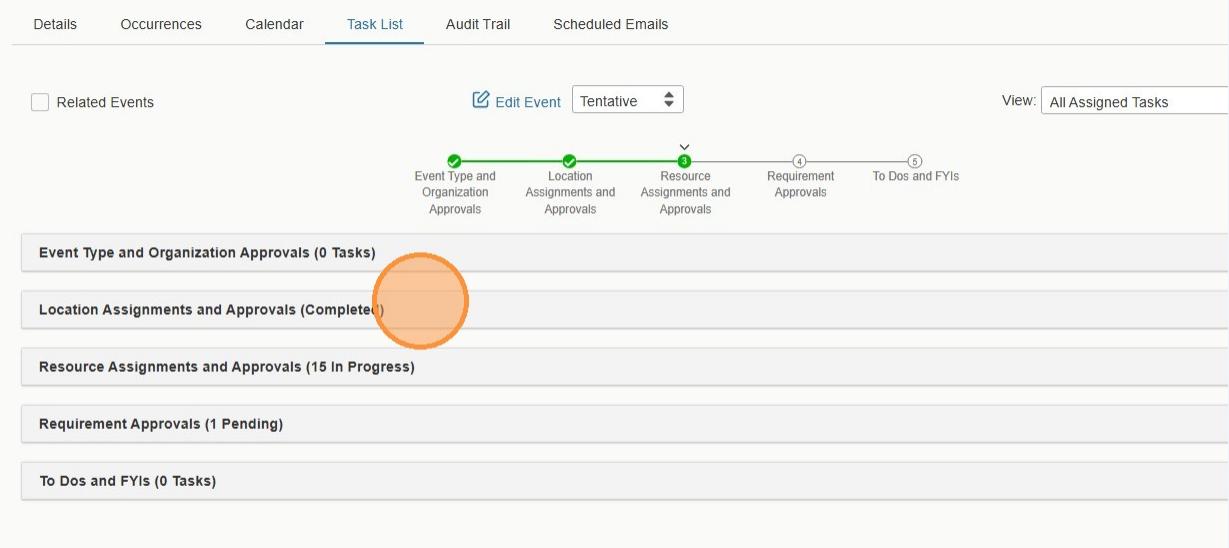
21

The "Status" column will indicate whether or not a decision has been made regarding your location request for the date and time of your 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. In 25Live's tiered approval workflow, requests remain in Pending status until higher tiered approvals have been completed.

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.

Details	Occurrences	Calendar	Task List	Audit Trail	Scheduled Emails

☐ Related Events   ✎ Edit Event [Tentative ⇕]   View: [All Assigned Tasks]

✓ Event Type and Organization Approvals — ✓ Location Assignments and Approvals — ③ Resource Assignments and Approvals — ④ Requirement Approvals — ⑤ 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
🗒 Alameda_MA	Assign	Assigned	☐	Wed Jan 21 2026	Mon Feb 23 2026	*None*	▼ • Moody, Kate • Pirooz, Michelle • Swendsen, Claire • Tester, Approver	
🗒 Alameda_MA	Assign	Assigned	☐	Wed Jan 21 2026	Mon Mar 02 2026	*None*	▼ • Moody, Kate • Pirooz, Michelle • Swendsen, Claire • Tester, Approver	
							▼ • Moody, Kate	

22 If you have requested resources for this event (tables, chairs, custodial or electrical support, etc.), you can check the approval status of each in the "Resource Assignments and Approvals" window.
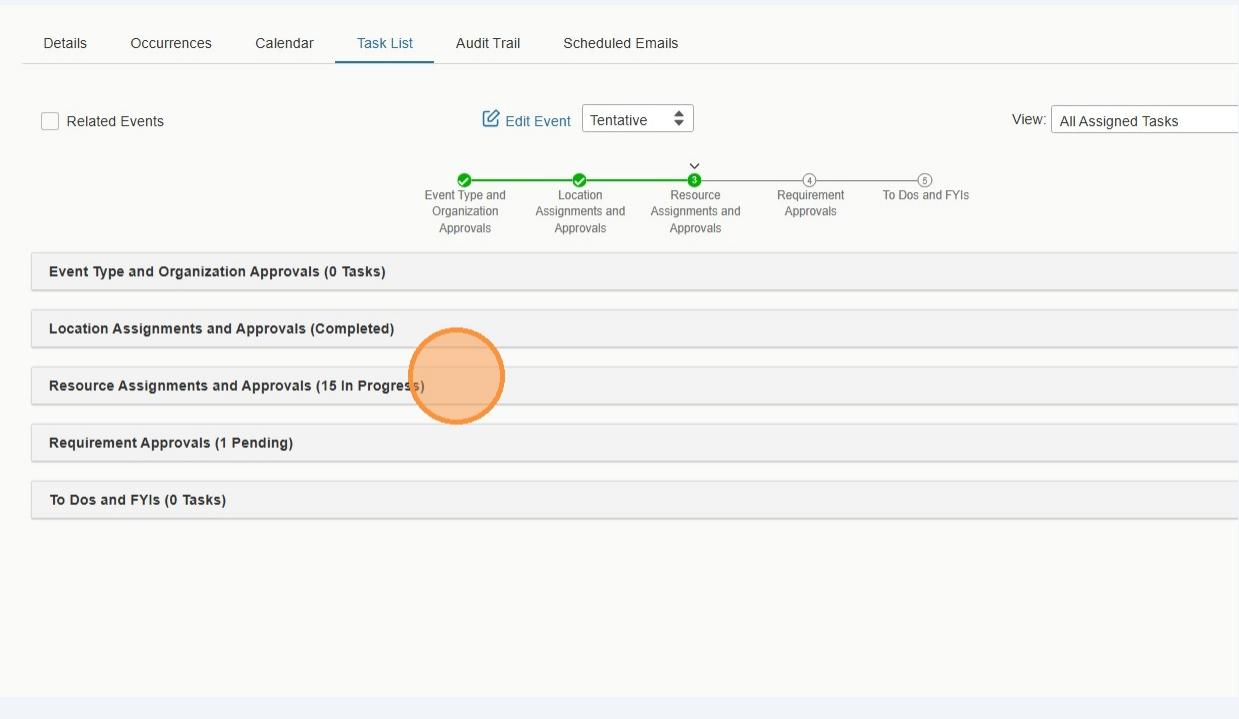
Details   Occurrences   Calendar   Task List   Audit Trail   Scheduled Emails

☐ Related Events   ✐ Edit Event   Tentative ⇅   View: All Assigned Tasks

✓ —————— ✓ —————— ③ —————— ④ —————— ⑤
Event Type and   Location   Resource   Requirement   To Dos and FYIs
Organization   Assignments and Assignments and   Approvals
Approvals   Approvals   Approvals

Event Type and Organization Approvals (0 Tasks)

Location Assignments and Approvals (Completed)

Resource Assignments and Approvals (15 In Progress)

Requirement Approvals (1 Pending)

To Dos and FYIs (0 Tasks)

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23 The "Status" column will indicate the approval/denial state of EACH resource for EACH occurrence of the event.
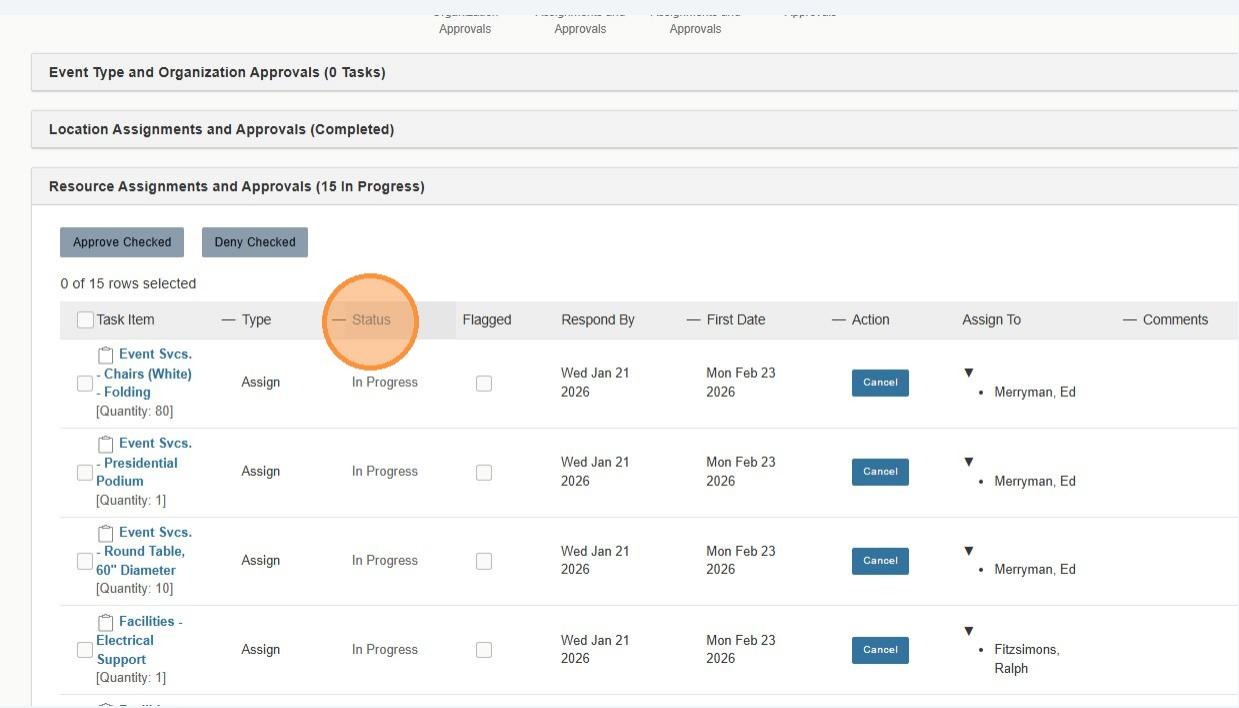
Event Type and Organization Approvals (0 Tasks)

Location Assignments and Approvals (Completed)

Resource Assignments and Approvals (15 In Progress)

| Approve Checked | Deny Checked |

0 of 15 rows selected

☐ Task Item	— Type	— Status	Flagged	Respond By	— First Date	— Action	Assign To	— Comments
☐ Event Svcs. - Chairs (White) - Folding [Quantity: 80]	Assign	In Progress	☐	Wed Jan 21 2026	Mon Feb 23 2026	Cancel	▼ • Merryman, Ed	
☐ Event Svcs. - Presidential Podium [Quantity: 1]	Assign	In Progress	☐	Wed Jan 21 2026	Mon Feb 23 2026	Cancel	▼ • Merryman, Ed	
☐ Event Svcs. - Round Table, 60" Diameter [Quantity: 10]	Assign	In Progress	☐	Wed Jan 21 2026	Mon Feb 23 2026	Cancel	▼ • Merryman, Ed	
☐ Facilities - Electrical Support [Quantity: 1]	Assign	In Progress	☐	Wed Jan 21 2026	Mon Feb 23 2026	Cancel	▼ • Fitzsimons, Ralph	

24

The person responsible for allocating the resource is listed in the "Assign To" column.
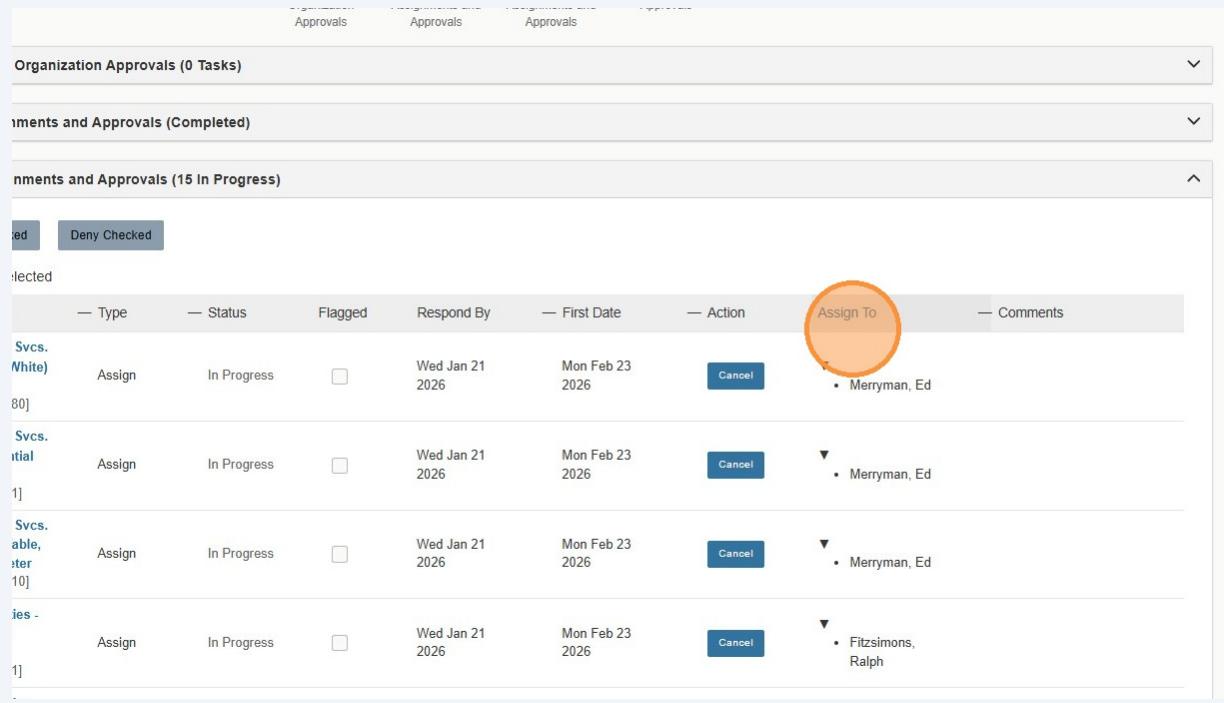
	— Type	— Status	Flagged	Respond By	— First Date	— Action	Assign To	— Comments
Svcs. White) 80]	Assign	In Progress	☐	Wed Jan 21 2026	Mon Feb 23 2026	Cancel	• Merryman, Ed	
Svcs. tial 1]	Assign	In Progress	☐	Wed Jan 21 2026	Mon Feb 23 2026	Cancel ▼	• Merryman, Ed	
Svcs. able, ter 10]	Assign	In Progress	☐	Wed Jan 21 2026	Mon Feb 23 2026	Cancel ▼	• Merryman, Ed	
ies - 1]	Assign	In Progress	☐	Wed Jan 21 2026	Mon Feb 23 2026	Cancel ▼	• Fitzsimons, Ralph	

25

If your event requires additional approvals, they will be listed in the "Requirement Approvals" window.
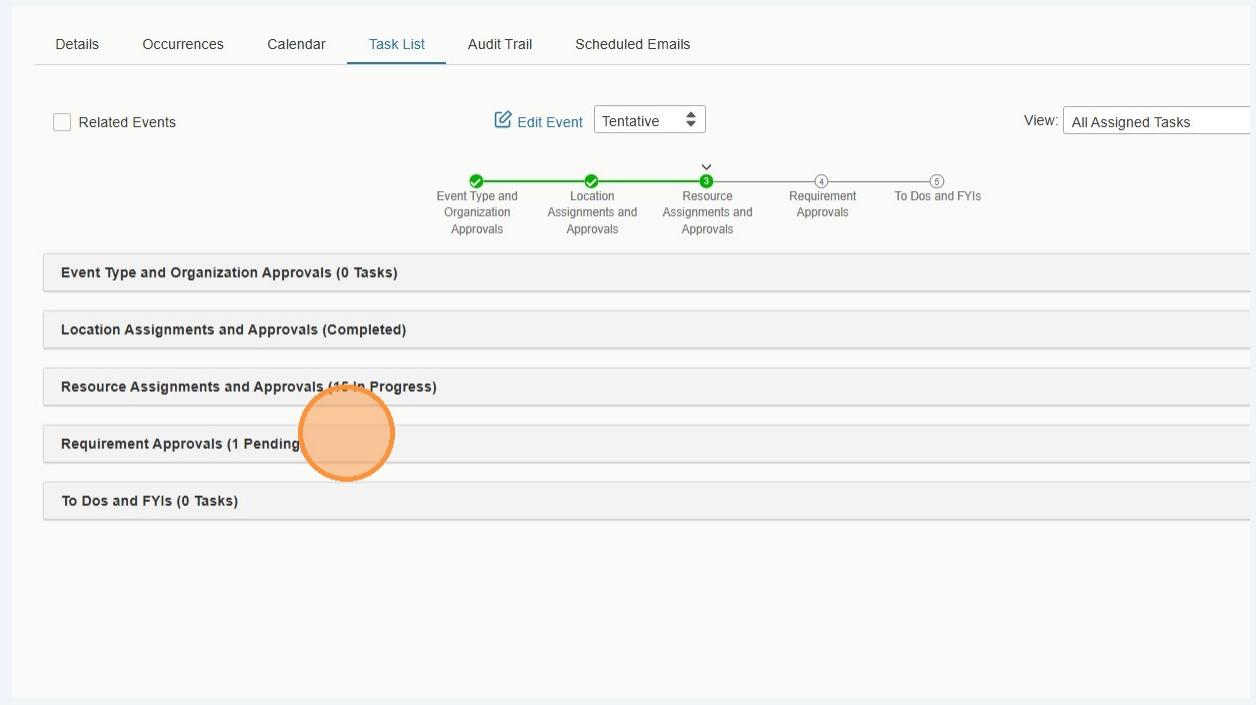
Details   Occurrences   Calendar   **Task List**   Audit Trail   Scheduled Emails

☐ 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)

Resource Assignments and Approvals (15 In Progress)

Requirement Approvals (1 Pending)

To Dos and FYIs (0 Tasks)

26

For an example, an approval for an Outdoor Amplified Sound request would be tracked here.

	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 (15 In Progress)

Requirement Approvals (1 Pending)

Task Item	— Type	— Status	Flagged	Respond By	— First Date	— Action	Assign To	— Comments
Amplified Sound Approval	Authorization	Pending		Wed Jan 21 2026	Mon Feb 23 2026	None	▼ • Moody, Kate • Pirooz, Michelle • Swendsen, Claire	

To Dos and FYIs (0 Tasks)

27

Click on the "Audit Trail" tab.

Masquerading as Bucky Bronco

Go to Search   Recently Viewed

📄 **Quick Guide Event** ☆   Tentative   2026-AABMGX   Mon Feb 23 2026 5:00 pm - 6:30 pm   🌐 Alameda_MA
Repeats every week on Monday for 3 iterations

Details	Occurrences	Calendar	Task List	Audit Trail	Scheduled Emails

☐ 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)

Resource Assignments and Approvals (15 In Progress)

Requirement Approvals (1 Pending)

To Dos and FYIs (0 Tasks)

28 Here you will have access to a step-by-step list of all activities that have occurred within this event.

oody	Task Action	Changed assignment notify state for Alameda_MA from In Progress to Granted
oody	Task Action	Changed assignment notify state for Alameda_MA from In Progress to Granted
oody	Assign Location	Alameda_MA was assigned for Mon Mar 09 2026 5:00 pm
oody	Assign Location	Alameda_MA was assigned for Mon Mar 02 2026 5:00 pm
oody	Task Action	Changed assignment notify state for Alameda_MA from In Progress to Granted
oody	Assign Location	Alameda_MA was assigned for Mon Feb 23 2026 5:00 pm
uckyBronco	Email Template Used	Template Used: Event Request Receipt
uckyBronco	Email Sent From	From: 25Live@scu.edu
uckyBronco	Email Sent To	To: KMoody@scu.edu
uckyBronco	Email Sent To	To: BuckyBroco@scu.edu
uckyBronco	Email Content	Hello Bucky, Thank you for submitting a request for the event: "Quick Guide Event" on Mon Feb 23 2026 5:00 pm. SCU event stakeholders and campus space approvers will now process your request. Please note that submission of this request **does not guarantee space is available or reserved for your group.**
uckyBronco	Email Sent	25Live: Event Request Received - Quick Guide Event
uckyBronco	State Change	Initial event state as Tentative

29 Additional actions are available to you by clicking on "More Actions" in the upper right.

25Live	Event Form	Tasks	Bucky Bronco	Exit Masquerade
				☰ More

Masquerading as Bucky Bronco   ✕

🔍 Go to Search   Recently Viewed ▾   ⦿ Help

de Event ☆   Tentative   2026-AABMGX   Mon Feb 23 2026 5:00 pm - 6:30 pm   🌐 Alameda_MA   ↻
Repeats every week on Monday for 3 iterations

⌄
More Actions

urrences   Calendar   Task List   **Audit Trail**   Scheduled Emails

↻ ⦿

ecords

er	— Action	— Additional Information
oody	Task Action	Changed assignment notify state for Alameda_MA from In Progress to Granted
oody	Task Action	Changed assignment notify state for Alameda_MA from In Progress to Granted
oody	Assign Location	Alameda_MA was assigned for Mon Mar 09 2026 5:00 pm
oody	Assign Location	Alameda_MA was assigned for Mon Mar 02 2026 5:00 pm
oody	Task Action	Changed assignment notify state for Alameda_MA from In Progress to Granted

30 A header with a variety of actions will appear.

31 On this header you can access the "Email Event" action. If you use this option to email stakeholders or colleagues about your event, those emails will be captured in the event's Audit Trail.
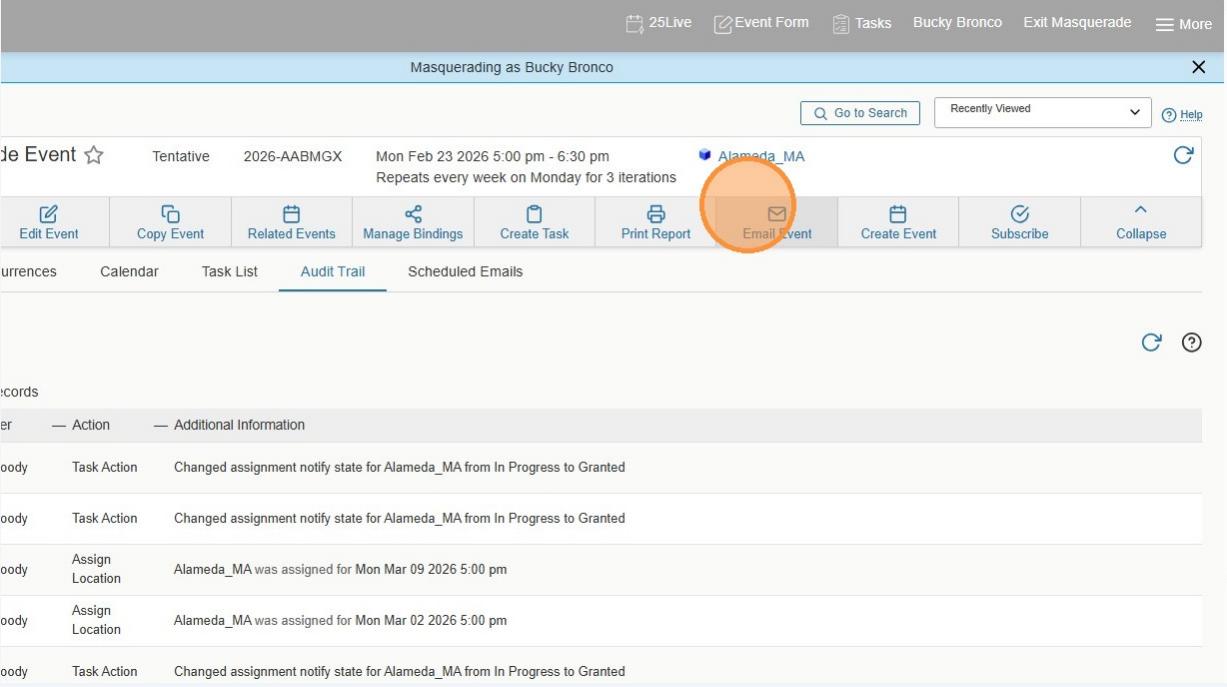
32 You can select the delivery options for stakeholders associated with the event in the "Related Recipients" section. Emails will be delivered to that person's **scu.edu** email account.

33 You can also add "Additional Recipients" for whom you'd like to share information or ask questions regarding this event.
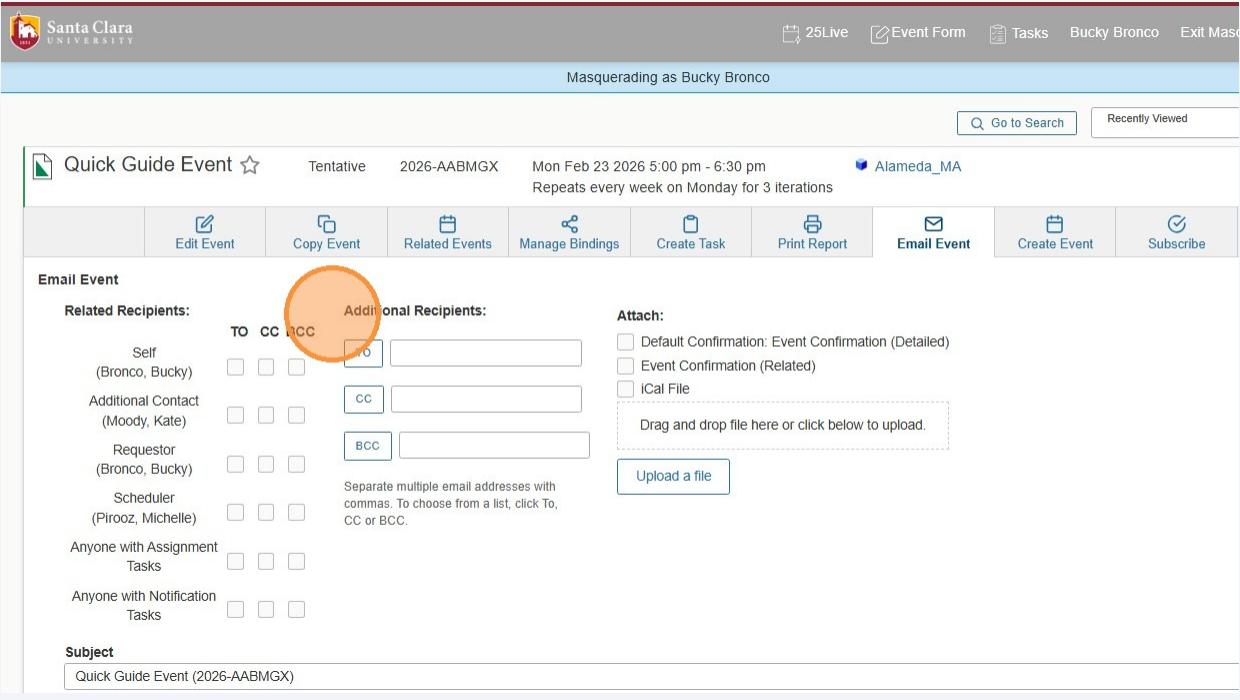
34 Select related attachments, if applicable.
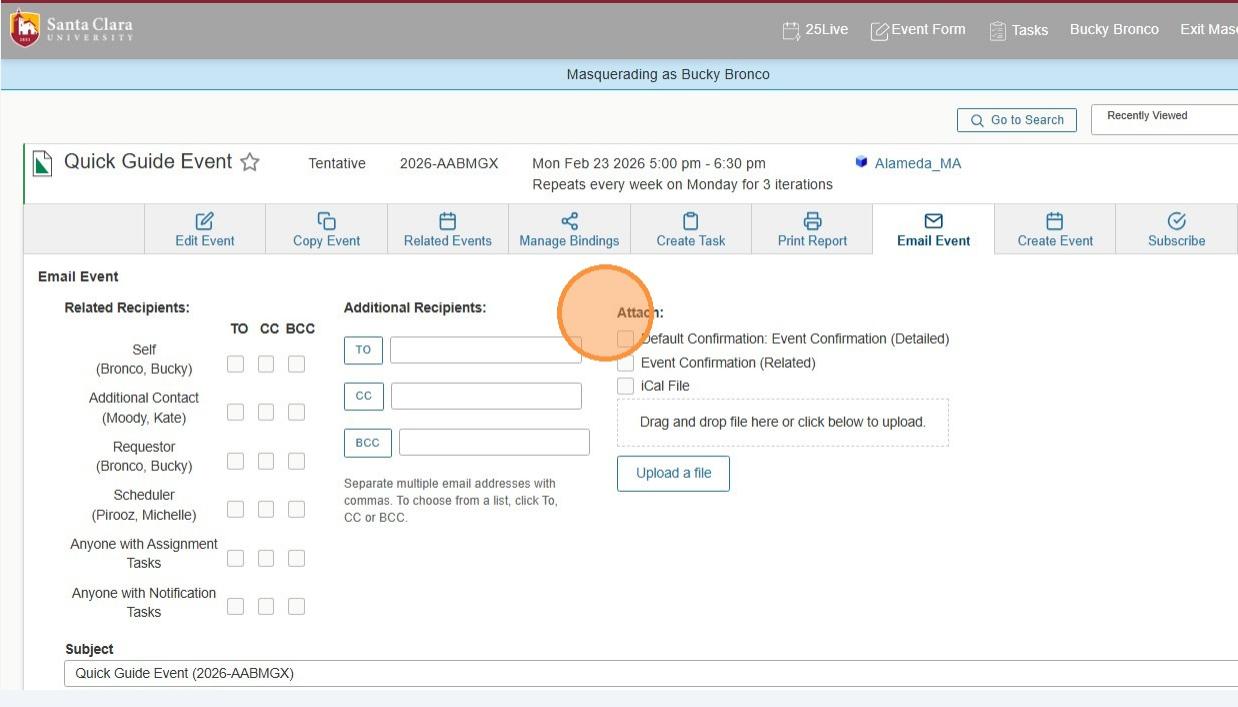
35 You can write your email in the text-based "Message Body".

36 You may select additional options before sending your message. It is recommended that you include the event details in your message.
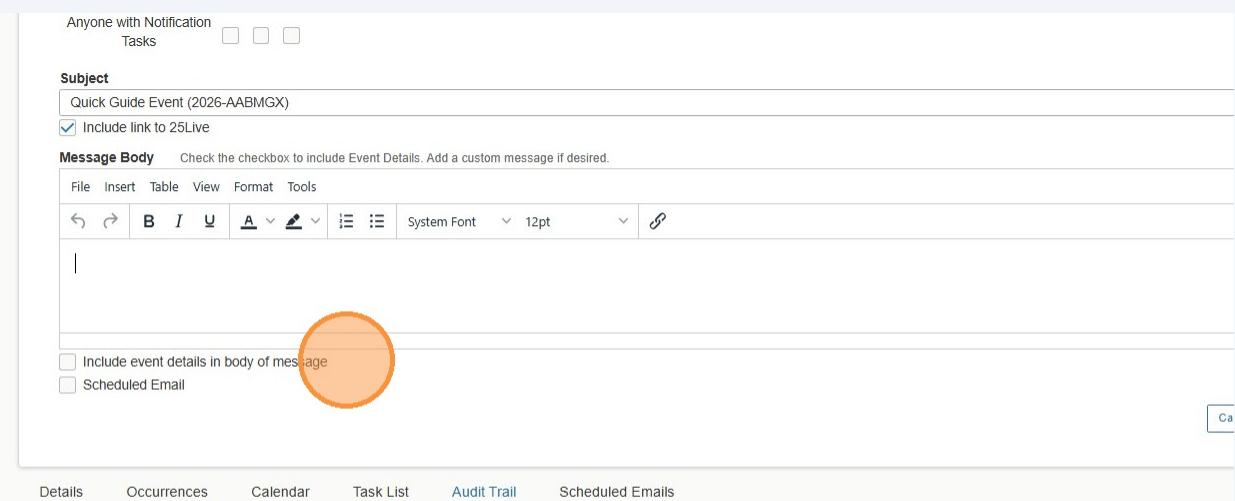
Anyone with Notification Tasks ☐ ☐ ☐

Subject

Quick Guide Event (2026-AABMGX)

☑ Include link to 25Live

Message Body   Check the checkbox to include Event Details. Add a custom message if desired.

File   Insert   Table   View   Format   Tools

↶ ↷   **B**   *I*   U̲   A ˅   ✎ ˅   ☰ ☰   System Font ˅   12pt ˅   🔗

☐ Include event details in body of message
☐ Scheduled Email

Details   Occurrences   Calendar   Task List   Audit Trail   Scheduled Emails

14 Matching Audit Records

Date	— User	— Action	— Additional Information
Wed Jan 21 2026 3:29 pm	kmoody	Task Action	Changed assignment notify state for Alameda_MA from In Progress to Granted

37 Click the "Send" button to deliver your email to the selected recipients.
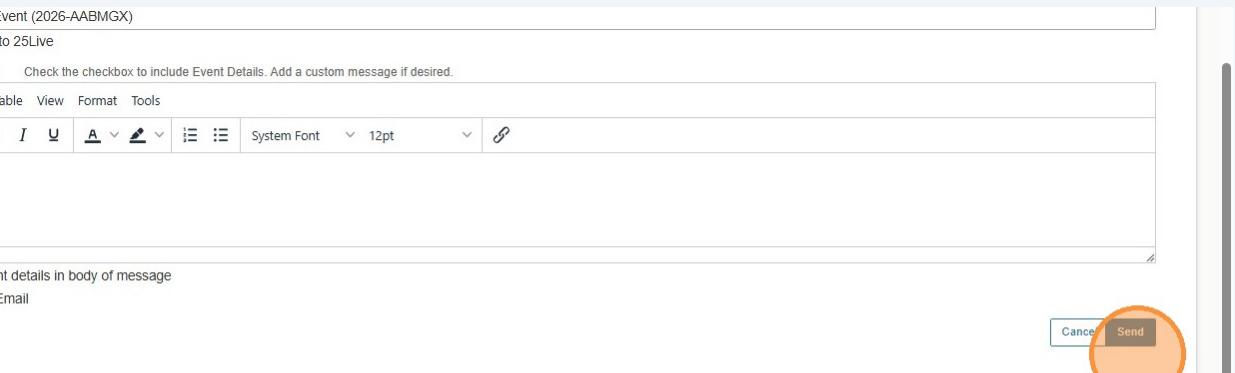
Event (2026-AABMGX)

to 25Live

Check the checkbox to include Event Details. Add a custom message if desired.

Table   View   Format   Tools

I   U̲   A ˅   ✎ ˅   ☰ ☰   System Font ˅   12pt ˅   🔗

nt details in body of message
Email

Cancel   **Send**

urrences   Calendar   Task List   Audit Trail   Scheduled Emails

↻ ⊙

cords

er	— Action	— Additional Information
oody	Task Action	Changed assignment notify state for Alameda_MA from In Progress to Granted
oody	Task Action	Changed assignment notify state for Alameda_MA from In Progress to Granted
	Assign	

25Live puts event information at your fingertips 24/7, providing you with the opportunity to make yourself familiar with the details of your event and the SCU stakeholders that will be supporting it!

Visit the **25Live website** for additional quick-guides or to connect with the 25Live support team.