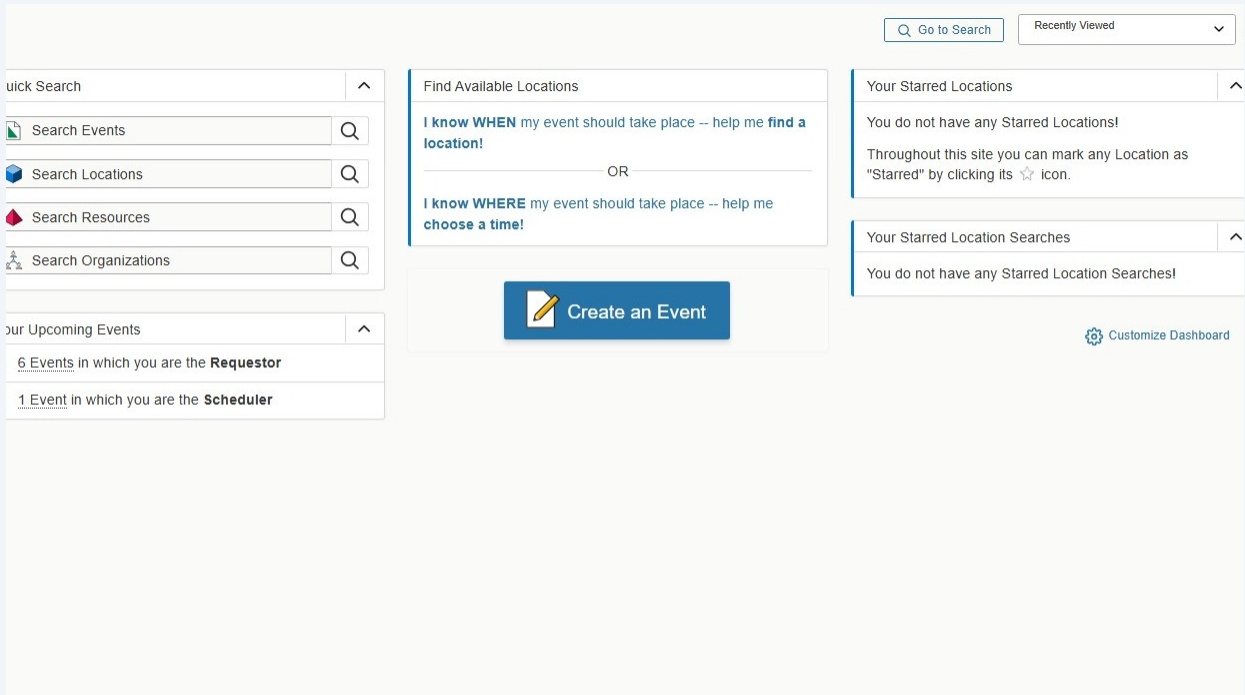


Viewing Event Details

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.



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.

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**

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 "Starred" by clicking its ☆ icon.

Your Starred Location Searches

You do not have any Starred Location Searches

Go to Search

Recently Viewed

Customize

3

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

Events You Have Requested

Reset Search

Quick Guide Event

Reference: 2026-AABMGX

Title: Quick Guide Event

Organization(s): University Event Planning

Location(s): Alameda_MA

Quick Guide Event

Recent and Future

Recent & Future Future All Dates

Select Columns

Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler	Requestor
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-AABMGX	University Event Planning	Social		Requestor	Mon Feb 23 2026	5:00 pm	Wed Jan 21 2026 3:27 pm	Tentative	Alameda_MA		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		Event Svcs. - Card Table, 36"X36" Event Svcs. - Trash sets (G/B/B) Facilities - Custodial Support	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-	University				Fri Jan	11:00	Thu Jan 08				Michelle	Bucky

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".

Santa Clara UNIVERSITY

Masquerading as Bucky Bronco

25Live Event Form Tasks Bucky Bronco Exit Mask

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)

Approve Checked Deny Checked

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.

The screenshot displays the 25Live interface for Santa Clara University. The header bar includes the university logo, navigation links (25Live, Event Form, Tasks, Bucky Bronco, Exit Masquerade), and a user status bar indicating 'Masquerading as Bucky Bronco'. The main event header shows 'Quick Guide Event' with a star icon, a status badge labeled 'Tentative', the event ID '2026-AABMGX', the date and time 'Mon Feb 23 2026 5:00 pm - 6:30 pm', and the organizer 'Alameda_MA'. Below the header, tabs for 'Details', 'Occurrences', 'Calendar', 'Task List', 'Audit Trail', and 'Scheduled Emails' are visible. The 'Task List' tab is active, showing a progress bar with five steps: 'Event Type and Organization Approvals' (completed), 'Location Assignments and Approvals' (completed), 'Resource Assignments and Approvals' (in progress), 'Requirement Approvals' (pending), and 'To Dos and FYIs' (pending). Below the progress bar, three task lists are shown: 'Event Type and Organization Approvals (0 Tasks)', 'Location Assignments and Approvals (Completed)', and 'Resource Assignments and Approvals (15 In Progress)'. At the bottom, there are buttons for 'Approve Checked' and 'Deny Checked'.

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.

Santa Clara UNIVERSITY

25Live Event Form Tasks Bucky Bronco Exit Mas

Masquerading as Bucky Bronco

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

Go to Search Recently Viewed

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)

Approve Checked Deny Checked

7

The header also contains date and time information for the requested event and location information.

Santa Clara UNIVERSITY

Masquerading as Bucky Bronco

25Live Event Form Tasks Bucky Bronco Exit Masquerade

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)

Approve Checked Deny Checked

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.

Santa Clara UNIVERSITY

Masquerading as Bucky Bronco

25Live Event Form Tasks Bucky Bronco Exit Masquerade More

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

Occurrences Calendar Task List Audit Trail Scheduled Emails

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

Organization Approvals (0 Tasks)

Locations and Approvals (Completed)

Assignments and Approvals (15 In Progress)

Approve Checked Deny Checked

9 Click on the "Details" tab.

The screenshot shows the Santa Clara University Event Management System interface. The top navigation bar includes links for 25Live, Event Form, Tasks, Bucky Bronco, and Exit Mask. The user is logged in as 'Masquerading as Bucky Bronco'. The main header shows the event name 'Quick Guide Event', status 'Tentative', ID '2026-AABMGX', date 'Mon Feb 23 2026 5:00 pm - 6:30 pm', and location 'Alameda_MA'. Below the header, there are tabs for 'Details', 'Occurrences', 'Calendar', 'Task List', 'Audit Trail', and 'Scheduled Emails'. The 'Details' tab is selected and highlighted with an orange circle. Under the 'Details' tab, there is a section for 'Related Events' with a checkbox. To the right, there is an 'Edit Event' button and a dropdown menu set to 'Tentative'. Below this, there is 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 three steps are completed, and the last two are in progress. Below the progress bar, there are three sections: 'Event Type and Organization Approvals (0 Tasks)', 'Location Assignments and Approvals (Completed)', and 'Resource Assignments and Approvals (15 In Progress)'. At the bottom, there are two buttons: 'Approve Checked' and 'Deny Checked'.

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

The screenshot shows the Santa Clara University Event Management System interface, specifically the 'General' tab for a 'Quick Guide Event'. The top navigation bar includes links for 25Live, Event Form, Tasks, Bucky Bronco, and Exit Mask. The user is logged in as 'Masquerading as Bucky Bronco'. The main header shows the event name 'Quick Guide Event', status 'Tentative', ID '2026-AABMGX', date 'Mon Feb 23 2026 5:00 pm - 6:30 pm', and location 'Alameda_MA'. Below the header, there are tabs for 'Details', 'Occurrences', 'Calendar', 'Task List', 'Audit Trail', and 'Scheduled Emails'. The 'Details' tab is selected and highlighted with an orange circle. Under the 'Details' tab, there is a section for 'Related Events' with a checkbox. To the right, there is an 'Edit Event' button and a dropdown menu set to 'Tentative'. Below this, there is 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 three steps are completed, and the last two are in progress. Below the progress bar, there are three sections: 'Event Type and Organization Approvals (0 Tasks)', 'Location Assignments and Approvals (Completed)', and 'Resource Assignments and Approvals (15 In Progress)'. At the bottom, there are two buttons: 'Approve Checked' and 'Deny Checked'.

The 'General' tab contains the following information:

- 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.

The 'Tasks Completed' section shows:

- Approvals: 0/1
- Assignments: 3/18
- To Do: 0/0

The 'Event Relationships' section shows:

- none

The 'Event Categories' section shows:

- none

The 'Custom Attributes' section shows:

- Requestor Phone Number* (408) 123-4567
- Preferred format (000) 000-0000:
- 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
- Will your event have a contract with a 3rd party business or need legal review?: No
- Will you be providing food/beverage at your event?: No
- Will you be ordering food through Bon Appetit or external catering?: Bon Appetit
- Will you be serving alcohol at your event?: No
- Do you require Parking & Transportation Services?: No
- Will you be ordering AV equipment through Media Services?: No

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

Custom Attribute

Additional information can be found in the "Event Info" box.

Event Info

13 Click on the "Occurrences" tab.

Santa Clara UNIVERSITY

Masquerading as Bucky Bronco

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 Cancel

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

none

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.

DetailsOccurrencesCalendarTask ListAudit TrailScheduled Emails

Edit EventTentative

Event Preferences

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

The screenshot displays an event management interface. At the top, a timeline bar shows a duration from 5:00 pm to 6:30 pm, with a green bar indicating the event period. Below this, the main content area is divided into several sections:

- Left Sidebar:** Contains the text "Alameda_MA Shared" with a small icon, "Capacity: 150", "Attendance:", "Layout: As Is", and "Instructions:". Below this is a large orange circle.
- Right Sidebar:** Lists resource requests with their quantities and instructions:
 - Event Svcs. - Chairs (White) - Folding Quantity: 80
 - Event Svcs. - Presidential Podium Quantity: 1
 - Event Svcs. - Round Table, 60" Diameter Quantity: 10
 - Facilities - Electrical Support Quantity: 1
 - Facilities - Irrigation Support Quantity: 1
- Bottom Status Bar:** Shows the date "Mon Mar 02 2026", the time "5:00 pm" to "6:30 pm", and a status "1 location (5 resources awaiting approval)".

17 Click on the "Task List" tab.

Quick Guide Event ☆

Tentative

2026-AABMGX

Mon Feb 23 2026 5:00 pm - 6:30 pm
Repeats every week on Monday for 3 iterations

Alameda_MA

Go to Search

Recently Viewed

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)

Start
5:00 pm

End
6:30 pm

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.

The screenshot displays the 'Quick Guide Event' interface. At the top, there's a header with a search bar, a 'Recently Viewed' button, and event details: 'Quick Guide Event' (with a star icon), 'Tentative', '2026-AABMGX', 'Mon Feb 23 2026 5:00 pm - 6:30 pm', and 'Alameda_MA'. Below the header, a navigation bar includes 'Details', 'Occurrences', 'Calendar', 'Task List' (selected), 'Audit Trail', and 'Scheduled Emails'. The main content area shows a progress bar with five steps: 'Event Type and Organization Approvals' (highlighted with an orange circle), 'Location Assignments and Approvals', 'Resource Assignments and Approvals', 'Requirement Approvals', and 'To Dos and FYIs'. 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 (15 In Progress)', 'Requirement Approvals (1 Pending)', and 'To Dos and FYIs (0 Tasks)'. The 'View:' dropdown is set to 'All Assigned Tasks'.

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.

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)

20

The next level of approval is "Location Assignments and Approvals". Click on the bar to open that 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)

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

1
2
3
4
5

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
Alameda_MA	Assign	Assigned	<input type="checkbox"/>	Wed Jan 21 2026	Mon Feb 23 2026	None	<ul style="list-style-type: none"> Moody, Kate Pirooz, Michelle Swendsen, Claire Tester, Approver 	
Alameda_MA	Assign	Assigned	<input type="checkbox"/>	Wed Jan 21 2026	Mon Mar 02 2026	None	<ul style="list-style-type: none"> Moody, Kate Pirooz, Michelle Swendsen, Claire Tester, Approver 	
							<ul style="list-style-type: none"> 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

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)

23

The "Status" column will indicate the approval/denial state of EACH resource for EACH occurrence of the event.

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

0 of 15 rows selected

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

Approvals

Approvals

Approvals

Organization Approvals (0 Tasks)

Items and Approvals (Completed)

Items and Approvals (15 In Progress)

ed

Deny Checked

ected

Type	Status	Flagged	Respond By	First Date	Action	Assign To	Comments
Svcs. (White)	Assign	In Progress	<input type="checkbox"/>	Wed Jan 21 2026	Mon Feb 23 2026	Cancel	<div><div></div><div>Merryman, Ed</div></div>
Svcs. (White)	Assign	In Progress	<input type="checkbox"/>	Wed Jan 21 2026	Mon Feb 23 2026	Cancel	<div><div></div><div>Merryman, Ed</div></div>
Svcs. (White)	Assign	In Progress	<input type="checkbox"/>	Wed Jan 21 2026	Mon Feb 23 2026	Cancel	<div><div></div><div>Merryman, Ed</div></div>
Svcs. (White)	Assign	In Progress	<input type="checkbox"/>	Wed Jan 21 2026	Mon Feb 23 2026	Cancel	<div><div></div><div>Fitzsimons, Ralph</div></div>

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
<input type="checkbox"/> 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.

☐ 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)

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	<ul style="list-style-type: 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
:kyBronco	Email Template Used	Template Used: Event Request Receipt
:kyBronco	Email Sent From	From: 25Live@scu.edu
:kyBronco	Email Sent To	To: KMoody@scu.edu
:kyBronco	Email Sent To	To: BuckyBroco@scu.edu
:kyBronco	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.
:kyBronco	Email Sent	25Live: Event Request Received - Quick Guide Event
:kyBronco	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

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

More Actions

Currents
Calendar
Task List
Audit Trail
Scheduled Emails

Records

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.

The screenshot shows a web interface for 'Masquerading as Bucky Bronco'. At the top, there's a navigation bar with links like '25Live', 'Event Form', 'Tasks', 'Bucky Bronco', 'Exit Masquerade', and 'More'. Below this is a header bar with a search bar and a 'Recently Viewed' dropdown. The main content area displays event details for 'Alameda_MA' on 'Mon Feb 23 2026 5:00 pm - 6:30 pm', which 'Repeats every week on Monday for 3 iterations'. A row of action buttons is visible: 'Edit Event', 'Copy Event', 'Related Events', 'Manage Bindings', 'Create Task', 'Print Report' (highlighted with an orange circle), 'Email Event', 'Create Event', 'Subscribe', and 'Collapse'. Below the buttons, there's a tabbed interface with 'Audit Trail' selected. The 'Audit Trail' section shows a list of actions performed on the event, including 'Task Action' and 'Assign Location'.

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.

This screenshot is similar to the one above, showing the same interface for 'Masquerading as Bucky Bronco'. The 'Email Event' button in the row of action buttons is highlighted with an orange circle. The 'Audit Trail' tab is still selected, showing the same list of actions. The interface includes the same navigation bar, search bar, and event details as the previous screenshot.

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.

Santa Clara UNIVERSITY

Masquerading as Bucky Bronco

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

Edit Event Copy Event Related Events Manage Bindings Create Task Print Report **Email Event** Create Event Subscribe

Email Event

Related Recipients:

	TO	CC	BCC
Self (Bronco, Bucky)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Contact (Moody, Kate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requestor (Bronco, Bucky)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler (Pirooz, Michelle)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Assignment Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Notification Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Recipients:

TO

CC

BCC

Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.

Attach:

☐ Default Confirmation: Event Confirmation (Detailed)
☐ Event Confirmation (Related)
☐ iCal File

Drag and drop file here or click below to upload.

Upload a file

Subject
Quick Guide Event (2026-AABMGX)

33

You can also add "Additional Recipients" for whom you'd like to share information or ask questions regarding this event.

Santa Clara UNIVERSITY

Masquerading as Bucky Bronco

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

Edit Event Copy Event Related Events Manage Bindings Create Task Print Report **Email Event** Create Event Subscribe

Email Event

Related Recipients:

	TO	CC	BCC
Self (Bronco, Bucky)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Contact (Moody, Kate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requestor (Bronco, Bucky)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler (Pirooz, Michelle)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Assignment Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Notification Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Recipients:

TO

CC

BCC

Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.

Attach:

☐ Default Confirmation: Event Confirmation (Detailed)
☐ Event Confirmation (Related)
☐ iCal File

Drag and drop file here or click below to upload.

Upload a file

Subject
Quick Guide Event (2026-AABMGX)

34 Select related attachments, if applicable.

Santa Clara UNIVERSITY

25Live Event Form Tasks Bucky Bronco Exit Mask

Masquerading as Bucky Bronco

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

Edit Event Copy Event Related Events Manage Bindings Create Task Print Report Email Event Create Event Subscribe

Email Event

Related Recipients:

	TO	CC	BCC
Self (Bronco, Bucky)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Contact (Moody, Kate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requestor (Bronco, Bucky)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler (Pirooz, Michelle)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Assignment Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Notification Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Recipients:

TO

CC

BCC

Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.

Attachments:

- ☐ Default Confirmation: Event Confirmation (Detailed)
- ☐ Event Confirmation (Related)
- ☐ ICal File

Drag and drop file here or click below to upload.

Upload a file

Subject

Quick Guide Event (2026-AABMGX)

35 You can write your email in the text-based "Message Body".

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* U A ▼ ▼ System Font ▼ 12pt

☐ Include event details in body of message

☐ Scheduled Email

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* U **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

B *I* U **A** **🖌** **☰** **☷** System Font 12pt **🔗**

nt details in body of message

Email

Cancel **Send**

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

Records

User	Action	Additional Information
kmoody	Task Action	Changed assignment notify state for Alameda_MA from In Progress to Granted
kmoody	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.