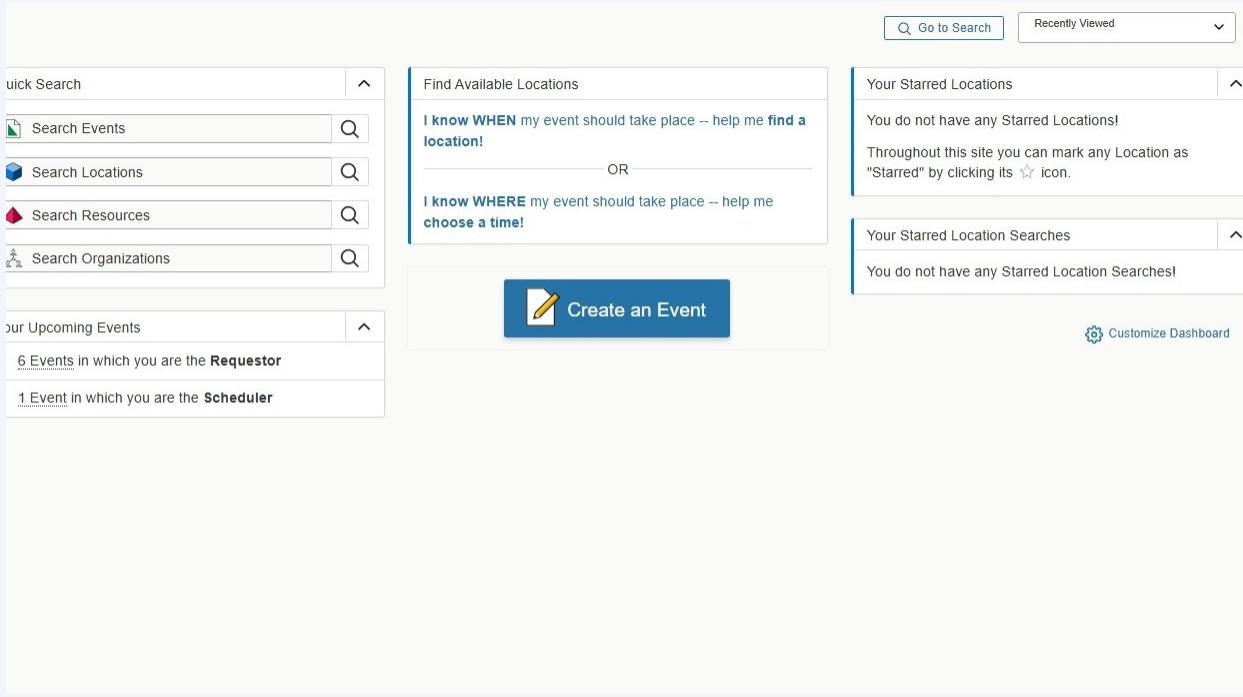


# Viewing Event Details

This guide will walk you 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.

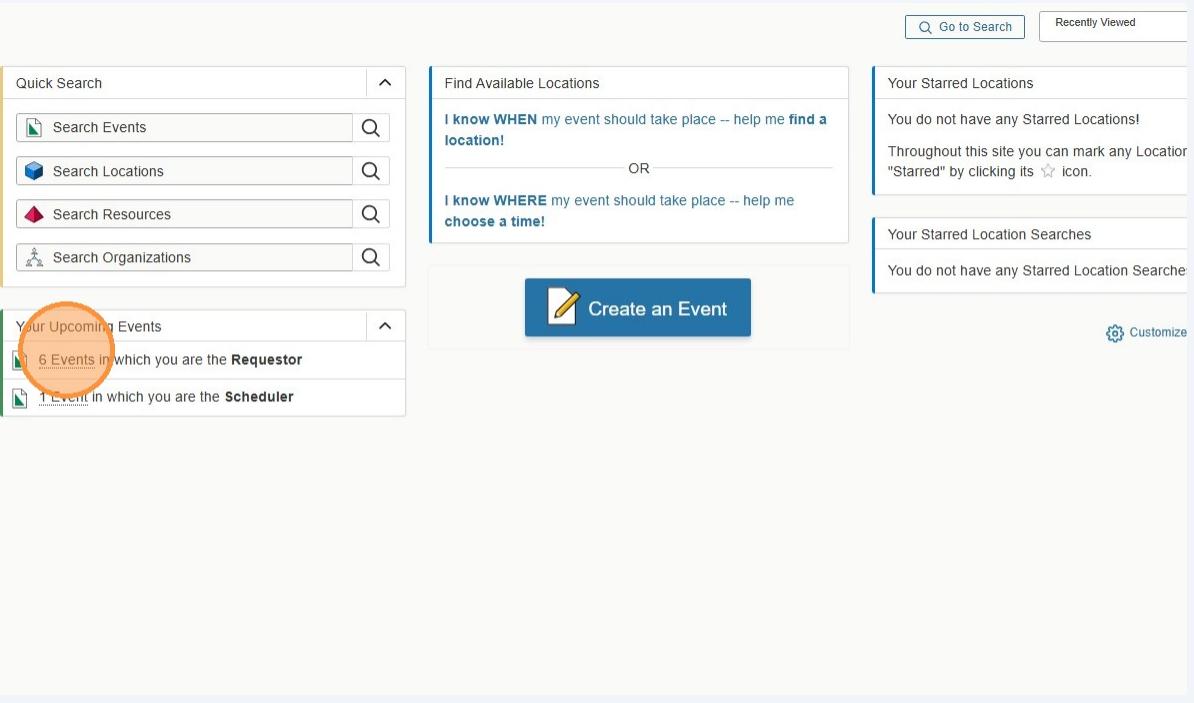


The screenshot shows the 25Live dashboard. At the top right are search and navigation buttons: 'Go to Search' (with a magnifying glass icon), 'Recently Viewed' (with a dropdown arrow), and a user profile icon. Below these are four main sections:

- Quick Search:** Includes four search boxes: 'Search Events' (with a document icon), 'Search Locations' (with a location pin icon), 'Search Resources' (with a gear icon), and 'Search Organizations' (with a person icon). Each search box has a magnifying glass icon to its right.
- Find Available Locations:** A section with the text: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. Below this is a large blue 'Create an Event' button with a pencil icon.
- Your Starred Locations:** A section stating 'You do not have any Starred Locations!' and 'Throughout this site you can mark any Location as "Starred" by clicking its star icon.' It includes a 'Customize Dashboard' button with a gear icon.
- Your Starred Location Searches:** A section stating 'You do not have any Starred Location Searches!'.

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!

I know WHERE my event should take place -- help me choose a time!

OR

Create an Event

Your Starred Locations

You do not have any Starred Locations!

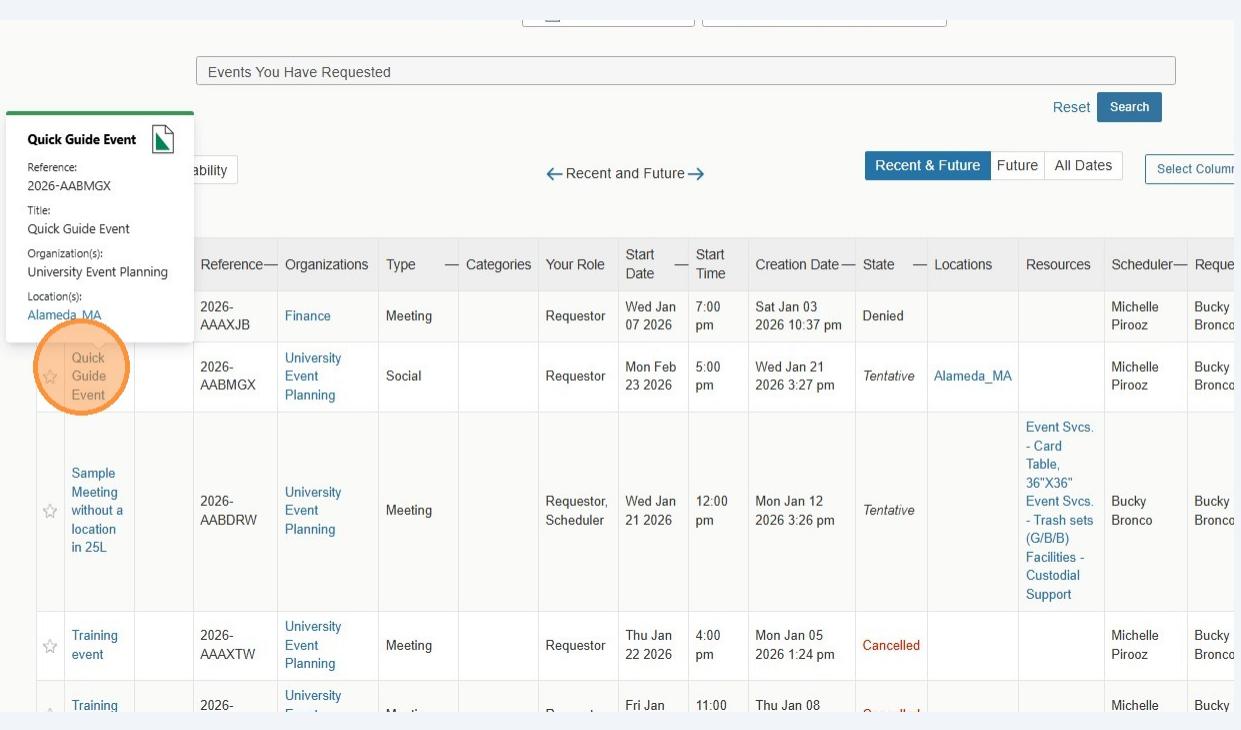
Throughout this site you can mark any Locator "Starred" by clicking its  icon.

Your Starred Location Searches

You do not have any Starred Location Searches

Customize

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



Events You Have Requested

Reset

Recent and Future

Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler	Requestor
2026-AABMGX	Finance	Meeting		Requestor	Wed Jan 07 2026	7:00 pm	Sat Jan 03 2026 10:37 pm	Denied			Michelle Pirooz	Bucky Bronco
2026-AAXJB	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-AABMGX	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-AABDRW	University Event Planning	Meeting		Requestor, Scheduler	Thu Jan 22 2026	4:00 pm	Mon Jan 05 2026 1:24 pm	Cancelled			Michelle Pirooz	Bucky Bronco
2026-AAXTW	University Event Planning	Meeting		Requestor	Fri Jan 11 2026	11:00	Thu Jan 08 2026	Completed			Michelle	Bucky
Training	University	Meeting										

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".

The screenshot shows the event management interface for a 'Quick Guide Event'. The event is listed as Tentative, occurring on Mon Feb 23 2026 from 5:00 pm to 6:30 pm, at 2026-AABMGX, and is assigned to Alameda\_MA. The status is 'Repeats every week on Monday for 3 iterations'. The 'Task List' tab is selected, showing the following steps:

- Event Type and Organization Approvals (0 Tasks)
- Location Assignments and Approvals (Completed)
- Resource Assignments and Approvals (15 In Progress)

At the bottom, there are buttons for 'Approve Checked' and 'Deny Checked'. The 'Event Type and Organization Approvals' step is highlighted with a large orange circle around the event name.

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 shows the 25Live Event Management interface. At the top, the header bar includes the Santa Clara University logo, 25Live, Event Form, Tasks, Bucky Bronco, and Exit. Below the header, a message says "Masquerading as Bucky Bronco". The main content area shows a list of events. The first event, "Quick Guide Event", is highlighted with an orange circle around its status "Tentative". The event details are: 2026-AABMGX, Mon Feb 23 2026 5:00 pm - 6:30 pm, Repeats every week on Monday for 3 iterations, and location Alameda\_MA. Below the event list are tabs: Details, Occurrences, Calendar, Task List (which is selected and underlined), Audit Trail, and Scheduled Emails. Under the Task List tab, there are buttons for Related Events, Edit Event (with a dropdown menu showing "Tentative"), and a View dropdown set to "All Assigned Tasks". A progress bar at the top of the task list shows the following steps: 1. Event Type and Organization Approvals (Completed), 2. Location Assignments and Approvals (Completed), 3. Resource Assignments and Approvals (In Progress), 4. Requirement Approvals, and 5. To Dos and FYIs. At the bottom of the task list 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.

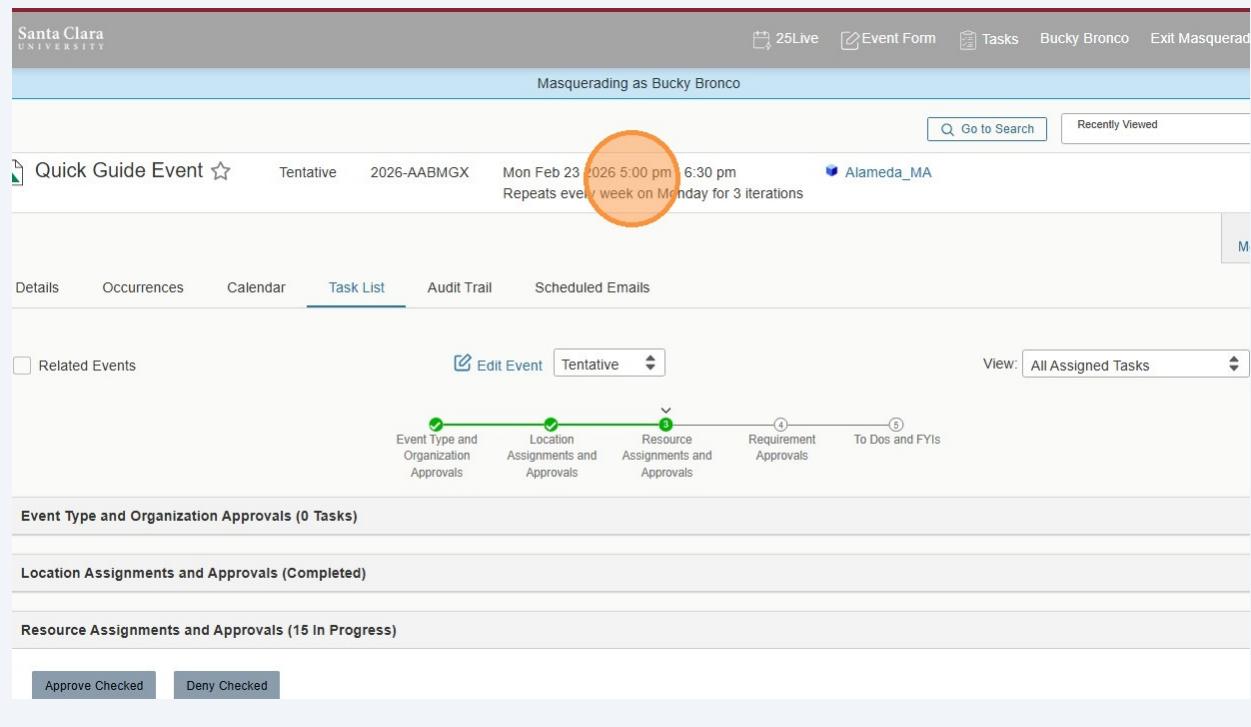
The screenshot shows the 25Live Task List page for an event titled "Quick Guide Event". The event is marked as "Tentative" and has the reference code "2026-AABMGX". It is scheduled for "Mon Feb 23 2026 5:00 pm - 6:30 pm" and "Repeats every week on Monday for 3 iterations". The location is "Alameda\_MA". The "Task List" tab is selected, showing the following tasks:

- Event Type and Organization Approvals (Completed)
- Location Assignments and Approvals (Completed)
- Resource Assignments and Approvals (15 In Progress)

At the bottom, there are buttons for "Approve Checked" and "Deny Checked".

7

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



Santa Clara UNIVERSITY

25Live Event Form Tasks Bucky Bronco Exit Masquerade

Masquerading as Bucky Bronco

Q 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 (0 Tasks)

Location Assignments and Approvals (Completed)

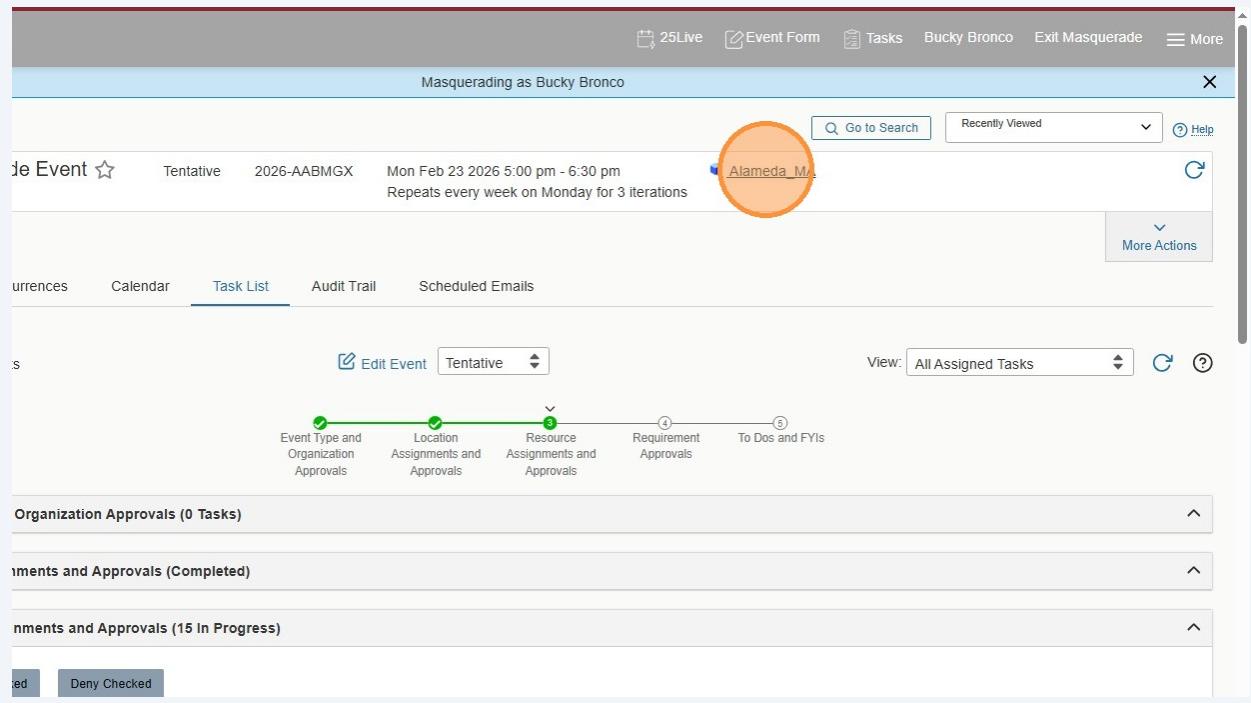
Resource Assignments and Approvals (15 In Progress)

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.



25Live Event Form Tasks Bucky Bronco Exit Masquerade More

Masquerading as Bucky Bronco

Q Go to Search Recently Viewed Help

Alameda\_MA

Occurrences Calendar Task List Audit Trail Scheduled Emails

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

Event Type and Organization Approvals (0 Tasks)

Location Assignments and Approvals (Completed)

Resource Assignments and Approvals (15 In Progress)

Approve Checked Deny Checked

9 Click on the "Details" tab.

The screenshot shows the event details for a 'Quick Guide Event' on the 'Details' tab. The event is marked as 'Tentative' and scheduled for Monday, February 23, 2026, from 5:00 pm to 6:30 pm. It repeats every week on Monday for 3 iterations. The location is 'Alameda\_MA'. The 'Task List' tab is selected, showing the following workflow steps:

- Event Type and Organization Approvals (Completed)
- Location Assignments and Approvals (Completed)
- Resource Assignments and Approvals (15 In Progress)

Buttons for 'Approve Checked' and 'Deny Checked' are visible at the bottom of the task list.

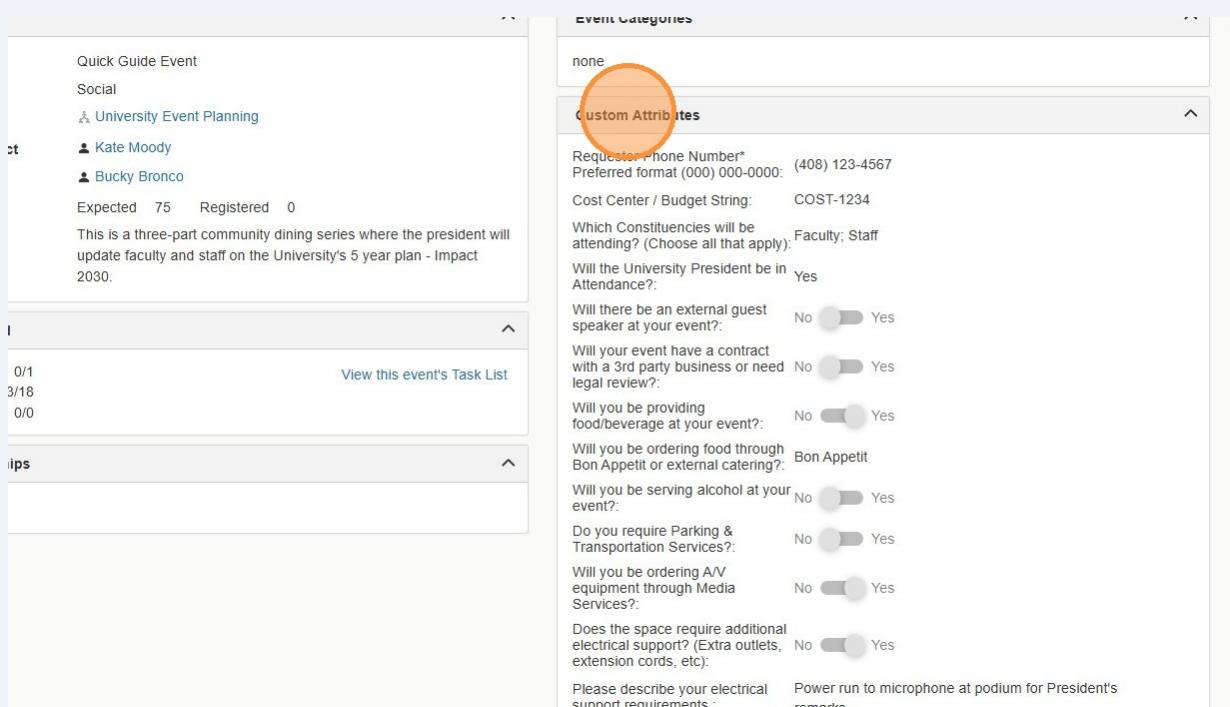
10 On this tab you'll see all of the information that was reported on the Event Form request.

The screenshot shows the event form request details across several tabs:

- 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.
- Tasks Completed:** Approvals: 0/1, Assignments: 3/18, To Do: 0/0. A link to 'View this event's Task List' is provided.
- Event Relationships:** none
- Event Categories:** none
- Custom Attributes:** Requestor Phone Number\*: (408) 123-4567, 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, 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 A/V equipment through Media Services?: No.

11

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



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.

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

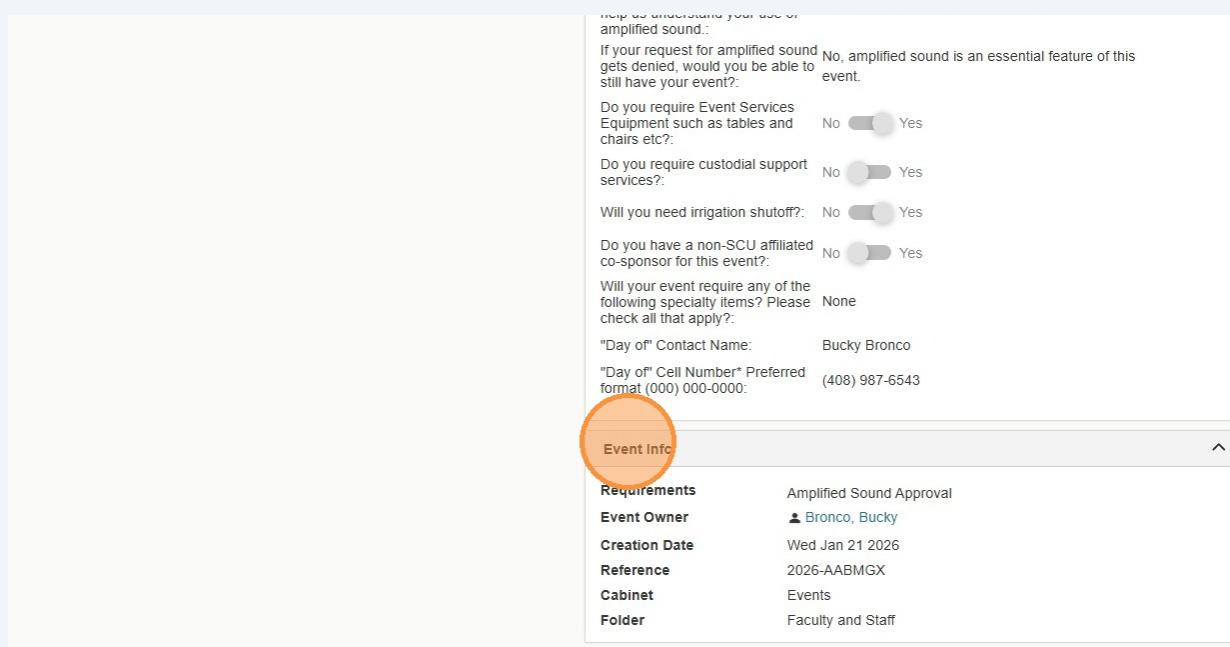
Will you be ordering A/V equipment through Media Services?: No  Yes

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

12

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



Do you require 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

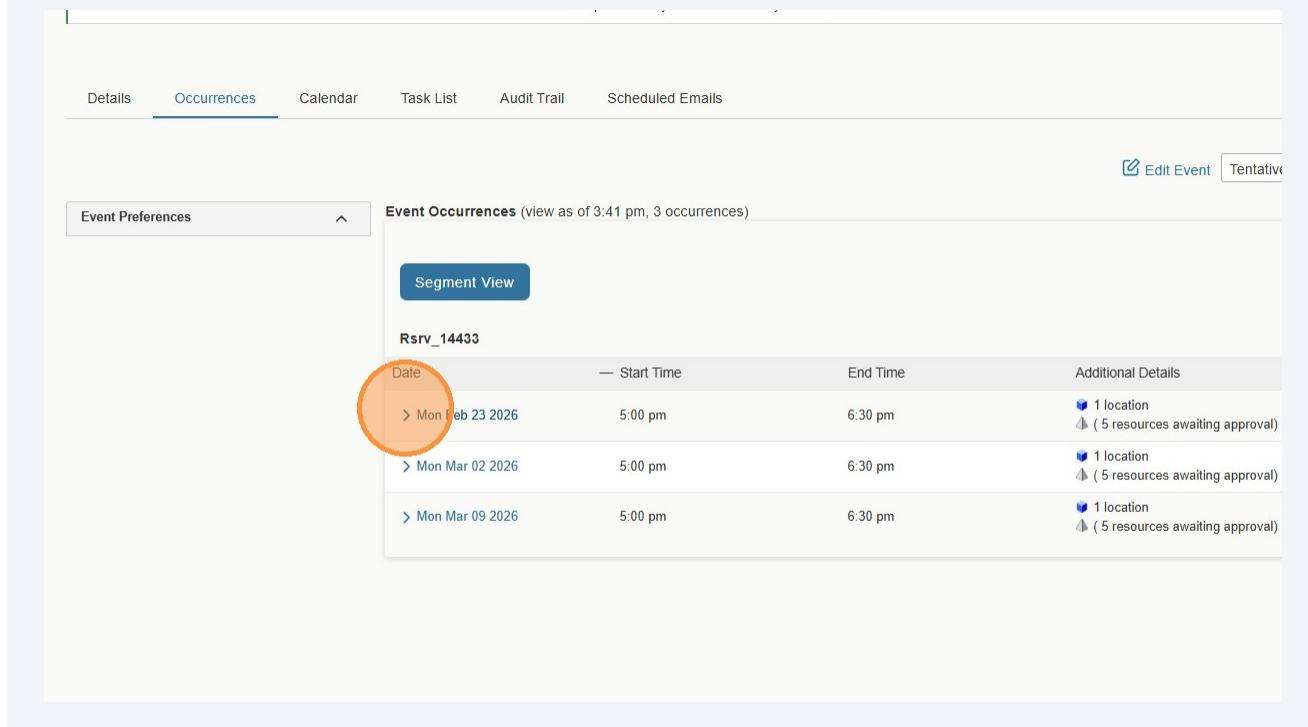
13 Click on the "Occurrences" tab.

The screenshot shows the Santa Clara University event management interface. At the top, there is a navigation bar with links for 25Live, Event Form, Tasks, Bucky Bronco, and Exit. Below the navigation bar, the text "Masquerading as Bucky Bronco" is displayed. The main content area shows an event titled "Quick Guide Event" with a star icon. The event is marked as "Tentative" and has the identifier "2026-AABMGX". The event details are: "Mon Feb 23 2026 5:00 pm - 6:30 pm" and "Repeats every week on Monday for 3 iterations". The location is "Alameda\_MA". Below the event details, there are tabs for "Details", "Occurrences" (which is highlighted with an orange circle), "Calendar", "Task List", "Audit Trail", and "Scheduled Emails". On the right side, there are buttons for "Edit Event", "Tentative", and "Request Canc". The "Occurrences" tab is expanded, showing a "General" section with event details and a "Event Categories" section with "none". The "Event Categories" section also includes a "Custom Attributes" section with fields for "Requestor Phone Number", "Cost Center / Budget String", "Which Constituencies will be attending?", and "Will the University President be in Attendance?".

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

The screenshot shows the event management system with the "Occurrences" tab selected. The event "Rsrv\_14433" is displayed in "Segment View". The table shows three occurrences: 1. Mon Feb 23 2026, 5:00 pm - 6:30 pm, 1 location, 5 resources awaiting approval. 2. Mon Mar 02 2026, 5:00 pm - 6:30 pm, 1 location, 5 resources awaiting approval. 3. Mon Mar 09 2026, 5:00 pm - 6:30 pm, 1 location, 5 resources awaiting approval. The "Occurrences" tab is highlighted with an orange circle.

15 For additional details for each occurrence, click on the "carrot" symbol.



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

The screenshot displays a software interface for managing event details and resource requests. At the top, a timeline shows a green bar from 5:00 pm to 6:30 pm. Below the timeline, the event details are listed:

**Alameda\_MA** Shared Capacity: 150  
Layout: As Is  
Instructions:

**Event Svcs. - Chairs (White) - Folding** Quantity: 80  
Instructions:

**Event Svcs. - Presidential Podium** Quantity: 1  
Instructions:

**Event Svcs. - Round Table, 60" Diameter** Quantity: 10  
Instructions:

**Facilities - Electrical Support** Quantity: 1  
Instructions:

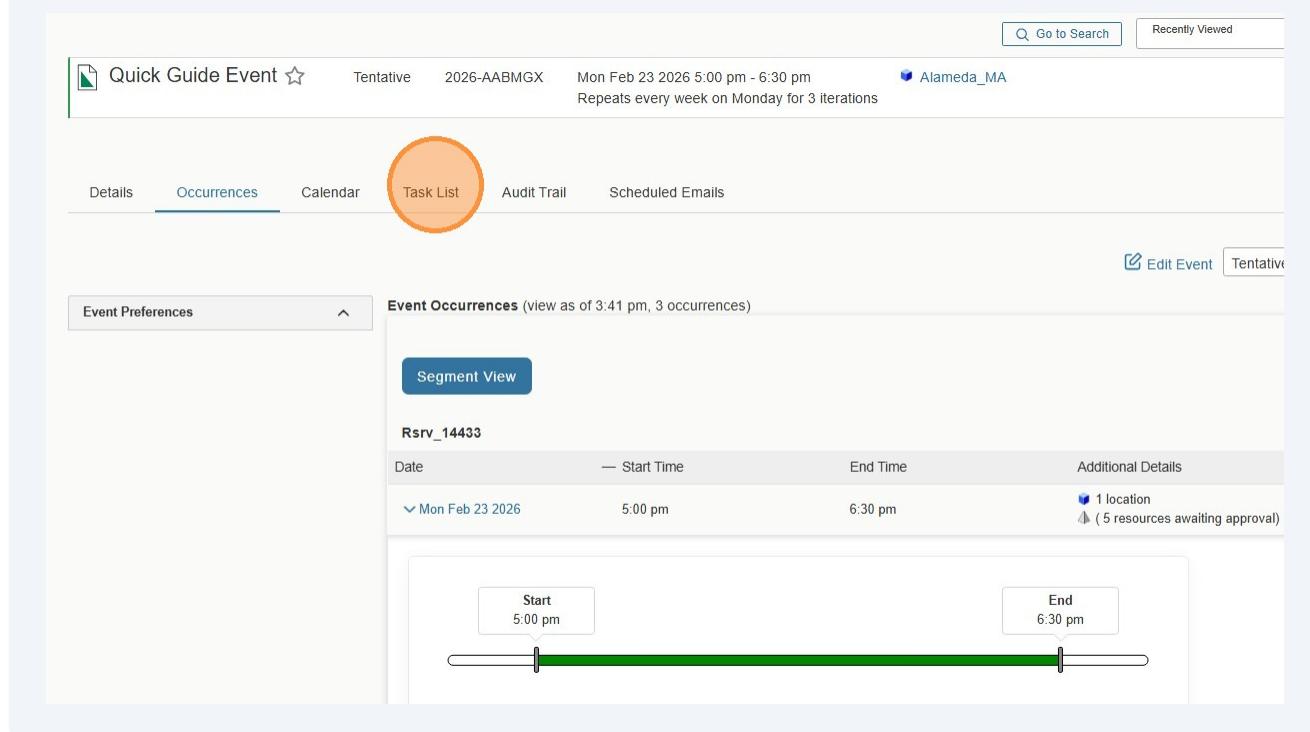
**Facilities - Irrigation Support** Quantity: 1  
Instructions:

Occurrence Comments:

Mon Mar 02 2026 5:00 pm 6:30 pm

1 location (5 resources awaiting approval)

17 Click on the "Task List" tab.



The screenshot shows a calendar application interface. At the top, there is a header with the event title "Quick Guide Event ☆", its status "Tentative", the location "2026-AABMGX", the date and time "Mon Feb 23 2026 5:00 pm - 6:30 pm", and a note "Repeats every week on Monday for 3 iterations". To the right of the header are buttons for "Go to Search" and "Recently Viewed". Below the header, there is a navigation bar with tabs: "Details", "Occurrences" (which is the active tab, highlighted with a blue underline), "Calendar", "Task List" (which is highlighted with an orange circle), "Audit Trail", and "Scheduled Emails". To the right of the navigation bar are buttons for "Edit Event" and "Tentative". Below the navigation bar, there is a section titled "Event Preferences" with a collapse/expand arrow. The main content area is titled "Event Occurrences (view as of 3:41 pm, 3 occurrences)" and contains a "Segment View" button. Below this, there is a table for "Rsrv\_14433" showing the following data:

Date	Start Time	End Time	Additional Details
Mon Feb 23 2026	5:00 pm	6:30 pm	1 location ↳ ( 5 resources awaiting approval)

Below the table, there is a timeline visualization with "Start" at 5:00 pm and "End" at 6:30 pm, indicated by markers on a horizontal line.

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 shows the 'Task List' tab selected for an event titled 'Quick Guide Event'. The event is marked as 'Tentative' and scheduled for 'Mon Feb 23 2026 5:00 pm - 6:30 pm'. It repeats every week on Monday for 3 iterations. The location is 'Alameda\_MA'. The task list includes:

- Related Events (checkbox)
- Edit Event (button)
- Status: Tentative (dropdown)
- View: All Assigned Tasks (button)

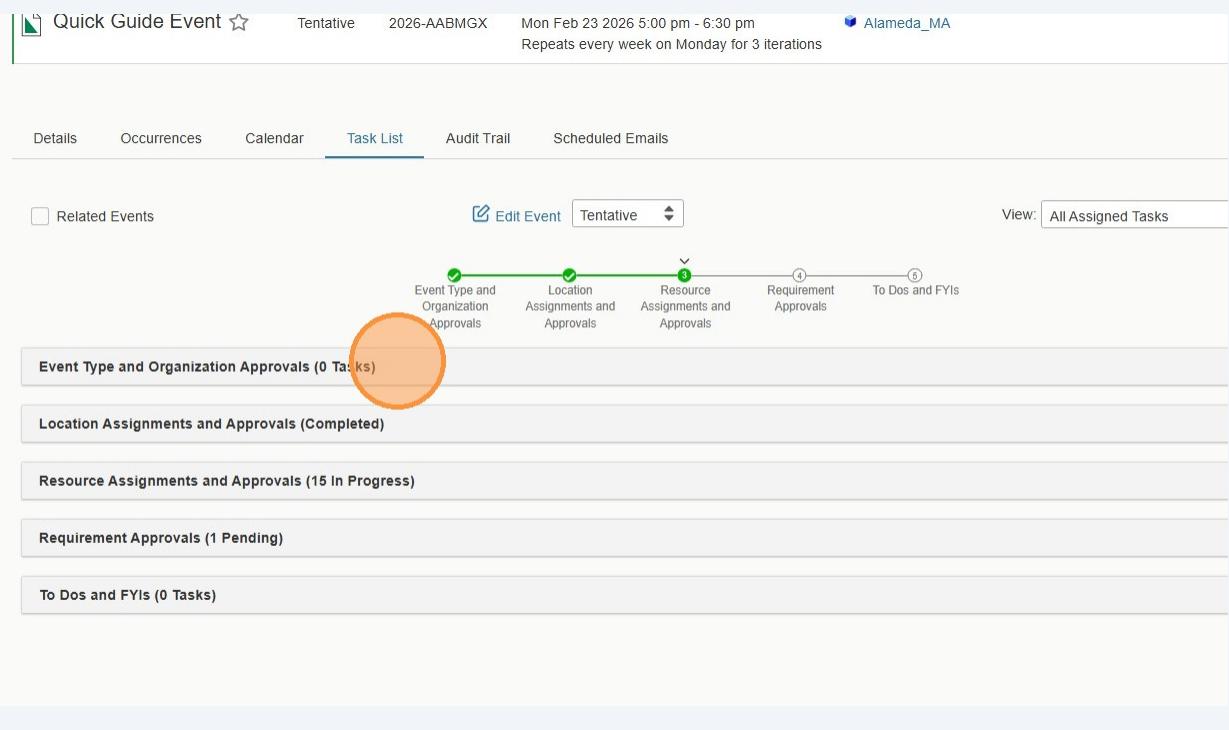
The task progress bar is shown as a horizontal line with five segments, each with a green checkmark and a number (1-5). The segments are: 1. Event Type and Organization Approvals, 2. Location Assignments and Approvals, 3. Resource Assignments and Approvals, 4. Requirement Approvals, and 5. To Dos and FYIs. The first segment is highlighted with an orange circle.

Task details below the bar:

- 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)

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 Repeats every week on Monday for 3 iterations Alameda\_MA

Details Occurrences Calendar Task List Audit Trail Scheduled Emails

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

Event Type and Organization Approvals (0 Tasks) 0

Location Assignments and Approvals (Completed) 0

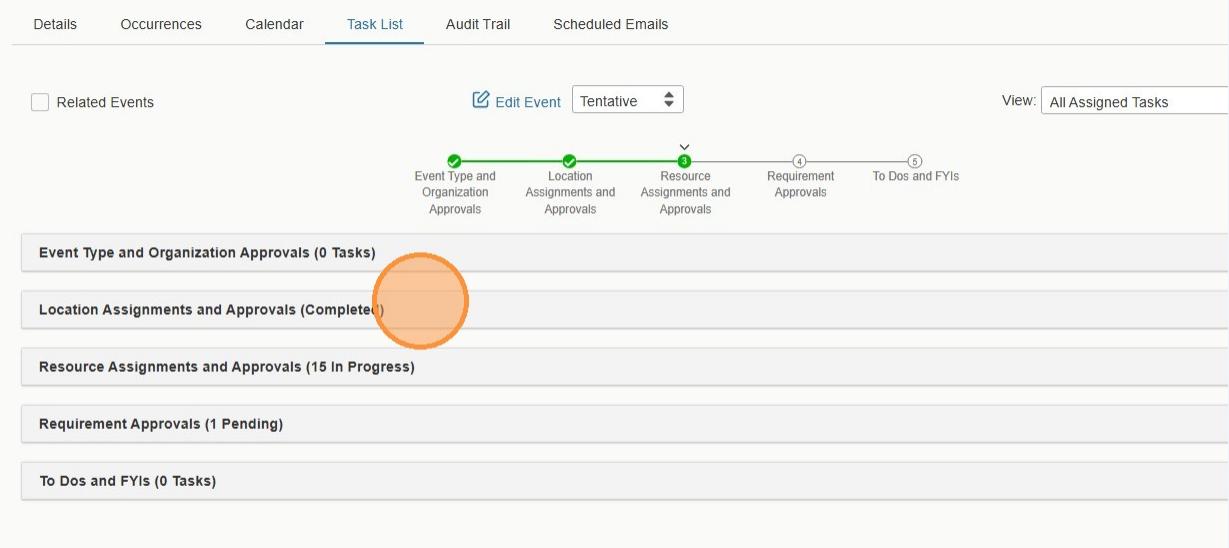
Resource Assignments and Approvals (15 In Progress) 15

Requirement Approvals (1 Pending) 1

To Dos and FYIs (0 Tasks) 0

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 (0 Tasks) 0

Location Assignments and Approvals (Completed) 0 0

Resource Assignments and Approvals (15 In Progress) 15

Requirement Approvals (1 Pending) 1

To Dos and FYIs (0 Tasks) 0

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:**

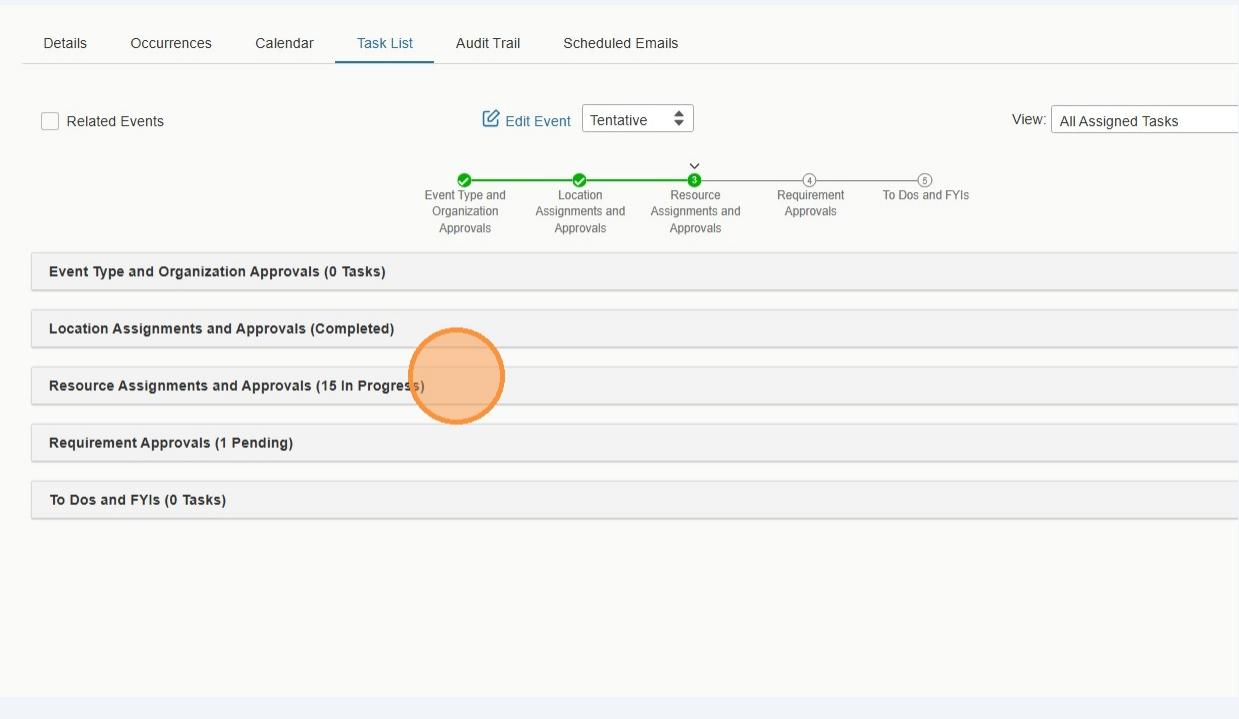
1. **Assigned** (in Green) - your requested location has been confirmed for your event.
2. **Pending** - no action has yet been taken on your request. In 25Live's tiered approval workflow, requests remain in Pending status until higher tiered approvals have been completed.
3. **Denied** - your location 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.

The screenshot shows the 25Live Task List interface. At the top, there are tabs: Details, Occurrences, Calendar, Task List (which is selected), Audit Trail, and Scheduled Emails. Below the tabs are buttons for Related Events, Edit Event (set to Tentative), and a workflow status dropdown. The workflow status is shown as a horizontal bar with five segments: Event Type and Organization Approvals (green, marked with a green checkmark), Location Assignments and Approvals (green, marked with a green checkmark), Resource Assignments and Approvals (yellow, marked with a red exclamation mark), Requirement Approvals (yellow, marked with a red exclamation mark), and To Dos and FYIs (yellow, marked with a red exclamation mark). Below the workflow bar, there are two sections: "Event Type and Organization Approvals (0 Tasks)" and "Location Assignments and Approvals (Completed)". The "Location Assignments and Approvals" section is circled in orange. A table below shows assigned tasks:

Task Item	Type	Status	Flagged	Respond By	First Date	Action	Assign To	Comments
<input checked="" type="checkbox"/> Alameda_MA	Assign	Assigned	<input type="checkbox"/>	Wed Jan 21 2026	Mon Feb 23 2026	None	<ul style="list-style-type: none"><li>Moody, Kate</li><li>Pirooz, Michelle</li><li>Swendsen, Claire</li><li>Tester, Approver</li></ul>	
<input checked="" type="checkbox"/> Alameda_MA	Assign	Assigned	<input type="checkbox"/>	Wed Jan 21 2026	Mon Mar 02 2026	None	<ul style="list-style-type: none"><li>Moody, Kate</li><li>Pirooz, Michelle</li><li>Swendsen, Claire</li><li>Tester, Approver</li></ul>	
							<ul style="list-style-type: none"><li>Moody, Kate</li></ul>	

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 (0 Tasks)   Location Assignments and Approvals (Completed)   Resource Assignments and Approvals (15 In Progress)   Requirement Approvals (1 Pending)   To Dos and FYIs (0 Tasks)

Event Type and Organization Approvals (0 Tasks)

Location Assignments and Approvals (Completed)

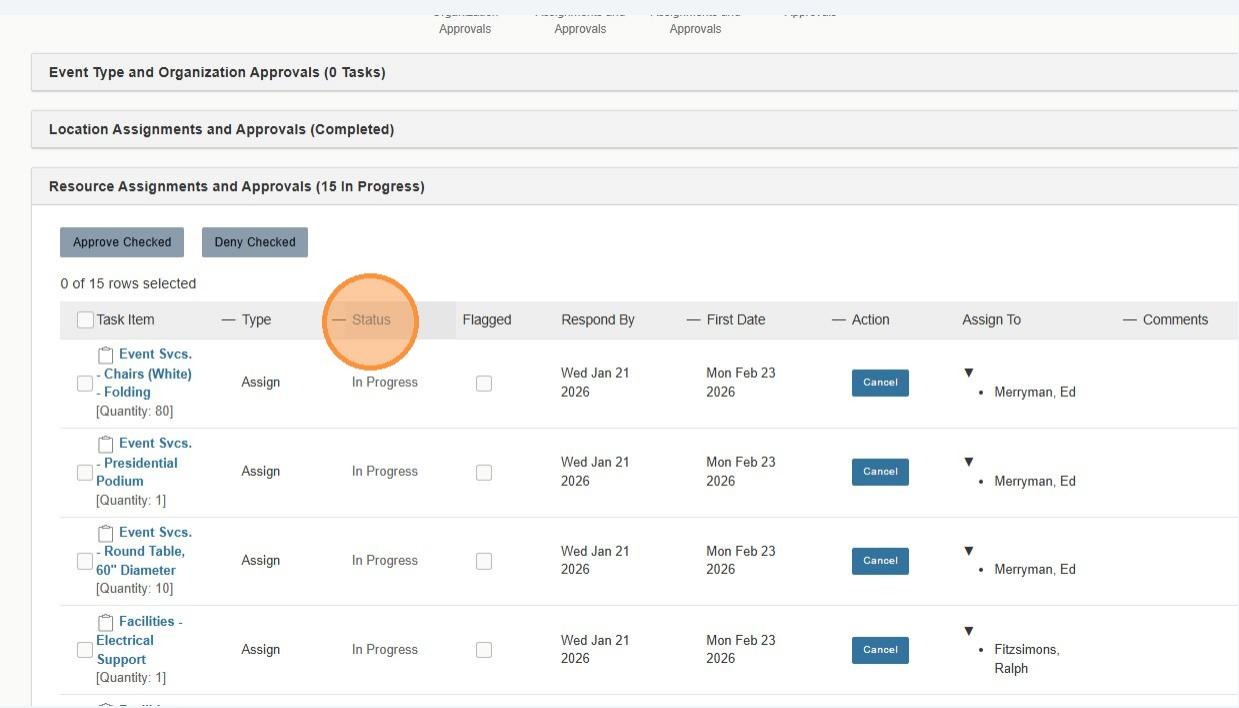
Resource Assignments and Approvals (15 In Progress)

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.



Approve Checked   Deny Checked

Event Type and Organization Approvals (0 Tasks)

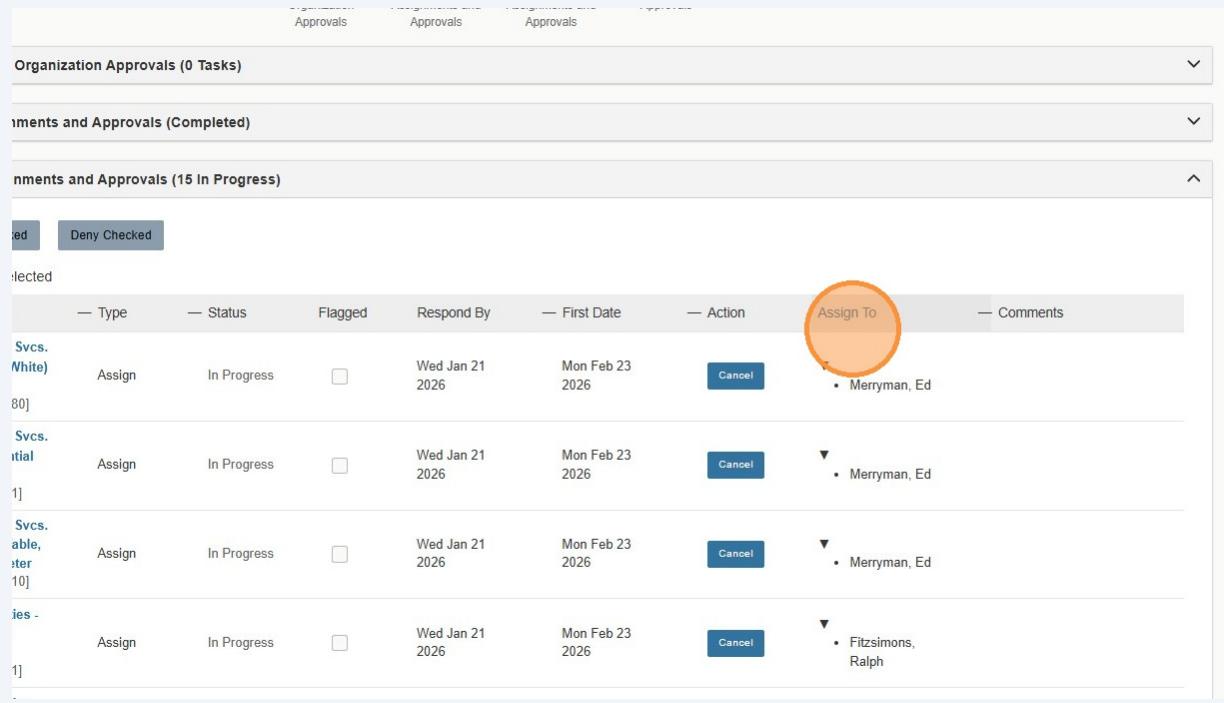
Location Assignments and Approvals (Completed)

Resource Assignments and Approvals (15 In Progress)

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

**24**

The person responsible for allocating the resource is listed in the "Assign To" column.



Approvals Approvals Approvals

Organization Approvals (0 Tasks)

Approvals and Approvals (Completed)

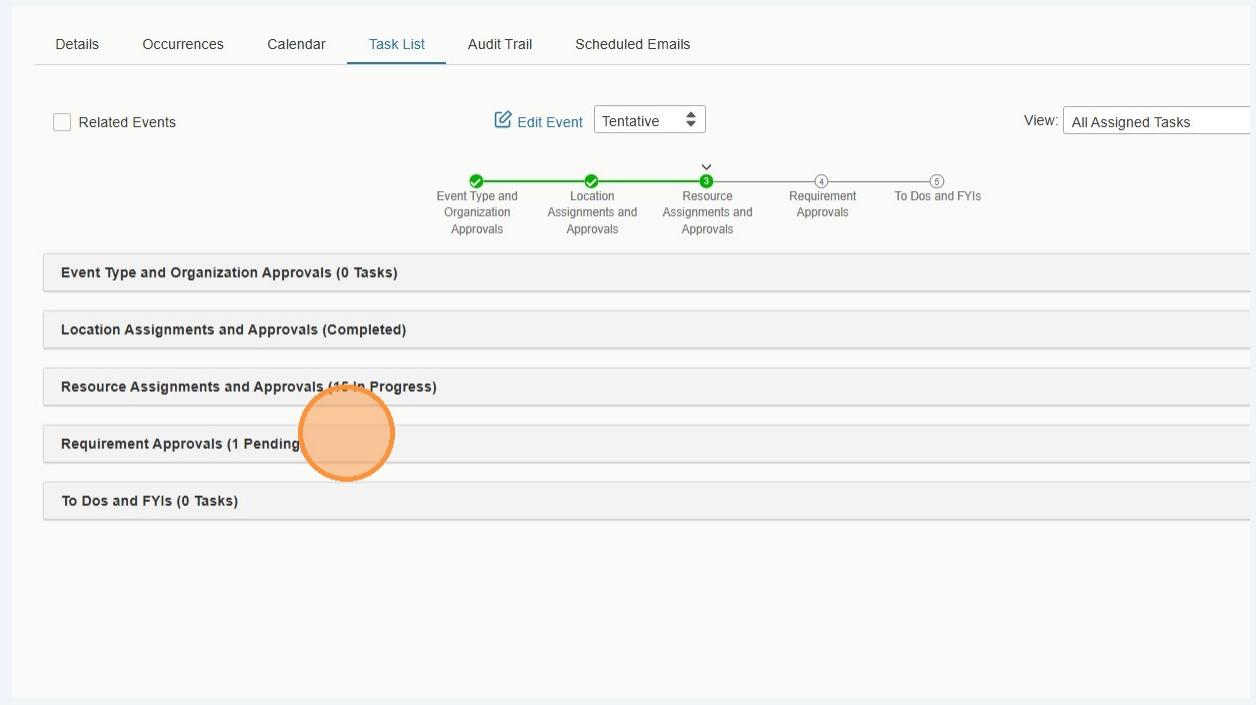
Approvals and Approvals (15 In Progress)

Selected

	Type	Status	Flagged	Respond By	First Date	Action	Comments
Svcs. White) 80]	Assign	In Progress	<input type="checkbox"/>	Wed Jan 21 2026	Mon Feb 23 2026	<button>Cancel</button>	<ul style="list-style-type: none"><li>Merryman, Ed</li></ul>
Svcs. trial 1]	Assign	In Progress	<input type="checkbox"/>	Wed Jan 21 2026	Mon Feb 23 2026	<button>Cancel</button>	<ul style="list-style-type: none"><li>Merryman, Ed</li></ul>
Svcs. able, iter 10]	Assign	In Progress	<input type="checkbox"/>	Wed Jan 21 2026	Mon Feb 23 2026	<button>Cancel</button>	<ul style="list-style-type: none"><li>Merryman, Ed</li></ul>
ies - 1]	Assign	In Progress	<input type="checkbox"/>	Wed Jan 21 2026	Mon Feb 23 2026	<button>Cancel</button>	<ul style="list-style-type: none"><li>Fitzsimons, Ralph</li></ul>

**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 (0 Tasks)

Location Assignments and Approvals (Completed)

Resource Assignments and Approvals (15 In Progress)

Requirement Approvals (1 Pending)

To Dos and FYIs (0 Tasks)

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.

The screenshot shows the 'Event Details' page for an event titled 'Quick Guide Event'. At the top, there are buttons for 'Edit Event' (Tentative), 'Related Events', and 'View: All Assigned Tasks'. Below these are five status indicators: 'Event Type and Organization Approvals' (green checkmark), 'Location Assignments and Approvals' (green checkmark), 'Resource Assignments and Approvals' (red circle with '3'), 'Requirement Approvals' (green checkmark), and 'To Dos and FYIs' (green checkmark). The 'Resource Assignments and Approvals' status is circled in orange.

The main content area is divided into sections: '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 'Requirement Approvals' section contains a table with one row:

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	

27

Click on the "Audit Trail" tab.

The screenshot shows the 'Event Details' page for the same event. The 'Audit Trail' tab is highlighted and circled in orange. The other tabs are 'Details', 'Occurrences', 'Calendar', 'Task List', and 'Scheduled Emails'.

The top navigation bar includes 'Masquerading as Bucky Bronco', 'Go to Search', and 'Recently Viewed'. Below the tabs are the same five status indicators as the previous screenshot.

The main content area is divided into sections: '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 'Requirement Approvals' section contains the same table as the previous screenshot.

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
skyBronco	Email Template Used	Template Used: Event Request Receipt
skyBronco	Email Sent From	From: 25Live@scu.edu
skyBronco	Email Sent To	To: KMoody@scu.edu
skyBronco	Email Sent To	To: BuckyBroco@scu.edu
skyBronco	Email Content	<p>Hello Bucky,</p> <p>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.</p>
skyBronco	Email Sent	25Live: Event Request Received - Quick Guide Event
skyBronco	State Change	Initial event state as Tentative

29

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

Masquerading as Bucky Bronco

Go to Search Recently Viewed Help

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

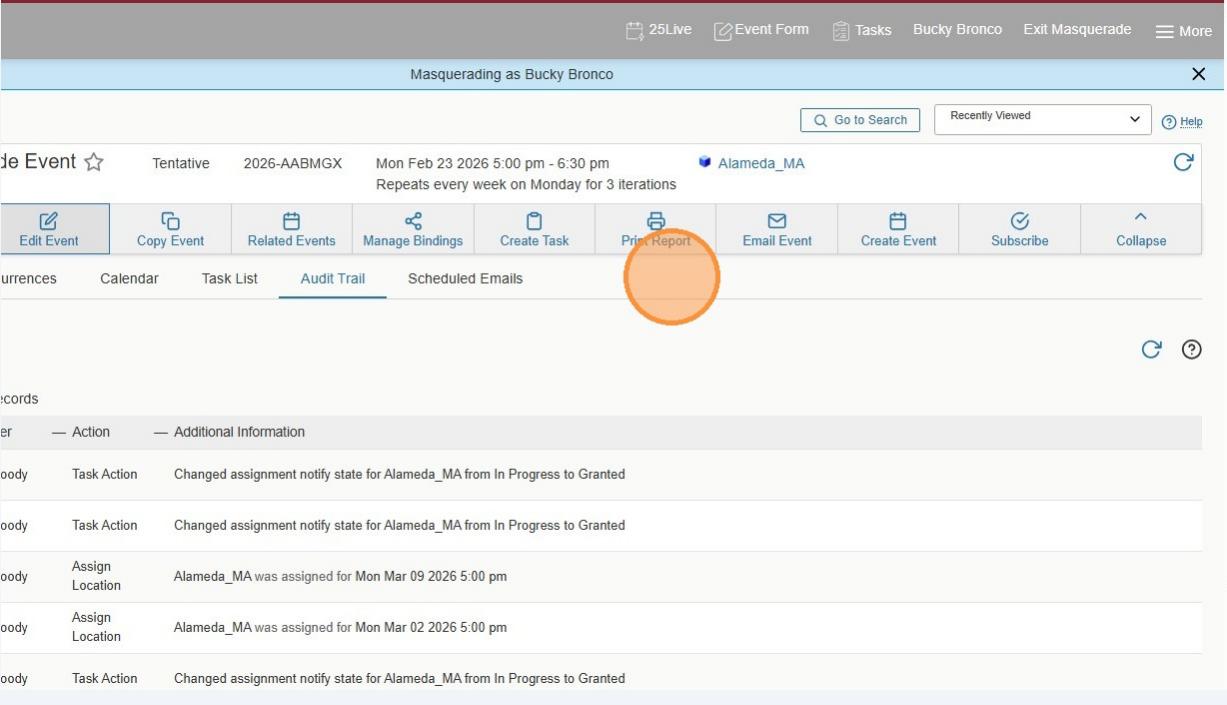
Audit Trail

Records

— Action — Additional Information

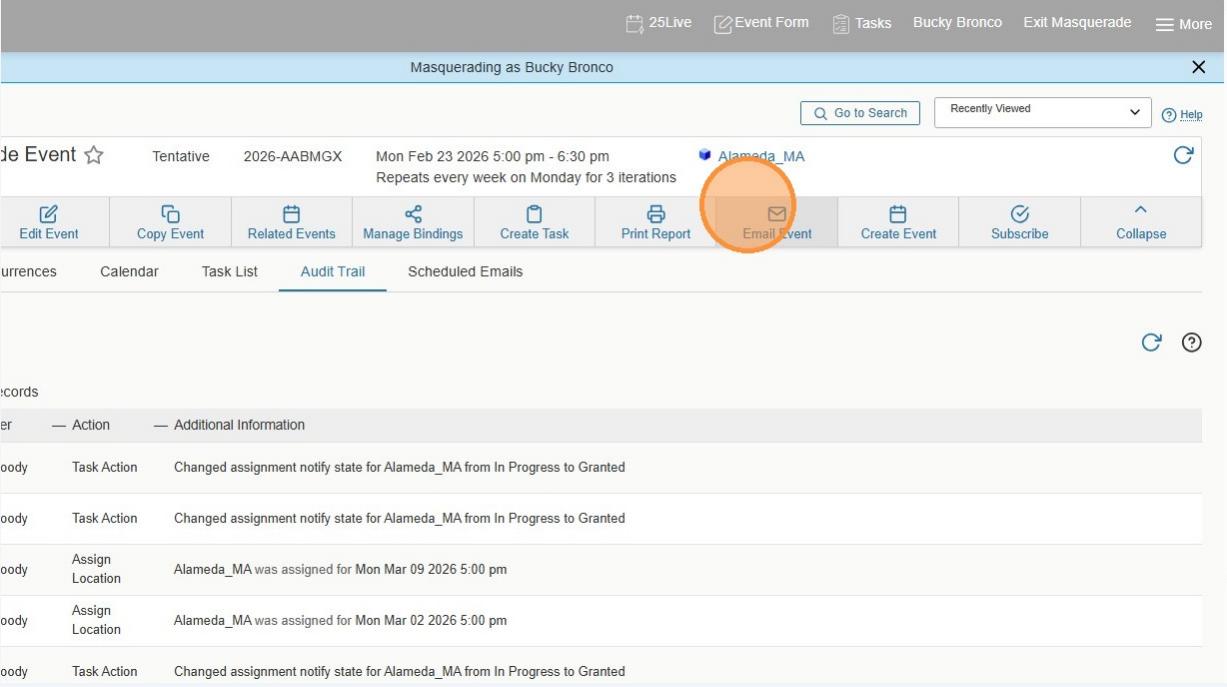
oody	Task Action	Changed assignment notify state for Alameda_MA from In Progress to Granted
oody	Task Action	Changed assignment notify state for Alameda_MA from In Progress to Granted
oody	Assign Location	Alameda_MA was assigned for Mon Mar 09 2026 5:00 pm
oody	Assign Location	Alameda_MA was assigned 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 software interface for managing events. At the top, there is a header bar with various links: 25Live, Event Form, Tasks, Bucky Bronco, Exit Masquerade, and More. Below the header, the title 'Masquerading as Bucky Bronco' is displayed. The main content area shows an event detail page for a tentative event on Feb 23, 2026, from 5:00 pm to 6:30 pm. The event repeats every week on Monday for 3 iterations. The location is Alameda\_MA. Below the event details, there is a toolbar with buttons for Edit Event, Copy Event, Related Events, Manage Bindings, Create Task, Print Report (which is circled in orange), Email Event (also circled in orange), Create Event, Subscribe, and Collapse. Below the toolbar, there are tabs for Currencies, Calendar, Task List, Audit Trail (which is underlined), and Scheduled Emails. The main body of the page displays an audit trail with several entries, each showing a user action (e.g., Task Action, Assign Location) and the resulting state change for the Alameda\_MA assignment.

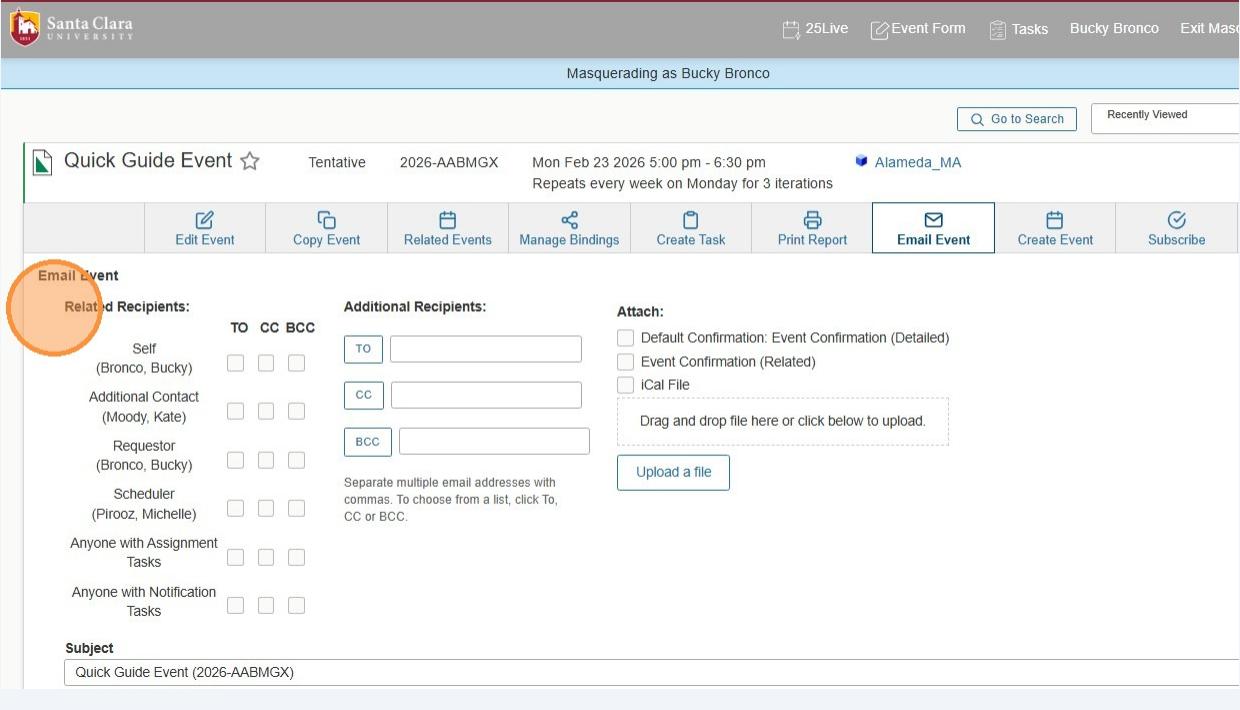
31 On this header you can access the "Email Event" action. If you use this option to email stakeholders or colleagues about your event, those emails will be captured in the event's Audit Trail.



This screenshot is identical to the one above, showing the same software interface for managing events. The header bar, event details, and audit trail are all the same. The difference is that the 'Email Event' button in the toolbar is now highlighted with an orange circle, indicating it is the active or selected action.

32

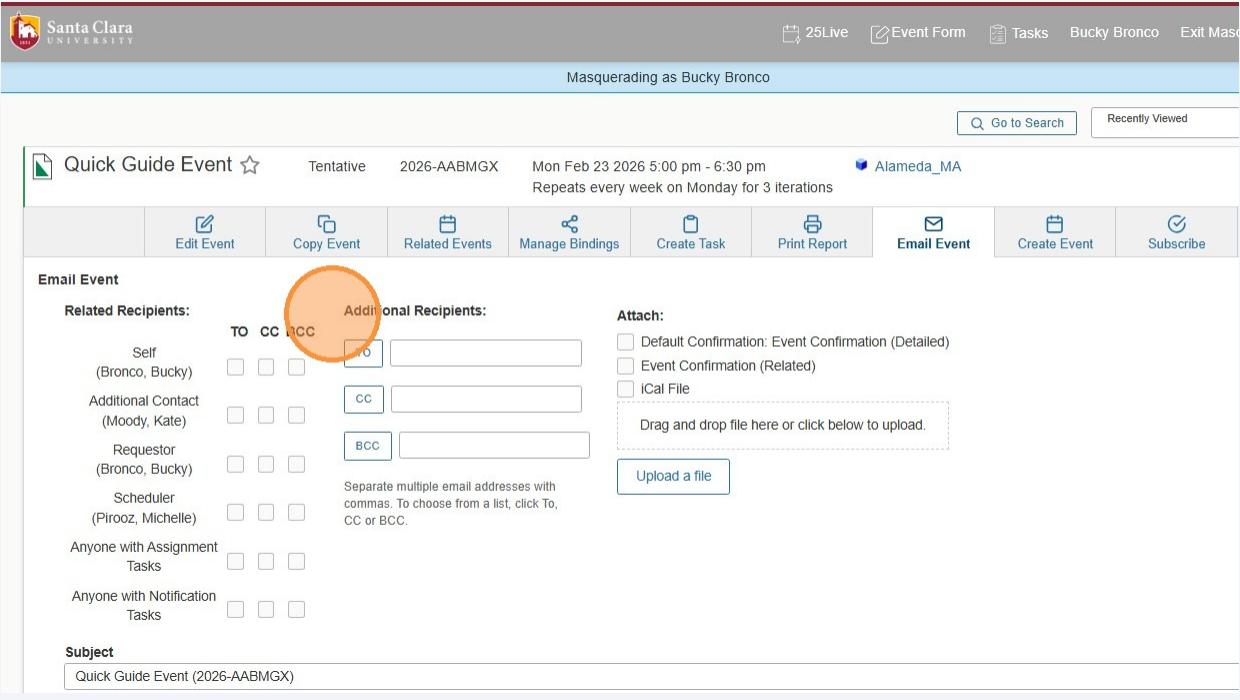
You can select the delivery options for stakeholders associated with the event in the "Related Recipients" section. Emails will be delivered to that person's [scu.edu](https://scu.edu) email account.



The screenshot shows the 'Email Event' section of an event details page. The 'Related Recipients' section is highlighted with an orange circle. It lists several stakeholders with checkboxes for 'TO', 'CC', and 'BCC'. The 'Additional Recipients' section has three input fields for 'To', 'Cc', and 'Bcc' with a note to separate addresses with commas. The 'Attach' section includes checkboxes for 'Default Confirmation: Event Confirmation (Detailed)', 'Event Confirmation (Related)', and 'iCal File', along with a file upload area.

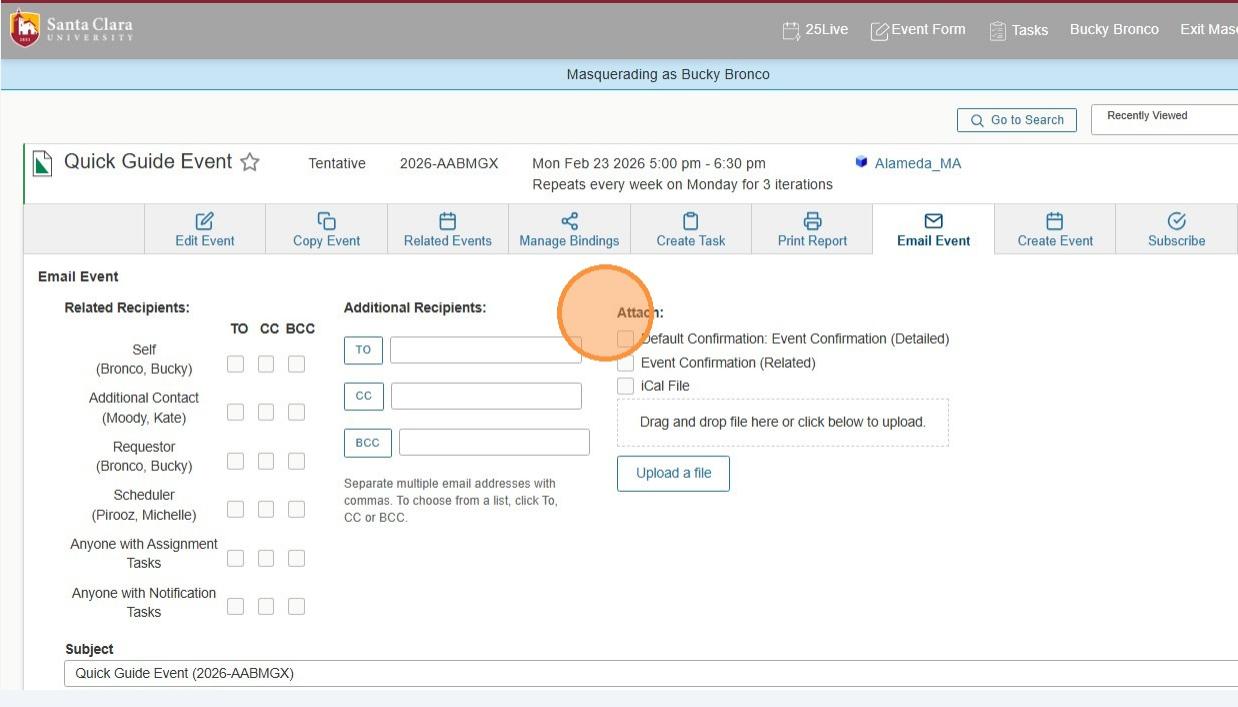
33

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



The screenshot shows the 'Email Event' section of an event details page. The 'Additional Recipients' section is highlighted with an orange circle. It has three input fields for 'To', 'Cc', and 'Bcc' with a note to separate addresses with commas. The 'Attach' section includes checkboxes for 'Default Confirmation: Event Confirmation (Detailed)', 'Event Confirmation (Related)', and 'iCal File', along with a file upload area.

### 34 Select related attachments, if applicable.



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 Alameda\_MA

Repeats every week on Monday for 3 iterations

**Email Event**

**Related Recipients:**

- Self (Bronco, Bucky)
- Additional Contact (Moody, Kate)
- Requestor (Bronco, Bucky)
- Scheduler (Pirooz, Michelle)
- Anyone with Assignment Tasks
- Anyone with Notification Tasks

**Additional Recipients:**

TO  CC  BCC

**Attach:**

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

Drag and drop file here or click below to upload.

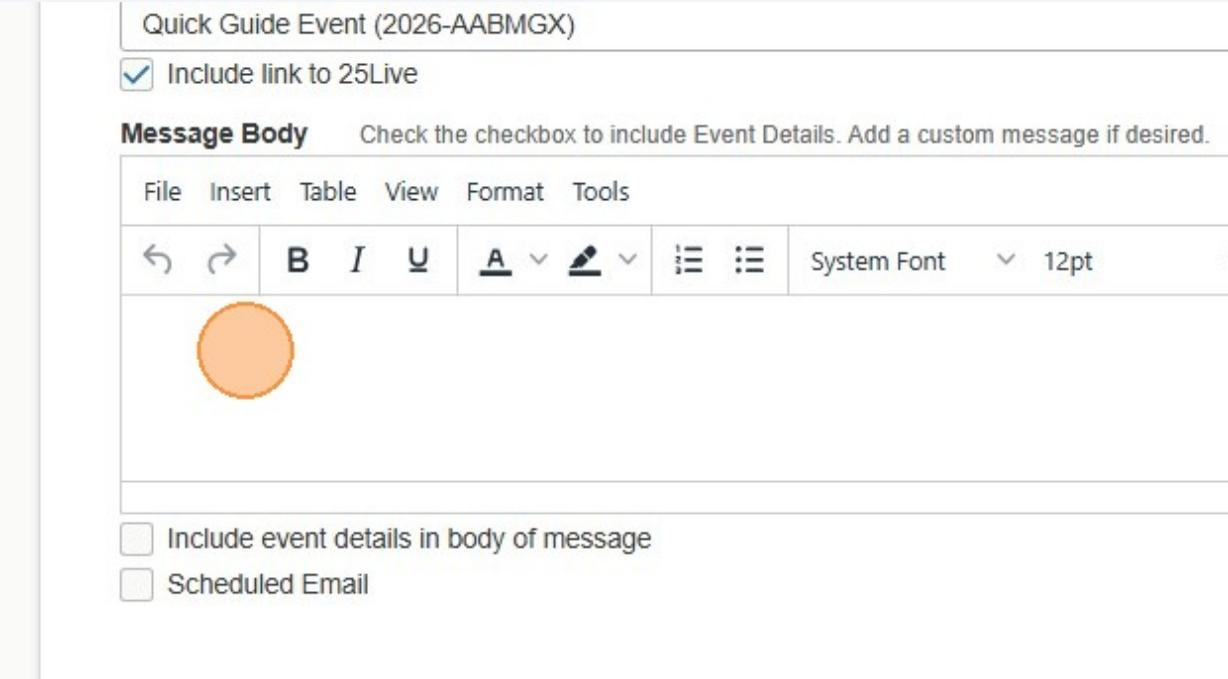
Upload a file

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

**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

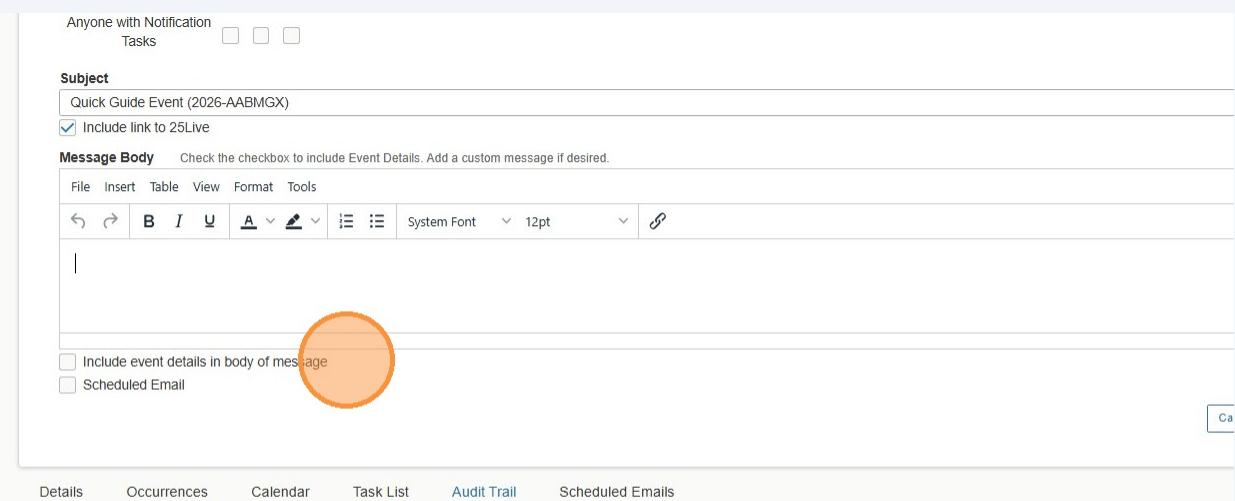
Font: B I U A       System Font 12pt

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

Include event details in body of message  
 Scheduled Email

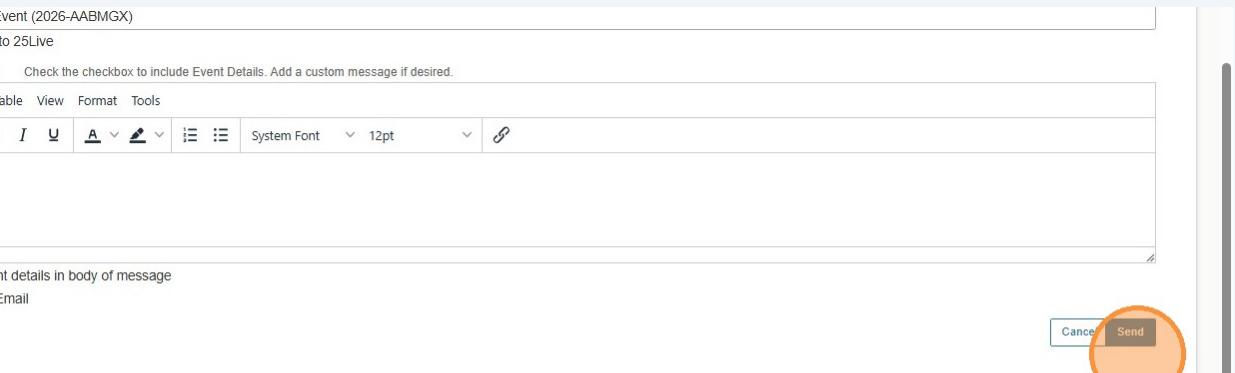
Details Occurrences Calendar Task List Audit Trail Scheduled Emails

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

Include event details in body of message

Email

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
Wed Jan 21 2026 3:29 pm	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.