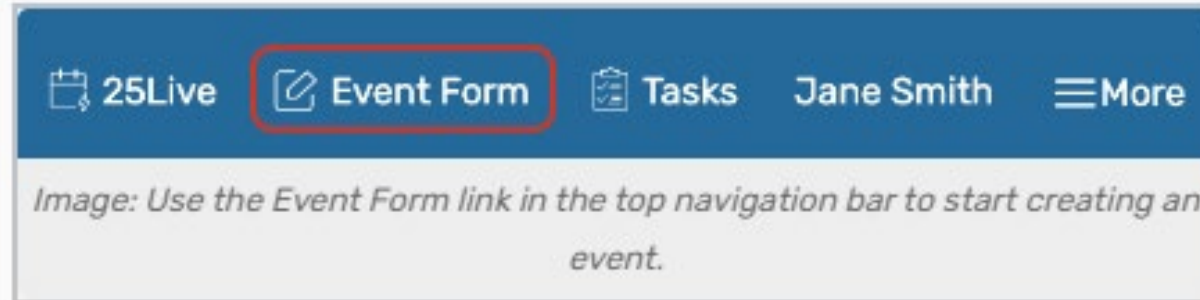


# Create Events in 25Live with the Event Form

To get started, visit [www.mvc.edu/25live](http://www.mvc.edu/25live)  
and log in with your credentials.

# Create Events with the Event Form



OR

- Use the **Create an Event** button on your [25Live home dashboard](#)

# Enter Basic Information

Add New Untitled X

Preview any configuration as an administrator MVC Super User

Welcome to Moreno Valley College Events Scheduling Application

- Event Name
- Event Type
- Department, Discipline, or Committee
- Expected Head Count
- Event Description
- Date and Time
- Locations
- Facilities Setup
- Internal Notes
- Event State
- Post-Save

**Event Name** - Required ⓘ

**Event Type** - Required ⓘ

Select from Types ▼

**Department, Discipline, or Committee** - Required ⓘ



Search organizations ▼ Remove

# Enter Attendance Information and Event Description

**Expected Head Count** - *Required* ⓘ

**Event Description** ⓘ

File Insert Table View Format Tools

↶ ↷ **B** *I* U A ▼  ▼ ☰ ☷ System Font ▼ 14px ▼ 

# Enter the Date and Time Information for Event

*including any needed setup and takedown time*

Tue Apr 09 2024

<< < April 2024 > >>

S	M	T	W	T	F	S
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04
05	06	07	08	09	10	11

Select Today

ie day

Setup Time  
0 Days 0 Hours 0 Minutes

Pre-Event Time  
0 Days 0 Hours 0 Minutes

Post-Event Time  
0 Days 0 Hours 0 Minutes

Takedown Time  
0 Days 0 Hours 0 Minutes

Reservation Start:  
Tue Apr 09 2024 8:00 am

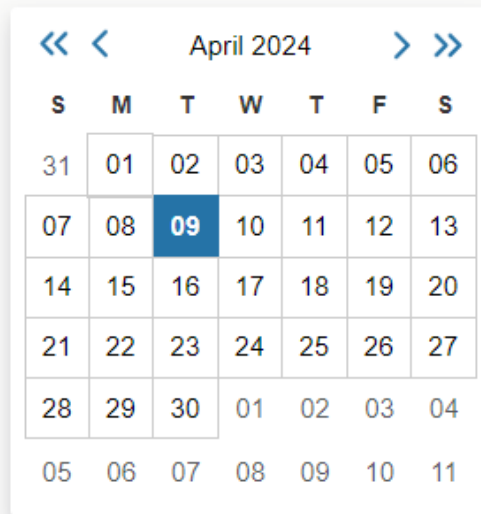
Reservation End:  
Tue Apr 09 2024 9:00 am

Reservation Duration:  
1 Hour

# For recurring events, choose a repeating pattern and date

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern



A calendar interface for April 2024. The calendar shows days of the week (S, M, T, W, T, F, S) and dates from 01 to 31. The date 09 is highlighted in a dark blue box. Navigation arrows are present at the top of the calendar.

April 2024						
S	M	T	W	T	F	S
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04
05	06	07	08	09	10	11

# Select the location for your event

Locations - Required

### Locations Search

Auto-Load Starred:  No  Yes

Hide Conflicts  Enforce Headcount

Search Filters

Saved Searches (optional)  sas\*

Hint! Type :: to use SeriesQL.

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
<input type="button" value="Reserve"/>	SAS*101	Student Academic Services - Conference/Training SAS*101 (Moreno Valley Colleg	20	1/1	None	-

Location searches use the building acronym, an asterisk, and room if needed. Else, search for all available rooms with just the building acronym and an asterisk.

Example: SAS\*303 or SAS\*

# Select Resources

### Resources Search

Auto-Load Starred:  No  Yes

Search Filters

Saved Searches (optional)  chairs

Hint! Type :: to use SeriesQL.

Add	Name	Quantity Available	Conflict Details
<input type="text" value="1"/> <input type="button" value="Reserve"/>	MVC Chairs - Folding	1694 / 2000	None

This includes any chairs, tables, or other facilities-owned equipment that must be moved and/or set up in the room.

Technology requests are filed through Helpdesk.



# Add Internal Notes and Save Event for Facilities Approval

## Internal Notes

## Event State

Tentative

Set Default

## After Saving This Event...

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

Internal notes are optional for your use.

Events are tentative until approved. Emails are sent for creation/tentative status, and for confirmation/approval.

Cancel

Preview

Save

# Wrap-Up

- Your event must be confirmed before the space can be used.
- Edits to events can only be done by the MVC Super User.
- Direct questions about reservations and using 25Live to Renita Batiste.
- Please request cancellations should event date change.
- For technical assistance, contact Helpdesk.
- Find an event planning guide online:  
<https://mvc.edu/admin/services/event-planning.php>