

## FAQ: ENGAGE MSMU and 25Live Integration

### **What is the difference between 25Live and the University Events Calendar?**

25Live includes all bookings such as maintenance, filming, department/internal meetings, room blocks, etc. The University Events Calendar is a public facing platform where the Mount community can easily advertise department and/or student events to our internal and external community. The calendar is an effective tool to boost attendance and show a robust campus life to prospective student and supporters.

### **What type of events should go onto the University Events Calendar?**

Signature events, engagement opportunities, trainings, etc. that are geared for the Mount community (faculty/staff/students) and/or the public. Any internal department events such as meetings, facility projects and parking will not be published on the University Events Calendar.

### **How do I publish my event onto the University Events Calendar?**

**Faculty/Staff:** Use 25Live to post your event.

**Student Affairs or a student club or organizations:** Use ENGAGE MSMU to post your event.

Note: please refer to the "How to Guides" for your event to appear on 25Live and the Events Calendar.

### **What if my event is only for a limited audience?**

We encourage you to promote all of your events on the new Events Calendar even if they are only open to a particular audience. Because many of our events are only for a certain audience (i.e. students only), we have added an "audience" feature so that you can list who is invited to your event.

### **What if I am unsure whether I want my event on the University Events**

**Calendar?** You can edit all events after you submit them for approval. Once you are ready to publish your event, you can edit the event and select "Yes" to having your event appear on the University Events Calendar.

### **What if I do not want my event on the University Events Calendar?**

If you decide that you do not want the external (public) community to see your event, you can simply select "No" so that your event is not published on the calendar.

If you have any questions, please contact Susan Lee at [slee@msmu.edu](mailto:slee@msmu.edu).