USING 25Live: How to List Your Event on
25Live and the University Events Calendar

**Event Name** - Required
Please enter an *Event Name* that clearly describes the event.

RSWG

**Event Title for Published Calendars**
The *Event Title* will appear on all published calendars on the MSMU website.

Report on the Status of Women and Girls in California™

**Event Description**
Please concisely describe the event and pay attention to grammar, punctuation and clarity. This information will appear in the 25Live event detail view and the published calendars. Please do not attach hyperlink, photos or documents to this area.

Join us for a series of conversations during this landmark year – the 100th anniversary of securing women’s right to vote – as we discuss the flaws of many laws and policies related to gender and racial justice. Thought leaders will share historical perspectives, the promise of intersectional feminism, and their views for a path toward equity.

*Virtual Location* has been created for all virtual events. For virtual events, type in *Virtual* to find this option. For live events, type in the desired location in the search field and click search. When you find your desired location or virtual event option, Click *Reserve* for the location to be saved onto your event.
To Request for your event to be published to the Public Calendar on the MSMU website select “Yes” and choose which calendar should your event populate. If you do not want your event published to the Public Calendar select “No”. If you select “Yes” you will then be prompted to answer the following questions:

In order for your event to be published on the University Events Calendar answer the following questions. For each of the following fields, be sure to follow the directions below. Please enter a comma when entering multiple audience(s).

1. Audience - Enter your targeted audience(s) (E.g. MSMU alums, MSMU faculty, MSMU staff, MSMU students, and/or open to the public)
2. Event Contact - First name, Last name
3. Event Contact Information - Email, Phone Number or Both
4. Primary Department - Use the search tool to locate the organization in 25Live Pro.

Example:

Would you like your event published on the public calendar?

- Yes
- No

Which calendar should your event populate?

Departmental and Center

Would you like your event published on a second calendar?

- Yes
- No

Which second calendar should your event populate?

Student Life

Audience

MSMU Students

Main Department

University and External Events

Event Contact

Civil Hernandez

Event Contact Information

cchernandez@msmu.edu
Calendar Categories:

1. **Academic**: Holidays and semester schedules.
2. **Alumnae**: Events hosted primarily for alumnae networking.
3. **Career Services**: Career development events and opportunities for students.
4. ***Enrollment**: Information sessions and events open to potential students.
   - 4a. **Undergraduate Programs/Admission**: Information sessions and events open to undergraduates only.
   - 4b. **Weekend/Evening & Online College**: Information sessions and events open to Weekend/Evening & Online College only.
   - 4c. **Graduate Programs**: Information sessions and events open to graduates only.
5. ***Public Events**: Events hosted by MSMU open to the public on or off campus.
   - 5a. **Arts/Performing Arts**: Arts and Performing Arts events that are open to the public.
   - 5b. **Commencement**: Commencement ceremonies that are open to the public.
   - 5c. **Conference/Workshop**: Conferences/Workshops that are open to the public.
6. **Spiritual Life/Community Engagement**: Events hosted for spiritual and community engagement.
7. **Student Life**: Events hosted for and/or by students only.
8. **Sports and Wellness**: Events hosted around sports and wellness for faculty, staff and students.
9. **Departmental & Center Programs**: Events hosted by Departments and the Centers for the Mount Community and beyond.

*Top-level calendars will include all sub-calendar events. i.e. The Enrollment Calendar will include all the events of its sub-calendars but each individual calendar will only list events that fits its calendar criteria. When selecting a calendar to publish to, please only choose the most appropriate calendar.

If you have any questions, please contact Susan Lee at slee@msmu.edu.