

## 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.

Example

File Insert View Format Tools

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Join us for a series of conversations during this landmark year – the 100<sup>th</sup> 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.

A **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.

**Locations Search**

Auto-Load Starred:  No  Yes

Hide Conflicts  Enforce Headcount

Saved Searches (optional)

Hint! Type :: to use SeriesQL.

More Options

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Reserve"/>	<a href="#">Virtual</a>	Virtual	10000	1/1	None



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).

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

**Example:**

✕ Would you like your event published on the public calendar?  No  Yes

\* Which calendar should your event populate?

\* Would you like your event published on a second calendar?  No  Yes

\* Which second calendar should your event populate?

\* Audience

\* Main Department

\* Event Contact

\* Event Contact Information



## 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](mailto:slee@msmu.edu).