

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

Select **Add Reservation Request**. Enter dates, times, and optional setup/tear down minutes and then click **Browse Available Rooms**.

Time and Place

Add Reservation Request Add Location Manually

Enter dates, times, and optional setup/teardown minutes. Then click **Browse Available Rooms**.

*Start Date: 29 Mar 2021 *Start Time: 10:00 AM *End Date: 29 Mar 2021 *End Time: 11:00 AM

Setup Time: 0 minutes Teardown Time: 0 minutes

BROWSE AVAILABLE ROOMS **ONLINE LOCATION**

A **Virtual** location has been created for all virtual events. For virtual events, type in Virtual in the search field to find this option. For live events, type in the desired location. Select the location by clicking on the location name.

Available Locations Between Mar 29, 2021 10:00 AM — Mar 29, 2021 11:00 AM

Search: Virtual

Building: All

Room Capacity (1 to 10000): 1 to 10000

Features:

- 1 Projection screen
- 16' Bulletin Board
- 16' Chalkboard
- 2 Projection screens

Virtual 1 Building: Virtual Capacity: 500	>
Virtual 10 Building: Virtual Capacity: 500	>
Virtual 2 Building: Virtual Capacity: 500	>
Virtual 3 Building: Virtual Capacity: 500	>
Virtual 9 Building: Virtual Capacity: 500	>

After selecting the location, click **add request to event**. Note: The reservation is not officially requested through 25Live until you submit your event request.

Virtual 1

Building: Virtual Capacity: 500

Virtual 1

Reservation Date and Time
 Mar 29, 2021 10:00 AM — Mar 29, 2021 11:00 AM
 No Layouts Available

ADD REQUEST TO EVENT

This reservation is not officially requested until you submit your event request.

Next, you will select whether or not you would like your event to appear on the University Events Calendar.

Additional Information

*Would you like your event published on the [University Events Calendar](#)?

Yes

No

After selecting "Yes, you would like your event published on the University Events Calendar", you will be prompted to answer the following five questions.

Details for the University Events Calendar

Which calendars should your event populate? (select all that apply)

- Alumnae
- Career and Professional Development
- Department and Center Programs
- Enrollment
- Enrollment - Undergraduate Program Admissions
- Enrollment - Weekend/Evening and Online College
- Enrollment - Graduate Programs
- Public Events
- Public Events - Arts and Performing Arts
- Public Events - Commencement
- Public Events - Conferences/Workshops
- Spiritual Life/Community Engagement
- Student Life
- Sports and Wellness

Intended Audience

- MSMU Alums
- MSMU Faculty
- MSMU Staff
- MSMU Students
- Open to Public

Main Department Hosting Event

Event Contact Full Name (First & Last Name)

Event Contact Email, Phone or both

And, finally, if your event has been submitted properly, you will see “reservation tentative” at the end of your event request.

	Host Organization Institutional Advancement
	Location Virtual 1 RESERVATION TENTATIVE
	Begins Monday, March 29, 2021 at 10:00 AM PDT
	Ends Monday, March 29, 2021 at 11:00 AM PDT

After completing the steps above, your request will be submitted for approval to appear on 25Live and the new University Events Calendar. Please allow 2-3 business days to receive an email approval.

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