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**.

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.

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

- [ ] Main Department Hosting Event
- [ ] Event Contact Full Name (First & Last Name)
- [ ] Event Contact Email, Phone or both

*Intended Audience

- [ ] MSMU Alums
- [ ] MSMU Faculty
- [ ] MSMU Staff
- [ ] MSMU Students
- [ ] Open to Public
And, finally, if your event has been submitted properly, you will see “reservation tentative” at the end of your event request.

<table>
<thead>
<tr>
<th>Host Organization</th>
<th>Institutional Advancement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Virtual 1</td>
</tr>
<tr>
<td>Began</td>
<td>Monday, March 29, 2021 at 10:00 AM PDT</td>
</tr>
<tr>
<td>Ends</td>
<td>Monday, March 29, 2021 at 11:00 AM PDT</td>
</tr>
</tbody>
</table>

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.