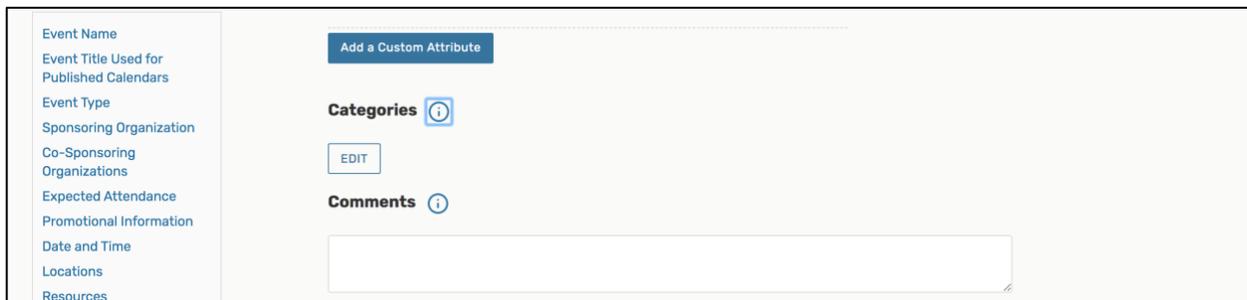


How to Make Events Appear on the Website Calendar Through 25Live

STEP 1: After logging into [25Live](#), complete the **Event Form** (link found top right of page or by clicking the “Create an Event” button) with your event information as completely as possible until you see the sub-head titled **Categories** appear. It is important to fill-out each *required* section; **Categories** will not appear until these have been completed.

Please Note:

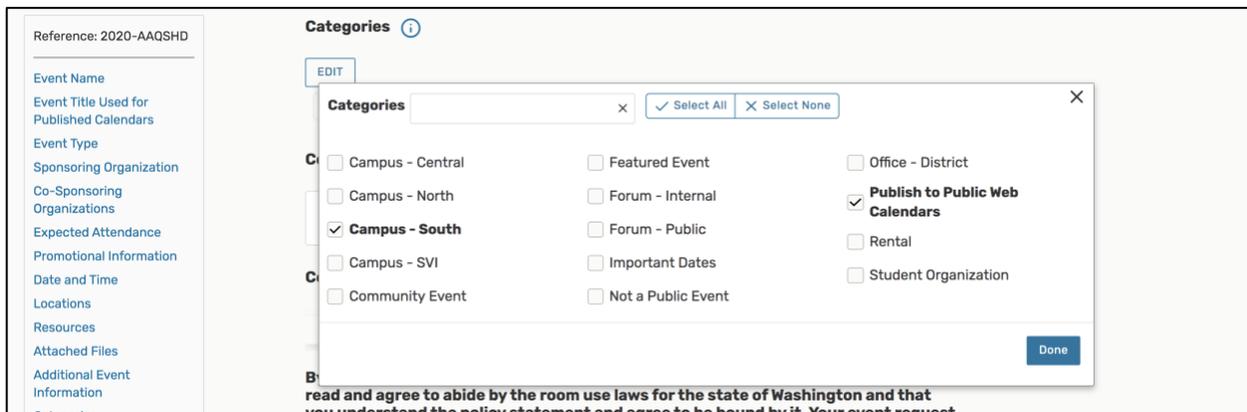
- The **Promotional Information** field, while not required, is where you can place a written description of the event, links to further information, and contact information.
- **In the Locations field**, search and select “**SS-online**” if your event will be held virtually. Search and select “**SS-none**” if your event does not require reserving a physical location on campus (cafeteria, tennis courts, building lobby for example).



The screenshot shows the 25Live Event Form interface. On the left is a sidebar with navigation links: Event Name, Event Title Used for Published Calendars, Event Type, Sponsoring Organization, Co-Sponsoring Organizations, Expected Attendance, Promotional Information, Date and Time, Locations, and Resources. The main content area has a blue button labeled "Add a Custom Attribute". Below it is the "Categories" section with an information icon and an "EDIT" button. Underneath is the "Comments" section with another information icon and a text input field.

STEP 2: Under Categories, click the “EDIT” button. You must select both of the following categories for your event to appear on the website calendar.

- Select **Campus – South**
- Select **Publish to Public Web Calendars**



The screenshot shows the "Categories" dialog box in 25Live. The dialog has an "EDIT" button at the top left and "Select All" and "Select None" buttons at the top right. It contains a grid of checkboxes for various categories. The "Campus - South" checkbox is checked. The "Publish to Public Web Calendars" checkbox is also checked. Other categories include Campus - Central, Campus - North, Campus - SVI, Community Event, Featured Event, Forum - Internal, Forum - Public, Important Dates, Not a Public Event, Office - District, Rental, and Student Organization. A "Done" button is at the bottom right. Below the dialog, there is a line of text: "By reading and agreeing to abide by the room use laws for the state of Washington and that you understand the policy statement and agree to be bound by it. Your event request".

STEP 3: After completing the form, click save at the bottom right corner. Next, go to your Seattle Colleges (Outlook) email account to verify you have received a confirmation email for your event(s). You will receive another confirmation email after the 25Live Administrator has approved your submission. Next, check that your events are appearing on the website [Events Calendar](#). After the 25Live Admin approves your event, it generally takes up to an hour for the event to appear online.

If you are experiencing problems, need additional help, or need to cancel an event that has been approved, please contact Matthew DiMeo, South Seattle College 25Live Administrator, at matthew.dimeo@seattlecolleges.edu.

If you need further training on using 25Live, [log in to your Canvas account](#) where you will find a 25Live Scheduler Training module in your dashboard.