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).

**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

**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.