

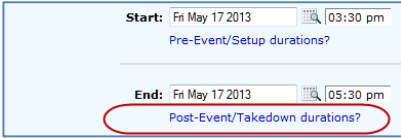
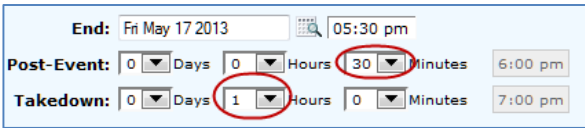
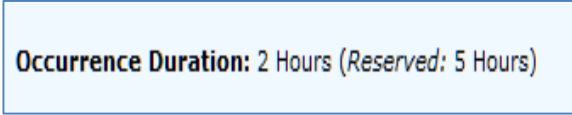
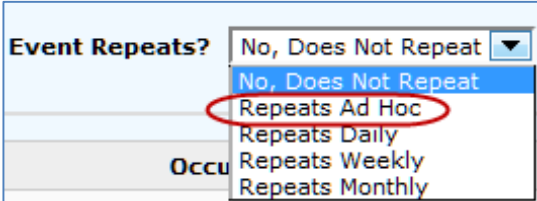




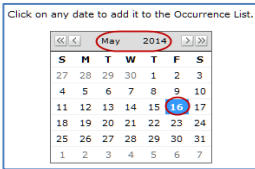
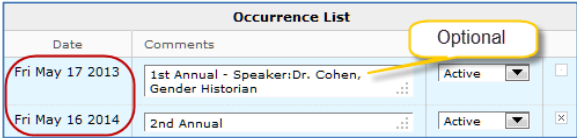
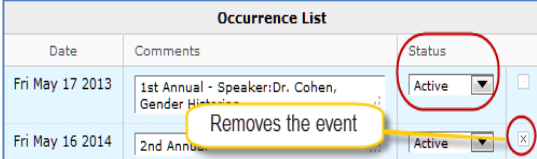
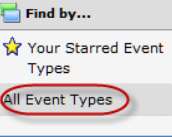

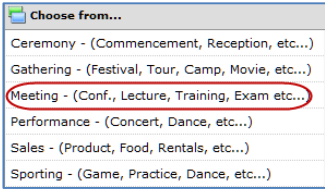


How to Create an Event

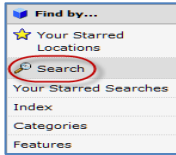
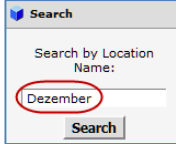
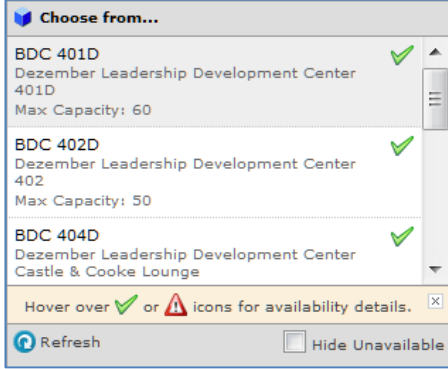
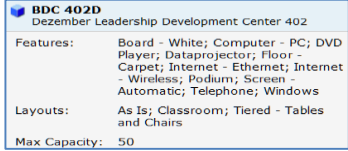
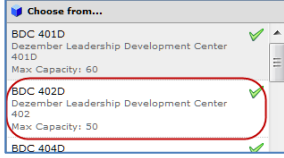
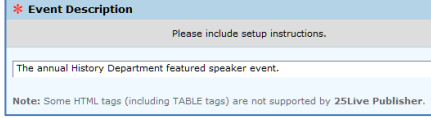
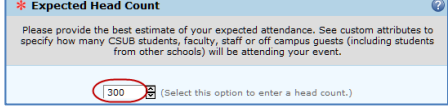
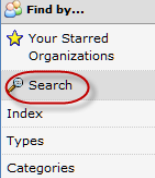
On occasion, you may want to email the event information to someone. The system will automatically notify your event scheduler and requester. These instructions will guide you in emailing an event to someone else.

#	Steps	Illustrations
1.	To begin, <ul style="list-style-type: none"> Click the Dashboard tab 	
2.	From your Dashboard, <ul style="list-style-type: none"> Click the Create an Event button 	
3.	The Event Wizard opens. <ul style="list-style-type: none"> In the Event Name, enter a name for your event. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> The Event Name must be 40 or less characters. When abbreviating the name, try to maintain the integrity of your publicized name for the event. </div>	
4.	<ul style="list-style-type: none"> In the Event Date and Time, enter the beginning and ending dates and times. 	
5.	To allocate time to your event for pre-event and setup, <ul style="list-style-type: none"> Click the Pre-Event/Setup durations link 	
6.	<ul style="list-style-type: none"> In the Pre-event, use the down arrow to specify the amount of time, such as 30 minutes In the Setup, use the down arrow to specify the amount of time, such as 1 hour. 	

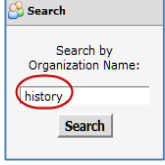
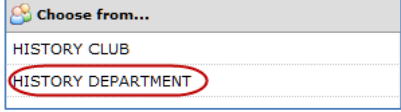
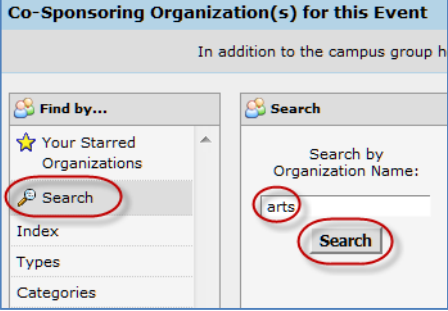
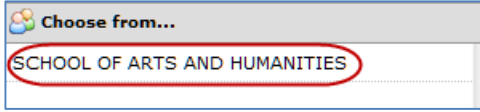
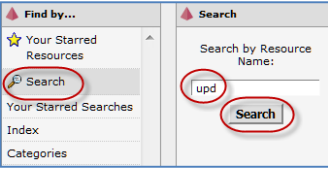
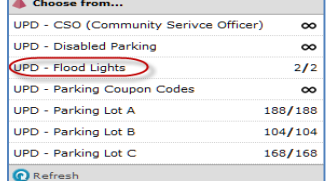


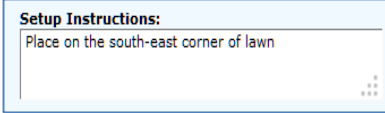


<p>7. To allocate time to your event for post-event and breakdown,</p> <ul style="list-style-type: none"> Click the Post-Event/Takedown Durations link 	
<p>8.</p> <ul style="list-style-type: none"> In the Post-event, use the down arrow to specify the amount of time, such as 30 minutes In the Takedown, use the down arrow to specify the amount of time, such as 1 hour. 	
<p>9. The Occurrence Duration allows you to see the event duration and the reservation duration.</p>	
<p>10. If your event is a one-time occurrence, then skip to step 14. However, if your event occurs on a repeating basis, such as annually or other,</p> <ul style="list-style-type: none"> In Event Repeats?, use the down arrow to make your selection, such as <i>Repeats Ad Hoc</i> <p>Use Repeats Ad Hoc, if your event occurs annually or irregularly.</p>	
<p>11.</p> <ul style="list-style-type: none"> Select the desired month, day, and year for the recurring event <p>   - Changes the years   - Changes the months </p>	
<p>12. The Occurrence List shows your selections. The first entry is your current event and the subsequent entries are your future occurrences.</p> <ul style="list-style-type: none"> (Optional) Add comments to the occurrences 	
<p>13. By the way,</p> <ul style="list-style-type: none"> You can remove a recurrence by clicking the x beside the event. You change the occurrence status to Cancelled by using the down arrow and selecting it. 	
<p>14. For the Event Type,</p> <ul style="list-style-type: none"> In the Find by..., click All Event Types 	
<p>15. In the Choose from...,</p> <ul style="list-style-type: none"> Select the Event type, such as Meeting Click  	

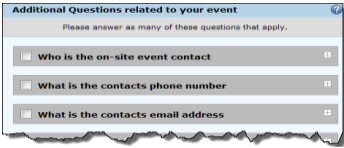
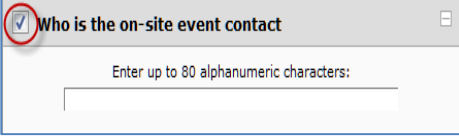
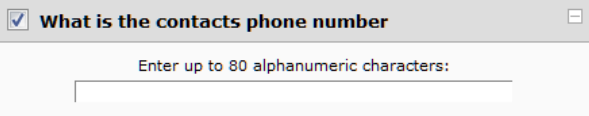
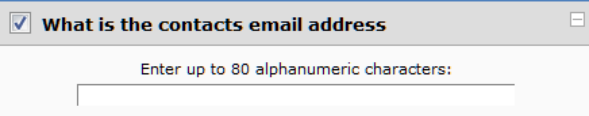
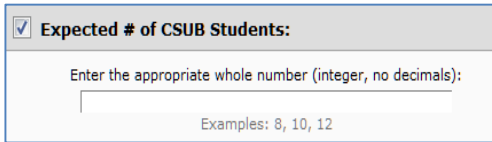
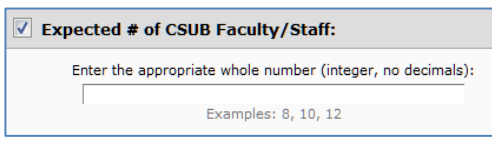
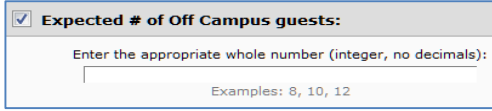

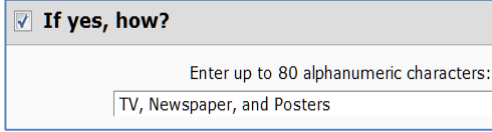
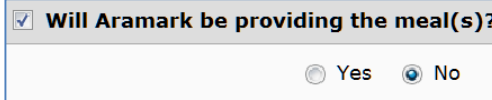


<p>16. For the Event Locations,</p> <ul style="list-style-type: none"> In the Find by..., click Search 									
<p>17.</p> <ul style="list-style-type: none"> In the Search box, enter the location, such as <i>Dezember</i> Click Search 									
<p>18. Your search results will appear in the Choose from... box.</p> <ul style="list-style-type: none"> Scroll through the selections Notice the location shows the maximum capacity <table border="1" data-bbox="237 739 837 947"> <tr> <td></td> <td>Indicates that the location is available</td> </tr> <tr> <td></td> <td>Indicates a conflict exists with the location</td> </tr> <tr> <td><input type="checkbox"/> Hide Unavailable</td> <td>Check this box if you want to see only the locations that are available</td> </tr> <tr> <td></td> <td>Refreshes the search results</td> </tr> </table>		Indicates that the location is available		Indicates a conflict exists with the location	<input type="checkbox"/> Hide Unavailable	Check this box if you want to see only the locations that are available		Refreshes the search results	
	Indicates that the location is available								
	Indicates a conflict exists with the location								
<input type="checkbox"/> Hide Unavailable	Check this box if you want to see only the locations that are available								
	Refreshes the search results								
<p>19. To see more information,</p> <ul style="list-style-type: none"> Hover over the location, such as <i>BDC 402D</i> 									
<p>20. When satisfied,</p> <ul style="list-style-type: none"> Click the desired location, such as <i>BDC 402D</i> 									
<p>21. In the Event Description, enter a description for the event. Be sure to include sufficient detail, so that the approvers and resource providers will understand the significance and purpose of your event.</p>									
<p>22. In the Expected Head Count, enter an estimate for your expected attendance</p> <ul style="list-style-type: none"> Click Next 									
<p>23. For the Primary Organization for this Event,</p> <ul style="list-style-type: none"> In the Find by..., click Search 									



<p>24. In the Search box,</p> <ul style="list-style-type: none"> • Enter the department or name of the organization sponsoring or conducting this event, such as <i>history</i> • Click Search 	
<p>25. Your search results will appear in the Choose from... box.</p> <ul style="list-style-type: none"> • Click the desired organization, such as <i>History Department</i> 	
<p>26. If only one organization is presenting your event, then click Next. Otherwise,</p> <ul style="list-style-type: none"> • In the Find by..., click Search • In the Search box for the Co-sponsoring Organization(s) for the Event, enter the department or name of the co-sponsoring organization, such as <i>arts</i> • Click Search 	
<p>27. Your search results will appear in the Choose from... box.</p> <ul style="list-style-type: none"> • Click the desired organization, such as the <i>School of Arts and Humanities</i> • Click Next 	
<p>28. For the Event Resources,</p> <ul style="list-style-type: none"> • In the Find by..., click Search • In the Search box, enter the resource, such as <i>UPD</i> • Click Search 	
<p>29. Your search results will appear in the Choose from... box.</p> <ul style="list-style-type: none"> • Click the desired resource, such as <i>UPD-Flood Lights</i> 	
<p>30. In the Selected Resources,</p> <ul style="list-style-type: none"> • In the Quantity, enter the desired amount, such as <i>1</i> • Click the  for Setup Instructions 	
<p>31. In the Setup Instructions,</p> <ul style="list-style-type: none"> • Enter the instructions for the selected resource. • Click Next 	



<p>32. Depending on the Event Type you selected, there are additional questions for you to answer. You should answer all of the questions that apply to your event.</p>	
<p>33. For the Who is the on-site event contact,</p> <ul style="list-style-type: none"> • Check the Who is the on-site event contact box • In the box, enter the contact's name 	
<p>34. For the What is the contacts phone number,</p> <ul style="list-style-type: none"> • Check the What is the contacts phone number box • In the box, enter the contact's phone number (use their cell phone, if possible) 	
<p>35. For the What is the contacts email address,</p> <ul style="list-style-type: none"> • Check the What is the contacts email address box • In the box, enter the contact's email address 	
<p>36. For the Expected # of CSUB Students,</p> <ul style="list-style-type: none"> • Check the Expected # of CSUB Students • In the box, enter the number of students, such as 100 	
<p>37. For the Expected # of CSUB Faculty/Staff,</p> <ul style="list-style-type: none"> • Check Expected # of CSUB Faculty/Staff • In the box, enter the number, such as 8 	
<p>38. For the Number of Off Campus guests,</p> <ul style="list-style-type: none"> • Check Number of Off Campus guests • In the box, enter the number, such as 192 	
<p>39. For the Will your event be advertised,</p> <ul style="list-style-type: none"> • Check Will your event be advertised • Check Yes or No 	
<p>40. For the If yes, how,</p> <ul style="list-style-type: none"> • Check If yes, how • In the box, your response, such as TV, Newspaper, Posters, and social media 	
<p>41. For the Will Aramark be providing the meal(s),</p> <ul style="list-style-type: none"> • Check Will Aramark be providing the meal(s) • Check Yes or No 	



<p>42. For the Will Togos be providing the meal(s),</p> <ul style="list-style-type: none"> • Check Will Togos be providing the meal(s) • Check Yes or No 	<div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="checkbox"/> Will Togos be providing the meal(s)? <div style="text-align: right;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> </div>
<p>43. For the If no, by whom,</p> <ul style="list-style-type: none"> • Check If no, by whom • In the box, enter the name of the catering business, such as <i>Mossman's Kitchen</i> 	<div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="checkbox"/> If no, by whom? <div style="text-align: center; font-size: small;">Enter up to 80 alphanumeric characters:</div> <input style="width: 100%;" type="text" value="Mossman's Kitchen"/> </div>
<p>44. For the Does caterer have liability insurance,</p> <ul style="list-style-type: none"> • Check Does caterer have liability insurance • Check Yes or No 	<div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="checkbox"/> Does caterer have liability insurance? <div style="text-align: right;"> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> </div>
<p>45. For the Does caterer have food permit,</p> <ul style="list-style-type: none"> • Check Does caterer have food permit • Check Yes or No 	<div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="checkbox"/> Does caterer have a food permit? <div style="text-align: right;"> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> </div>
<p>46. For the Will you be providing alcohol,</p> <ul style="list-style-type: none"> • Check Will you be providing alcohol • Check Yes or No 	<div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="checkbox"/> Will you be providing alcohol? <div style="text-align: right;"> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> </div>
<p>47. For the If yes, will it be served or sold,</p> <ul style="list-style-type: none"> • Check If yes, will it be served or sold • Click <input type="button" value="next"/> → 	<div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="checkbox"/> If yes, will it be served or sold? <div style="text-align: center; font-size: small;">Enter up to 80 alphanumeric characters:</div> <input style="width: 100%;" type="text" value="It will be served to VIP and sold to other participants"/> </div>
<p>48. For the Billing Information, enter internal <u>or</u> external billing information.</p> <p>For Internal Billing,</p> <ul style="list-style-type: none"> • Enter your chartfield string • Enter the name of your authorized signer. <p>For External Billing,</p> <ul style="list-style-type: none"> • Enter the organization's full billing address. 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>* Billing Information</p> <p style="font-size: x-small;">YOU WILL NEED TO CREATE A "To Do" FOR YOUR ACCOUNT SIGNER AND HAVE THEM APPROVE VIA 25LIVE. They will need to log in to 25Live to see this task or you can send them an email after you've created the "ToDo" prompting them to approve within the system. See training manual to learn how to create a "To Do" at http://www.csu.edu/selfservice/guides/Staff/index.shtml.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>BKGMP BK001 D10160 660002 Authorized Signer: George Washington</p> <p style="text-align: right;">Internal</p> <hr/> <p>Presidential Suite 124 Any Street Somewhere, CA 99999-5454 Attn: Account Payable</p> <p style="text-align: right;">External, such as a community partner</p> </div> </div>
<p>49. For the Affirmation,</p> <ul style="list-style-type: none"> • Click I Agree • Click <input type="button" value="Finish"/> 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>* Affirmation</p> <p style="font-size: x-small;">I certify that the information provided is an accurate description of the proposed campus event and assume responsibility for this event.</p> <div style="text-align: right; margin-top: 10px;"> <input checked="" type="checkbox"/> I Agree </div> </div>
<p>50. Check the Event Status to ensure that your event request:</p> <ul style="list-style-type: none"> • Was saved • Shows that the event has requested locations • (Optional) shows that the event has requested resources • Has all required fields completed • Has no scheduling conflicts and • Has no errors 	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p style="text-align: center; font-weight: bold; font-size: small;">EVENT STATUS</p> <ul style="list-style-type: none"> Event Reference: 2013-AAAJEH Last Saved: Mon May 6 2013 1:57pm This event has requested locations. This event has requested resources. All Required Fields Complete No Scheduling Conflicts Detected! </div>