Creating an event

In the UNCSA Campus Calendar web portal
Accessing Campus Calendar web portal

The Campus Calendar portal runs on the 25Live event management system.

1. Go to https://25live.collegenet.com/pro/uncsa
   Tip: Only use Chrome or Firefox browsers.

2. Sign in using your UNCSA credentials

   ![Sign In Button](image)

Your Campus Calendar dashboard displays.
How to start entering an event

There are 3 ways to start entering an event:

• Use **Find Available Locations section** on the Dashboard. **Tip:** This is the easiest way to enter an event.

• Or use the **Event Form** on the top bar.

• Or select the **pencil icon** found throughout the Campus Calendar web portal.
Event Form: Provide Event Name

Enter your **Event Name**. This is required field, limited to 40 characters, and describes your event.

The **Event Title for Calendar** is optional, limited to 120 characters and displays on published calendars.

Tip: Select ☰ to get more information about what to enter in the field.
Event Form: Select Event Type

Select the type that best describes your event from the drop-down list. Selecting the appropriate type is important for reporting and calendaring.

Tip: Star the Event Types that you regularly use. Your starred events will stay at the top of the list.
Event Form: Primary Requesting Organization

Select the primary organization, department or school that is hosting or sponsoring the event.

Tip: Star the organizations that you regularly use. Your starred organizations will stay at the top of the list.
Event Form: Expected head count

Enter the number of people that will be attending. This is optional.

**Tip:** When selecting locations, you can choose to see only locations that offer that capacity.
Event Form: Event Description

This is a marketing tool for your event, which could be viewed by the public on published calendars.

Tip: Use the toolbar provided.
Event Form: Event Date and Time

Specify the **actual** event start and end time in the Date and Time fields.

**Tip:** If you used the “I Know **When** my event” link from your dashboard, your date is already pre-populated in the Event Form.

If you need additional time before or after the event for setup and takedown time, specify time using the **Additional Time**. If not needed, skip Additional Time.
Event Form: Multi-Occurrence Event

If your event is a one-time event, skip to **Entering Location**.

If the event will repeat, select **Repeating Pattern** button to select the appropriate pattern for your event.
Event Form: Entering Location

Enter the name of the location, then select the **Request** button.

**Tip:** If you used the “I know my **Location**” link from your dashboard, your location select is already pre-populated in the Event Form.

**Tip:** Uncheck box to **Enforce Headcount** to allow more spaces to be suggested.
Event Form: Terms & Conditions

Select the checkbox to confirm that your event adheres to the university’s space policy.

Terms & Conditions - Required

I hereby affirm that my request is in line with the University’s space use policies, found here.

I agree
Event Form: Save your form

Select the blue **Save** button to enter your event request.

Any required fields not completed will be highlighted in red for you to complete.
What’s next?

**Important:** Wait for email notification that your request has been approved before publicizing.

If you have any audiovisual needs, test the equipment at least 48 hours in advance. Having trouble? Submit a support ticket at [uncsa.edu/support](http://uncsa.edu/support).