



## **HOW TO REQUEST AN EVENT IN 25Live**

1. Navigate to 25Live, [https://25live.collegenet.com/asurams/#home\\_my25live\[0\]](https://25live.collegenet.com/asurams/#home_my25live[0]).
2. Select **Sign In** in upper right-hand corner.
3. Sign in with ASU credentials.
4. Click on **Event Wizard** tab.
5. Fill in the event name.
6. Fill in the event type.
7. Fill in primary organization. (this is the department/club/organization responsible for the event)
8. Click **Next**.
9. Fill in estimated attendance.
10. Fill in event description.
11. Click **Next**.
12. Click the corresponding repeats, if necessary.
13. Enter event start date and time.
14. Select additional time, if necessary.
15. Click **Next**.
16. Click corresponding repeats, if necessary.
17. Click **Next**.
18. Search for location and click **Enter**. (type in the space needed for the event)
  - a. If a green check mark appears then the space is available.
  - b. If a red caution icon appears then the space is not available; search for a different location or adjust the event day or time, if necessary.
19. Click on the desired location. (the location will appear on the right-hand side of the screen)
20. Click **Next**.
21. Attach a diagram/sketch to ensure setup needs are accurately met. Click **Next**.
22. Complete the Non-ASU student minor portion by clicking 'yes' or 'no'.
23. If answer to #22 is yes, then enter in a description. If no, enter 'N/A'.
24. Enter contact person and contact number for day of event.
25. Set participate fee.
26. Click **Next**.
27. Select all requirements needed. (do not just select the box; be sure to type in the specific requests needed or needs may not be accurately provided)
28. Click **Next**.
29. Click **Next**.
30. Enter any comments needed.
31. Click **Next**.
32. Click **I Agree**.
33. Click **Save**.
34. Click **View Details**.
35. Ensure all information is correct. If any changes are needed, click **Edit this Event**. This will take you back through all the above steps to make any necessary changes.
36. Process complete.