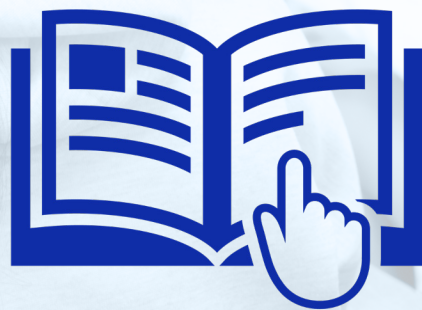


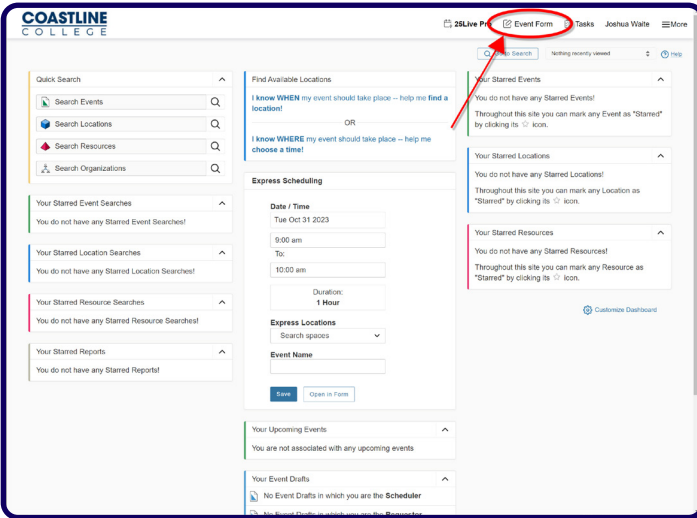
**COASTLINE**  
COLLEGE



**ADDING IN-PERSON  
& HYBRID STUDENT  
EVENTS INTO  
25 LIVE**



## STEP 1 CREATING YOUR EVENT



CREATE AN EVENT!

## STEP 2 EVENT DETAILS

**What is the name of your event - Required**

**What is the Event Title - Required** ⓘ  
You have 120 characters and this will display on the calendar.

**What kind of event are you requesting - Required**

Workshop ☆ ▾

**Which organization is primarily responsible for this event - Required** ⓘ  
If there are any fees associated to you event, this is the organization that will be billed.

Financial Aid ☆ ▾ Remove

**Are there any additional organizations associated with this event**

### Name of Event ⓘ

- Capitalize Keywords
- Avoid ALL CAPS
- Event Title not name of event that will show up as the name on the calendar.

### Associated Organizations ⓘ

- Add all additional organizations before clicking **Done**

**Organizations** student services x All filters ▾ Only Favorites Select All Select None

**Student Services**  Student Services Office (VP)  Student Services Wing  Planning Council

Done

# STEP 3 EVENT DESCRIPTION

Would you like to include a brief description for online calendar

File Insert Table View Format Tools

← → B I U A ▼ [bullet] [list] [list] ...

Financial Aid Assistance

- Date: Wednesday, February 21, 2024
- Time: 3:00 – 4:00 PM
- Location: Student Services Center Conference Room 109
- Location: CC Dean of Students Zoom Room

Do you identify yourself as African American? Come join our workshop to learn about all the grants you may be eligible for, and other resources Coastline has to offer. All students are welcome.

Questions? Contact Jenny Vu at 714-714-7090 or [financialaid@coastline.edu](mailto:financialaid@coastline.edu)

Financial Aid Office Website Link: <https://www.coastline.edu/cost-and-aid/financial-aid/index.php>

This event is ADA compliant. Reasonable accommodation requests related to a disability should be made no later than five business days prior to this event by contacting [dos@coastline.edu](mailto:dos@coastline.edu).

Do not copy/paste from email or Word doc. You can only copy/paste from Notepad (PC) or TextEdit (Mac).



## Add a Brief Description

- Follow the formatted picture to the left.
- Repeat event title
- The date and time to follow include the day of the week, day, and year
- Time format (0:00 am - 0:00 pm)
- For the location, **list the physical location first**. For online hyperlink the Zoom room title (Do not expose the URL)
- If you are using a registration link write it like this: Location: Online via Zoom -Register Here
- 3-5 sentence description
- Do not add extra spaces
- Bold keywords
- Leave as “system font” and “12pt”
- Always include contact information and hyperlink email address like this: <mailto:name@coastline.edu>
- Always end your event description with the following italicized statement: *This event is ADA compliant. Reasonable accommodation requests related to a disability should be made no later than five business days prior to this event by contacting (add your contact information).*

## STEP 4 EVENT TIME

**When will your event take place** - Required ⓘ

Thu Apr 07 2022

2:00 pm

To:

3:00 pm

Duration:  
**1 Hour**

### IF YOU NEED ADDITIONAL TIME

**Additional time** ▾

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern

April 2022						
M	T	W	T	F	S	S
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	01
02	03	04	05	06	07	08

[View All Occurrences](#)

**Pattern Picker** ✕

Choose how you would like this to repeat: Weekly ▾

Repeats every: week ▾

Repeats on:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Repeats through

Thu Apr 07 2022

Ends after 1 iterations

[Cancel](#) [Select Pattern](#)



## STEP 5 SETUP EVENT LOCATION

**Locations Search**

Auto-Load Starred:  No  Yes

Hide Conflicts  Enforce Headcount

Student Services Center 7/1/22 x

[Reset](#) [Search](#)

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
<a href="#">Reserve</a>	SSC 1ST FL LOBBY	Student Svcs Ctr 1st Flr Lobby	40	1/1	None	-
<a href="#">Reserve</a>	SSC 1ST FL PATIO	Student Svcs Ctr 1st Flr Patio	64	1/1	None	-
<a href="#">Reserve</a>	SSC 1ST FL RM 109 CONF CTR	Student Svcs Ctr 1st Flr Rm 109 Conference Center	48	1/1	None	-
<a href="#">Reserve</a>	SSC 1ST FL RM 120 CONF RM	Student Svcs Ctr 1st Flr Rm 120 Conference Room	8	1/1	None	-
<a href="#">Reserve</a>	SSC 1ST FL	Student Svcs	11	1/1	None	-

[Return to Top](#)

### Event Location

- Reserve your room
- Your reservation request will be reviewed and approved

## HYBRID SETUP EVENT LOCATION

**Where would you like your event to take place - Required**

**Locations Search**

Auto-Load Starred:  No  Yes

Hide Conflicts  Enforce Headcount

Zoom Rooms x

[Reset](#) [Search](#)

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
<a href="#">Reserve</a>	CPDL ZOOM ROOM	CC College Professional Development & Leadership Com Zoom Room	1000	1/1	None	-
<a href="#">Reserve</a>	CURR ZOOM	CC Curriculum Zoom Room	1000	1/1	None	-
<a href="#">Reserve</a>	DEAN OF STU ZOOM	CC Dean Of Students Zoom Room	1000	1/1	None	-
<a href="#">Reserve</a>	DGA ZOOM	CC DGA Zoom Room	2000	1/1	None	-
<a href="#">Reserve</a>	DL ZOOM	CC Distance Learning Zoom Room	1000	1/1	None	-

[Return to Top](#)

### Online Event Location

- For Hybrid events after reserving physical location, select and reserve your zoom room
- Your reservation request will be reviewed and approved

## STEP 6 RESOURCE INFORMATION

Do you require any Resources or Security for your event

**Resources Search**

Auto-Load Starred:  No  Yes

IT Resources ☆ IT Resources x

Add	Name	Quantity Available
1 <input type="button" value="Request"/>	IT - AV Cart/1 Microphone - IT Tech req	1 / 1
1 <input type="button" value="Request"/>	IT - Microphone - AV cart required	Unlimited
1 <input type="button" value="Request"/>	IT - Technician	2 / 2

Q Saved Searches (optional)

**Pre-Defined Groups**

Your Starred Resources

**Public Searches**

- IT Resources ☆
- M&O Resources ☆
- PS Resources ☆

**IT/M&O/PS**

- For resource requests contact department directly

## STEP 7 NECESSARY FILE UPLOAD

Please attach any necessary files here.

## STEP 8 CONTACT INFORMATION

**Who is the primary contact for your event**

Requestor: Your Name ☆ Scheduler: McKindley, Kathy ☆ Additional Contact: Search contacts

Maintenance Person: Search contacts Public Safety: Search contacts Technician: Search contacts

**Primary Contact / Requestor**

- You are the requester
- Your name will automatically populate.
- Add other contacts here
- Scheduler depends on site.
- DO NOT CHANGE NAME OF SCHEDULER

# STEP 9 ADDITIONAL INFORMATION

**Categories** ⓘ

If you wish your event to appear on the student version of the 25Live Calendar once it is confirmed, please select "Student Interest" from the available categories.

[EDIT](#)

- ✕ 2021-2022 Special Events
- ✕ Student Interest

Is there any additional information you'd like your event scheduler to know about

**Event State**

Tentative ▾

**After Saving This Event...** ^

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event
- Continue Editing Event
- Create Another Event

'Student Interest' Events are events hosted or co-hosted by Coastline. 'Student Interest' should not be checked for classroom information or outside events.

## Event State

Tentative until approved