

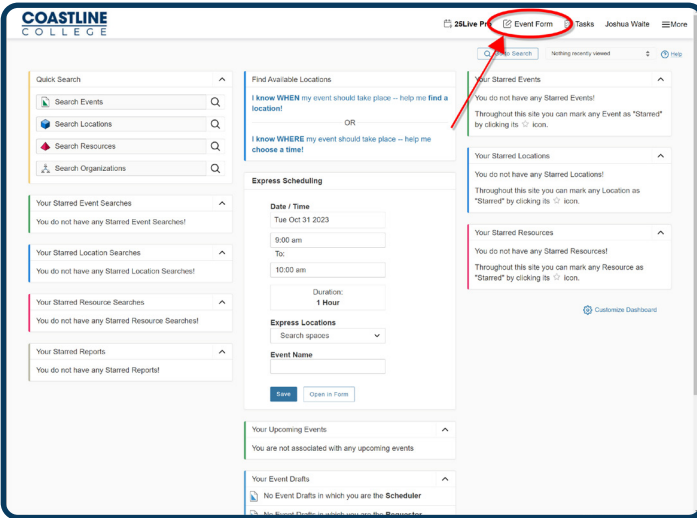
COASTLINE
COLLEGE



**ADDING ONLINE
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 ⓘ

What kind of event are you requesting - Required

Workshop ☆

Which organization is primarily responsible for this event - Required ⓘ

Counseling Division ☆ Remove

Are there any additional organizations associated with this event

EDIT

Name of Event ⓘ

- Capitalize Keywords
- Avoid ALL CAPS
- Name of event and event title should be the same

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

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Time Management Workshop

- Date: Wednesday, November 15, 2023
- Time: 11:00 am - 12:00 pm
- Location: [CC Dean Of Students Zoom Room](#)

Time management is not necessarily about managing our time. Rather, it is about managing our tasks: **a plan** is the "what" and **a schedule** is the "when". It takes both a plan and a schedule to get things done. Come join us as we discuss methods for both focus and organization through practical tips and an interactive time auditing activity.

Questions? Contact Lizbeth Thomas at lthomas@coastline.edu.

Want to learn more about Student Success at Coastline? Visit our webpage at [Coastline College | Student Success Resource Center](#).

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.

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, 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

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

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Zoom Rooms ☆

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

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

[Return to Top](#)

Event Location

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

STEP 6 RESOURCE INFORMATION

Please attach any necessary files here.

[Upload a file](#)

STEP 7 CONTACT INFORMATION

Who is the primary contact for your event

Requestor Your Name ☆	Scheduler Nicki Salcedo ☆	Additional Contact Search contacts
Maintenance Person Search contacts	Public Safety Search contacts	Technician Search contacts
Remove	Remove	Remove

Primary Contact / Requestor

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

STEP 8 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