

# How to Approve A Space Request (and send an email to the Requestor within the event)

This will show a Building Manager how to approve a request for space and how to email the requestor within 25Live.

- 1 Review your tasks by clicking on "Tasks" in the top red menu bar.

The screenshot displays the 25Live interface. At the top, a red navigation bar contains the 25Live logo, 'Event Form', 'Tasks' (highlighted with an orange circle and a red notification badge), 'Bucky Bronco', 'Exit Masquerade', and a 'More' menu. Below this, a light blue bar indicates 'Masquerading as Bucky Bronco'. The main content area shows event details for 'Student Event Request Name', which is 'Cancelled' with ID '2025-AAAXGV' and scheduled for 'Fri Jan 09 2026 7:00 pm - 8:00 pm'. A 'More Actions' button is visible. Below the event details, there are tabs for 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', 'Audit Trail', and 'Scheduled Emails'. The 'Task List' tab is active, showing a list of tasks. On the left, there are fields for 'Student Event Request Name' and 'Meeting' (set to 'Microfinance Association (MiFi)'). On the right, there are sections for 'Event Categories' (showing 'CSV Import - Student') and 'Custom Attributes' (showing 'Requestor Phone Number\*' as '408 555-1212').

2 To open an event listed in your task list, click on the event name.

The screenshot shows the Santa Clara University Tasks interface. The top navigation bar includes the university logo, '25Live', 'Event Form', 'Tasks' (with a notification badge), 'Bucky Bronco', and 'Exit Masquerade'. Below the navigation bar, a status bar indicates 'Masquerading as Bucky Bronco'. The main content area has a 'Select Object' dropdown set to 'Tasks' and an 'Outstanding' filter. A 'Recently Viewed' section is on the right. Below the filter, there are buttons for 'Reset', 'Export Results', and 'Search'. A 'List' button is highlighted, and a 'Calendar' button is also visible. A table titled '1 Matching Task' shows a single task: 'Student Request for Space'. A tooltip is displayed over the task name, showing details: Reference: 2025-AAAXGZ, Title: Student Request for Space, and Organization(s): Microfinance Association (MiFi). The table has columns for Type, Status, Actions, Respond By, First Date, Reference, Assigned By, and Assigned To. The task is currently in 'In Progress' status.

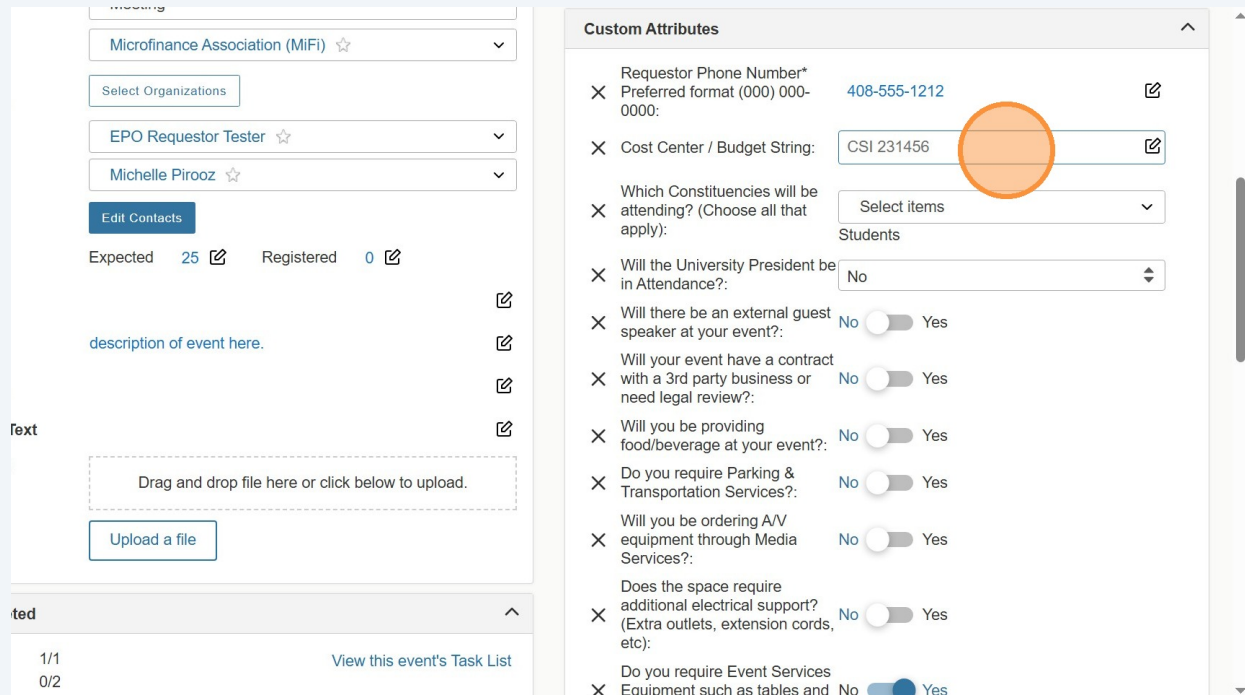
3 Review all the information that was submitted by the Requestor by clicking on the Details tab and scroll all the way down to read each answer.

The screenshot shows the details of the 'Student Request for Space' event. The top navigation bar is the same as in the previous screenshot. The main content area has a 'Go to Search' button and a 'Recently Viewed' section. The event details are displayed in a card format. The event is titled 'Student Request for Space' and is marked as 'Tentative'. The reference number is '2025-AAAXGZ' and the date is 'Wed Jan 07 2026 6:00 pm - 7:00 pm'. Below the event title, there are tabs for 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', 'Audit Trail', and 'Scheduled Emails'. The 'Details' tab is selected. Below the tabs, there is an 'Edit Mode' toggle set to 'Off'. The event details are organized into sections: 'General' and 'Event Categories'. The 'General' section includes fields for 'Event Name' (Student Request for Space), 'Event Title', 'Event Type' (Meeting), 'Organization' (Microfinance Association (MiFi)), and 'Additional Organizations'. The 'Event Categories' section includes a dropdown for 'Event Categories' and a 'Select Categories' button. The 'Custom Attributes' section includes a field for 'Requestor Phone Number\*' with the value '408-555-1212'.

4

If the event request came from a student RSO or CSO it will first be approved by the Center for Student Involvement before coming to you for location approval.

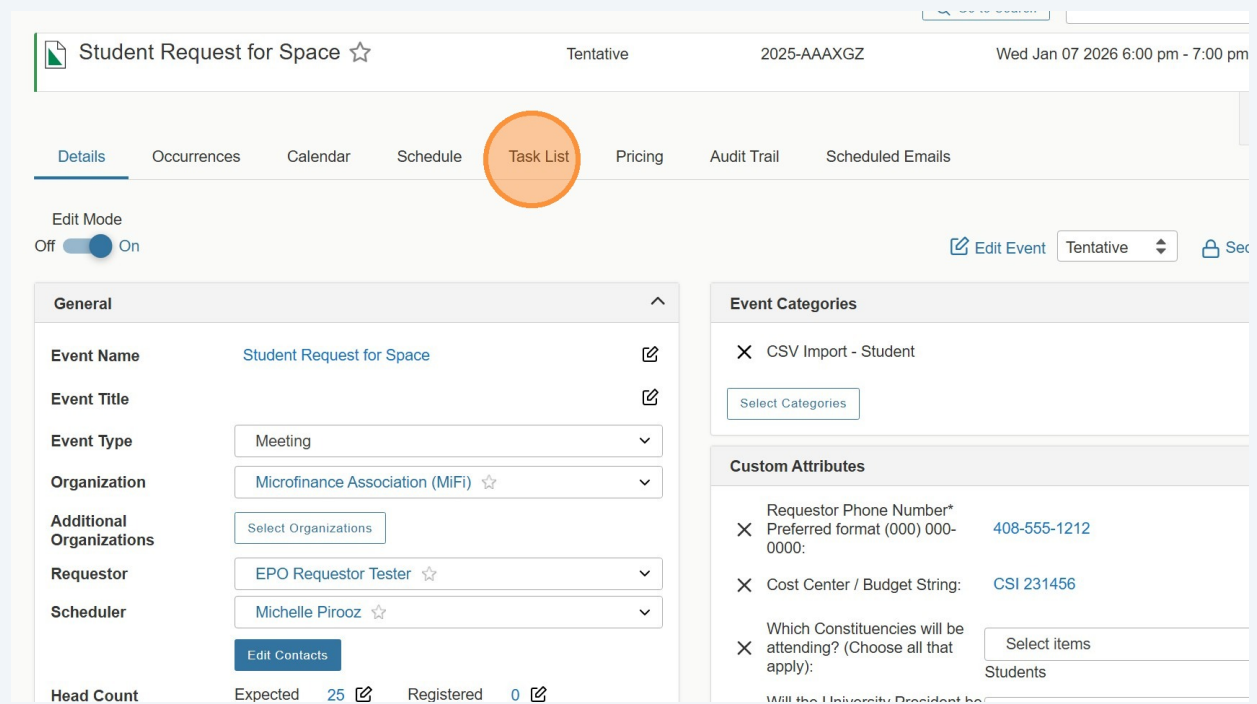
NOTE: The CSI Approver will add the Cost Center information appropriate for the requested event.



The screenshot shows a web form for creating an event. On the left, there are dropdown menus for 'Microfinance Association (MiFi)', 'EPO Requestor Tester', and 'Michelle Pirooz', along with an 'Edit Contacts' button. Below these are fields for 'Expected' (25) and 'Registered' (0). A text area contains 'description of event here.' and a file upload section with a button 'Upload a file'. On the right, the 'Custom Attributes' section is expanded, showing a list of fields with checkboxes. An orange circle highlights the 'Cost Center / Budget String' field, which contains the value 'CSI 231456'. Other fields include 'Requestor Phone Number\*', 'Which Constituencies will be attending?', and several yes/no questions about event details.

5

To approve the requested space, navigate to the Task List tab.



The screenshot shows the 'Student Request for Space' page. The 'Task List' tab is selected and highlighted with an orange circle. The page header shows 'Tentative', '2025-AAAXGZ', and 'Wed Jan 07 2026 6:00 pm - 7:00 pm'. Below the header, there are tabs for 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', 'Audit Trail', and 'Scheduled Emails'. The 'Task List' tab is active, showing a list of tasks. On the left, the 'General' section is expanded, showing fields for 'Event Name', 'Event Title', 'Event Type', 'Organization', 'Additional Organizations', 'Requestor', and 'Scheduler'. On the right, the 'Event Categories' and 'Custom Attributes' sections are visible. The 'Custom Attributes' section includes fields for 'Requestor Phone Number\*', 'Cost Center / Budget String', and 'Which Constituencies will be attending?'.

6

You can open the first tier "Event Type and Organization Approvals" to confirm that CSI Approved this request if it was submitted by a RSO/CSO.

NOTE: For all RSO/CSO requests, your task will remain in Pending status until the Center for Student Involvement approves or denies the event request.

Student Request for Space ☆ Tentative 2025-AAAXGZ Wed Jan 07 2026 6:00 pm - 7:00 pm

Details Occurrences Calendar Schedule **Task List** Pricing Audit Trail Scheduled Emails

☐ Related Events [Edit Event](#) Tentative View: All Assigned Tasks

Event Type and Organization Approvals (Completed) Location Assignments and Approvals (1 In Progress) Resource Assignments and Approvals Requirement Approvals To Dos and FYIs

Approve Checked Deny Checked

0 of 1 rows selected

<input type="checkbox"/> Task Item	Type	Status	Flagged	Respond By	First Date	Action	Assign To	Comments
------------------------------------	------	--------	---------	------------	------------	--------	-----------	----------

Add/Remove Users

7

Here you can see Approved in Green, indicating that the Center for Student Involvement has approved the event.

Click on Location Assignments and Approvals to access your location approval/denial task.

☐ Related Events [Edit Event](#) Tentative View: All Assigned Tasks

Event Type and Organization Approvals 2 Location Assignments and Approvals 3 Resource Assignments and Approvals 4 Requirement Approvals 5 To Dos and FYIs

**Event Type and Organization Approvals (Completed)**

Task Item	Type	Status	Flagged	Respond By	First Date	Action	Assign To	Comments
Microfinance Association (MIFI)	Authorization	Approved	<input type="checkbox"/>	Wed Dec 31 2025	Wed Jan 07 2026	None	Vanadilok, Tedd	

**Location Assignments and Approvals (1 In Progress)**

[Approve Checked](#) [Deny Checked](#)

0 of 1 rows selected

Task Item	Type	Status	Flagged	Respond By	First Date	Action	Assign To	Comments
Alameda 104	Assign	In Progress	<input checked="" type="checkbox"/>	Wed Dec 31 : 2025	Wed Jan 07 2026	<a href="#">Assign</a> <a href="#">Deny</a>	You and Moody, Kate	

[Add/Remove Users](#)

8

There are two ways to approve.  
Option 1. Click "Assign"

Type	Status	Flagged	Respond By	First Date	Action	Assign To	Comments
Microfinance Association (MIFI)	Authorization	Approved	<input type="checkbox"/>	Wed Dec 31 2025	Wed Jan 07 2026	None	Vanadilok, Tedd

**Location Assignments and Approvals (1 In Progress)**

[Approve Checked](#) [Deny Checked](#)

0 of 1 rows selected

Task Item	Type	Status	Flagged	Respond By	First Date	Action	Assign To	Comments
Alameda 104	Assign	In Progress	<input checked="" type="checkbox"/>	Wed Dec 31 : 2025	Wed Jan 07 2026	<a href="#">Assign</a> <a href="#">Deny</a>	You and Moody, Kate Pirooz, Michelle Tester, Approver Tompson, Meili	

[Add/Remove Users](#)

**Location Assignments and Approvals (1 Pending)**

9

Option 2. Check the box next to the requested room number(s) and then click "Approve Checked."

(MiFi)

### Location Assignments and Approvals (1 In Progress)

Approve Checked Deny Checked

1 of 1 rows selected

<input checked="" type="checkbox"/> Task Item	Type	Status	Flagged	Respond By	First Date	Action	Assign To	Comments
<input checked="" type="checkbox"/> Alameda 104	Assign	Assigned	<input checked="" type="checkbox"/>	Wed Dec 31 : ②	Wed Jan 07 2026	None	<div>Add/Remove Users</div> <ul style="list-style-type: none"><li>You and Moody, Kate</li><li>Pirooz, Michelle</li><li>Tester, Approver</li><li>Tompson, Meili</li></ul>	

Approve Checked Deny Checked

### Resource Assignments and Approvals (1 Pending)

1 Notification

🕒

Location Assignments and Approvals is complete. Resource Assignments and Approvals available for action.

×

10

This request will now move on to the resource provider for any requested event resources.

NOTE: If you are responsible for the event resources in your space, you will now be able to assign/deny the requested resources.


Event Type and Organization Approvals (Completed)

Location Assignments and Approvals (Completed)

Resource Assignments and Approvals (1 In Progress)

Approve Checked Deny Checked

0 of 1 rows selected

Task Item	Type	Status	Flagged	Respond By	First Date	Action	Assign To	Comments
 Event Svcs. - Chairs (Purple) - Folding [Quantity: 10]	Assign	In Progress	<input type="checkbox"/>	Wed Dec 31 2025	Wed Jan 07 2026	None	<ul style="list-style-type: none"><li>McChesney, Robert</li><li>Merryman, Ed</li></ul>	

Approve Checked Deny Checked

Requirement Approvals (0 Tasks)

Location Assignments and Approvals is complete. Resource Assignments and Approvals available for action.

11

The green activity bar shows that this request is now in the Resources Tier.

Request for Space ☆ Tentative 2025-AAAXGZ Wed Jan 07 2026 6:00 pm - 7:00 pm

Occurrences Calendar Schedule Task List Pricing Audit Trail Scheduled Emails More Actions

Events Edit Event Tentative View: All Assigned Tasks

Event Type and Organization Approvals Location Assignments and Approvals Resource Assignments and Approvals Requirement Approvals To Dos and FYIs

Event Type and Organization Approvals (Completed)

Location Assignments and Approvals (Completed)

Resource Assignments and Approvals (1 In Progress)

Requirement Approvals (0 Tasks)

Location Assignments and Approvals is complete. Resource Assignments and Approvals available for action.

12

To email someone regarding this request, you can email them within 25Live by clicking on More Actions.

NOTE: By emailing the requestor within the event, the correspondence will be tracked on the event's Audit Trail tab.

Request for Space ☆ Tentative 2025-AAAXGZ Wed Jan 07 2026 6:00 pm - 7:00 pm

Occurrences Calendar Schedule Task List Pricing Audit Trail Scheduled Emails

Events Edit Event Tentative View: All Assigned Tasks

Event Type and Organization Approvals Location Assignments and Approvals Resource Assignments and Approvals Requirement Approvals To Dos and FYIs

Event Type and Organization Approvals (Completed)

Location Assignments and Approvals (Completed)

Resource Assignments and Approvals (1 In Progress)

Requirement Approvals (0 Tasks)

Location Assignments and Approvals is Resource Assignments and Approvals available for action.



### 13 Click "Email Event"

Request for Space ☆ Tentative 2025-AAAXGZ Wed Jan 07 2026 6:00 pm - 7:00 pm

Edit Event Copy Event Related Events Manage Bindings Create Task Print Report **Email Event** Delete Event Create Event Edit Ownership Subscribe Collapse

Occurrences Calendar Schedule Task List Pricing Audit Trail Scheduled Emails

Events Edit Event Tentative View: All Assigned Tasks

Event Type and Organization Approvals Location Assignments and Approvals Resource Assignments and Approvals Requirement Approvals To Dos and FYIs

Event Type and Organization Approvals (Completed)

Location Assignments and Approvals (Completed)

Resource Assignments and Approvals (1 In Progress)

Resource Assignments and Approvals is complete. Resource Assignments and Approvals available for action.

### 14 Check who you want to send the email to.

Student Request for Space ☆ Tentative 2025-AAAXGZ Wed Jan 07 2026 6:00 pm - 7:00 pm

Edit Event Copy Event Related Events Manage Bindings Create Task Print Report **Email Event** Delete Event Create Event Edit Ownership Subscribe

Email Event

Email Template

Add Custom From Address

Related Recipients:

TO CC BCC

Self (Bronco, Bucky) ☐ ☐ ☐

Requestor (Tester, EPO Requestor) ☒ ☐ ☐

Scheduler (Pirooz, Michelle) ☐ ☐ ☐

Anyone with Assignment Tasks ☐ ☐ ☐

Anyone with Notification Tasks ☐ ☐ ☐

Additional Recipients:

TO

CC

BCC

Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.

Attach:

☐ Default Confirmation: Event Confirmation (Detailed)

☐ Event Confirmation (Related)

☐ Event Document: SCU Event Confirmation

☐ Event Document: Sample - Event Services Agreement

☐ Event Document: Sample - SCU - Event Confirmation

☐ iCal File

Drag and drop file here or click below to upload.

Upload a file

1 Notification

Location Assignments and Approvals is complete. Resource Assignments and Approvals available for action.

Event Details. Add a custom message if desired.

## 15 Add email address(s).

**Email Event**

Email Template

[Add Custom From Address](#)

**Related Recipients:**

	TO	CC	BCC
Self (Bronco, Bucky)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requestor (Tester, EPO Requestor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler (Pirooz, Michelle)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Assignment Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Notification Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Recipients:**

TO

CC

BCC

Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.

**Attach:**

- ☐ Default Confirmation: Event Confirmation (Detailed)
- ☐ Event Confirmation (Related)
- ☐ Event Document: SCU Event Confirmation
- ☐ Event Document: Sample - Event Services Agreement
- ☐ Event Document: Sample - SCU - Event Confirmation
- ☐ iCal File

Drag and drop file here or click below to upload.

[Upload a file](#)

**Subject**

Student Request for Space (2025-AAAXGZ)

☒ Include link to 25Live

**1 Notification**

Location Assignments and Approvals is complete. Resource Assignments and Approvals available for action.

Event Details. Add a custom message if desired.

System Font 12pt

## 16 Click "Include event details in body of message" if you want it to be included with your email.

**Subject**

Student Request for Space (2025-AAAXGZ)

☒ Include link to 25Live

**Message Body** Check the checkbox to include Event Details. Add a custom message if desired.

File Insert Table View Format Tools

System Font 12pt

☐ Include event details in body of message

☐ Scheduled Email

[Cancel](#)

Details Occurrences Calendar Schedule **Task List** Pricing Audit Trail Scheduled Emails

**1 Notification**

Location Assignments and Approvals is complete. Resource Assignments and Approvals available for action.

[Edit Event](#) Tentative

View: All Assigned Tasks

1 2 3 4 5

## 17 Click "Send" - This email will now be part of the Audit Trail for this event.

asks

Request for Space (2025-AAAXGZ)

link to 25Live

**body** Check the checkbox to include Event Details. Add a custom message if desired.

Table View Format Tools

**B** *I* U **A** System Font 12pt

event details in body of message

ed Email

Cancel **Send**

Occurrences Calendar Schedule **Task List** Pricing Audit Trail Scheduled Emails

Assignments and Approvals is Resource Assignments and available for action.

Edit Event Tentative View: All Assigned Tasks

1 2 3 4 5