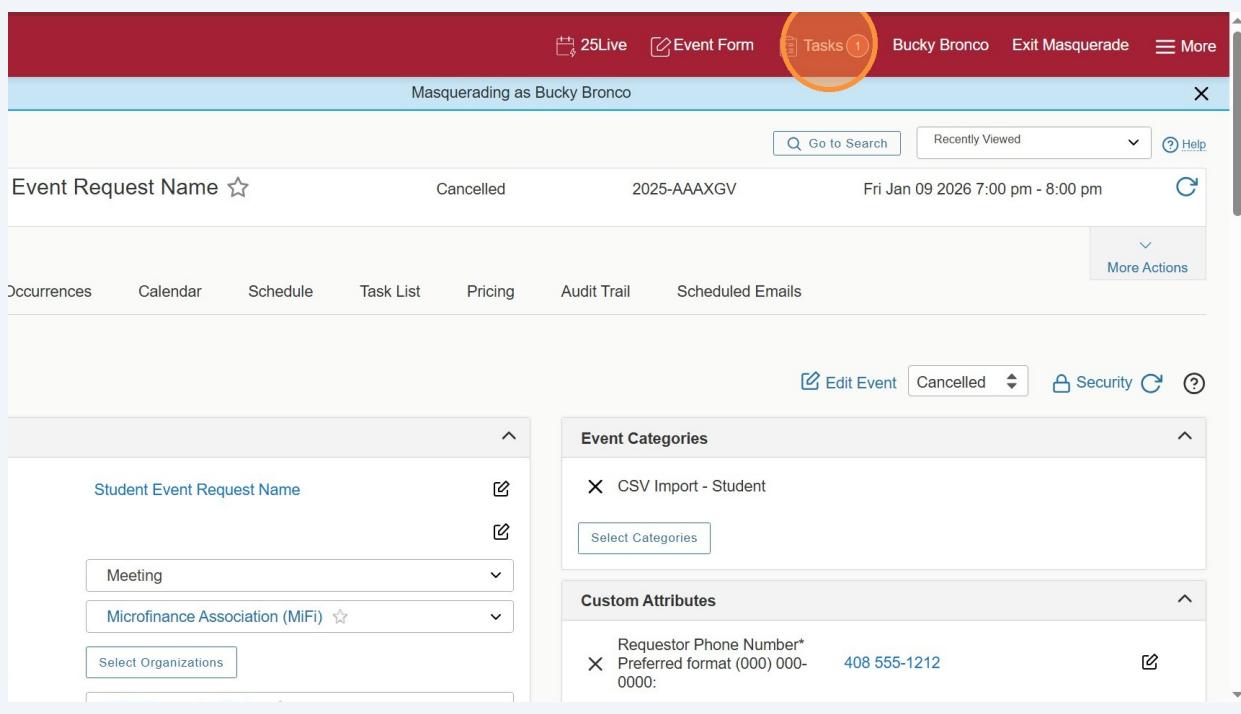


How to Approve A Space Request (and send an email to the Requestor within the event)

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 shows the 25Live event management interface. At the top, there is a red header bar with the 25Live logo, a 'Tasks' button (circled in orange), and other navigation items like 'Event Form', 'Bucky Bronco', 'Exit Masquerade', and 'More'. Below the header, a blue bar says 'Masquerading as Bucky Bronco'. The main content area displays an event detail page for 'Event Request Name' (Cancelled, 2025-AAAXGV, Jan 09 2026 7:00 pm - 8:00 pm). Below the event details are tabs for 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', 'Audit Trail', and 'Scheduled Emails'. On the right, there are buttons for 'Edit Event', 'Cancelled', 'Security', and a help icon. The 'Task List' section shows a single task: 'Student Event Request Name' (Meeting, Microfinance Association (MiFi), Select Organizations). The 'Event Categories' section lists 'CSV Import - Student' and a 'Select Categories' button. The 'Custom Attributes' section shows 'Requestor Phone Number*' (408 555-1212) and 'Preferred format (000) 000-0000:'. A vertical scroll bar is visible on the right side of the interface.

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

Santa Clara UNIVERSITY

25Live Event Form Tasks (1) Bucky Bronco Exit Masque

Masquerading as Bucky Bronco

Select Object: Tasks Outstanding

Outstanding

Reset Export Results Search

List Calendar

1 Matching Task

Student Request for Space

Reference: 2025-AAAXGZ

Title: Student Request for Space

Organization(s): Microfinance Association (MiFi)

Type	Status	Actions	Respond By	First Date	Reference	Assigned By	Assigned To	S
Assign	In Progress	Assign Deny	Wed Dec 31 2025	Wed Jan 07 2026	2025-AAAXGZ	Tester, EPO Requestor	You	P M

< 1 > Page Size: 25

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.

Santa Clara UNIVERSITY

25Live Event Form Tasks (1) Bucky Bronco Exit Masque

Masquerading as Bucky Bronco

Go to Search Recently Viewed

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

Edit Mode Off On

General

Event Name	Student Request for Space
Event Title	
Event Type	Meeting
Organization	Microfinance Association (MiFi)
Additional Organizations	Select Organizations

Event Categories

- CSV Import - Student

Select Categories

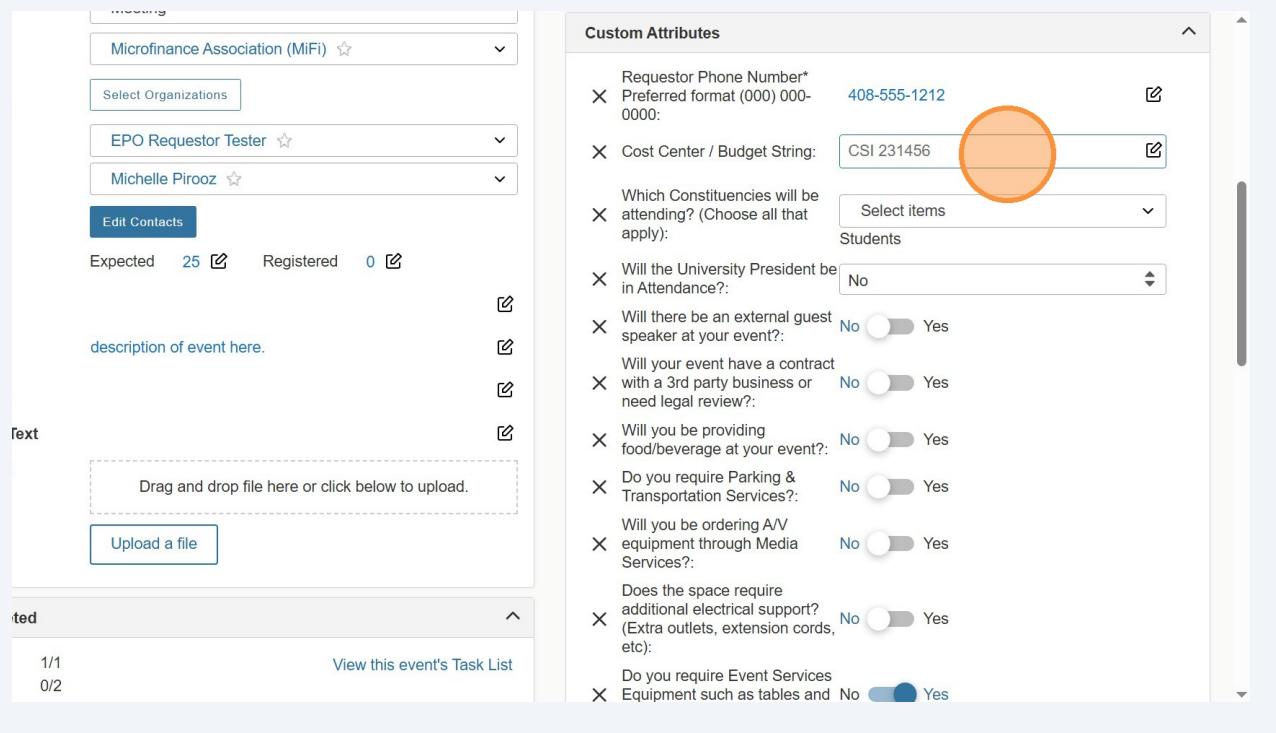
Custom Attributes

Requestor Phone Number*	408-555-1212
Preferred format (000) 000-0000:	

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.

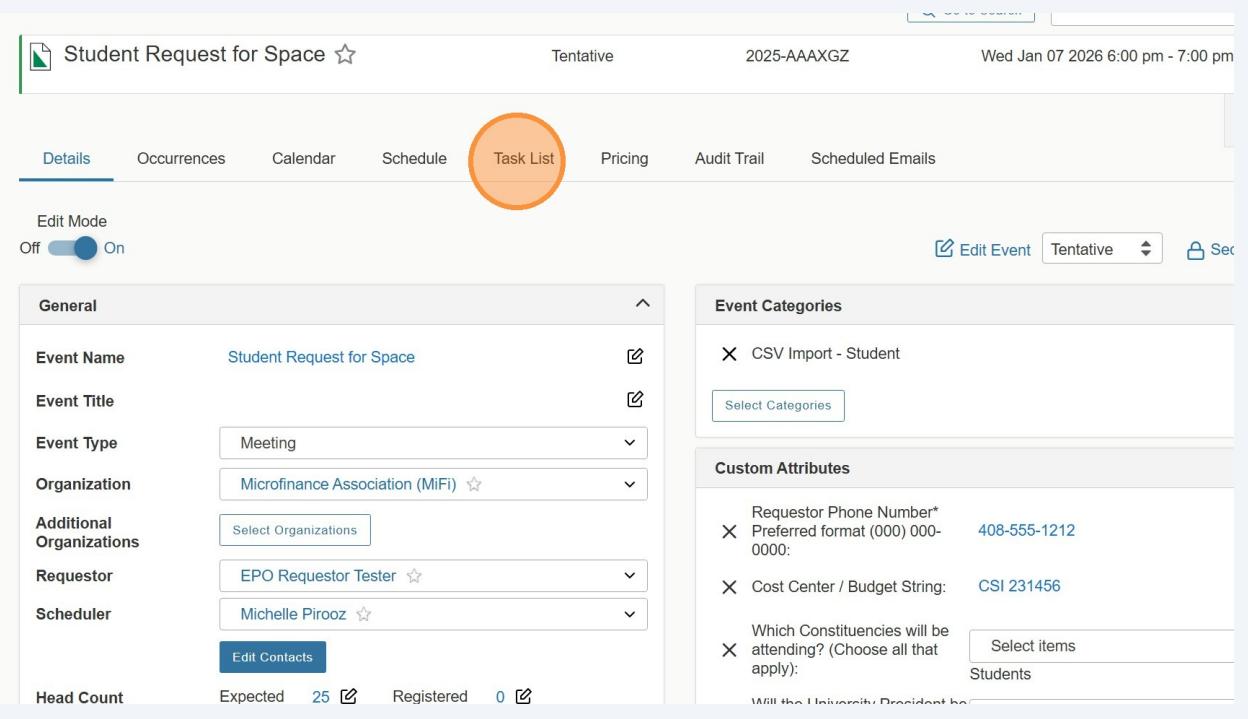
NOTE: The CSI Approver will add the Cost Center information appropriate for the requested event.



The screenshot shows a form for event registration. On the left, there are sections for 'Organizations' (Microfinance Association (MiFi)), 'Requestor' (EPO Requestor Tester, Michelle Pirooz), and 'Head Count' (Expected 25, Registered 0). Below these are sections for 'Text' (description of event here) and 'Attachments' (a file upload area with a placeholder 'Drag and drop file here or click below to upload' and a 'Upload a file' button). On the right, the 'Custom Attributes' section is expanded, containing various questions with dropdown or toggle options. One question, 'Cost Center / Budget String', has 'CSI 231456' selected and is highlighted with an orange circle.

5

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

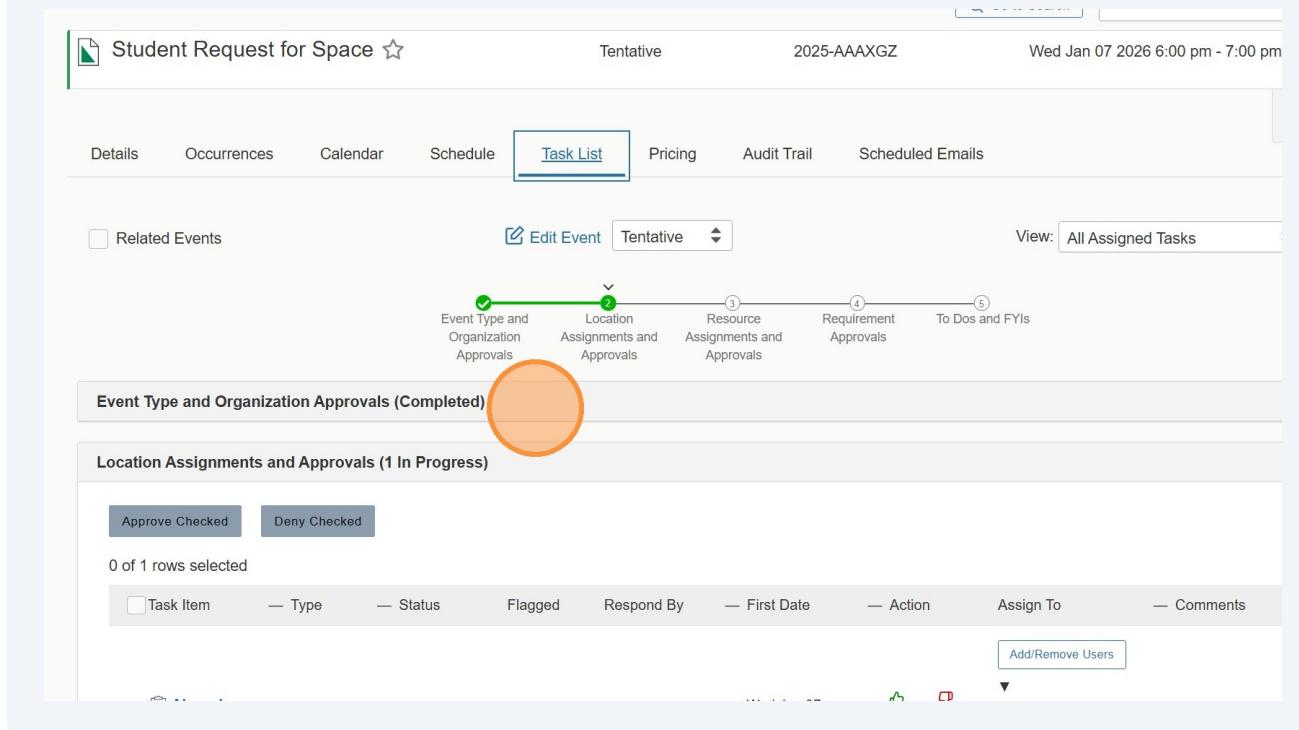


The screenshot shows the 'Task List' tab for an event titled 'Student Request for Space'. The event is listed as 'Tentative' with code '2025-AAAXGZ' and scheduled for 'Wed Jan 07 2026 6:00 pm - 7:00 pm'. The 'Task List' tab is active, showing a list of tasks. Below the tabs, there are sections for 'General' (Event Name: Student Request for Space, Event Type: Meeting, Organization: Microfinance Association (MiFi), Additional Organizations: Select Organizations, Requestor: EPO Requestor Tester, Scheduler: Michelle Pirooz, Head Count: Expected 25, Registered 0) and 'Custom Attributes' (Requestor Phone Number: 408-555-1212, Cost Center / Budget String: CSI 231456, Constituencies attending: Students). There are also buttons for 'Edit Event' (Tentative) and 'Save'.

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.



The screenshot shows the 'Task List' tab selected in the navigation bar of an event management system. The event details are as follows:

- Event Name: Student Request for Space
- Status: Tentative
- Event ID: 2025-AAAXGZ
- Date: Wed Jan 07 2026 6:00 pm - 7:00 pm

Below the navigation bar, there are tabs for Details, Occurrences, Calendar, Schedule, Task List (selected), Pricing, Audit Trail, and Scheduled Emails. A 'Related Events' checkbox is present. The status is set to 'Tentative'. The 'View' dropdown shows 'All Assigned Tasks'.

The approval process is shown as a horizontal timeline with five steps:

- Event Type and Organization Approvals (Status: Approved, green circle)
- Location Assignments and Approvals (Status: In Progress, orange circle)
- Resource Assignments and Approvals
- Requirement Approvals
- To Dos and FYIs

The second step, 'Location Assignments and Approvals', is highlighted with an orange circle. The 'Event Type and Organization Approvals' step is marked as completed.

The 'Location Assignments and Approvals' section contains a table with the following columns: Task Item, Type, Status, Flagged, Respond By, First Date, Action, Assign To, and Comments. Buttons for 'Approve Checked' and 'Deny Checked' are available. A note indicates '0 of 1 rows selected'. A 'Add/Remove Users' button is also present.

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 (Completed)

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

8

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

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

Assignments and Approvals (1 In Progress)

Approve Checked Deny Checked

selected

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

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
Alameda 104	Assign	Assigned	<input checked="" type="checkbox"/>	Wed Dec 31	Wed Jan 07 2026	None		Add/Remove Users

Approve Checked **Deny Checked**

Resource Assignments and Approvals (1 Pending)

1 Notification

Info Location Assignments and Approvals is complete. Resource Assignments and Approvals available for action **X**

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	McChesney, Robert Merryman, Ed	

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

Assignments and Approvals (0 Tasks)

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

More Actions

Occurrences Calendar Schedule Task List Pricing Audit Trail Scheduled Emails

Events Edit Event Tentative View: All Assigned Tasks

1 Event Type and Organization Approvals (Completed) 2 Location Assignments and Approvals (Completed) 3 Resource Assignments and Approvals (1 In Progress) 4 Requirement Approvals 5 To Dos and FYIs

Resource Assignments and Approvals (0 Tasks)

Resource Assignments and Approvals is available for action.

13 Click "Email Event"

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

Email Event

Occurrences Calendar Schedule Task List Pricing Audit Trail Scheduled Emails

Events Edit Event Tentative View: All Assigned Tasks

Event Type and Organization Approvals (Completed)

Location Assignments and Approvals (Completed)

Resource Assignments and Approvals (1 In Progress)

Requirement Approvals (Not Started)

To Dos and FYIs (Not Started)

Assignments and Approvals is 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

Email Event

Email Template

Related Recipients:

- Self (Bronco, Bucky)
- Requestor (Tester, EPO Requestor)
- Scheduler (Pirooz, Michelle)
- Anyone with Assignment Tasks
- Anyone with Notification Tasks

Additional Recipients:

TO CC BCC

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.

15 Add email address(s).

Email Event

Email Template

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.

Subject

Student Request for Space (2025-AAAXGZ)

Include link to 25Live

1 Notification

Event Details. Add a custom message if desired.

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

System Font 12pt

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

Tasks

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

Include event details in body of message
 Scheduled Email

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.

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.

The screenshot shows a software interface with a toolbar at the top. The toolbar includes icons for 'Tasks', 'File', 'Edit', 'View', 'Format', 'Tools', and a font size dropdown set to '12pt'. Below the toolbar is a text area with the subject 'Request for Space (2025-AAAXGZ)' and a red 'More' button. A note says 'Check the checkbox to include Event Details. Add a custom message if desired.' Below the text area is a large empty text box. A note at the bottom left says 'event details in body of message' and 'ed Email'. On the right, there are 'Cancel' and 'Send' buttons, with 'Send' being highlighted with an orange circle. Below the editor is a navigation bar with tabs: 'Occurrences', 'Calendar', 'Schedule', 'Task List' (which is underlined), 'Pricing', 'Audit Trail', and 'Scheduled Emails'. A modal window titled 'Assignments and Approvals' is open, showing a list of items. To the right of the editor, there is a timeline with five numbered green circles (1, 2, 3, 4, 5) connected by a line, and a dropdown menu 'View: All Assigned Tasks'.