



California State University
SAN MARCOS

Publishing 25Live Events to Campus Calendars & Announcements

25live.collegenet.com/pro/csusm

Event and Conference Services

California State University, San Marcos

events@csusm.edu | (760) 750-8800 | www.csusm.edu/events

25Live Reservation → Campus Calendars → Announcements

CSUSM CALENDARS

<https://www.csusm.edu/calendar>


25Live reservations can be published to select calendar(s) in order to reach a specific campus audience.



Calendars will automatically include the following information directly from your reservation:

- Event Date & Time
- Event Title
- Location(s)
- Event Description

Thursday, May 14 | 9:30 – 10am ZOOM MEETING



Fac/Staff - Coffee Break Trivia

<https://csusm.zoom.us/j/697798596>

Take a break and join us for coffee break trivia.

Hosted by IITS' Jason Eberwein

Compete against your fellow CSUSM colleagues for bragging rights!
Truly a break! Only 15 minutes!

Check out: <https://www.csusm.edu/coffeebreaktrivia/> for more details.

[ADD TO CALENDAR](#) [FORWARD TO FRIENDS](#)

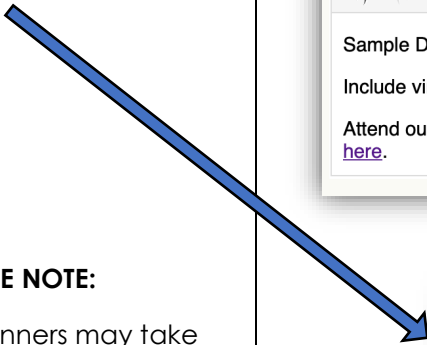
EDITING YOUR RESERVATION

For most reservations, the event descriptions, titles, and publish to calendar selections can be edited in the Event Form even after the reservation has been confirmed. This applies to reservations created beginning summer of 2020.

Please contact ECS if you need to edit an already existing reservation.

Here's what you can edit on your reservations:

- Event Title
- Event Description
- Publish to Calendar



Event Name - Required ⓘ

Virtual Event

Event Title ⓘ

Virtual Social Gathering

Event Description ⓘ

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

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Sample Description:

Include virtual link here.

Attend our virtual social gathering, free to all CSUSM, students, faculty, and staff! RSVP [here](#).

PLEASE NOTE:

ECS Event Planners may take ownership of higher-profile event reservations, restricting editing capabilities for users. Please contact your Event Planner to request reservation changes in this case.

DO NOT enter the Event Description in the Comments fields below.

Featured Event Calendar Consideration (Does not Guarantee Placement)
Comment

Community Event Calendar
Comment

Faculty Meeting Calendar
Comment

Staff Meeting Calendar
Comment

Student Event Calendar
Comment

EDITING RESTRICTIONS

Most reservations can be edited in the Event Form by clicking "Edit Event" on the main Event Details page.

PLEASE NOTE:

The event date, time, or location cannot be edited after a reservation has been submitted. **Please contact ECS to request changes to these essential items.**

Go to Search Recently Viewed

Coffee Break Trivia Confirmed 2020-ABRVKA Thu May 07 2020 9:30 am - 10:00 am **ZOOM MEETING**
Fac/Staff - Coffee Break Trivia Repeats every week on Thursday through 7/30

Details Occurrences Calendar Schedule Task List Pricing Audit Trail

Edit Event Confirmed ▾ More Actions ▾

General ^ Event Categories

Calendar Tips

- To ensure that your event is posted and reaches the audience of your choice, please select the appropriate calendars. (i.e. Student Calendar, Community Calendar, Staff or Faculty Meetings, etc.)
- Event Start = Calendar time**
 - The time entered in the “Event Start” section will be advertised on the calendar and therefore will be the time that guests will arrive. To reserve extra time for setting up early or cleaning up after, use the Additional Time section.
- Additional Time**
 - If you need additional time to set up before your event or to clean up after, you can use the “Pre-Event & Post-Event” times in the Event Wizard.
 - “Setup & Takedown” times will be entered by the ECS team as needed, particularly for Campus Full-Service and select Self-Service events with rental items.

CAMPUS ANNOUNCEMENTS

<https://www.csusm.edu/communications/contact/announcements.html>

“This Week at CSUSM” campus announcements include select upcoming events that are displayed on Campus Calendars.

You can submit a request to include your featured event in the Campus Announcements on the CSUSM Office of Communications website.

Submissions received by 5 p.m. each Thursday will be included in the following two weekly emails and posted online at either [student announcements](#) or [faculty and staff announcements](#).

25Live Link or Reference Number

- 25Live URL Link** – Copy and paste the URL from the Event Details page of your event.

or

- 25Live Reference number**