How to Make Events Appear on the Website Calendar Through 25Live

Before You Start: 25Live Canvas Training is Required. In order to create an event in 25Live, staff and faculty must first complete the 25Live user training in Canvas. To access the training, contact South Seattle College's 25Live Administrator James Curnutt at **james.curnutt@seattlecolleges.edu**. After completing the training, notify James and he will increase your permissions so you can create events.

STEP 1: After logging into 25Live using your EAD credentials, complete the **Event Form** (link found on the top right of page or by clicking the "Create an Event" button) with your event information as completely as possible until you see the sub-head titled **Categories** appear. It is important to fill-out each *required* section; some sections of the form will not appear until these have been completed.

IMPORTANT NOTES:
- **Selecting a LOCATION IS REQUIRED** for your event to appear on the calendar. If your event does not require a physical location search and select the location titled, **"SS – None."** For online/virtual events, search and select the location titled, **"SS – Online."**
- If you are creating an online/virtual event using SS – Online, you may see a message saying your event "conflicts" with another event at the same time. Ignore this message and continue creating your event with SS – Online selected. Online/virtual events can occur simultaneously.
- The **Promotional Information** field, while not required, is where you can place a written description of the event, links to further information, and contact information.

STEP 2: Under **Categories**, click the "EDIT" button. You must select both of the following categories for your event to appear on the website calendar.
- Select **Campus – South**
- Select **Publish to Public Web Calendars**
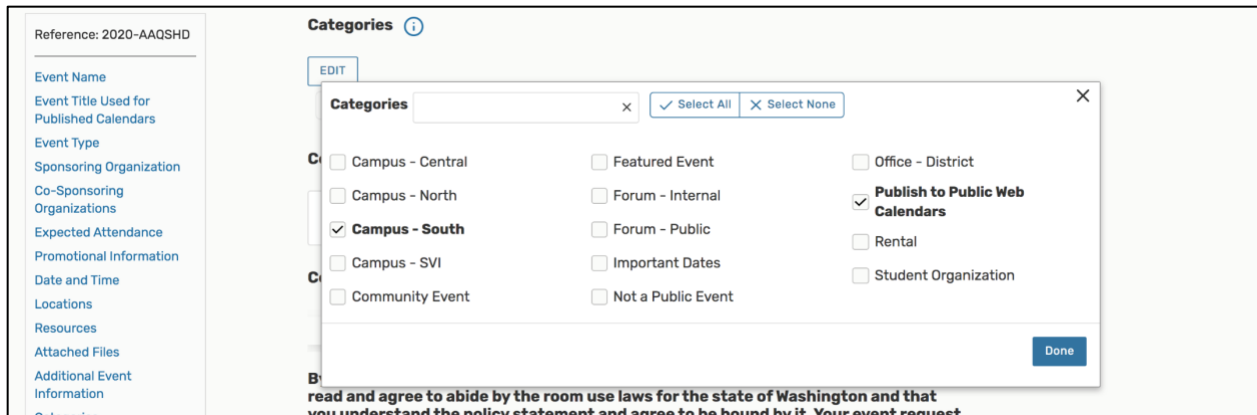
STEP 3: After completing the form, click save at the bottom right corner.

Next, go to your Seattle Colleges (Outlook) email to verify you have received an email from 25Live saying your event has been created.

Your event will be routed to the 25Live Admin associated with the location you selected. You will receive another email after the 25Live Admin has confirmed and assigned your event submission. Next, check that your events are appearing on the website's Events Calendar. After the 25Live Admin assigns your event, it generally takes up to an hour for the event to appear online.

Editing & Cancelling Events

If you need to edit or cancel your event, you must contact James Curnutt, South Seattle College 25Live Administrator, at **james.curnutt@seattlecolleges.edu.**

If you are experiencing problems or need additional help, contact James Curnutt, South Seattle College 25Live Administrator, at **james.curnutt@seattlecolleges.edu**.