

## 25Live Guide: Is this event ready to go to [Events Calendar](#)?

When submitting a new event to the [Events Calendar](#), it is important to ensure that the essential event information has been included.

### SCREENSHOT

Event Details	
<b>Event Name:</b>	Kris Kristofferson
<b>Event Title:</b>	CenterArts Performance
<b>Event Type:</b>	Performance
<b>Reference:</b>	2017-AAPKTP
<b>State:</b>	Confirmed
<b>Organization:</b>	CENTER ARTS
<b>Scheduler:</b>	25live, Administrator
<b>Requestor:</b>	25live, Administrator
<b>Event Categories:</b>	<ul style="list-style-type: none"> <li>• Featured Event</li> <li>• Faculty</li> <li>• Staff</li> <li>• Student</li> <li>• <a href="#">Show 2 more...</a></li> </ul>
<b>Head Count:</b>	600 expected 0 registered

### INSTRUCTIONS

**EVENT NAME:** This is the first thing people will see on the calendar. Make sure that the event name is informative and has no spelling errors. This field has a 40-character limit.

**EVENT TITLE:** This field is optional, but can be used to expand on the event name, for example: enter the name of the event series. This field has a 120-character limit.

**ORGANIZATION:** Make sure that the organization attached to the event is appropriate. DO NOT use organizations such as: "254-ENGL" (Use "English" instead).

### CATEGORIES:

- **Academic** – should be applied to events with a strong academic emphasis
- **Admissions** – should be applied to events organized for new and potential students
- **Alumni** – should be applied to events to which HSU alumni are invited
- **Athletic** – should be applied to events with a strong athletic emphasis
- **Community Event** – to be used **ONLY** by Campus Events Office
- **Don't Publish To Calendars** – prevents events from appearing on most public calendars
- **Faculty** – should be applied to events to which faculty are invited
- **Open To The Public** – should be applied to events to which general public is invited
- **Publish to Department Calendar** – pushes the event to department's website calendar (if department is using a 25Live calendar)
- **Queer** – should be applied to events that should be included on QWEERSS calendar
- **SERIES: Campus Dialogue on Race** – pushes the event to a specialized seasonal calendar
- **SERIES: Fall Startup** – pushes the event to a specialized seasonal calendar
- **SERIES: International Education Week** – pushes the event to a specialized seasonal calendar
- **SERIES: Social Justice Summit** – pushes the event to a specialized seasonal calendar
- **SERIES: Welcome Home to Humboldt** – pushes the event to a specialized seasonal calendar
- **Staff** – should be applied to events to which staff are invited
- **Student** – should be applied to events to which students are invited
- **University Activity** – should be applied to all HSU sponsored events

**EVENT CATEGORIES:** Tag the event with all applicable event categories. This field is only visible to advanced schedulers.

**Description:**

Heralded as an artist's artist, legendary singer songwriter Kris Kristofferson has recorded 27 albums, including three with musical cohorts Willie Nelson, Johnny Cash, and Waylon Jennings as part of the Highwaymen. His classic songs Me and Bobby McGee, Help Me Make It Through the Night, Sunday Morning Coming Down, and For the Good Times helped redefine a genre. Still inspiring audiences worldwide with his grace and eloquence, Kristofferson has spent over four decades performing concerts around the world, in most recent years in an intimate acoustic setting. Tickets can be purchased at the [Center Arts Ticket Office](#). Call (707) 826-3928, Mon-Fri, 9AM-5PM.

**DESCRIPTION:** Make sure that the event has a proper, detailed, and informative description, free of spelling errors. Make sure that the links are working. This is the second most important part of the event that will be visible to all users. Events with no descriptions should be limited on the [Events Calendar](#).

**Comments:**

**COMMENTS:** Optional field irrelevant to the Events Calendar.

**Internal Notes:**

**INTERNAL NOTES:** Optional field irrelevant to the Events Calendar.

**Confirmation Text:**

**CONFIRMATION TEXT:** Optional field irrelevant to the Events Calendar.

**Event Custom Attributes:**

Contact email: carts@humboldt.edu  
 Contact phone #: (707) 826-3928  
 Contact person: CenterArts  
 To purchase tickets: [Click Here](#)  
 Tickets - Child/Senior \$: 66.000000  
 Event Image: [Click Here](#)  
 Tickets - General \$: 66.000000  
 Tickets - Student \$: 25.000000

**EVENT CUSTOM ATTRIBUTES:** Ensure that more information about the event is provided, for example: Contact email, Contact person, Contact phone #, and Event Image. Ticket prices and where to buy them are also useful. These attributes provide more information to calendar viewers.

**Requirements:**

Arts (Performing & Visual):

**REQUIREMENTS:** The Requirements decide to which calendar the event is pushed. Make sure that only the most pertinent calendars are selected to avoid cluttering the [Events Calendar](#).

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The screenshot shows the 'Task List' tab in the 25Live interface. At the top, there are navigation tabs: 'Details', 'Calendar', 'Task List' (selected), 'Pricing', 'E-Commerce', and 'Audit Trail'. Below these are action buttons: 'To You', 'Edit this Event', 'Event State: Confirmed', 'More Actions...', 'Refresh', and a help icon. The main content area is titled 'Tasks for "Kris Kristofferson"'. It displays the event time 'From 07:00 PM to 09:00 PM on Thu Jan 11 2018.' and a field for 'Related Location(s): TA\_101' which is highlighted with a green box. Below this is a 'Notifications: Event' section with a 'More Actions...' dropdown. A notification entry is shown: 'Arts (Performing & Visual) Status: Approved Flagged?:' with a yellow flag icon.

**RELATED LOCATION(S):** Make sure that the event submitted to the [Events Calendar](#) has a location attached to it. Events with no locations should be limited on the calendar.

For questions regarding **25Live** contact  
Bella at ext. 5788 or at [bella@humboldt.edu](mailto:bella@humboldt.edu).