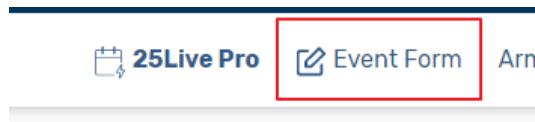
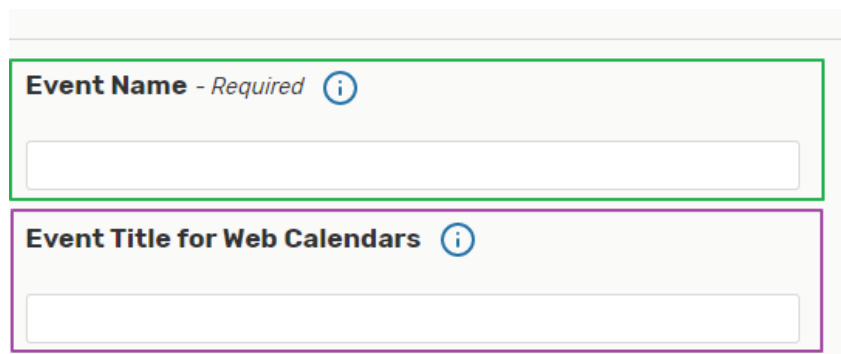


## Online Events

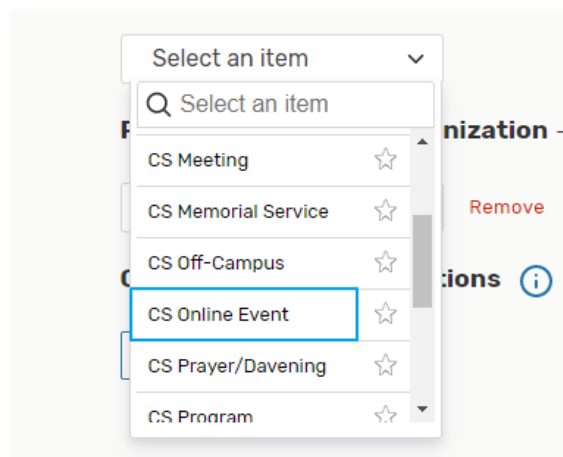
To request an online event, log into 25Live and select **Event Form**, located in the top bar of the page.



Enter the **Event Name**, which is required. This is limited to 40 characters. If the **Event Name** is not the name to be displayed on the web, enter that in **Event Title for Web Calendars**. If there is nothing entered in the **Event Title for Web Calendars** box, 25Live will use the **Event Name** in the calendar.



Select 'CS Online Event' for the **Event Type**.



Chose a **Primary Sponsoring Organization**. This is an incremental search. Enter CS and all Cardozo organizations will be shown. If there is more than one sponsoring organization, they can be added by selecting 'Edit' in the **Co-Sponsoring Organizations**.

**Primary Sponsoring Organization** - Required ⓘ

Search organizations ▾ Remove

**Co-Sponsoring Organizations** ⓘ

EDIT



**Expected Head Count** is required, enter the number of attendees.

**Expected Head Count** - Required ⓘ

Be sure to put all the event access information (zoom link, link to reservation/signup page, etc.) in the **'Event Description for Web Calendaring'** box.

**Event Description for Web Calendaring** ⓘ

File Insert View Format Tools

↶ ↷ **B** *I* U A ▾  ▾ System Font ▾ 12pt ▾ 

Select the beginning and end times of the event.

**Date and Time** - Required ⓘ

Tue Aug 11 2020

11:00 am

To:

12:00 pm

This begins and ends on the same day

Duration:  
**1 Hour**

To book an online event, in the Location search ensure that **Hide Conflicts** is not checked.

Search for **Cardozo Online** in the search box.

It will either come up as "Available" or "Request Available" in the results box.

Select whichever displays.

**Locations** ⓘ

**Locations Search** ^

Auto-Load Starred: No  Yes

Hide Conflicts  Enforce Headcount

Saved Searches (optional) v cardozo online x

Hint! Type -- to use SeriesO!

More Options v Reset Search

Add	Name	Title	Capacity	Availability	Conflict Details
Request Available	<a href="#">CARDOZO ONLINE EVENTS</a>	Cardozo-Online Event	5000	0/1	Conflict Details

**Attached Files** are anything that might be useful in event planning or for future reference. Not required. Please do not attach photos to be included on the website calendar.

**Additional Event Information** is for further details that might be important for the school to know. For Online Events, there are no questions in the category.

To add the event to the school calendar, select 'Edit' under Categories.

The screenshot shows a form with three main sections: **Attached Files** (with an 'i' icon and an 'Upload a file' button), **Additional Event Information** (with an 'i' icon and an 'Add a Custom Attribute' button), and **Categories** (with an 'i' icon and an 'EDIT' button).

Once selected, pick 'CS Display On The Web' to have the event show on the Cardozo website.

The screenshot shows a 'Categories' selection window with a search bar and 'Select All' / 'Select None' buttons. A list of categories is displayed in a grid. The category 'Cs Display On The Web' is highlighted with an orange box. Other categories include 'Cs Academic', 'Cs Alumni Events', 'Cs Career Services', 'Cs Display On Reports', 'Cs External', 'Cs Not Display On The Web', 'Cs Not Open To The Public', 'Cs Off Campus Event', 'Cs Open To The Public', 'Cs Programs, Centers, And Faculty', 'Cs Students And Student Journals', 'Featured Events', 'Yeshiva University - Academic (Calendar-related)', 'Yeshiva University - Athletic Event Calendar', 'Yeshiva University - Beren Campus Calendar', 'Yeshiva University - Career Event Calendar', 'Yeshiva University - Do Not Publish To Web Calendars', 'Yeshiva University - Off Campus Events Calendar', 'Yeshiva University - Open To The Public', 'Yeshiva University - Revel Events Calendar', 'Yeshiva University - Social Events Calendar', 'Yeshiva University - Student Events Calendar', 'Yeshiva University - Torah Event Calendar', 'Yeshiva University - Uts Departmental Calendar', 'Yeshiva University - Wilf Campus Calendar', 'Yeshiva University - Wurzweiler Care Cafe', and 'Yeshiva University - Wurzweiler School of Social Work'. A 'Done' button is located at the bottom right.

In the **Comments** box, please add any details the events office may need to know that's not included in the request.

Check the 'I agree' box.

**Comments** ⓘ

**I agree to be bound by the policies and procedures concerning the use of locations and resources at Yeshiva University.**

- Required

By checking the box, you are providing a digital signature indicating that you understand the policy statement and agree to be bound by it. You may read the full policy by clicking **this link**.

I agree

Select Save and the request will be submitted to the events office. If there were any required fields left empty, the screen will jump to that section. Fill them out and then select Save.

Cancel Preview **Save**

Once the saved message is received, the event has been submitted and the events office will get in contact when it's been approved.