

Updated (2/3/2022)

## 25Live Scheduler - Event Categories:

Once attached to an event, Event Categories are used as a criterion to search for and report on events across all branches of the event structure, as well as identifying the Published Calendar placement for events. The event categories to which you can assign an event are added to the 25Live database during data preparation. Default categories may likely be assigned to event types during data preparation, so you may find that categories are already attached to your event when you first open the Categories field of the Event Form.

Following is a list of Event Categories which are assigned to each event through the Event Form in 25Live. **Please use the Categories list and the instructions which follow to assign at least one or more Event Category to every event.** If more than one these categories applies to an event, please attach all that apply.

Please be sure to only attach categories which accurately apply to the event. **Follow the Descriptions carefully!!**

If you do not find a category that applies to the event you are scheduling, please notify [patti.mcneill@scottsdalecc.edu](mailto:patti.mcneill@scottsdalecc.edu)

Current Event Categories - 25Live	Description
Ex: 4196 thru 4229	For SIS use only: Active Credit /non-credit terms; Required by SIS Interface
Academic Related	Directly or indirectly related to instruction
Arizona Government	Government entity of the State of Arizona, or SRPMIC
Arts	Fine Arts and Performing Arts combined
Athletics	All Athletics related events
Civic Engagement/Political	Civic engagement and/or political related event. These events must include this category for annual reporting purposes. Examples: Voter registration, Petitioners, Town Halls, City Forums, Candidate Forums, Governments, Municipalities, Blood Drives.
Co-sponsored	Joint venture with a Maricopa organization and an external organization
Combined Section	For SIS use only: Denotes Combined Sections Active Credit /non-credit terms; Required by SIS Interface
Community Entity	SRPMIC, Local Government, Public Service Providers
Credit	Academic Course for Credit
Cultural/Diversity	Cultural or Diversity related activities
Developmental	Developmental classes, I Start Smart, HLC Reporting
Districtwide	Attendees from across district
Do Not Publish to Web	Hidden from Published Calendars
Educational Mission	Related to the Mission of the College or District
Electronic Display	Publish to Digital Signage on campus
Employee	Employee only event
Featured Event	Featured on College Marketing Website
Fitness/Wellness	Districtwide calendars, maybe reports
For-profit	Activity is for profit, making money at the event

Fundraiser	Dance, car wash, foundation reporting
High Priority	Events that need special attention, high-profile
I	Inactive Instructor
Lease	Formal lease of space
Marquee	Events that are pushed to marquee displays
Non credit	Academic Course not for credit
Open to Public	Event is Open to the Public, will be published to Community Calendar
Phx Library	Phoenix Library Partnership
Public Service	Event is supported by the college as a Public Service to the Community
Publish to V Calendar	Category automatically applied by the system, no need to add it to an event
Pi	Private Instructor
Rental	External Entity Rental of Facilities under FUA contract
Si	Secondary Instructor
Social/Global	Required for district reporting
Solicitation/Vendor	Student Life Vendors; Also an Event Type
Student	Student-related events
Travel	Vehicles, Also an Event Type
Waive, Fee	Co-Sponsored, Mission Related, Government, Professional Organization - Use Custom Attribute?
Waive, Insurance	President's authorization for waiver of MCCCCD insurance requirements