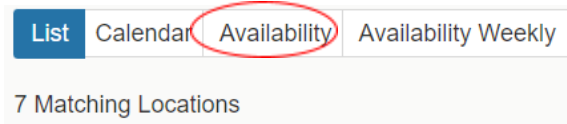


Checking Location Availability in 25Live

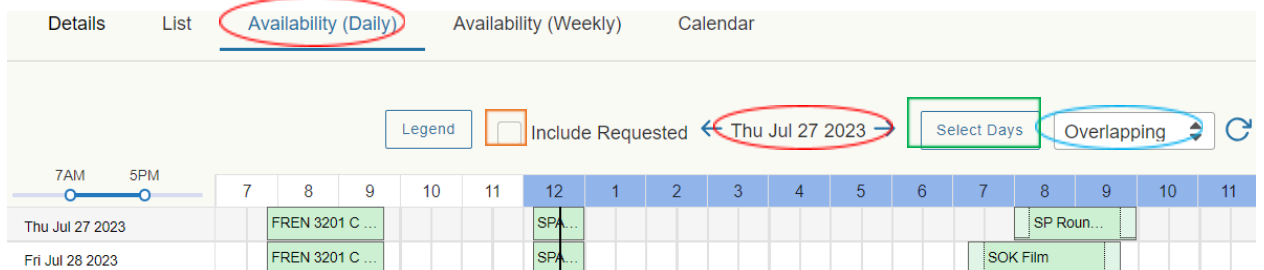
1. Navigate to the [25Live](#) Home Page.

2. In the **Quick Search, Search Locations** field enter a keyword (part of the space name or the space code) and click on the search icon.
WARNING: If you enter the building name only, the system will load every schedulable space in that building. However, if you want a space on the 2nd floor of Bicentennial Hall, enter "MBH 2" to narrow your search results.

3. To view availability of all the Matching Locations retrieved by your search, click the **Availability** button above the search results.



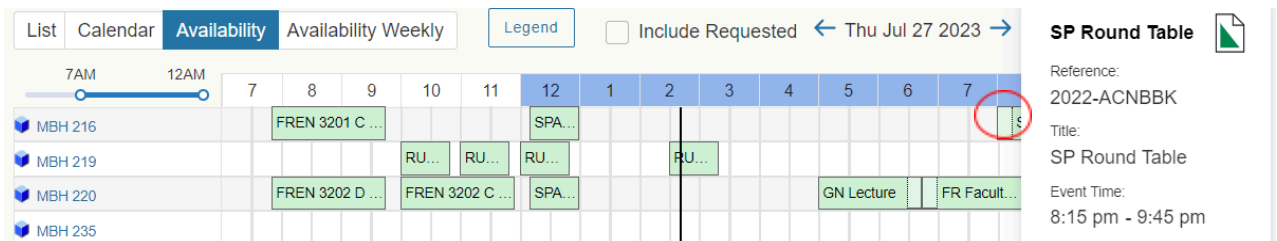
4. When 25Live loads the availability grid, select the **Overlapping** view. It is easier for viewing multiple spaces at once.
5. To view availability of a single location, click on the desired location and click the **Availability** (Daily) or **Availability Weekly** link. Then select the date you wish to check (click on the date for a drop-down calendar):



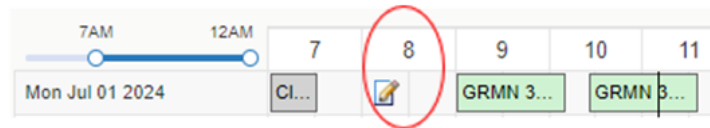
Always click the **Include Requested** box to display reservation requests that are awaiting approval. Requested events will display like this:

Tip: Clicking the **Select Days** button allows you to view only the day/s of the week you are interested in, when checking availability for a weekly event occurrence.

6. 25Live displays an hourly block grid of events & classes for the space/s and date/s you specified. Place the cursor over shaded blocks to see event details.



Hot Tip! You can open the event form from the Location availability grid and **the form will automatically apply the Location, date & start time to the form!** Place the cursor over an available start time on the grid and click on the pencil icon.



Remember to click the Include Requested box in this view to ensure there are no prior (yet to be confirmed) requests for that time.



The **Calendar** link gives a minimum 1-week view of events in calendar format. You may opt to view multiple weeks via the Weeks dropdown selector.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 23	24	25	26	27	28	29
5:30 pm - 6:50 pm RU Lecture MBH 216	7:50 am - 9:45 am FREN 3201 C 60550 202360 MTWRF 0750-0945 CLAS 07/03 MBH 216	7:50 am - 9:45 am FREN 3201 C 60550 202360 MTWRF 0750-0945 CLAS 07/03 MBH 216	7:50 am - 9:45 am FREN 3201 C 60550 202360 MTWRF 0750-0945 CLAS 07/03 MBH 216	7:50 am - 9:45 am FREN 3201 C 60550 202360 MTWRF 0750-0945 CLAS 07/03 MBH 216	7:50 am - 9:45 am FREN 3201 C 60550 202360 MTWRF 0750-0945 CLAS 07/03 MBH 216	8:15 pm - 10:45 pm SP Film MBH 216
	12:10 pm - 1:00 pm SPAN 6691 A 60407	12:10 pm - 1:00 pm SPAN 6691 A 60407	12:10 pm - 1:00 pm SPAN 6691 A 60407	12:10 pm - 1:00 pm SPAN 6691 A 60407	12:10 pm - 1:00 pm SPAN 6691 A 60407	

Tip: Selecting the **Show Blackouts** button will display institutional blackout periods for events. These will display in gray, with the name of (reason for) the blackout. For example:

Information on blackout periods can be found on the [Annual Date Restrictions](#) policy page.

The **Availability (Weekly)** link allows you to assess room availability for a full week. If your ideal day and time are not available, you can easily identify alternative time slots.

7AM - 12AM	Sunday 7/23	Monday 7/24	Tuesday 7/25	Wednesday 7/26	Thursday 7/27	Friday 7/28	Saturday 7/29
7:00 AM							
8:00 AM		FREN 3201 C 60550 2...	FREN 3201 C 60550 2...	FREN 3201 C 60550 2...	FREN 3201 C 60550 2...	FREN 3201 C 60550 2...	
9:00 AM							
10:00 AM							
11:00 AM							

Tip: Not interested in Saturday/Sunday time slots? Click on the **Select Days** button to deselect any days of the week you don't need. They will be eliminated from the grid.

Remember: The schedule is LIVE! You may view availability now, but events may be added at *any time*. Never assume that an open time block will remain available in the future. Always submit an Event Request to secure the space you need.

It is also good practice to request any **Pre-Event** and **Post-Event** time needed for set-up or preparation that you or a guest speaker may need. Separate from that, Event Management will add any **Setup** and **Takedown** time for service providers to complete their tasks.

Curate a List of Favorite Spaces! *This feature applies only when logged in as a user. When logged in as a user, you can customize your dashboard, create and save searches, and "star" favorite objects.*

When viewing locations retrieved by a search, or when viewing the Details of an individual location, you will see a star beside the Location Name. Clicking on the star highlights it in yellow and adds the location to your list of favorite spaces. They will then also appear on your home dashboard as "Your Starred Locations."

Name
★ AXN 219
☆ AXN 220
☆ AXN 221

When creating an event, you then have the option to auto-load your favorites to quickly check availability of multiple locations.

Event Locations

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters

Saved Searches (optional) Search Locations

Hint! Type :: to use SeriesQL

Reset