

Check Location Availability within the Event Form

The Locations Search window is part of the event request form.

The screenshot shows a 'Locations Search' window with the following elements:

- Auto-Load Starred: No Yes
- Hide Conflicts Enforce Headcount
- Search Filters
- Saved Searches (optional)
- Search Locations
- Hint! Type :: to use SeriesQL.
- Reset

- The **Search Locations** field is the starting point for most searches. You can search by location name (3-letter code) or formal/full name. You may also search for a specific room (ex: AXN 219). Using only the building name will retrieve a list of ALL schedulable spaces in that building. Narrow the search to a specific floor. Example: AXN 2 will retrieve only spaces available on the 2nd floor of Axinn.
- **Auto-Load Starred** (locations) is only applicable when logged in as a 25Live user, and not for shared forms embedded on websites (ex: Academic Ad Hoc Request).
- Checking the **Hide Conflicts** box eliminates unavailable locations from your search results.
- Checking **Enforce Headcount** eliminates spaces with capacities that are less than your expected attendance. *College employees are responsible for adhering to room capacities as determined by State of Vermont life safety code.*
- **Search Filters** allow you to narrow your search to specific space Categories, Features, Layouts or Capacity ranges.
- There are several **Saved Searches** for quickly finding certain types of spaces: Find a Computer Lab, Find a Seminar Classroom, Find an Auditorium, Find Assistive Listening Capable Spaces.

When your search parameters are filled in, click the Search button to check availability.

Available locations will display a blue Request button. Click the button to add the space to your request. You may add multiple locations if required for your activity.

Request Available

Applies to recurring events when the requested space is not available for all dates/times. An Availability ratio will display indicating the number of dates available vs. the number of dates requested. You can opt to request the available dates and request a different location for the remaining dates.

Unavailable is displayed when the location/s are not available on any of the requested dates. A [Conflict Details](#) link displays so you may review conflicts. Adjusting your meeting time may alleviate a conflict.

If you have difficulty finding availability within the request form, it can be helpful to open a second browser window and view location availability in an Availability Grid. Review instructions to “View Location Availability” on our [help documentation](#) page.