Searching For Locations in 25Live

1) Login into 25Live
2) Click Locations tab

3) When searching by keyword it is best to indicate the building of interest by it’s building code first, ie FDN, 41CS, 30CS, then click Go
If searching locations from the List tab:

A list of locations in the selected building will be displayed along with how each room is categorized; its features, the layout and capacity.

To create an event in one of the listed locations, click on the pencil icon on the left and proceed with creating your event.

If searching locations from the Availability tab:

This will allow you to view the availability of a location. A date is required to complete this function.

Click on the current calendar date then, select your desired date.

A list of available locations and the hours of availability will be displayed.

To create an event in one of the listed locations, click on the pencil icon on the left and proceed with creating your event.
If searching locations from the Calendar tab:

You can enter a date range making your date selection on the pop-up calendars, then click Done. Then click Load Calendar.
A calendar view for every day in your date range will be displayed.

To create an event, click on the pencil icon on either of the days selected being mindful of events already scheduled in that time frame.

If you need to be more specific about the location you’re searching for-instead of typing a keyword, click on “more search options”

You will be given the option to find a location based on the category it falls under, it’s features, the layout or location capacity, then click Go

A list of locations that fit the criteria you selected will be displayed.

Once your event has been approved by the appropriate Location Scheduler and you have received your confirmation, your event will be displayed.