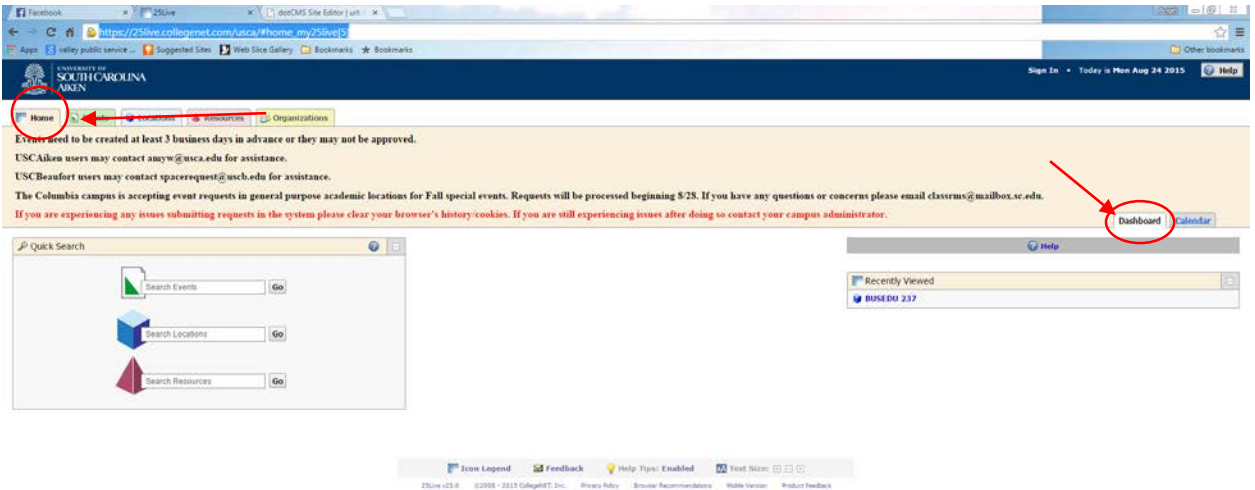
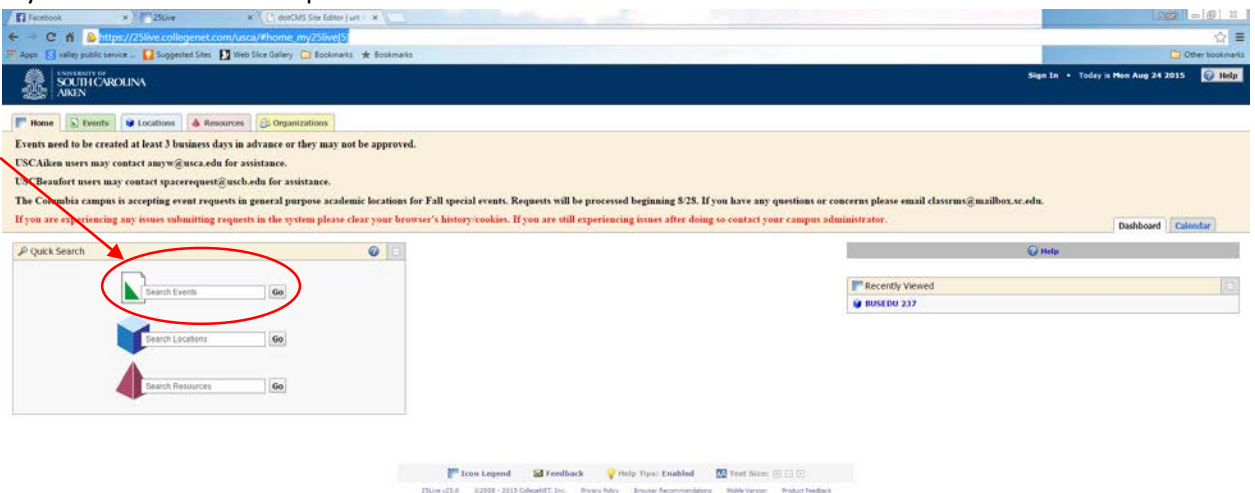


HOW TO SEARCH FOR AN EVENT IN 25LIVE

1. Go to the USCA 25 Live page at <https://25live.collegenet.com/usca>
2. Make sure the “home” tab is selected at the top and the “dashboard” tab is selected about 1/3 of the way down the page on the right.

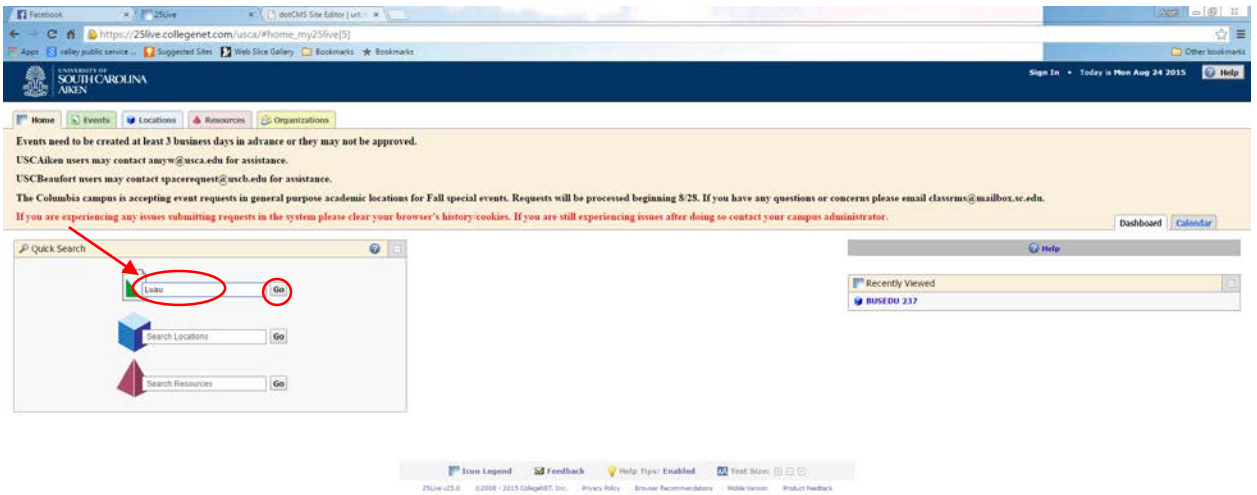


3. If you want to look for a specific event select “search events”

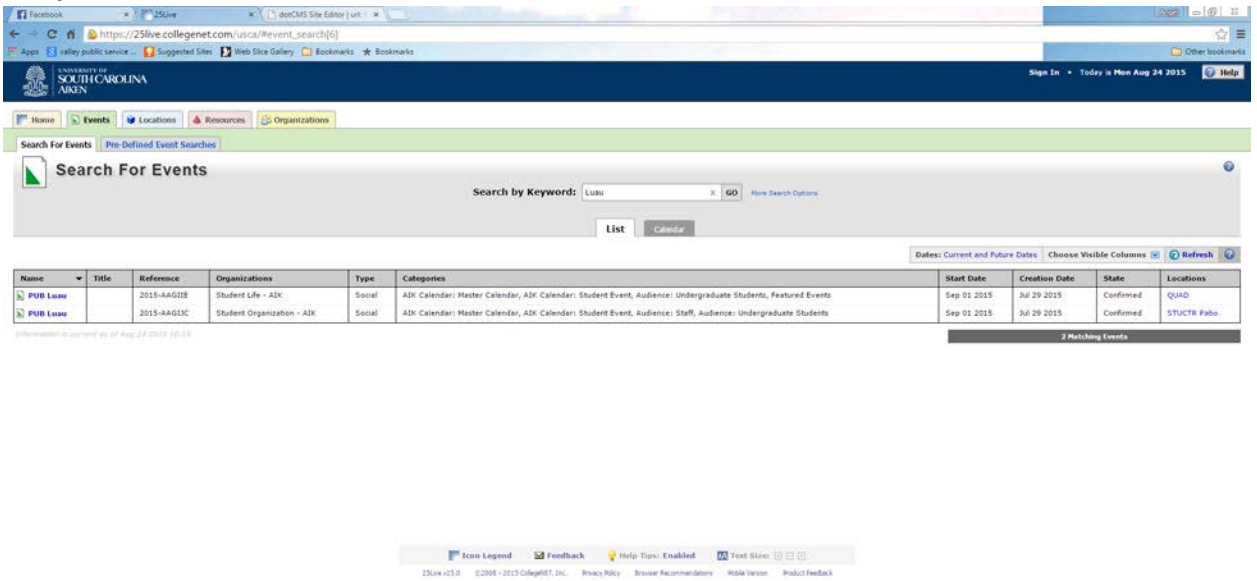


4. Type the name of the event and click “go”. For the example below we used the PUB Luau.

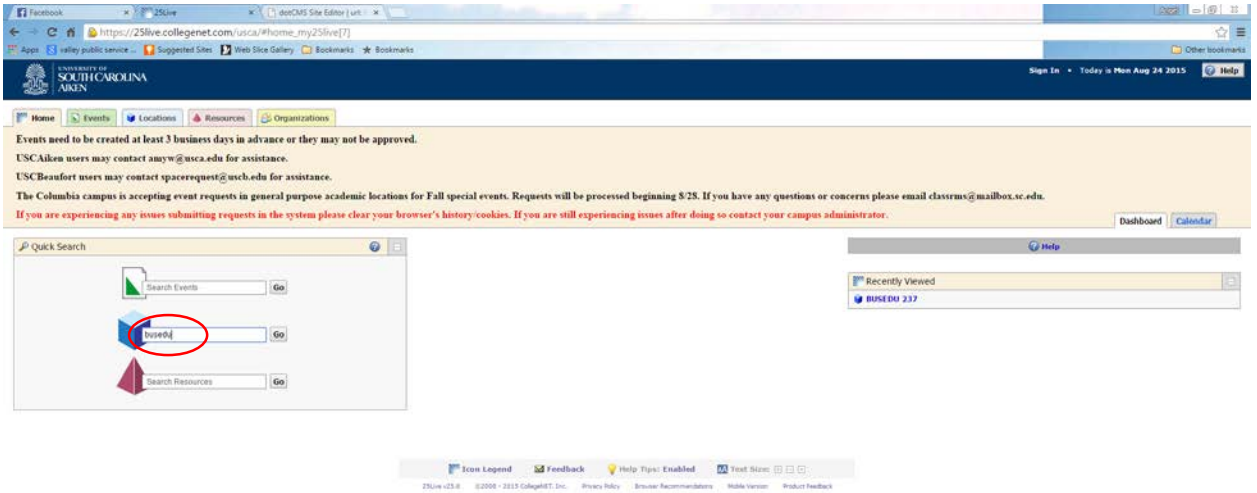




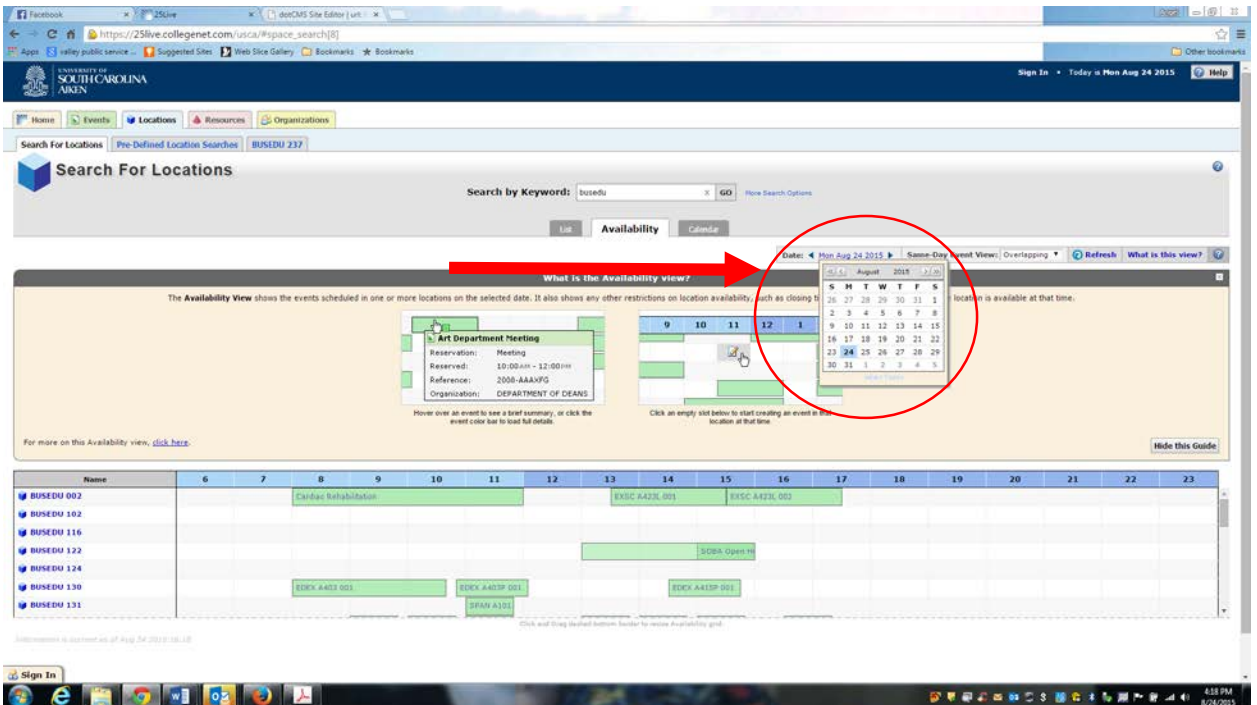
The program will take a second to search and then your results will come up. If it says *“Draft”* or *“Tentative”* under the state column then the request is still being processed. If it says *“Confirmed”* then the event is confirmed.



- If you would like to check on a specific room or space from the *“Home”* page you type the building code into the search box. For this example we will look for a space in B&E on Sunday, August 30th.



- The program will initially pull up the current days reservations for that building. To change the date you would click on the date on the left hand side to get the calendar to drop down and then select a date.



- Once your date has been loaded you can use the scroll bar on the left to see what rooms have been reserved and by what organization/group.

The screenshot shows the 'Search For Locations' interface. The search term is 'busedu'. The availability view is for Sunday, August 30, 2015. A tooltip for an 'Art Department Meeting' is visible, showing reservation details. A red circle highlights a vertical scrollbar on the right side of the calendar grid, with a red arrow pointing to it.

Name	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
BUSEDU 135																		
BUSEDU 136																		
BUSEDU 138																		
BUSEDU 140																		
BUSEDU 143																		
BUSEDU 144																		
BUSEDU 147																		

8. Codes/Abbreviations for each building are as follows

- a. SAC – STUCTR
- b. B&E – BUSEDU
- c. Penland – PENLND
- d. H&SS – HUMSSC
- e. Ruth Patrick – RPSCTR
- f. Science – SCIENC
- g. Library – GGLIBR
- h. Pacer Commons – PCOMMS
- i. Pacer Downs – PDOWNS
- j. Pacer Crossings – PCROSS