HOW TO SEARCH FOR AN EVENT IN 25LIVE

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.

5. 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.
6. 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.

7. 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.
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