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25Live Event/Room Scheduler – Quick Start Guide

Note: Scheduling rooms for courses should still be done through WINS until further notice.

Sign Into 25Live

1. Using a web browser, go to https://rooms.uww.edu/25live
2. Click the Sign In button, located in the top right or bottom left corner of the page, to log into 25Live. Use your Net-ID and password to log into the system.

Home Page (Dashboard)

You can return to the 25Live home page (aka Dashboard) by clicking the “Home” tab located in the top left corner of the page.

Search for Locations - Basic

1. Locate the “Quick Search” box on the “Home” tab.
2. Enter a building or room keyword in the “Search Locations” text box.
3. Click the Go button to search.
4. Click the location name to view the location’s details and calendar.

Search for Events - Basic

1. Locate the “Quick Search” box on the “Home” tab.
2. Enter an event/course keyword in the “Search Events” text box.
3. Click the Go button to search.
4. Click the event name to view event details.

Favorites

- Click the ✡ icon, to the left of a search result, to save that event or location as a favorite to your home page. A star that is ✡ (yellow) has already been saved.
- Easily access that starred event or location’s information from the “Home” page by clicking on its name.
Event Search - Advanced

1. Click the “Events” tab located at the top of the page.
2. Click the “More Search Options” link to the right of the search box to view additional search options.
3. Select as many or as few additional search options as your wish.
4. Click **Go** to run your search.

**NOTE:** You can also have an event keyword in the search box while using the advanced search options.

Location Search - Advanced

1. Click the “Locations” tab located at the top of the page.
2. Click the “More Search Options” link to the right of the search box to view additional search options.
3. Select as many or as few additional search options as your wish.
4. Click **Go** to run your search.

**NOTE:** You can also have a location keyword in the search box while using the advanced search options.

View Availability Calendar

1. From a search result or starred favorite, click the “Name” of the location to view its availability.
2. Select from the available room’s tabs to view different calendar options.

Location Availability Tabs

- **Details:** Lists details about the room including room features, layout, capacity, etc.
- **List:** List view of event scheduled in that room.
- **Availability (Daily):** See a calendar of dates and times that room is available/booked.
- **Availability (Weekly):** View a calendar of dates/times that room is available over a span of many weeks.
- **Calendar:** Standard calendar view of that location’s availability.

Need Help?
For additional help using 25Live please visit [http://www.uww.edu/icit/services/event-scheduler- (25live)] or open a ticket by emailing helpdesk@uww.edu.