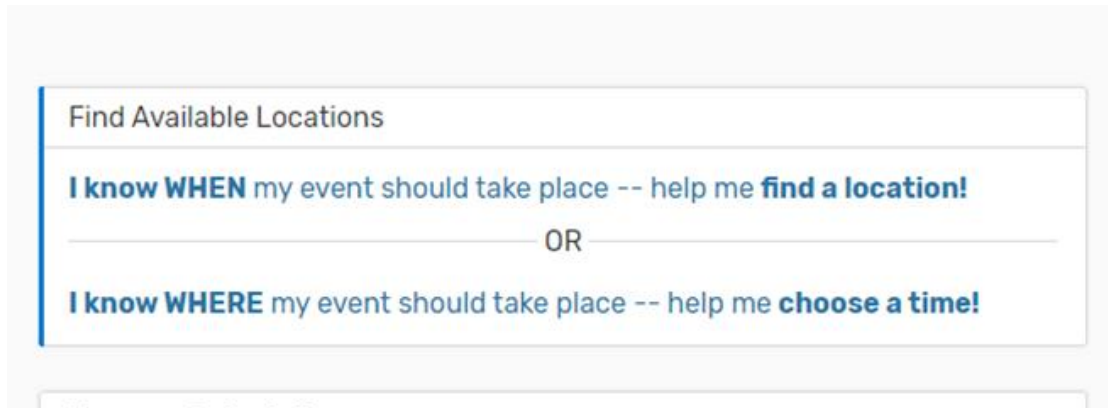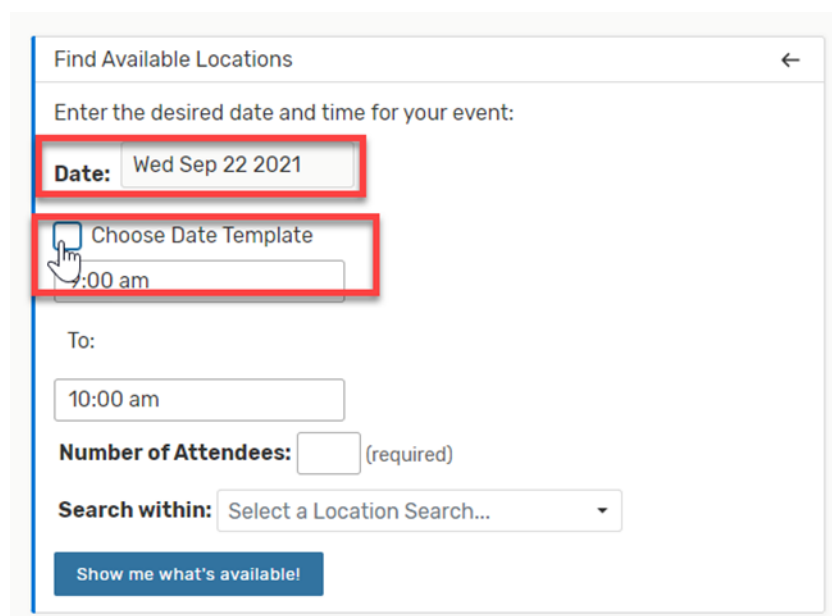**Description: How to search for an available location in 25 Live.**

Step 1: If you know when your class/event will take place, select 'I know WHEN my event should take place'

Find Available Locations

I know WHEN my event should take place -- help me **find a location!**

OR

I know WHERE my event should take place -- help me **choose a time!**

Step 2: Make sure your start date is the date of your event, or if it's a reoccurring event, the first date you need your event to occur on

Step 3: Select 'Choose Date Template'

Find Available Locations ←

Enter the desired date and time for your event:

Date: Wed Sep 22 2021

☐ Choose Date Template
7:00 am

To:

10:00 am

Number of Attendees: ___ (required)

Search within: Select a Location Search... ▾

Show me what's available!

Step 4: Select 'Show Extra Fields'

Step 5: If you are searching for an event that will be reoccurring, select 'Repeating Pattern'. If it only needs one day, you can skip to #7

Step 6: Then select the pattern that best suits your request.

   a. In this example we are searching for a class that occurs weekly
   b. Select the days needed
   c. Select Repeats through and select the last day needed for the class
   d. 'Select Pattern'
   e. Remove any holidays by clicking on the date and it will unhighlight

Step 7: Enter the number of attendees

Step 8: Search within All Locations

Step 9: Select 'Show me what's available'

Step 10: Please keep in mind, not all available rooms on the list are lecture or lab spaces.

    a. You can check by either reading the short description listed or selecting the space and read through the details tab

Step 11: If the space needed is available and this is for a class, you can then enter the facility id in PeopleSoft

Step 12: If this is for an event, you can select 'Use this Location' and fill out the event form.

    a. Note: Our office only processes events with the event type 'Request for Academic Space'