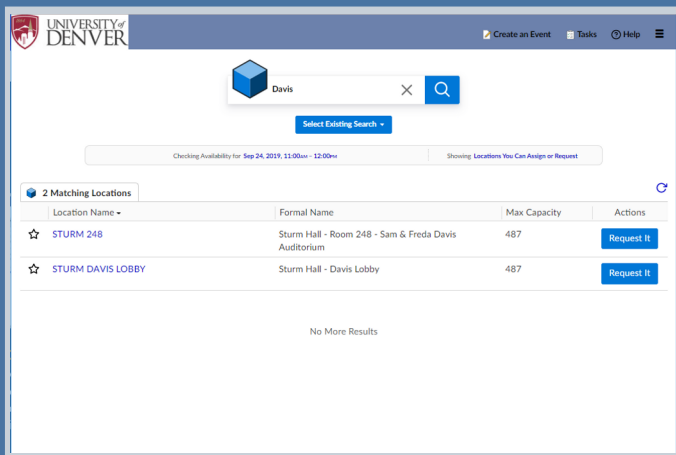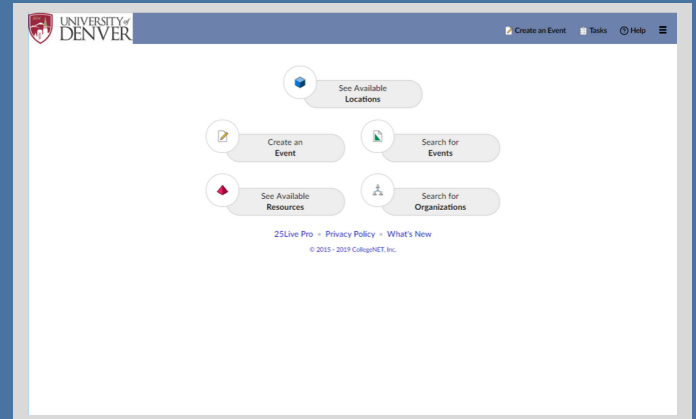# 25LIVE SCHEDULING: BASIC NAVIGATION

Home 🏠 Home

Once you have logged in, the home page will appear like this
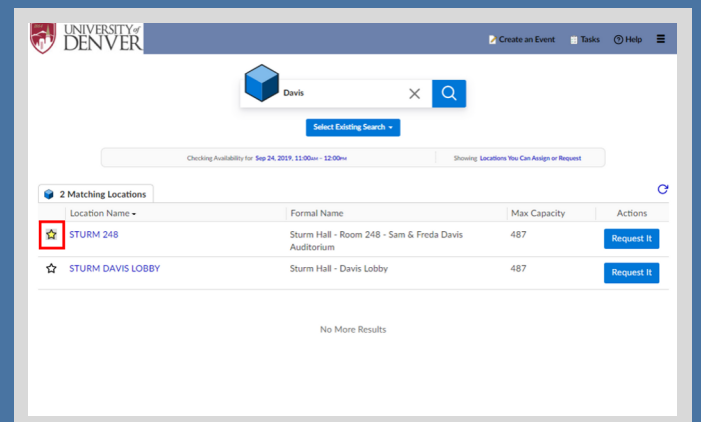

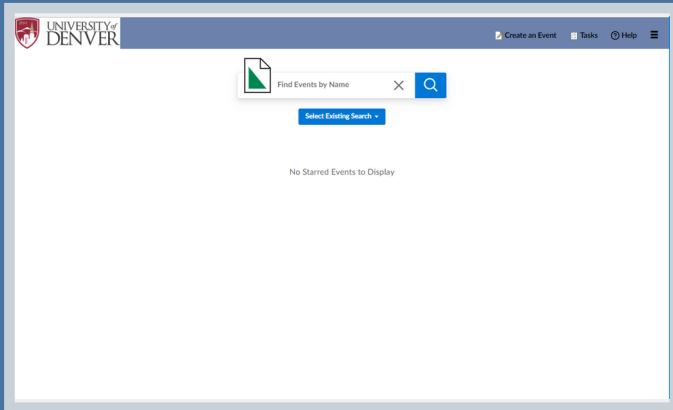## Available Locations 📦 Locations

- Navigate here to find information on specific locations
- Narrow results using both Location Name and Formal Name
    Example Location Name: STURM 248
    Example Formal Name: Davis Auditorium
- Default Date/Time is 24 Hours from current. Click on Date/Time to adjust search parameters

Locations List

- After finding the Location you are seeking, click on the grey star
- This marks the location as a Favorite
- Saving Locations as favorites will eliminate your need to run this search again
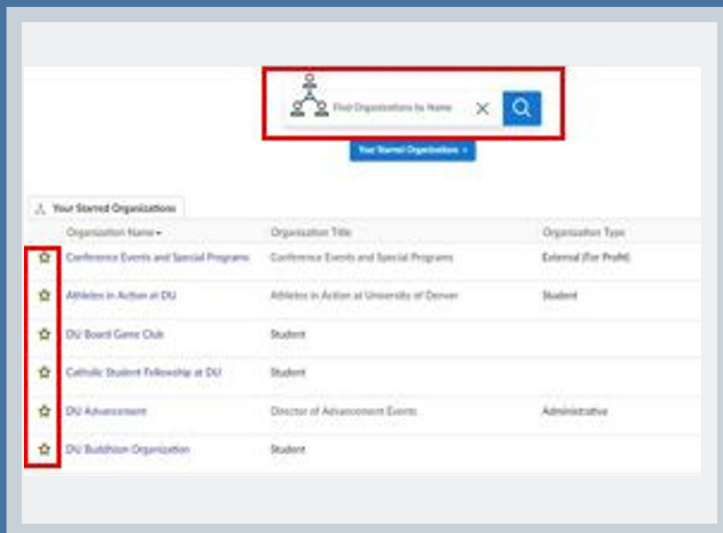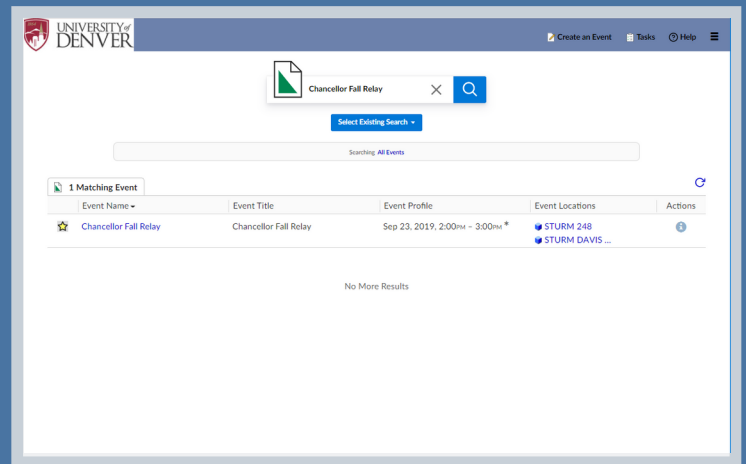- Favorite Locations will populate on the location page moving forward

Search for Events

- Navigate here to find information on existing event reservations
- The search field enables you to narrow results using both Event Name and Event Title

Events List

- After finding the Event you are seeking, click on the grey star
- This marks the Event as a Favorite
- Saving Events as favorites will eliminate your need to run this search again
- Favorite Events will populate on the Event page moving forward
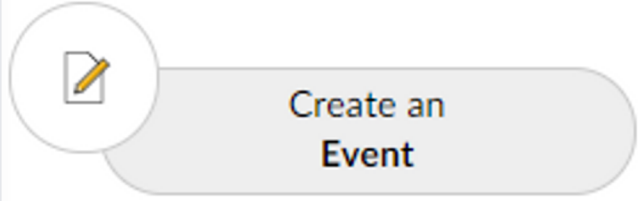

Organizations

- Navigate here to find existing Organizations using a keyword search
- After finding your Organization, mark it as a favorite
- Saving Organizations as favorites will eliminate the need to search for your Organization each time you use the Event Wizard

*If your Organization is not found, try widening your search by using just one word

Create an Event

- Navigate here to open the Event Wizard
- The Event Wizard is the tool used to place a request for a specific location on a specific date (or series of dates) and time
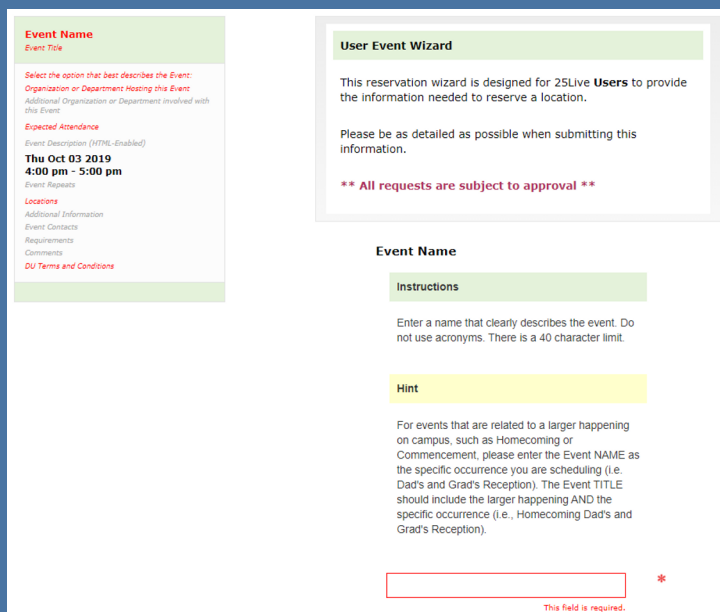

Event Wizard

- Fill in all required fields to advance to the next
- Instructions and Hints will appear on top of each field to explaining how each field should be used
- Event details will appear in the left column as the required fields are filled in

See the 25Live Scheduling: Create an Event User Guide for additional Event Wizard details