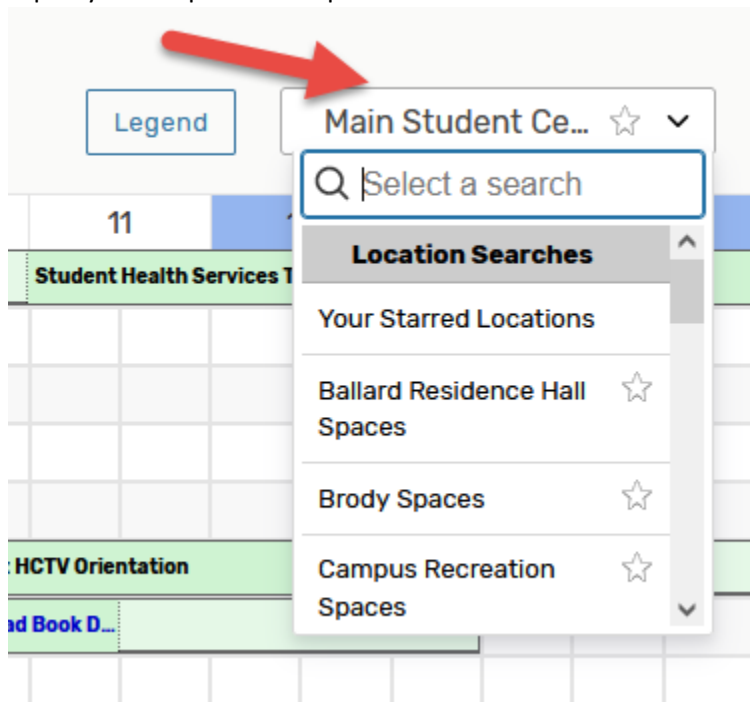


# Beginning a Reservation Request

There are two recommended ways to begin a reservation request- From the availability grid or by clicking the Event Form button. Beginning a request from the availability grid is preferred, so that you can ensure the location is available before beginning the request.

From the availability grid:

- The availability grid allows you to view the availability of groups of spaces. You may choose a building search from the dropdown or create your own set of “starred” locations for quick viewing/requesting.
- The dropdown in the top middle of your screen, next to the legend button, allows you to choose what set of spaces to view. You can also star searches by clicking the star to keep them at the top of your dropdown for quick selection.



- Change the date by clicking on the date field shown here

Legend Main Student Ce... ☆ ▾  Include Requested ← Tue Jul 13 2021 → Ov

11	12	1	2	3	4
Student Health Services Testing Site					
ICTV Orientation					
I Book D...					

July 2021

M	T	W	T	F	S	S
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

Select Today

- When you find that the location you want is free at the date and time you would like to request, click into the open block of that date and time. As an example- for 9:00 in Willis Auditorium, you would click in the block as seen below. This will open the request form with your date, time, and location already populated.

Willis Auditorium Closed

From the Event Form button:

- Please note when using this method you may find your desired location is not available. This is a good method to use when you do not have a desired location in mind.
- In order to start a request using this method, simply click the button labeled Event Form in the top right of 25Live

25Live Pro **Event Form** CRO More