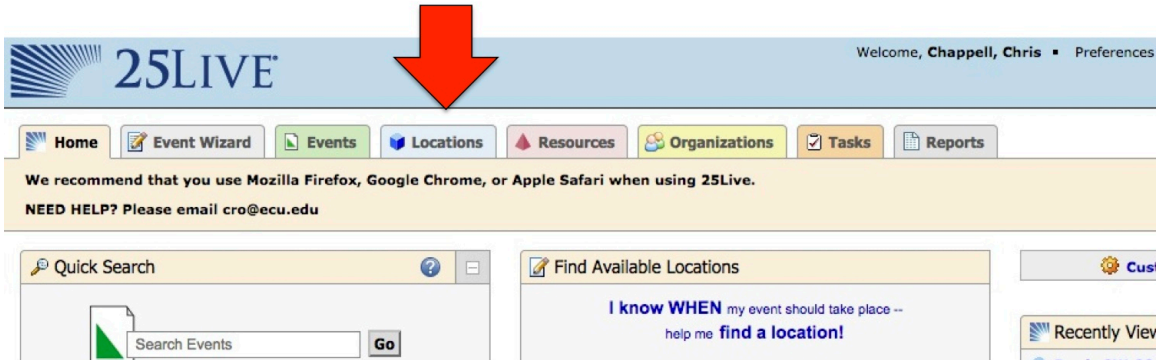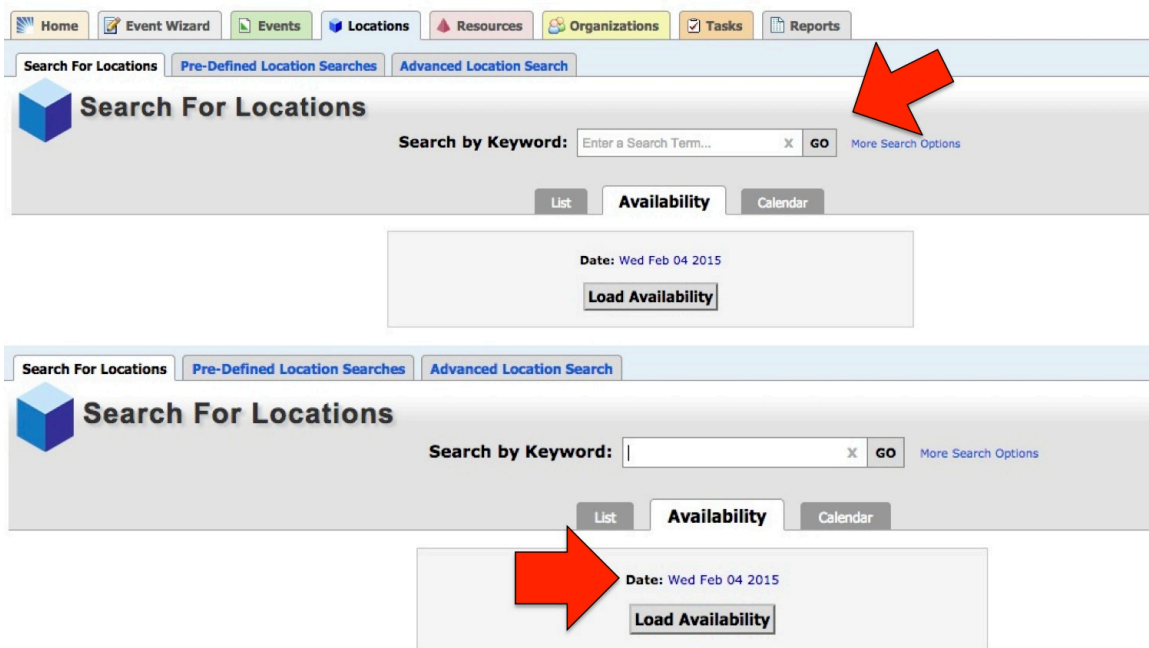How To Do a Simple Location Search in 25Live:

Users can perform location searches in order to check for available locations prior to creating an event using the Event Wizard. Users must be logged in to 25Live in order to perform a location search.

1. Log in to 25Live using your Pirate ID and Password – *Please note that you MUST complete the 25Live Requestor Training in order to access 25Live.*
2. From the Main Dashboard, select the Locations tab at the top of the page.

3. In the "Search by Keyword" box, enter the Building Abbreviation* for the space/building/area you would like to check the availability of, then choose the date, and click GO.

Please refer to the Building Abbreviation Guide for a complete listing of reservable spaces and how they are listed in 25Live.

4. The results can be viewed in 3 ways: (1) Availability – shows usage for a single day, (2) List – shows the description and capacity of the room, and (3) Calendar – showing all events for a given date range.
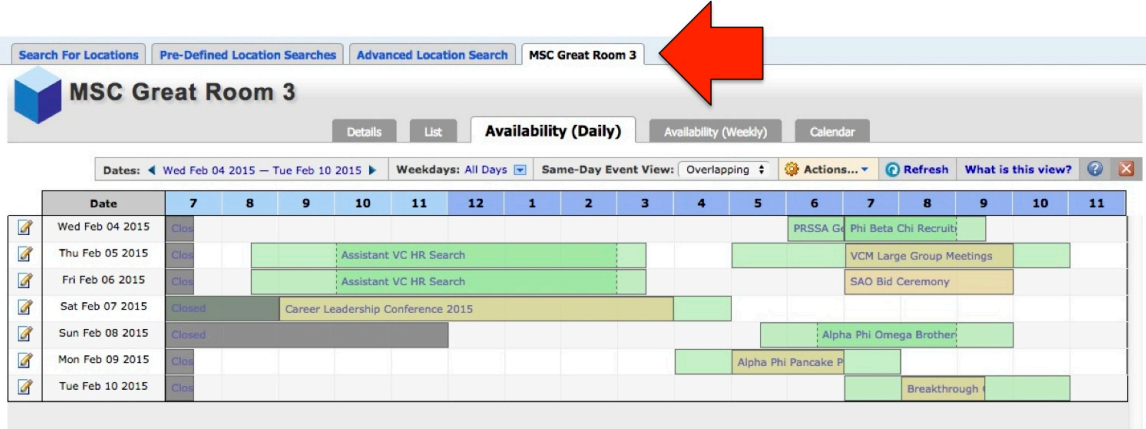

5. The availability view allows you to click on an available time slot to initiate a room request. All the "Green" areas represent confirmed events.
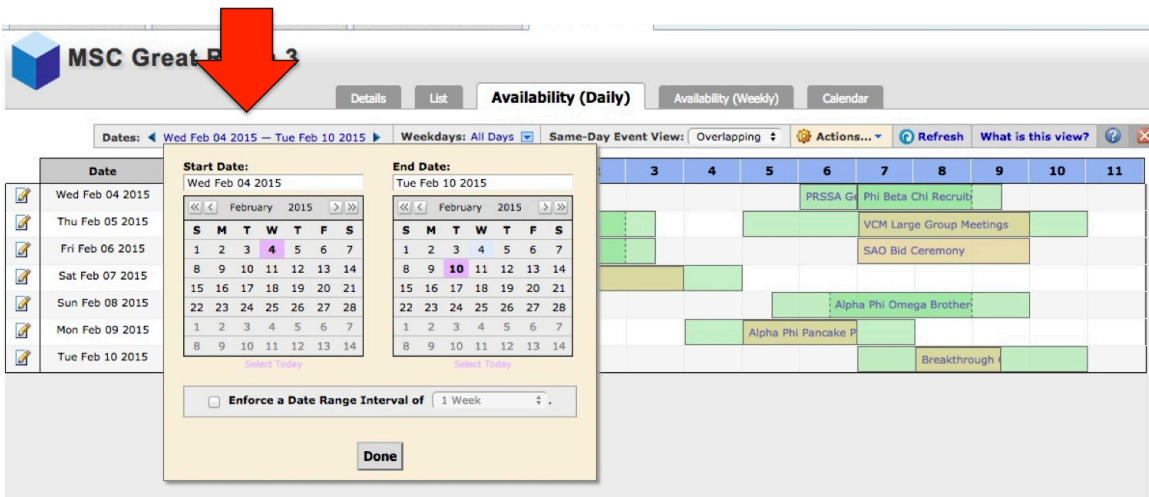
If you would like to view one particular location for an extended date range:

1. Follow instructions listed above for performing a location search.
2. From the availability view, click on the room/space that you would like to see in more detail. The room/space will open in a new tab.

3. From the specific room/space tab, choose the date range you would like to view the room/space's availability.

4. The availability view allows you to click on an available time slot to initiate a room request. All the "Green" areas represent confirmed events.