

25LIVE Quick Reference Guide - Basics

Mozilla Firefox and Chrome are the recommended browsers for accessing 25LIVE. Users are strongly discouraged from using Internet Explorer.

Signing In to 25Live

Step 1: Access 25Live via Cardinal Apps at: http://apps.uiw.edu **Step 2**: Click on the **"Go to Search"** box. Under "Search" you can search for Locations in numerous ways including Features, Categories, or Layouts (e.g. PT Locations, Auditoriums, Banquet Style).

Q Go to Search

<u>Step 2</u>: Sign in to 25Live by clicking on the 25Live link.



UIW students, staff and faculty sign in with their UIW login and passwords.

Checking Location Availability

If you know the name of the room:

Under the "Quick Search" section, type the full or partial name of the room or building (e.g. SEC2030, BSH, LIB221, etc.) here:



The rooms appear in a list. Select a location name to see its Details. Availability and Calendar can be chosen to view events occurring in this location.

If you are unsure of the name or would like a variety of rooms:

<u>Step 1</u>: Click on the blue Locations Tab.

June Locations

<u>Step 3</u>: Select a location to see room details. Availability and Calendar can be chosen to view events occurring in this location(s).

Searching for Events

If you know the name of the event:

Under the "Quick Search" section, type the full or partial name of the event in:



If you are unsure of the name of the event: <u>Step 1</u>: Click on the "Go to Search" box.



<u>Step 2</u>: Under "Search" you can search for Events in numerous ways including Cabinets, Categories, Organizations, Types, Roles, States (e.g. Campus visits, confirmed).

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Break-out Session	Eair / Festival	Pageant / Show	Social Event
Camp / Clinic	Elm / Movie	Performance	Student Organization Event
Campus Visit	Came / Tournament / League	Practice / Rehearsal	Tabling
Ceremony	Graduation	Practice / Scrimmage	Testing
Commercial	Lecture	Press Conference	Training / Workshop
	Maintenance	Reception	Tutoring
Conference			The second second second second
Conference	Meeting	Religious Service	Vendor sale

<u>Step 3</u>: Click on an event to view event details. The Date Range can be changed to All Dates, Future Only, or number of weeks.