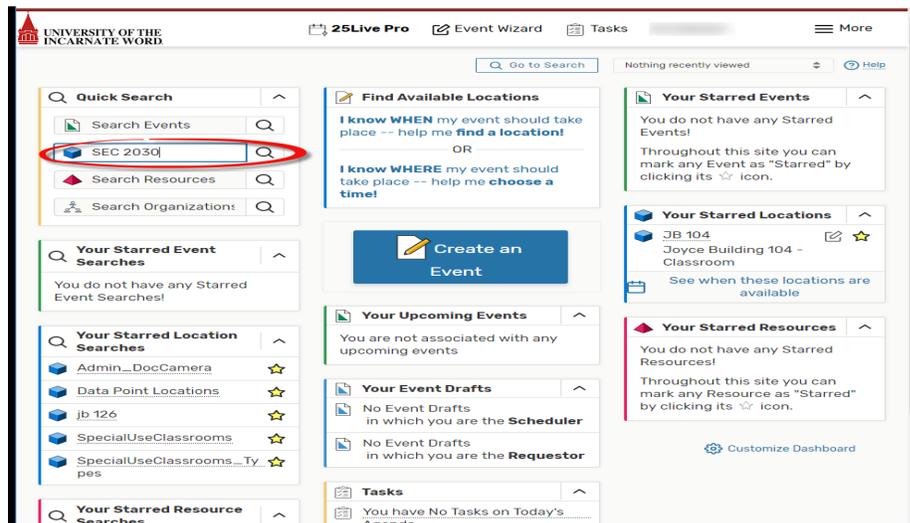
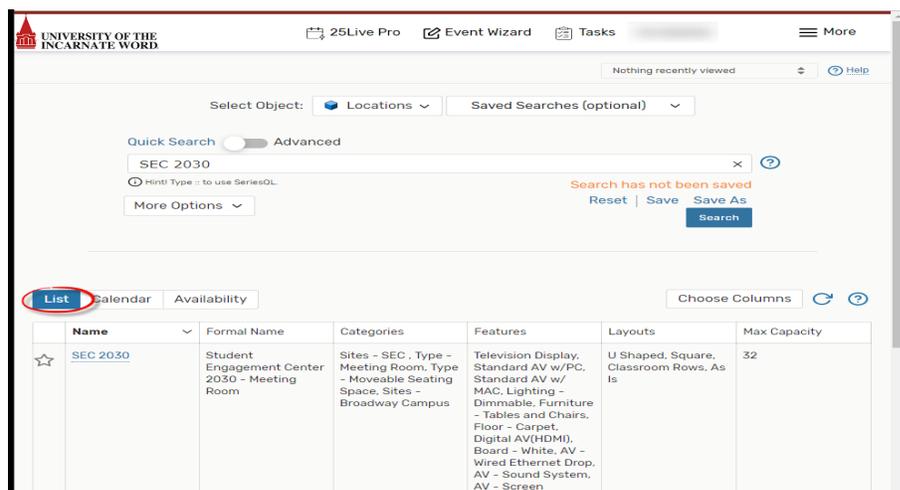


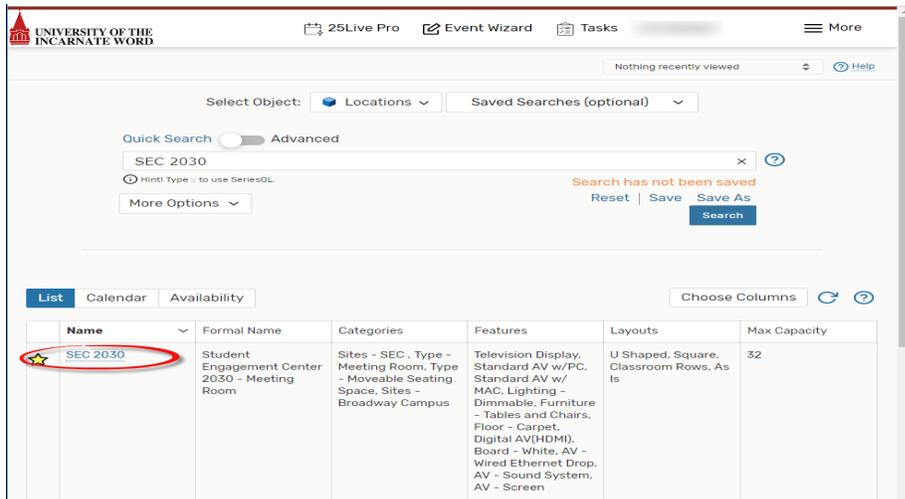
How to Create a Starred Item

1. Log into 25Live.
2. Users can designate any location or event as a “Starred Item” by clicking on the star icon to the left of the name column in a list view. When clicked the icon will turn yellow and be saved as a “Starred Item” in the user’s 25Live account. This will help a user quickly find their favorites when requesting events or running searches. This “Starred Item” is unique to the individual user.
3. Let’s designate room SEC 2030 as “Starred Item” for our example.
4. Go to the “Quick Search” on the home page and type in SEC 2030. Click Go.

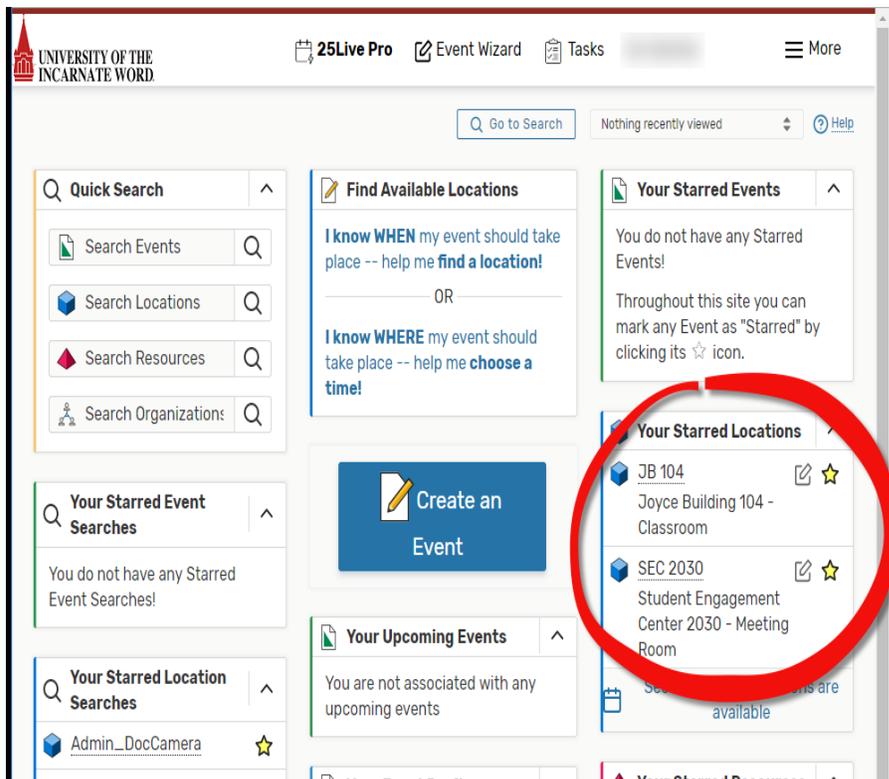


5. Click on “List” tab and click on the star that is to the left of the location name.





6. SEC 2030 is now a "Starred Item".



7. To remove a starred item, follow the same procedure and click the star again.