

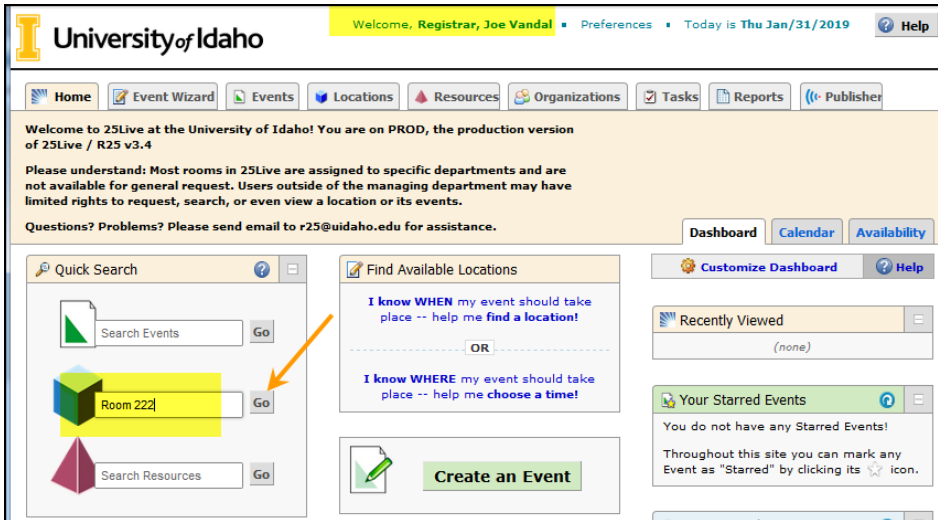
Session One: Making favorites by Starring them in 25Live

<https://25live.collegenet.com/uidaho>

Set some favorites up in 25Live by Starring them before you use 25Live! This guide will help you select locations and organizations to star them for quicker access during scheduling.

Your 25Live screens may appear different than the images shown below.

Sign in and visit the Home > Dashboard tab. Star locations that you'll view/schedule most often:

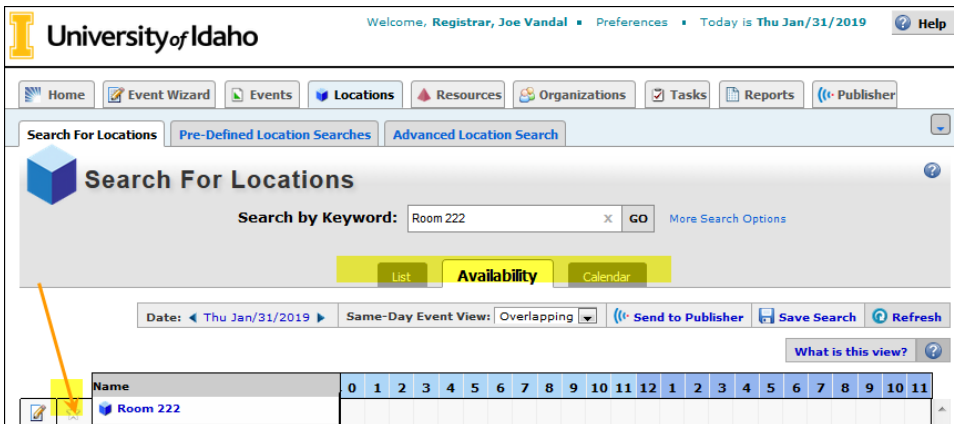


Type your space name into Quick Search Locations and press Go

These areas are highlighted in the image to your left

You'll end up under the Locations tab > Search for Locations

When your location is returned, highlight the star adjacent to the room name (orange arrow below).



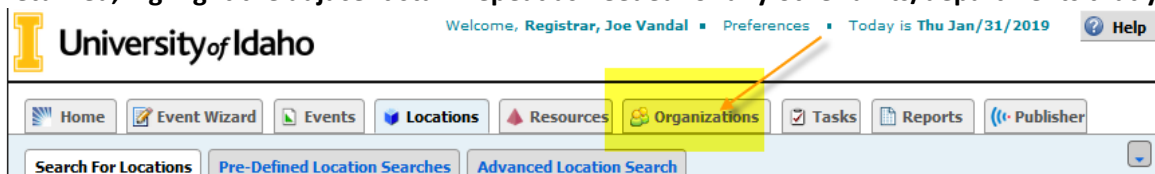
Repeat the search procedure above until you have highlighted all of the rooms you will schedule or view

After completion, you'll be able to see location schedules in the Home page > Calendar tab.

The view above shows the availability tab. The room is showing as free for all hours under the date selected.

You can view a calendar grid that displays up to 90 days of the room schedule under the calendar tab. From the List tab, you can click into the location to view details (features and capacities).

Select the Organization tab. Enter your own Organization name into the Quick Search box. When the name is returned, highlight the adjacent star. Repeat as needed for any other units/departments that you schedule for.



You have completed starring locations and organizations!

Star your most-used Event Types for faster selection within the form while you schedule. If you are ready to create an event, you probably want to select the Mobile link from the bottom of the 25Live screen to use the quicker scheduling form. Select the Event Wizard to use 25Live Desktop. See *Scheduling with Mobile* or *Scheduling with 25Live* for help.

For assistance: Please send questions or problems to r25@uidaho.edu