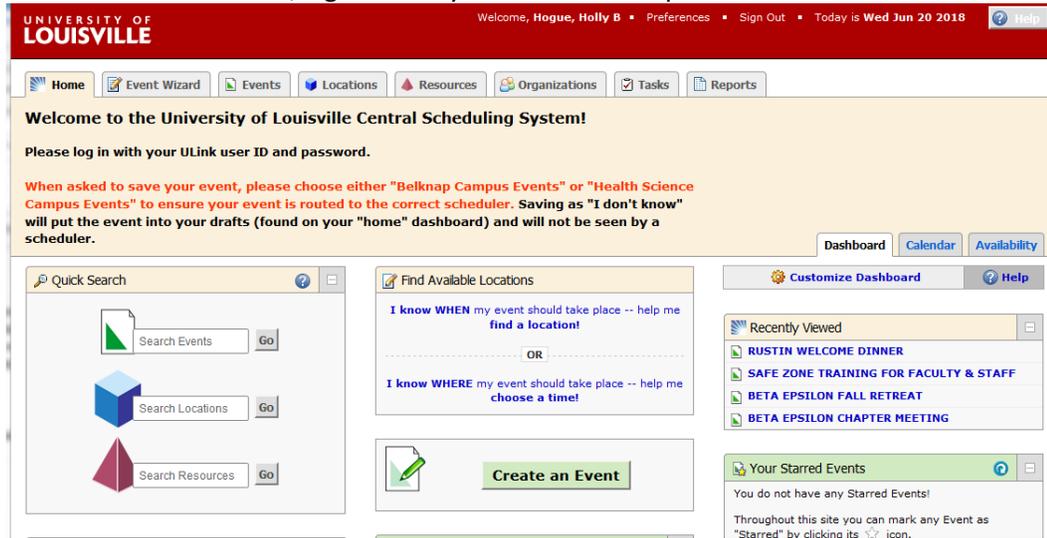


25Live

[https://25live.collegenet.com/louisville/#home_calendar\[0\]](https://25live.collegenet.com/louisville/#home_calendar[0])

After the calendar loads, Sign In with your ULink ID and password.



Go to the Home tab and the Dashboard tab.

If you want to **look up a room** to see if it is available, use the Quick Search, enter the code for the room in the Search Locations box and click on Go. You may need to click on the calendar tab first.



You should see the calendar for a week at a time.

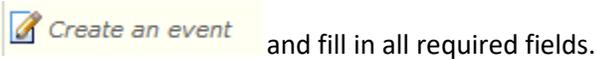


If you want to see future dates, click on one of the Dates. In the example below, click on Tue Jul 24 2018

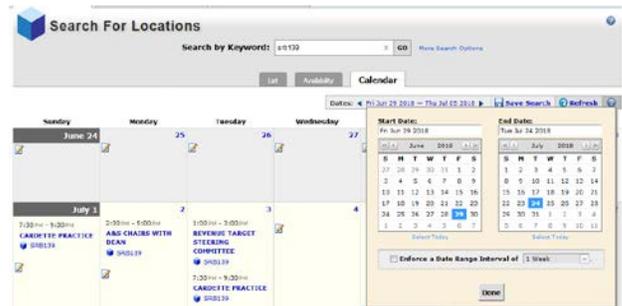


It will bring up a calendar to select Start and End Dates.

Once you select the range you want to see, click on Done. If the date you want is available, click on the pencil



and fill in all required fields. Continue to the Next screen and answer all required questions. You will still need to select the location again. It should show up on the right side under Selected Locations. Continue to the Next screens until there is only the option to Save. Save and click button for campus where the room is located. Save again.



You will be notified via email when the reservation has been confirmed.

Multiple Meetings, Same Room, Same Times, Various Dates

Is this a repeating event?

Click on Yes

Enter the first date and time and click on Next

Choose how this event repeats. The options are shown below.

Repeats Decision
Yes
This event occurs multiple times.
It repeats daily, weekly, monthly, or irregularly (ad hoc).

 **Choose how this event REPEATS.**

Ad Hoc Repeats
Individually select dates to add to the event.

Daily Repeats
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Select Ad Hoc Repeats

 **Describe how this event REPEATS.**

Ad Hoc Repeats ▾

Click on any date to add it to the Occurrence List.

Tue Jul 03 2018 

Occurrence List

Date	Comments	Status
Tue Jul 03 2018	<input type="text"/>	Active <input type="checkbox"/>

◀ Back Next ▶

Cancel Save

Click on the calendar to select other dates. The dates you select will show in the Occurrence List.

Click Next when finished adding dates and select the location for the meetings on the next screen. Continue to the Next screens until there is only the option to Save. Save and click button for campus where the room is located. Save again.

You will be notified via email when the reservation has been confirmed.