FORDHAM UNIVERSITY
THE JESUIT UNIVERSITY OF NEW YORK

25Live Pro Advanced Location Search in Event Form
for events with multiple dates & times

If your event request has multiple dates and meeting times, it might be difficult to find one location available for all of those occurrences. You may need to divide your event into several different rooms. To do so, uncheck the **Hide Locations with Conflicts**, narrow down the search by campus or building, **Search**.

The search result may bring up three different types of room availability:

- **Unavailable** means the location is not available for any of the dates and meeting times.
- **Request** icon means the location is available for all dates and meeting times.

- **Request Available** icon means the location is available for *some* of the dates and meeting times, but not all.

The **Conflict Details** link will provide you with more details about which dates or times are creating the conflict.

You may click on the **Request** or **Request Available** icons to choose several different rooms, then scroll down and go to the **View Occurrences** field to choose which room you want assigned to which dates or meeting times.

In this example, McGinley RH Commons and McGinley 241 and McGinley Student Lounge were chosen. When View Occurances is opened, check off the dates you want to assign that room to your event.

MCG RH COMMONS
☆ Add to favorites
Location Title: McGinley Rose Hill Commons, 2nd Floor, McGinley Center, Rose Hill
Capacity: 150
Included dates:
Fri Oct 25 2019
Remove View Occurrences

MCG RH 241 MUSIC ROOM
☆ Add to favorites
Location Title: McGinley 241 Music Room, 2nd Floor, McGinley Center, Rose Hill
Capacity: 80
Included dates:
Mon Oct 28 2019
Remove View Occurrences

MCG STUDENT LOUNGE (RH)
☆ Add to favorites
Location Title: McGinley Student Lounge, Basement, McGinley Center, Rose Hill
Capacity: 50
Included dates:
Thu Oct 10 2019
Remove View Occurrences

MCG RH COMMONS ✕

Date	Time	Conflicts	Included	Layout		Instructions		Attendance
Set For All			☐		▾			0
Thu Sep 26 2019	9:00 pm - 10:00 pm		☐	Setup Information Pending (150)	▾	Please confirm your desired room setup no…	▲▼	
Thu Oct 10 2019	8:30 pm - 10:30 pm		☐	Setup Information Pending (150)	▾	Please confirm your desired room setup no…	▲▼	
Fri Oct 25 2019	9:00 pm - 10:00 pm		☑	Setup Information Pending (150)	▾	Please confirm your desired room setup no…	▲▼	
Mon Oct 28 2019	9:00 pm - 11:00 pm		☐	Setup Information Pending (150)	▾	Please confirm your desired room setup no…	▲▼	

Close

MCG RH 241 MUSIC ROOM ✕

Date	Time	Conflicts	Included	Layout		Instructions		Attendance
Set For All			☐		▾			0
Thu Sep 26 2019	9:00 pm - 10:00 pm		☐	Setup Information Pending (80)	▾	Please confirm your desired room setup no…	▲▼	
Thu Oct 10 2019	8:30 pm - 10:30 pm		☐	Setup Information Pending (80)	▾	Please confirm your desired room setup no…	▲▼	
Fri Oct 25 2019	9:00 pm - 10:00 pm		☐	Setup Information Pending (80)	▾	Please confirm your desired room setup no…	▲▼	
Mon Oct 28 2019	9:00 pm - 11:00 pm		☑	Setup Information Pending (80)	▾	Please confirm your desired room setup no…	▲▼	

Close

MCG STUDENT LOUNGE (RH) ✕

Date	Time	Conflicts	Included	Layout		Instructions		Attendance
Set For All			☐		▾			0
Thu Sep 26 2019	9:00 pm - 10:00 pm		☐	As Is - No Change (Layout 14) (120)	▾	For assistance during the event, please call	▲▼	
Thu Oct 10 2019	8:30 pm - 10:30 pm		☑	As Is - No Change (Layout 14) (120)	▾	For assistance during the event, please call	▲▼	
Fri Oct 25 2019	9:00 pm - 10:00 pm		☐	As Is - No Change (Layout 14) (120)	▾	For assistance during the event, please call	▲▼	
Mon Oct 28 2019	9:00 pm - 11:00 pm		☐	As Is - No Change (Layout 14) (120)	▾	For assistance during the event, please call	▲▼	

Close

Click on View Occurrences to choose the furniture Layout (if that location does have multiple layout choices to choose from) and additional instructions you would like to add.

For those that have used the previous version of 25Live (25Live Classic), you will notice the Pro application no longer has Tabs to navigate between Events, Locations, Tasks, Resources, and Reports. If you were accustomed to going back and forth between tabs, you can do the same with 25Live by opening the application on several tabs within your browser. Open one application of 25Live to Events; open another application of 25Live to Locations, another to Tasks, etc....

Online Help: On the top right-hand side of the 25Live site, click on the ⑦ Help *link to go to documentation provided by CollegeNet, the parent company of the 25Live application.*