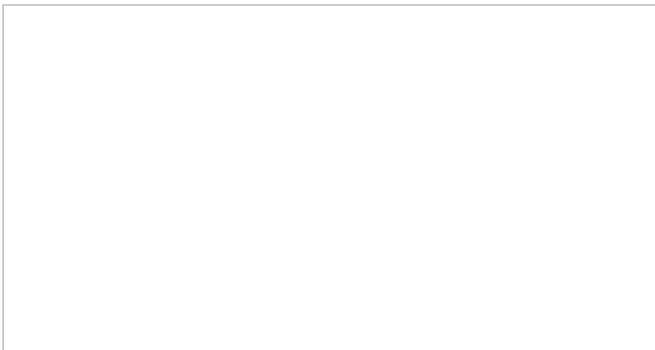


# 25Live: Room Search / Navigation

Last Modified on 07/29/2020 10:12 am CDT

To search for rooms on campus:

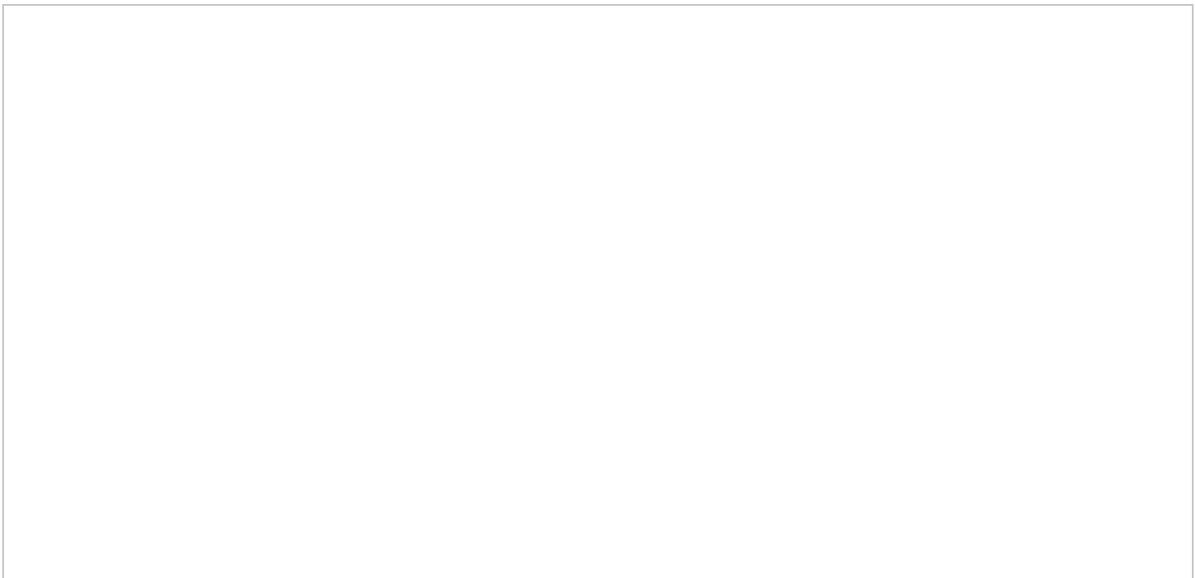
1. Navigate to the [UWEC 25Live Pro website](#).
2. Sign in with your UWEC username and password.
3. You can search room locations by using the *Search Locations* field under *Quick Search*.



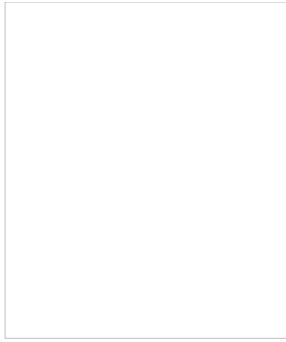
You can also click on "Go to Search" and then change the Object to "Locations."

1. In the *Quick Search*, you can type in a building name or a specific room number. You can then browse the list of rooms that appears.

*NOTE: This list will include the name and location of each room, the room features and layout, and the max capacity.*

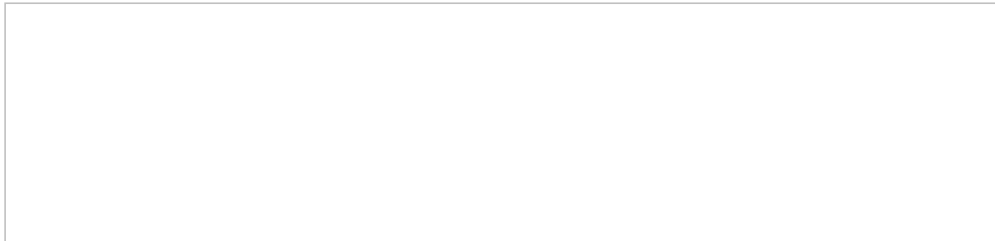


2. To narrow the search, you can click **More Options**. You can enter filters to find rooms with specific features, layouts, or capacities.



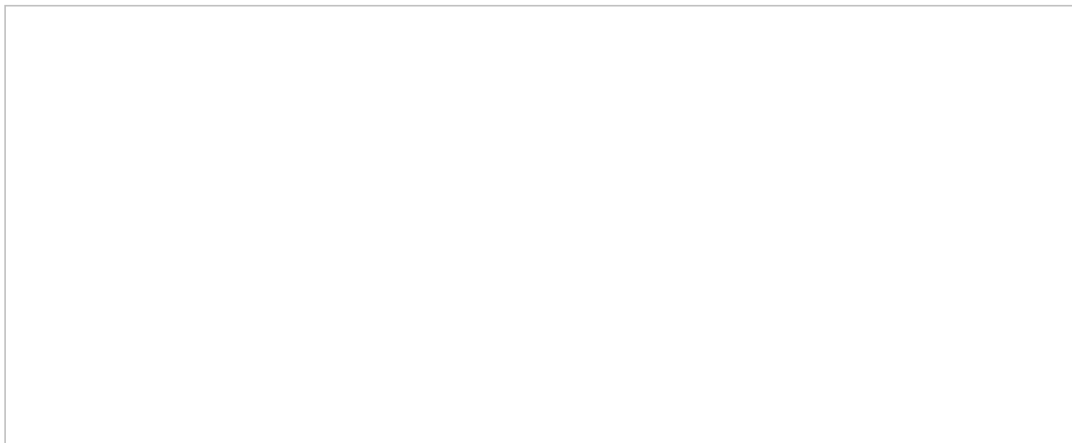
1. You can also select the **Availability** tab. This shows the events that have already been scheduled for each room on the search list, and when they are open.


*NOTE: You can change the Date field to look at the schedule for a different day.*



2. Click **Calendar** to view the availability of one room for a week at a time.

*NOTE: You can change the Dates field to look at the schedule for a different week.*



3. In any view, you can click the **Schedule an Event** button to create an event in that room/time slot. 

4. Click **Save As** to save your search.

*NOTES:*

*Saving Search Criteria will save the keywords and filters you used to produce the search.*