25Live has a Scheduling tool available through its application that allows quick and easy scheduling on a mobile device. If you schedule events regularly, add a direct link to your home screen for easy access:

**Using the Scheduling Tool on a mobile device**

Access the 25Live Scheduling tool by visiting [25live.collegenet.com/uwec/scheduling.html](http://25live.collegenet.com/uwec/scheduling.html) and then log in using your UWEC username and password.

To create a new event click on "Create a New Event" and walk through the Event Wizard. For more information on the Event Wizard, visit: [https://www.uwec.edu/kb/article/25live-event-wizard/](https://www.uwec.edu/kb/article/25live-event-wizard/)

- To search for open academic spaces select "See Available Locations".

- You can search to see if a specific space is open or you can "Select Existing Search" to search for open space more broadly.

Example #1 of a pre-defined search (All UWEC Rooms)
Example #2 of a pre-defined search (Schneider Social Science Hall):

271 Matching Locations

🌟 CEN1204
Centennial Hall, Room 1204
Max Capacity: 27

🌟 CEN1415
Centennial Hall, Room 1415
Max Capacity: 59

🌟 CEN1614
Centennial Hall, Room 1614
Max Capacity: 56

Example #2 of a pre-defined search (Schneider Social Science Hall):
Find Locations by Name

Schneider Social Science Hall

Checking Availability for Jul 24, 2020, 2:00pm - 3:00pm
Showing All Locations, Sorting by Location Name, Ascending

23 Matching Locations

SSS0100
Schneider Social Science Hall, Room 100
Max Capacity: 55

SSS0105
Schneider Social Science Hall, Room 105
Max Capacity: 17

- Click on the Green "Reserve it" button to select a location for your event. This will take you into the Event Form to fill in the additional event information
- Select the date/time to make an edit to the search.
For additional information on 25Live, please visit: https://www.uwec.edu/kb/category/25live/

You may also reach out to Scheduling Services (scheduling@uwec.edu) with any questions or to request assistance.