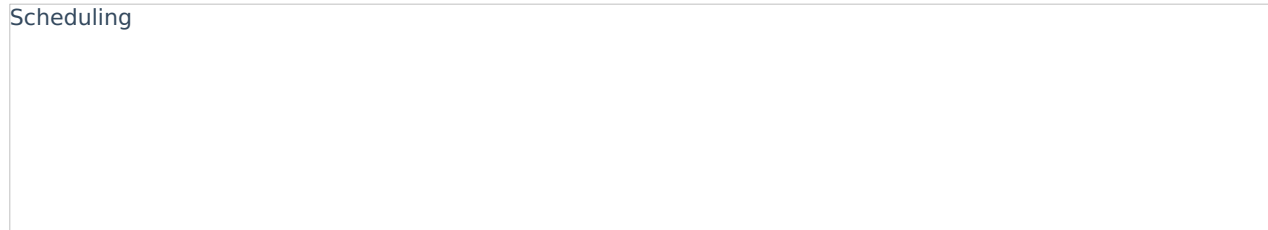


25Live: Using the Scheduling Tool on a Mobile Device

Last Modified on 04/19/2022 3:18 pm CDT

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:

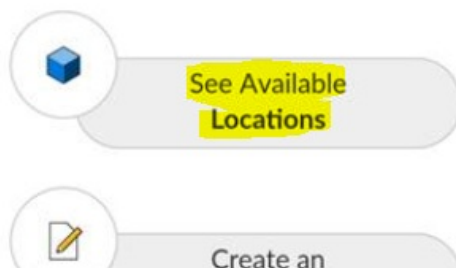
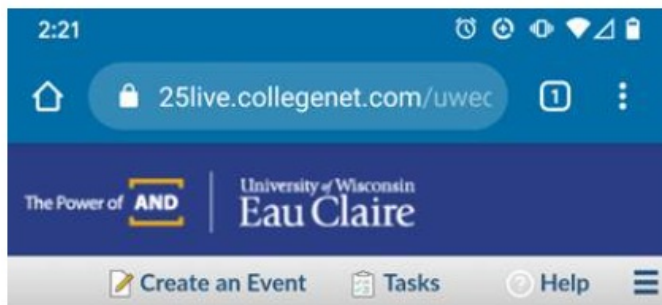


Using the Scheduling Tool on a mobile device

Access the 25Live Scheduling tool by visiting 25live.collegenet.com/uwec/scheduling.html 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/>

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



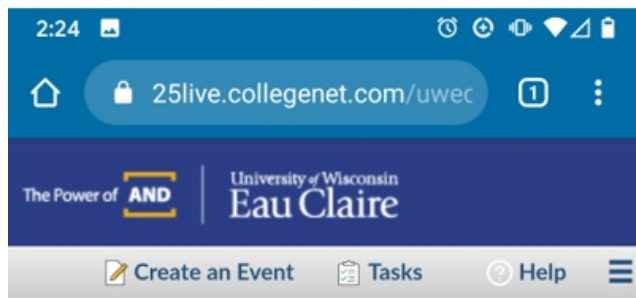
- You can search to see if a specific space is open or you can "**Select Existing Search**" to search for open space more broadly.



- Example #1 of a pre-defined search (All UWEC Rooms)

The screenshot shows a mobile application interface for the University of Wisconsin-Eau Claire. At the top, there is a header with the university logo and navigation options: 'Create an Event', 'Tasks', 'Help', and a menu icon. Below the header is a search bar with the text 'Find Locations by Name' and a search icon. A filter button labeled 'All UWEC Rooms' is visible. Below the search bar, there is a status box indicating 'Checking Availability for Jul 24, 2020, 2:00PM - 3:00PM' and 'Showing All Locations' sorted by 'Location Name, Ascending'. A summary box shows '271 Matching Locations' with a refresh icon. The results list three rooms: CEN1204 (Centennial Hall, Room 1204, Max Capacity: 27, Unavailable), CEN1415 (Centennial Hall, Room 1415, Max Capacity: 59, Unavailable), and CEN1614 (Centennial Hall, Room 1614, Reserve It).

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



Find Locations by Name X

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

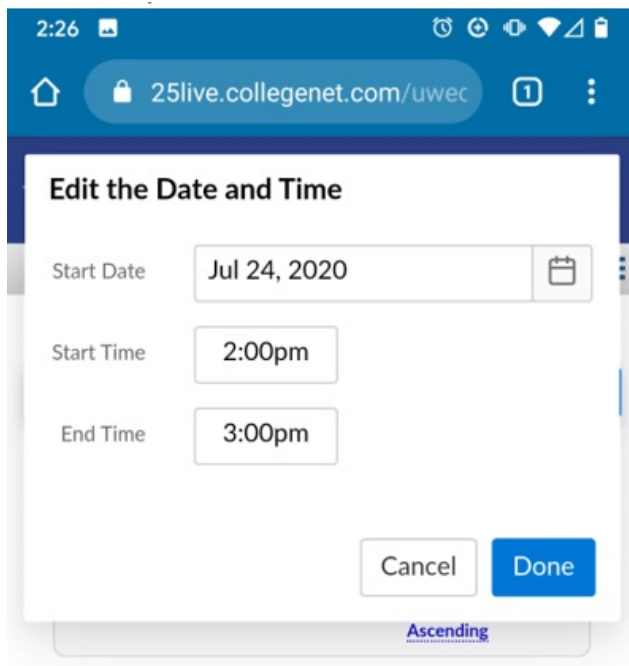
☆ [SSS0105](#)
Schneider Social Science Hall,
Room 105
Max Capacity: 17

- 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.

Find Locations by Name X

Schneider Social Science Hall ▾

Checking Availability for **Jul 24, 2020, 2:00PM - 3:00PM**
Showing [All Locations](#) Sorting by [Location Name, Ascending](#)



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.