Quick Guide to use 25Live

Checking Availability
Finding a Location
25Live: Home Page

We will break down the functions to assist you in finding a location for your event, or meeting. This obviously will not be a detailed explanation of all the function of our 25Live.hartford.edu website.
25Live: Quick Search

Quick Search is a shortcut on the Home Screen that will allow you to search an existing event or search by location.

When planning your event or meeting you can search by location.

Helpful Tips for Location Search:

- Gengras Students Union- ‘GSU’
- Tabling in GSU Lounge- ‘GSU Vendor’
- Konover Campus Center- ‘Konover’

For the following examples we will search through all Gengras Student Unions Spaces.
Public Location Searches is a shortcut on the Home Screen that will allow you to search an existing event or search by location.

You will see that you can quickly access locations in Gengras Student Union and Konover Campus Center.

*Please Note: When looking to use Hawks Nest, University Commons, or UC 116, a ‘University Commons’ Public Search is not available. Use the Quick Search Function if you want to use that particular space.*
25Live: Location Search

The ‘Search For Locations’ screen is divided into three sets of tabs: General, Location, and Location Sub Tabs.

**General Tabs** – Are found on every page and provide quick access to other Searches.

**Location Tabs** – Provides access to Search for Locations.

**Location Sub Tabs** – Has three methods of looking at locations. “List” will provide a detailed list of spaces and their features. “Availability” will list spaces with their activity for that day. “Calendar” will provide a calendar view of activities at either 1-Day, 3-Day, 7-Day, 30-Day, or 90-Day Interval.
This Calendar view will allow you to see what is going on by Event Start Time and End Time. You can hover over or click on Event Title for full reservation time.
SCA recommends when searching for a space to reserve, use the “Availability” Tab. Click on Date to adjust to desired date. This view allows you to see the existing reservations in a grid format. Click or Hover over the event block to see more information.
25Live: Enforcing a Date Range

Clicking on Date you may select the Date or Date Range in which you looking to reserve your space. You can view of activities at either 1-Day, 3-Day, 7-Day, 30-Day, or 90-Day Intervals.
SCA Spaces

If desired space is available, proceed to www.hartford.edu/sca and fill out the ‘Reserving Space Form’. Please note that the request process is on a first come first serve basis.

Submission of Form does not guarantee confirmation of your request.
Please be patient while working with 25Live. Searches may take a minute to load all of the space.

If you have any questions please stop by our Office GSU205 or call our office

-Student Centers Administration