This guide will help with three different search options:
- Finding a specific event by its title – page 2.
- Finding an open room – page 11.
- Seeing a calendar or list displaying all of the events in the building on a particular day – page 20.

This is obviously not a complete list of everything that 25live can do, but this guide should enable basic searches and help with navigating this new program.

For questions and concerns, please contact Leonard Bretton at harttops@hartford.edu
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Finding a specific event

In your browser, type in the address: http://25live.hartford.edu
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The HOME screen will come up.

**At the bottom of the HOME screen, clicking on ENABLE, next to “Help Tips,” will activate help info boxes when the mouse rolls over areas that hold more information within 25Live.**
To search for a specific event, enter the title of the event in the “Search Events” box in the top-left corner.
Spelling is important, but capitalization is not. To find “Evening with Guitar,” the word *evening* or the word *guitar* would also work.
After entering the title and hitting “Go,” the calendar screen will come up, with the current week already selected.
On the right side, the date range can be clicked on and changed. A new start- and end-date can be selected to show a range of dates.
At the bottom of this calendar selection window, this box can be unchecked if the requested date range is longer than one week.

This search will show all of the performances with the matching title.
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<th>August 27</th>
<th>Tuesday 28</th>
<th>Wednesday 29</th>
<th>Thursday 30</th>
<th>Friday 31</th>
<th>September 1</th>
<th>Sunday 2</th>
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With the mouse hovering over a specific event, a detailed information box will appear. This is where information pertaining to that event will be.

**It is important to note that the calendar view shows this event starting at 8pm, but the detail box shows the reservation of the space actually beginning at 6:45pm. This observation will be important when trying to schedule something close to the start time of another event.**

**Right-clicking (CONTROL+click) on the event will bring up even more detail.**
Finding an open room

To search the availability of a particular room, from the HOME screen, use the “Search Locations” box on the top left.
As an example, to find an available room on the 4th floor of the Fuller Building, “f 4” will suffice for a search. All searches within the Fuller Building will begin with “f” and all searches in the PAC will begin with “HPAC.”

**To find an open room with a piano, a search of “piano” will bring up all rooms with pianos in them.**

Searching for “f 4” will show a list of all rooms in Fuller with a 4 in the room number.
This list is 3 pages long, and navigation can be found in the bottom-left corner.
Selecting one of the rooms from the list will bring up the current schedule of the room for the current week.
Above the schedule grid, the date range can be selected and changed.
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To see the schedule for just a single day, select that day...

...and uncheck the box below the calendars.

This will bring up the schedule on the selected day.
Using the mouse to hover over an individual booking will bring up a box of details about that booking.
**Right-clicking on the event will bring up even more detail.**
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*What else is going on today?*

From the HOME screen, select “Alfred C. Fuller Center” on the bottom-left.
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One of two views will show up - either Calendar View...
...or Availability View, which will display the events on a grid.
**Please be patient with these searches – there are 123 rooms in Fuller and about 20 rooms in the HPAC, so the search takes a minute to load.**