CHECKING LOCATION AVAILABILITY

SIGN IN

Open Mozilla Firefox or Google Chrome and navigate to the 25Live website: http://25live.collegenet.com/umb.

Sign in using your UMass Boston User ID and password. Do not include @umb.edu.

CHECK AVAILABILITY

On the Home tab, select the availability view…

The availability view provides a quick glance at when listed spaces are available or booked for a specified date/time. There are three key elements in this view:

- Availability toolbar at the top includes drop-down list of locations and date selection. Use these toolbar items to tailor the results displayed in the grid.
- List of locations along the left with the option to star your favorite spaces. Click on the location number to see details about the space (images, built-in features, layout options, capacity, etc.).
- Availability grid displaying hours along the top of the grid.

Move your cursor to the location, date, and time you wish to schedule. If you see the Create Event icon while hovering over preferred space, date, and time, click once to start a new request.

- Blank/White: Available
- Gray: Closed based on building hours
- Black: Holiday or campus closure
- Green: Confirmed event
- Light green: Event setup or takedown time
- Orange/Beige: Unavailable due to an event in a shared/overlapping location
- Purple/Gray slashes: A request for the space is in process by another requestor