

CHECKING LOCATION AVAILABILITY

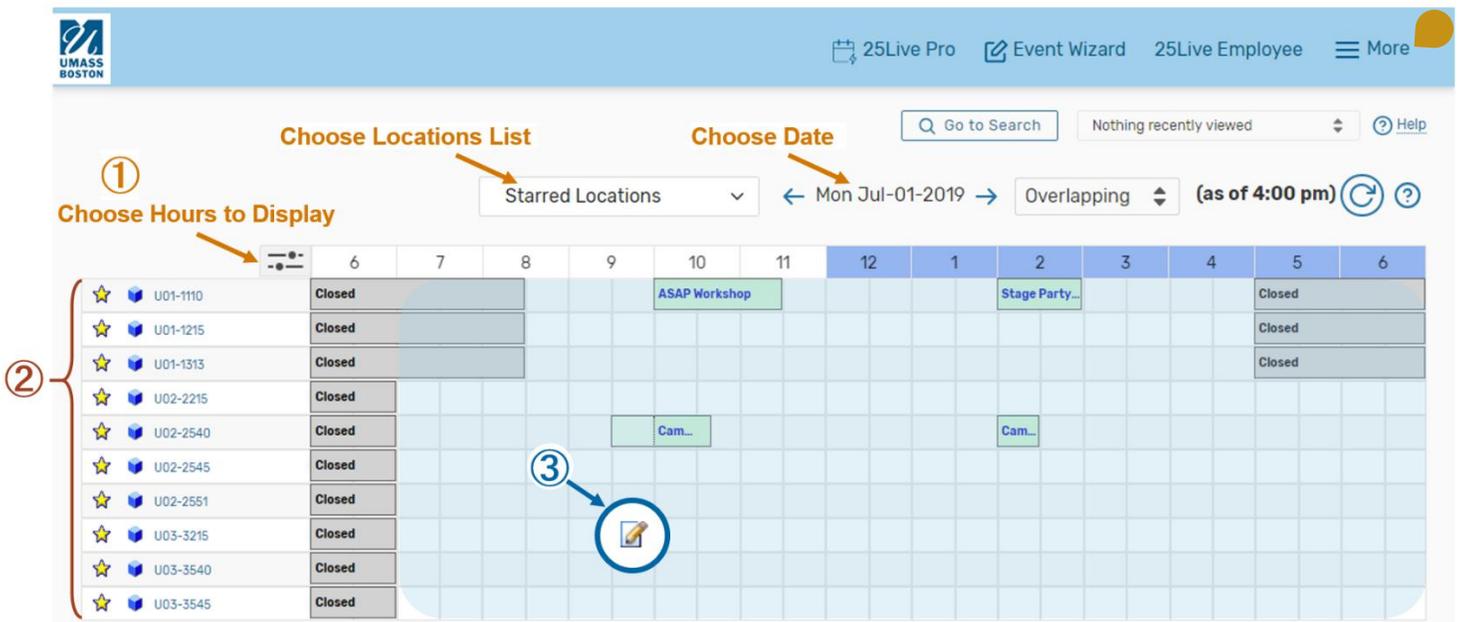
SIGN IN

Open Mozilla Firefox or Google Chrome and go to <http://25live.collegenet.com/pro/umb>. Sign in using your UMass Boston User ID and password. Do not include @umb.edu.

CHECK AVAILABILITY

Open the ☰ menu to access the availability grid and check if selected spaces are available during a specified date/time. The Availability view consists of three main parts:

- ① 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.
- ② 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.).
- ③ Availability grid displays reservations for each location with hours noted at the top. Move your cursor to the location, date, and time you wish to request. If the Create Event icon  appears, click once to open a new request for that space.



-  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 event in a shared/overlapping location
-  Purple/Gray Stripe: Another requestor is currently creating a request for this location