

## **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 AVAILABILTY

Open the  $\equiv$  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.

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(	) Choo	Choose Locations List					Choose Da			e Q Go to Search Nothing recently viewed \$ Mon Jul-01-2019 → Overlapping \$ (as of 4:00 pm) (					* ? Help	
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	i	Blank/White: Available Gray: Closed based on building hours					Light Green: Event setup or takedown time Orange/Beige: Unavailable due to event in a shared/overlapping locatior									
		Black: Holiday or campus closure					Purple/Gray Stripe: Another requestor is currently creating a request for									
	-	Green: Confirmed event														