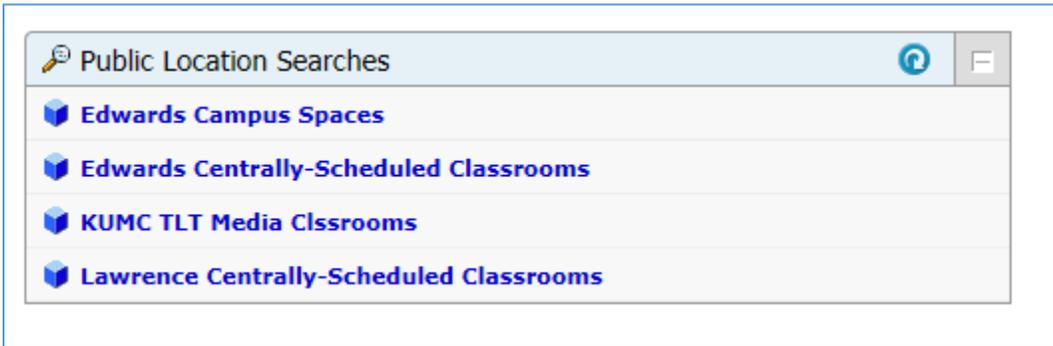# 25LIVE Free/Busy Search Tutorial

Search 25LIVE for available TLT-Media rooms. Please contact TLT-Media to reserve the space, reservations cannot be made from the 25LIVE website.

To access the 25LIVE Event Portal we recommend that you use Mozilla's Firefox browser (version 3 or higher) or Google's Chrome browser. Access the 25LIVE website at: https://25live.collegenet.com/ku

Click **KUMC TLT Media Classrooms** on the bottom left of the page.
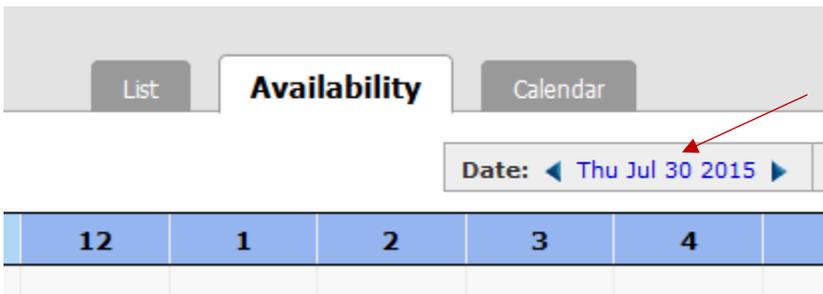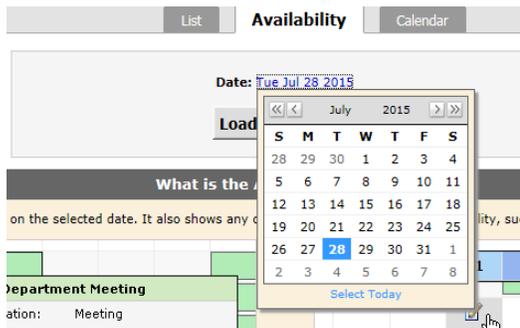

Skip ahead….

➢ **Know the date, but need to find a room?**

➢ **Know the room, but need to find an available date? You can check availability of one date or an extended period of time in a particular room.**

Know the date, but need to find a room?

Click on the highlighted date to pull up the calendar.

Select your date and click Load Availability. It may take a couple minutes to load the room data.

Use the scroll bar on the right of the box to view more rooms. Green boxes marked Private are reservations, the room is not available during those times.

Note your selection and a send request to TLT-Media:

- **Online request form http://www.kumc.edu/information-resources/master-list-of-services/teaching-and-learning-technologies/our-services/room-scheduling/room-request-form.html**
- **Email TLT-Media@kumc.edu**
- **Call (913) 588-7326.**

Know the room, but need to find a date/time?

Click on the Search for Locations tab on the top left of your screen.

Type your preferred room in the box:

Search by Keyword: SON G013   X   GO   More Search Options

Click on the highlighted date to open the calendar. Select your date.

Date: ◀ Tue Jul 28 2015 ▶   Same-Day Event

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	**28**	29	30	31	1
2	3	4	5	6	7	8

July   2015

Select Today

Room availability will automatically load after date selection. Green boxes marked Private are reservations, the room is not available during those times.

Reminder: You cannot make room reservations directly in 25LIVE. You must contact TLT-Media.

Date: ◀ Mon Jan 25 2016 ▶   Same-Day Event View: Overlapping ▾   Refresh   What is this view?

Name	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
SON G013						(Private)											

Want to check room availability in a particular room over an extended period of time?

Follow instruction in the previous section, "Know the room, but need to find a date/time?" But this time instead of working within the Availability tab, you will select the Calendar tab.

Click on the calendar dates to open the calendar and select your date range.

Based on your date selections the calendar will show you availability.

Note your selection and send a request to TLT-Media:

- **Online request form http://www.kumc.edu/information-resources/master-list-of-services/teaching-and-learning-technologies/our-services/room-scheduling/room-request-form.html**
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