
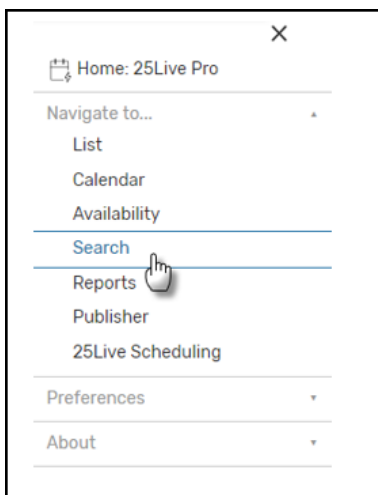


1. Open an internet browser and navigate to <https://25live.collegenet.com/pro/uark>.
2. Click the Sign In link and enter your UA login and password.
3. Click the **Go to Search** button.



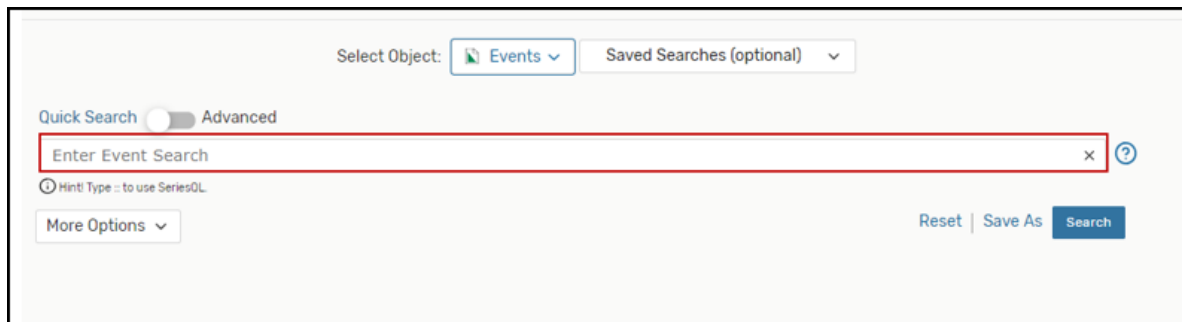
OR click on the  **More** to get a drop-down menu and click on **Search**.



4. Select **Events** from the search screen.

**NOTE:** If you know the specific class you are searching for, enter the class in the Enter Event Search box.  
*Example:* Enter the class subject, catalog number, UAClass number and Term if you are searching for a specific class; PSYC 2003 001 2264 1199

5. If the UAClass number is unknown, enter the known information and click **Search**. *Narrow your search by clicking **More Options** and selecting a cabinet and organization. A list of classes is generated.*



6. Click on the **class** to select. The event opens in **Details** view.

List		Calendar		← Future Only →		Future Only		All Dates		Choose Columns		↻ ?		
	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler
☆	<a href="#">PSYC 2003 001 1470 1203</a>	GENERAL PSYCHOLOGY	2019-ACKLFP	<a href="#">PSYC</a>	Sections			Tue Jan 14 2020	9:30 am	Tue Jun 25 2019 8:52 am	Tentative			Administrator R25
☆	<a href="#">PSYC 2003 001 2264 1199</a>	GENERAL PSYCHOLOGY	2019-ACKLHB	<a href="#">PSYC</a>	Sections			Mon Aug 26 2019	7:30 am	Mon Mar 18 2019 3:24 pm	Tentative	<a href="#">KIMP0411</a>		Administrator R25
☆	<a href="#">PSYC 2003 002 1471 1203</a>	GENERAL PSYCHOLOGY	2019-ACKLJA	<a href="#">PSYC</a>	Sections			Tue Jan 14 2020	12:30 pm	Tue Jun 25 2019 8:52 am	Tentative			Administrator R25

7. Click on **Edit Event** to expand.

Recently Viewed
Help

PSYC 2003 001 2264 1199
Tentative
2019-ACKLHB
Mon Aug 26 2019 7:30 am - 8:20 am
KIMP0411

Details
Occurrences
Calendar
Schedule
Task List
Pricing
Audit Trail

Edit Event
Tentative
More Actions
↻
?

**General**

**Event Name:** PSYC 2003 001 2264 1199

**Event Title:** GENERAL PSYCHOLOGY

**Event Type:** Sections

**Organization:** PSYC

**Scheduler:** R25, Administrator

**Instructor:** [Name]

**Head Count:** expected 36, registered 36

**Description:** Instructors: [Name]

**Comments:** Instructors: [Name]

**Event Categories**

[Add](#)

**Custom Attributes**

Add a Custom Attribute

**Event Info**

**Event Owner:** [Name]

**Creation Date:** Mon Mar 18 2019

**Alien UID:** LYNX-EV-117-1199-2264

**Reference:** 2019-ACKLHB

**Cabinet:** FALL 2019 CLASSES (1199)

**Folder:** PSYC

8. Click on **Event Locations** in the left-hand navigation.

The screenshot shows the 25Live Pro interface for editing an event. The left-hand navigation menu is visible, with 'Event Locations' highlighted in a red box. The main content area shows the event details for 'PSYC 2003 001 2264 1199'. The 'Event Name' field contains 'PSYC 2003 001 2264 1199', the 'Event Title' field contains 'GENERAL PSYCHOLOGY', and the 'Event Type' dropdown is set to 'Sections'. The 'Primary Organization for this Event' dropdown is set to 'PSYC'. The 'Expected Head Count' field contains '36'. The 'Event Description' field is empty. The 'Event Locations' section is highlighted in the left-hand navigation.

9. Click **Reset** to clear any previous searches.  
 Verify the **Hide Locations with Conflicts** and **Enforce Headcount** boxes are checked.  
 If the room number to be requested is known, click on the **Search Location** box and enter the room number. There should be no space between the *building code and the room number* HILL0202.

The screenshot shows the 'Event Locations' search interface. The 'Locations Search' section is visible, with the 'Auto-Load Starred' toggle set to 'No'. The 'Hide Locations with Conflicts' and 'Enforce Headcount' checkboxes are checked. The 'Saved Searches (optional)' dropdown is set to 'Saved Searches (optional)'. The 'Search Locations' input field is empty. The 'Reset' button is highlighted in a red box, and the 'Search' button is also visible.

10. Click on the **Request** button to select the room.

**Event Locations**

**Locations Search**

Auto-Load Starred:  No  Yes

Hide Locations with Conflicts  Enforce Headcount

Saved Searches (optional)

Hint! Type : to use SeriesQL

More Options

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Request"/>	<a href="#">HILL0202</a>	Hillside Auditorium Rm 0202	475	32/32	None

1 Matching Locations Page 1 of 1

First Previous 1 Next Last

Items per page 25

11. It will now display with the message *Added below*.

Auto-Load Starred:  No  Yes

Hide Locations with Conflicts  Enforce Headcount

Saved Searches (optional)

Hint! Type : to use SeriesQL

More Options

Add	Name	Title	Capacity	Availability	Conflict Details
<b>Added below</b>	<a href="#">HILL0202</a>	Hillside Auditorium Rm 0202	475	32/32	None

1 Matching Locations Page 1 of 1

First Previous 1 Next Last

Items per page 25

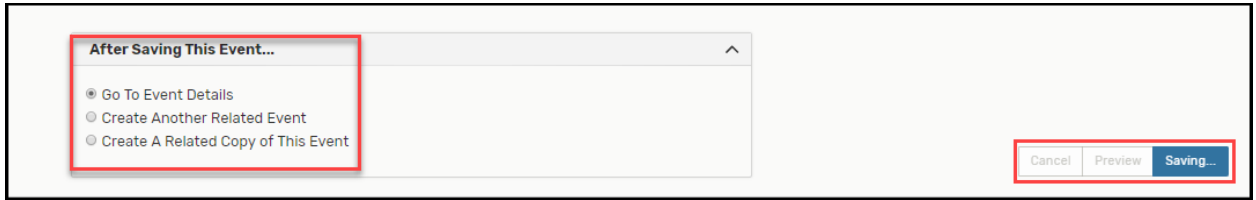
**HILL0202**

☆ Add to favorites

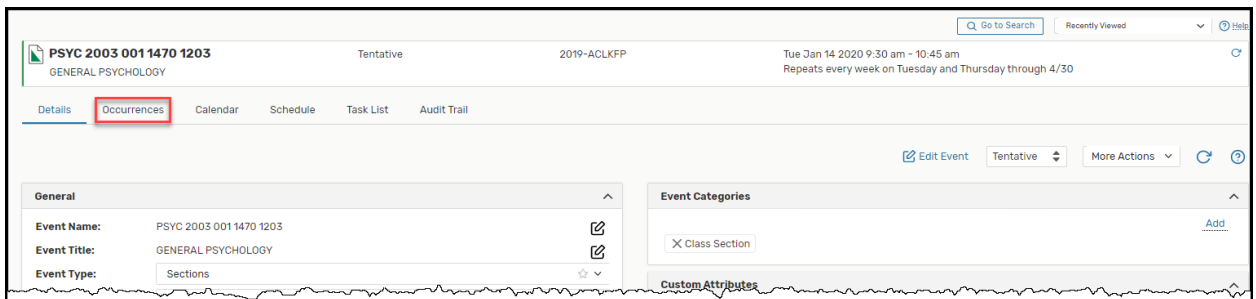
Location Title: Hillside Auditorium Rm 0202

Capacity: 475

- Click the **Save** icon at the bottom of the screen. The Save button will change to Saving and may take several seconds to complete. The user can choose where 25Live will revert once the event is saved. Go to Event Details is the default setting.



- To confirm the requested space is now in workflow for approval, click the Occurrences link from the Details page.



- The Occurrences view displays HILL0202 is awaiting approval.

