

25Live Pro Event Management

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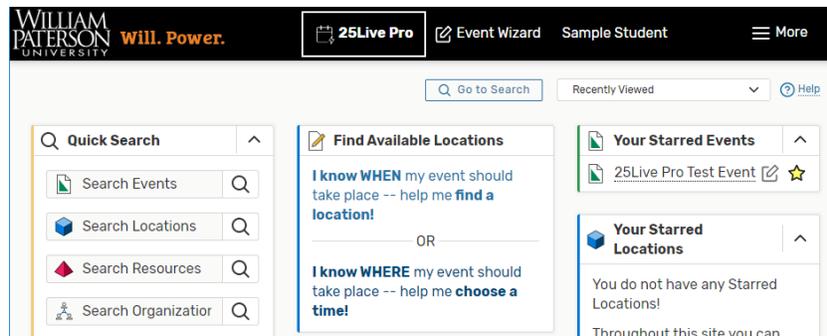
Location Search

# LOCATION SEARCH

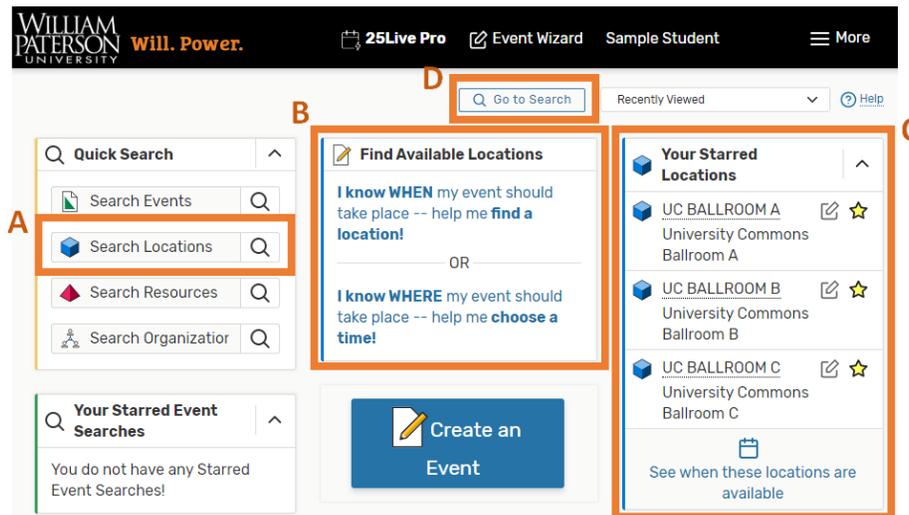
**25Live Pro Website:** <https://25live.collegenet.com/pro/wpuni>

**NOTE:** You can search for available locations in 25Live Pro for your event at any time, but the assignment and uses of these spaces must be authorized by Events and Conference Scheduling.

1. Click on **Sign In** in the upper right-hand corner of 25Live Pro and login with your WPCoconnect username and password. Once logged in, you will see the last page you were on in the system. Select **25Live Pro** at the top of the page.



There are multiple ways to search for events from the **25Live Pro** dashboard view.

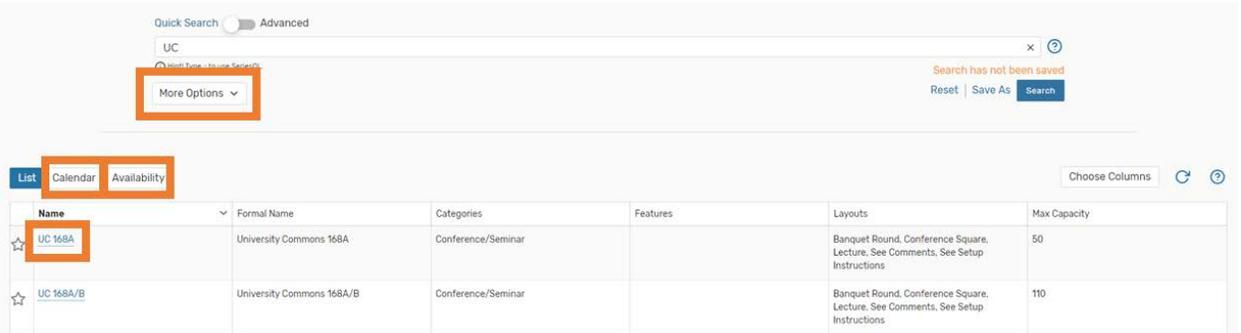


a. **Quick Search**

Enter at least two characters of the location name or the room number in the blank field next to the space icon and click the magnifying glass to search.

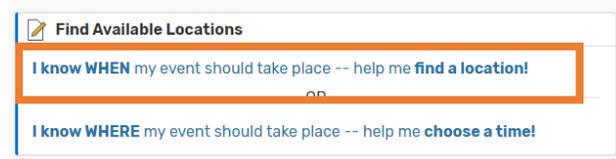


All locations matching the entered criteria will open on the search page. You can further refine the search, by clicking on **More Options** under the search field, change to the **Availability** or **Calendar** views and customize the way the results are displayed, or click on its name for more information.

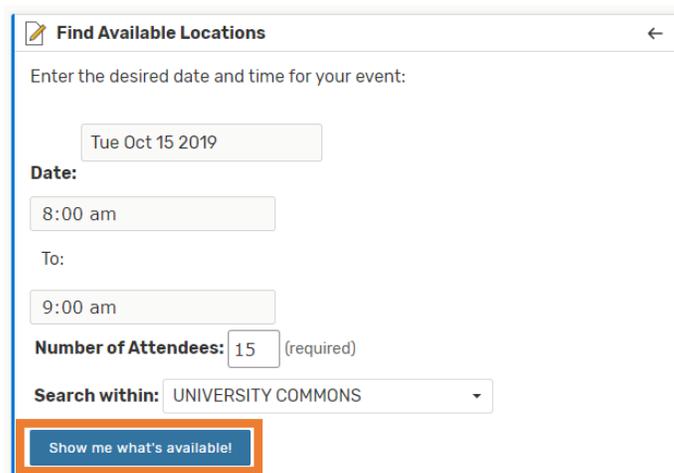


b. **Find Available Locations**

This block enables you to cross reference events and the location you wish to assign to them. If you know when the event should take place and you are searching for a room, click on the first option.

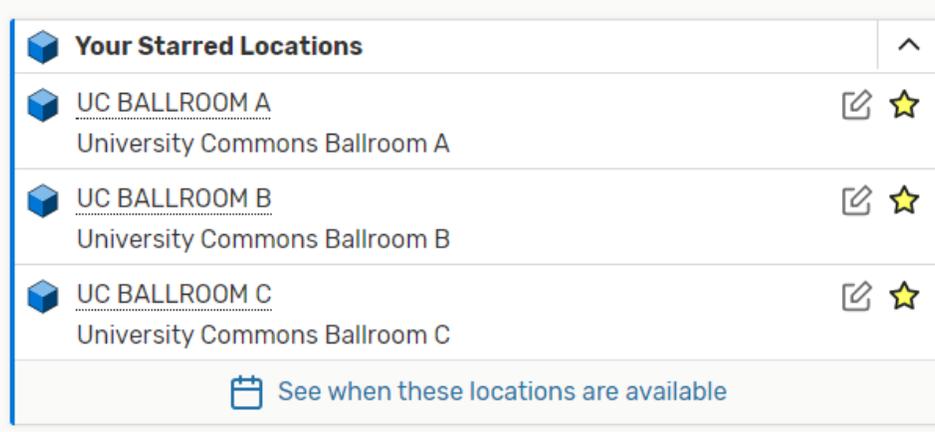


Enter the desired date, time, expected attendance, and location search for your event and click the **“Show me what’s available!”** button.



c. **Your Starred Locations**

**Starred Locations** provide direct access from the **25Live Pro** page to your most commonly used or favorite locations by clicking on the **Star** next to that location. From the **25Live Pro** page, click on the space name to see details on an individual location tab. You can change between views, select a different date range, or select other functionalities.



d. **Go to Search**

Click on **Go to Search**.



Ensure the **Select Object** option is on **Locations**. You can search in the **Enter Location Search** bar or choose from the **Saved Searches** dropdown.

