

Search for Events

1. Sign in to 25LivePro

Go to: <https://my.pitt.edu>

Sign in using your Pitt ID and Password

Under the My Resources tab, click “**Academic Space Reservation System**”

Click **25Live** at the top right of the page

Click ‘**Sign In**’ at the top right corner once you are in 25LivePro

2. Click “Go to Search” and select ‘Events’ from the drop down tab. ***It usually pops up for you***



3. If you know all or part of the title of the event, you can type it into the **Search Event** box and hit **Search**

4. If you need to narrow down your results, you can click **More Options** to select the:

Event Type (Academic, University, Community, etc.)

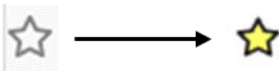
Event State (Draft, Confirmed, Cancelled etc.)

Sponsoring Organization (ENGR, NSBE, PHYS, etc.)

After selecting your additional criteria, click **Search**.

5. Depending on your search criteria, it can take a few minutes for the search to be completed. When it is, a table will display the matching events with some basic information about each one. You can click the **Name** of the event for more detailed information about it.

6. If it is an event that you’d like to be able to find quickly in the future, you can click the star next to the name.



This will add it to Your Starred Events on the Home tab.

Search for Location Availability

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Click 25Live at the top right of the page

2. Click “Go to Search” and select ‘Locations’ from the drop down tab.



3. If you know all or part of the location, you can type it into the **Search Locations** box and hit **Search**

Search Locations

4. If you need to narrow down your results, you can click **More Options** to select the:

Location Category (Nationality Room, etc.)

Location Features (Media, Seating, etc.)

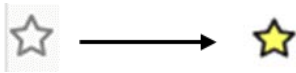
Location Capacity

After selecting your additional criteria, click **Search**.

5. Depending on your search criteria, it can take a few minutes for the search to be completed. When it is, a table will display the matching locations with some basic information about each one. You can click the **Name** of the location for more detailed information about it.

You can also shift between details, availability, and a calendar using the **tabs** in the location's page.

6. If it is a location that you'd like to be able to find quickly in the future, you can click the star next to the name.



This will add it to Your Starred Locations on the Home tab.

Your Starred Events			
	<u>AMERICAN SOCIETY OF CIVIL ENGINEERS</u>		
	American Society of Civil Engineers General Meeting		
	<u>GENERAL INTERNAL MEDICINE WORKSHOP</u>		
	General Internal Medicine Workshop		

Your Starred Locations			
	<u>BENDM0630</u>		
	BENEDUM HALL G30		
	<u>FKART0125</u>		
	FRICK FINE ARTS BUILDING 125		
	<u>WVPH1500</u>		

If you have any questions about using 25Live Pro, Please feel free to contact Rooms and Scheduling at: rooms@registrar.pitt.edu