

25Live Scheduler Quick Guide – Illinois Wesleyan University (2019)

'Search for Events'

Events are viewable by searching by keywords

STAR ☆ events for easy access to view them first or as part of your favorites section.

'Available Locations'

This pulls up a quick view of availability of a space; it defaults to the current date and time, but can be switched by clicking on the date and selecting a new option.



'See Available Resources' and 'Search for Organizations'

A list of university resources can be searched, and availability viewed (this function is not used often—the Event Form will tell you availability and allow you to request it). Specific organizations can also be looked up, with upcoming events for the group listed. Previously scheduled events can be found when searching all dates.

STAR ☆ items for them to appear first when making a reservation.

ADDITIONAL INFORMATION

Progress with each category is show on the window on the left.