PITT | Office of the University Registrar — 25Live Searches
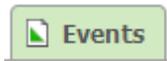
Search for Events

1. **Sign in** to 25Live
   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

2. Click on the **Events Tab**

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

4. If you need to narrow down your results, you can click **More Search Options** (on the right) to select the:
       Event Type (Academic, University, etc)
       Sponsoring Organization (ENGR, SOCWRK, etc)
       Event State (Draft, Confirmed, etc)
   After selecting your additional criteria, click **GO**.

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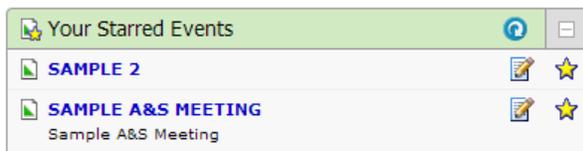
> **If you have any questions about using 25Live, please feel free to contact Rooms and Scheduling at:**
> **rooms@registrar.pitt.edu.**

Search for Location Availability

1. **Sign in** to 25Live
   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

2. Click on the **Locations Tab**

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

4. If you need to narrow down your results, you can click **More Search Options** (on the right) to select the:
       Location Category (Nationality Room, etc)
       Location Features (Media, Seating, etc)
       Location Capacity
   After selecting your additional criteria, click **GO**.

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.