**SIGN IN** Go to: [schedulepro.risd.edu](http://schedulepro.risd.edu)
- Enter your RISD username/password. Do not include @risd.edu. For assistance with your ID or password, contact the IT Service Desk.

**CUSTOMIZE YOUR DASHBOARD** If you are a new user, we recommend setting up your dashboard the first time you log in.
- Select the [Customize Dashboard] button, then drag and drop the highlighted fields. Select “Done” to save changes.
- Click the grey star 🌟 next to any location or event that you view or use often.
- Items marked with a yellow star ⭐ will appear on your home page and event requests without requiring you to do separate searches.
- Click Reset to restore dashboard back to the original layout.

**CREATE AN EVENT REQUEST** Click “Create an Event” from your dashboard, or the “Event Form” button from the taskbar.

**FIND AVAILABLE LOCATIONS**
- To search available locations during a specific date and time, click “I know WHEN my event should take place - - help me find a location!”
- To search available dates and times for a preferred location, click “I know WHERE my event should take place - - help me choose a time!”

**CHECK AVAILABILITY** Open the ⌊⌋ menu to Navigate to the Availability grid. Select a location and date to perform search. To start a new request, click the Create Event icon  while hovering over the preferred space, date and time.

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank/White</td>
<td>Available</td>
</tr>
<tr>
<td>Gray</td>
<td>Closed based on Building Hours</td>
</tr>
<tr>
<td>Black</td>
<td>Blackout for holiday/closure</td>
</tr>
<tr>
<td>Green</td>
<td>Confirmed Event</td>
</tr>
<tr>
<td>Light Green</td>
<td>Set up or take down time</td>
</tr>
<tr>
<td>Orange</td>
<td>Unavailable due to an event in shared/overlapping location</td>
</tr>
<tr>
<td>Purple/Gray</td>
<td>Request in process but not yet saved/submitted</td>
</tr>
</tbody>
</table>

**QUICK SEARCH**
- **Event** Enter one distinguishing word in your event name or the reservation ID number.
  - e.g. Admissions or 2020-ABCDEF
- **Locations** Enter the location name, building or portion of the room number.
  - e.g. BEB or Farnum Park or 143
- **Organization** Enter the first few letters or the full name of the department or office.
  - e.g. Registrar or Reg

**ROOM FEATURES** From the “Quick Search” box, in the Location Search field, enter the building name, street address or room number (Note: ProvWash does not work!) Click the room name hyperlink to view details.

**ROOM DETAILS** Click on tabs for additional information such as AV connections, building access or dimensions, as well as an image and location on Google maps.
- **List** view scheduled events for the current day
- **Availability (Daily)** view events by day
- **Availability (Weekly)** view events by week
- **Calendar** view monthly room usage

**CHECK YOUR REQUEST STATUS** From “Your Upcoming Events” box, click “Events in which you are the Requestor” to access a list of your upcoming events. Event status is displayed in the “State” column.

**RETURN TO YOUR DASHBOARD** Click the 25Live logo to return to your dashboard, or click the RISD logo to refresh your dashboard in a new window.

**25LIVE SCHEDULING**
For a simplified version designed for iPad or mobile devices go to: [schedule.risd.edu](http://schedule.risd.edu). This feature is available for Express Scheduling rooms only.

**SIGN OUT** Close your browser to sign out of 25Live. Log out will occur at that time. A log out button is not available due to single sign on.