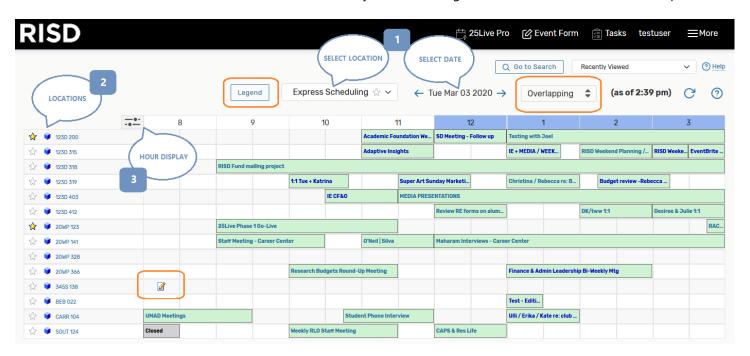


SIGN IN Using Google Chrome, go to <u>schedulepro.risd.edu</u>. Sign in using your RISD username/password. Do not include @risd.edu. For assistance with your ID or password, contact the IT Service Desk.

CHECK AVAILABILITY Click then choose Availability to access the grid. The view consists of three main parts:



- Availability Toolbar
 Use the dropdown to select locations. Use the arrows on either side of the date, or click on the date to reveal the calendar.
- Locations Rooms are shown on the left sidebar with the option to star your favorite spaces.

 Click or hover over the room hyperlink for additional details.
- Hour Display Click to adjust the hours displayed along the top of the grid.

Blank/White	Available
Gray	Closed based on Building Hours
Black	Blackout for holiday/closure
Green	Confirmed Event
Light Green	Set up or take down time
Orange	Unavailable due to an event in shared/overlapping location
Purple/ Gray Slash	Request in process but not yet saved/submitted

Legend Click the Legend button to the color codes shown in the table.

<u>View Options</u> There are three view modes in the availability grid:

- Overlapping Events display on the same row for each location
- Separated Events display on multiple rows for each location
- Edit Mode Allows you to change the date and time for events in which you are the requestor by dragging the event's colored block to any available grid square.

<u>Create an Event</u> If the Create Event icon appears, click once to open a new request for the date, time and location.

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.