



**SIGN IN** Using Google Chrome, go to [schedulepro.risd.edu](https://schedulepro.risd.edu). 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:

**1 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.

**2 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.

**3 Hour Display** Click to adjust the hours displayed along the top of the grid.

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

**View Options** 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.

**Create an Event** 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.

	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