How to Find a Location......

Checking location availability at Cal Poly has changed! Users will now access 25Live/Space and Event Scheduling software to determine location availability. Following is a helpful tool to assist you in navigating to various locations to check availability by day/time.

**Step 1:** Check Location Availability via http://events.calpoly.edu
Step 2: Home Page View

On the Home Page, you are able to select from several Public Location Searches. Search results will show you popular venues so you are able to view available days/times.

*Example:* Look for location availability in a 24-34 capacity University Lecture Room

Step 1: Select Lecture Rooms: 24-34 Capacity (Public Location Searches)

Step 2: Select “Run”
This will take you to the Locations tab and you will see results which include information related to all rooms found within this particular search.

By selecting a room (Example: 002 -0013 Cotchett Education Building 002 – 0013) you will be taken to the Location information page.

You have several options: View location by Availability (Daily), Availability (Weekly), Calendar or List View

As you navigate through the system, keep in mind that as you change your search criteria, you may need to select the “Refresh” icon to update the results. The Refresh icon can be found in various locations. You are also able to “hard refresh” the view by selecting F5 on your keyboard.
• **Details View** – This view will give you specific information related to the facility as well as image, when available. This information is helpful as you plan your event. It includes capacity and information related to room layout and features.

  ![Details View](image1.png)

  ![List View](image2.png)

• **List View** – Provides a list of events occurring in the location
• **Availability (Daily)** – Provide a daily view of events in the location

![Availability (Daily) screen](image)

**NOTE:** The first time you visit a page, you may be given the option to view information on how to use it. Once you have done so, you can select “Hide this Guide” to no longer display the message.
There are several options to choose from to expand or limit dates you are viewing.

By selecting the “Dates” you are able to modify the start date and end date for results you will view.

While defining your start and end date, select the checkbox for “Enforce a Date Range Interval” to preset a specific amount of time. Options are: 1 week, 2 weeks, 30 days, 60 days and 90 days (max). Keep in mind, when selecting longer timeframes, it may take the system slightly longer to return results.
You also have options, in terms of dates you would like to view, by selecting the appropriate information from the drop down menu under “Weekdays”

For events that may be sharing a location, you are able to determine if same-day-events will be shown as separate or overlapping on the calendar. *In general, locations at Cal Poly are not “shared.” The exception may be outdoor venues such as lawns and plazas.
- **Availability (Weekly)** – Provides a weekly view of events in the location

![Weekly Availability Table]

- **Calendar View** – Provide list of events for specific timeframe (you can adjust as needed to include as many weeks as you need to evaluate)

![Calendar View]

Check Location Availability 11.15.2016
To leave this view, “close the page by selecting the X in the red box above the room image.

Once closed, you will return to your search results page.
From this page, you can view information in List View, Availability and Calendar View

- **List View** – shows all rooms associated with that particular search. You can view formal name, categories, room features, layout and maximum capacity.

- **Availability View** – shows room usage for all rooms in that particular search. In this example, our availability is for all University Lecture Rooms that are 24-34 Capacity. Based on this information, you are able to find available timeslots you may request for your event (Visit [http://registrar.calpoly.edu/universityscheduling/events](http://registrar.calpoly.edu/universityscheduling/events) for additional information)
- **Calendar View** – shows room usage for all rooms in that particular search. In this example, our availability is for all University Lecture Rooms that are 24-34 Capacity. Based on this information, you are able to find available timeslots you may request for your event. This view is in a calendar view.

The above example is a general guideline to use when navigating through other public searches and/or reviewing information by a specific location. Users do have the option to “Search for Locations” if you know where you want to host your event.
**Step 1: Search for Locations**

*Example: 010-0225*

The system will recognize keywords, regardless of capitalization. Spelling does need to be accurate. Building names match those found on Facility Services maps.

- **Calendar View** - You are able to modify the date range for the calendar view to expand your view beyond one day, if needed
• **Availability** – Select date and Load List

![Image of Availability section]  

- **List** – Select Load List

![Image of List section]

Information returned shows formal name, categories, features, layout of the location and maximum capacity.

![Image of Search For Locations section]  

*Users have the ability to “Sign In” using their Cal Poly credentials (username and password). Once a user Signs In, their Home Page view will be slightly different. Additional training will be provided to groups in the future for using authenticated views.*