

Determining Availability and Reserving Tent Spaces on the Quad (and, generally, searching campus locations for open event times)

Signing in to 25LIVE PRO: Go to the following web site:

<https://25live.collegenet.com/pro/syracuse>

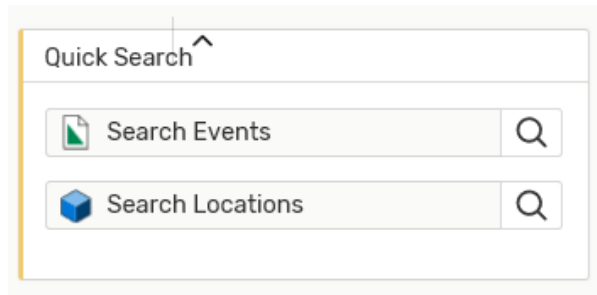
Sign in:



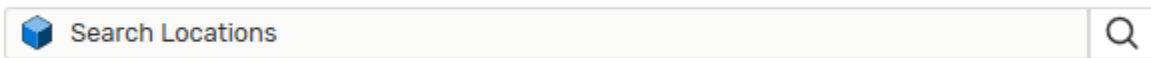
Login to MySlice

STUDENT - FACULTY - STAFF

Use the 'Search Locations' feature:



The location names of the Quad Tents are noted below, you can type in the word 'Quad', and all the options will appear, under the selection of "Quad", **Note, however, that QUADMC, is not a tent.**



Type 'Quad' (or any individual Facility ID) over the 'Search Locations' text and then click on the magnifying glass icon.

- QUAD TENT A 01
- QUAD TENT A 02
- QUAD TENT A 03
- QUAD TENT A 04
- QUAD TENT C 01
- QUAD TENT C 02
- QUAD TENT C 03
- QUAD TENT D 01
- QUAD TENT D 02
- QUAD TENT D 03

If you type in 'Quad' you will see a screen that looks something like the following:

Nothing recently viewed 5

Select Object: Locations Saved Searches (optional)

Quick Search Advanced

quad

More Options

Search has not been saved
Reset | Save As | Search

List | Calendar | **Availability** | Availability Weekly Choose Columns

Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity
QUADMC	QUAD MAIN CAMPUS			MULTIPURPOSE		
QUADTENTA01	QUAD TENT A 01				32	32
QUADTENTA02	QUAD TENT A 02				32	32
QUADTENTA03	QUAD TENT A 03				32	32
QUADTENTA04	QUAD TENT A 04				32	32
QUADTENTC01	QUAD TENT C 01				26	26
QUADTENTC02	QUAD TENT C 02				26	26
QUADTENTC03	QUAD TENT C 03				26	26
QUADTENTD01	QUAD TENT D 01				26	26
QUADTENTD02	QUAD TENT D 02				26	26
QUADTENTD03	QUAD TENT D 03				26	26

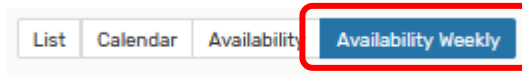
For a clear view of the availability of each tent space, click on the 'Availability' tab:

List | Calendar | **Availability** | Availability Weekly

Legend | List | Calendar | **Availability** | Availability Weekly | Include Requested | ← FRI AUG 14 2020 → | View: Standard (default) | Overlapping

	0	1	2	3	4	5	6	7	8	9	10	11
QUADMC												Office of Admissions
QUADTENTA01												
QUADTENTA02												
QUADTENTA03												
QUADTENTA04												
QUADTENTC01												
QUADTENTC02												
QUADTENTC03												
QUADTENTD01												
QUADTENTD02												
QUADTENTD03												

Another way to view this is the 'Weekly' view:



	Sunday 8/9	Monday 8/10	Tuesday 8/11
0:00 AM			
1:00 AM			
2:00 AM			
3:00 AM			
4:00 AM			
5:00 AM			
6:00 AM			
7:00 AM			
8:00 AM			
9:00 AM			
10:00 AM			
11:00 AM			
12:00 PM			
1:00 PM			
2:00 PM			
3:00 PM			
4:00 PM			
5:00 PM			
6:00 PM			
7:00 PM			
8:00 PM			
9:00 PM			
10:00 PM			
11:00 PM			

If you see that a space is available at your desired time, scroll to the top of the page, the 25Live Banner, in the top left-hand corner, and click on the 'Space Reservation System' link:



You will be taken to the 25Live FAQ page:

Dashboard

25LivePro FAQs

Created by [Jennifer Morgan Admin](#), last modified by [Meg F Cortese](#) on Jul 26, 2020

I need to schedule an event/ or I submitted a request things have changed now – can I change it?

[Registrar's Office](#) to schedule an academic event: Exam, Final Exam, Review Session, Class Presentation, Class Project, Additional Class meeting.

[Student Centers and Programming Services](#) to schedule an event if you are an enrolled student, college or departmental meeting, active staff, active faculty sponsoring an outside speaker, event not associated with a class.

If you have not received a confirmation within a three day period, please resubmit your request, and state a previous request had been submitted.

To schedule an academic event, a class session in the tent, a review session, class presentation, etc., click on the 'Registrar's Office' link.

If the event is a non-academic event, for example, a faculty meeting, student organization meeting, etc. click on 'Student Centers and Programming Services' link.

Whichever link you select, you will be taken to a request form to fill out. The appropriate office will process the request if the room is still free (i.e., if there is not another request in front of yours). If the requested space is not available, we will contact you with alternate offers.