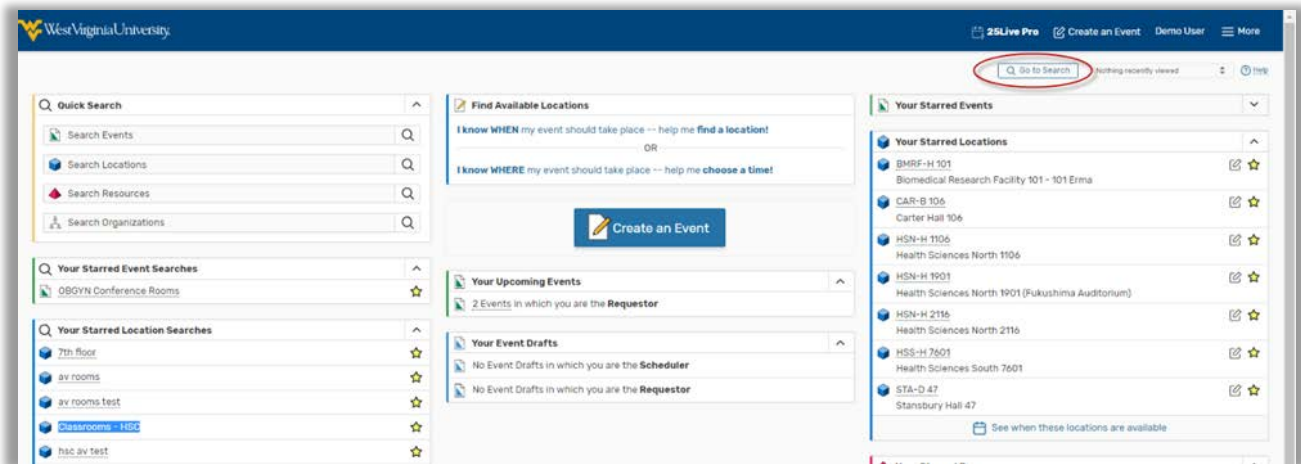


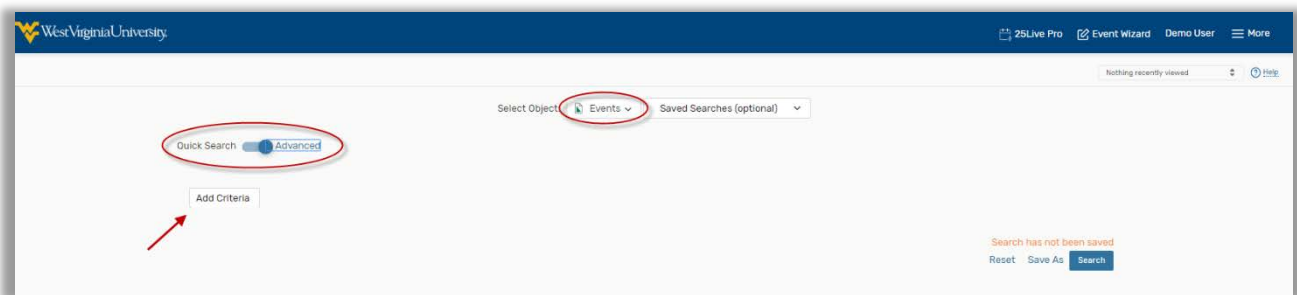
How to Create an Event Search Based on a Location Search

For certain searches, both an event and a location search are required. When a location is all that is required, an event search can be created that includes all events for a certain location.

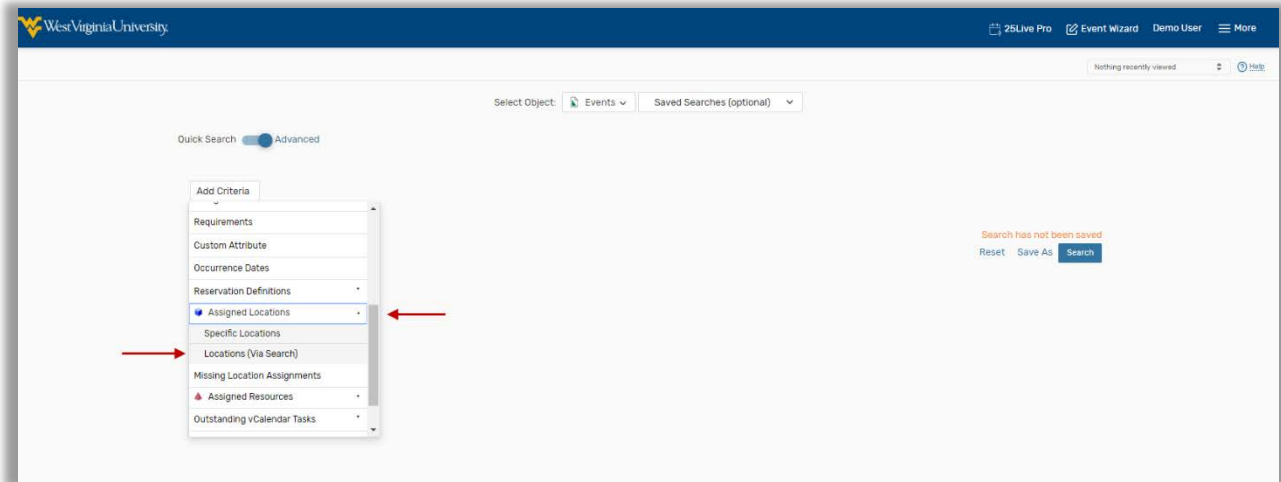
1. After logging into 25Live, click on the “Go to Search” tab.



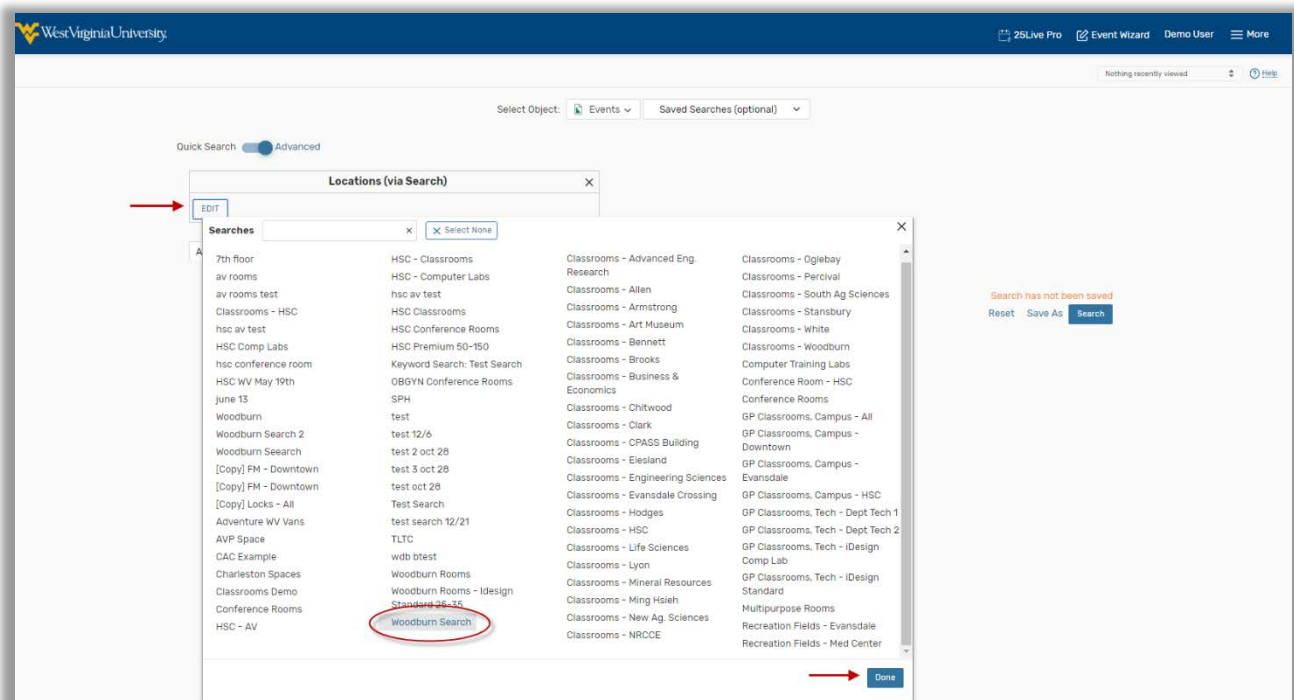
2. The Search window should default to Events, but if not select it from the drop down menu. Click the advanced option below the search bar and click the “Add Criteria” button.



This will bring up a list of options by which you can search Events. Options include Event Type, Event Name, Organization, and Start and End Dates.

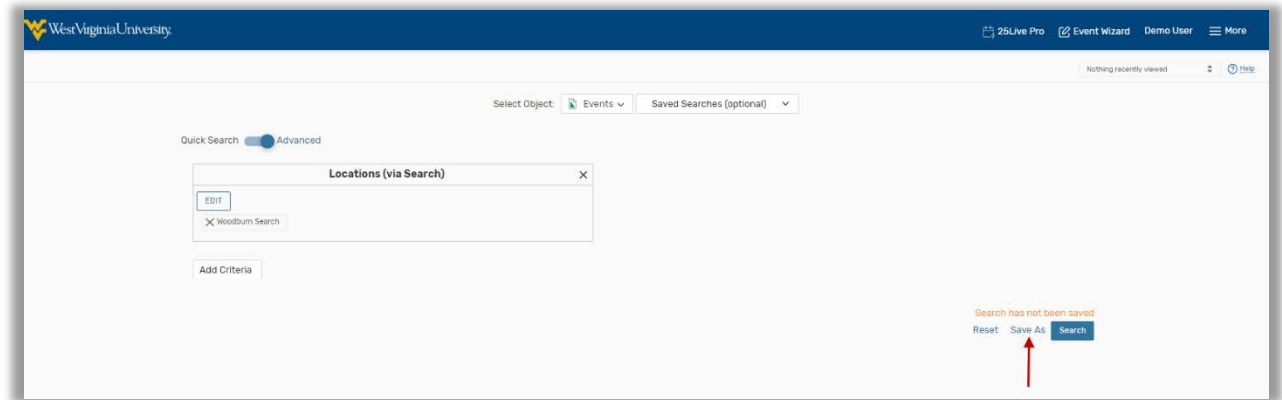


3. For this Specific Event Search, you will select “Location (Via Search)” under the “Assigned Locations” Window.

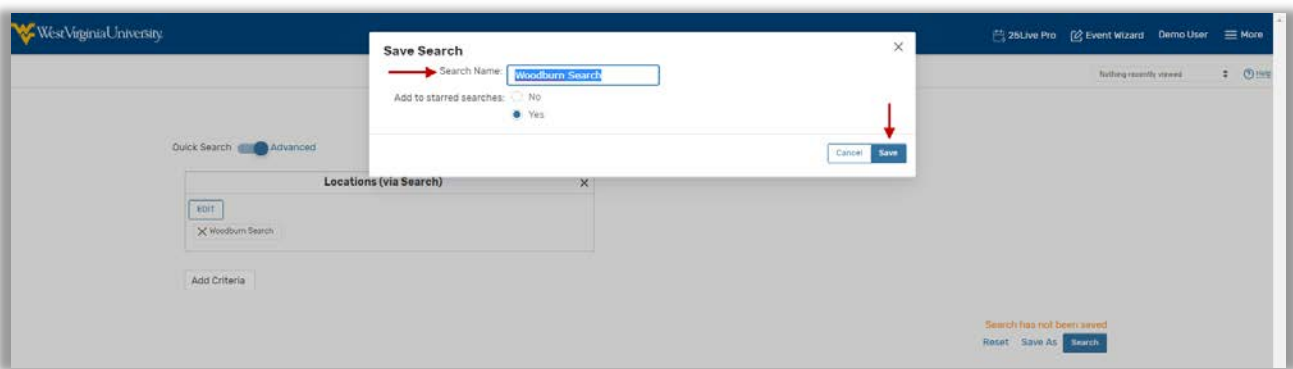


4. Click on the “Edit” button in the “Locations (via Search).”

This will bring up a list of location searches. Many of these will be the default public searches. From this list you will select the search that you wish to use as the location parameter. In this example we will use the Location from our previous Location Search example.

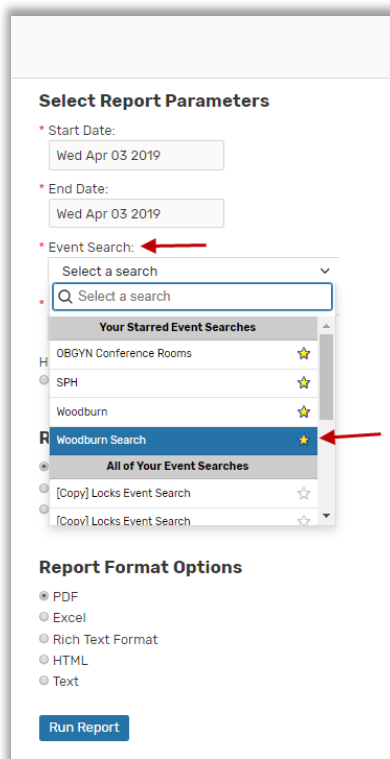


5. Once the Location Search has been selected, click “Save As”



6. Keep the name the same. Click save to create an Event Search from the Location search.

7. In the future, you can click on the “Pre-Defined Event Searches” subtab and the “Your Starred Searches” option to run this search again. This search will show all events in the location of the search.



8. Event Searches do not need to be created just from location searches. Event searches can be created in a similar manner to location searches, but include meeting types, organizations, etc., instead of buildings or capacities