How to Create a Starred Item

1. Log into 25Live.

- 2. Users can designate any location or event as a "Starred Item" by click on the hollow star icon to the left of the name column in a list view. When clicked the icon willturn yellow and be saved as a "Starred Item" in the user's 25Live account. This will help a user go quickly to their favorites when requesting events or running searches. This "Starred Item" is unique to the individual user.
 - 3. Let's designate room AGS-E 1001 as "Starred Item" for our example.
 - 4. Go to the "Quick Search" on the home page and type in AGS-E 1001. Click Go.

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📦 WDB 116	9	I know WHERE my event should take place help me choose a time!		- 10	
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& Search Organizations	Q	Create an Event	Throughout th icon.	is site you can mark any Resource as "	Starred" by clicking its \heartsuit
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5. Click on "List" tab and click on the star that is to the left of the location name.

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6. AGS-E 1001 is now a "Starred Item".

	Your Starred Events	`
¢	Your Starred Locations	1
Ì	BMRF-H 101 Biomedical Research Facility 101 - 101 Erma	1 2
Ì	CAR-B 106 Carter Hall 106	1 2
Ì	HSN-H 1106 Health Sciences North 1106	í Z
Ì	HSN-H 1901 Health Sciences North 1901 (Fukushima Auditorium)	1
Ì	HSN-H 2116 Health Sciences North 2116	1
Ì	HSS-H 7601 Health Sciences South 7601	1
Ì	STA-D 47 [2] Stansbury Hall 47	2
•	WDB-D 116 Woodburn Hall 116	2
	See when these locations are available	
•	Your Starred Resources	1
Yo	u do not have any Starred Resources!	
Th	roughout this site you can mark any Resource as "Starred" by clicking its 🎲	

7. To remove a starred item, follow the same procedure and click the star again.