How to Check Location Availability for One Space for Multiple Weeks
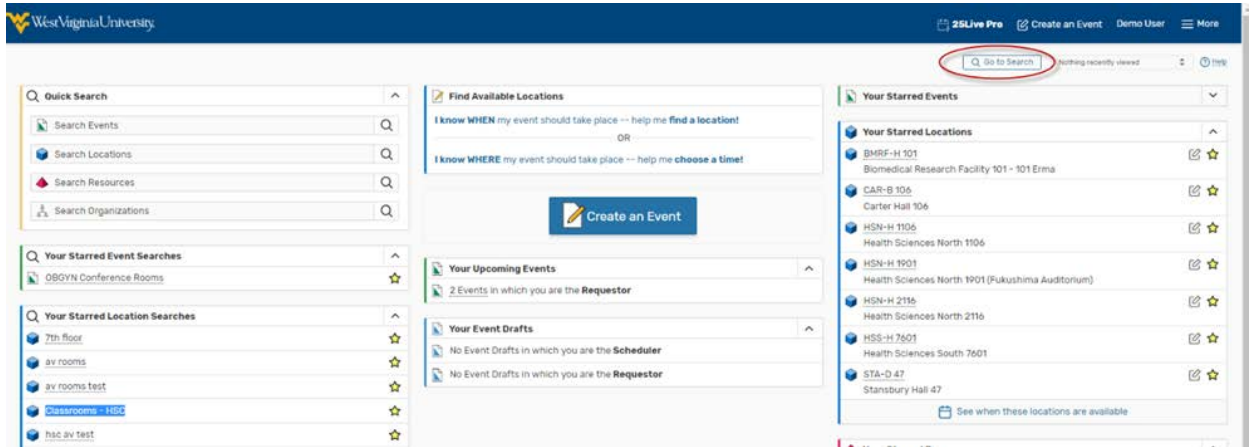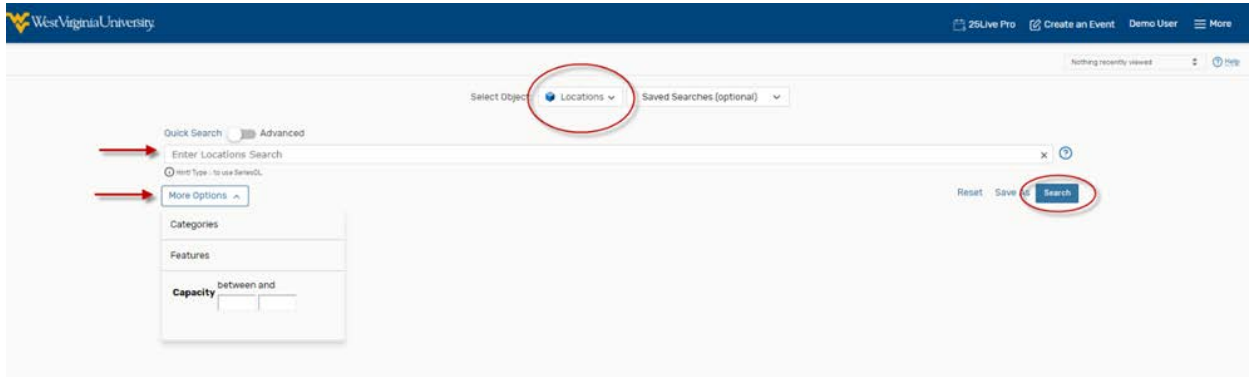
1. After logging into 25Live, click on the "Go To Search" Button tab.

2. On the "Search" page, find your space (by keyword and/or by selecting more search options). Hit "Go".

3.   Select the name of the space you want to view availability for from the list.

4.   Select "Availability (Weekly)" tab to look at the space availability grid for multiple weeks starting the week you pick in the date picker option.

5.Click on "Days" option to exclude Saturday and Sunday if needed. Uncheck Sunday and Saturday and hit "Done" button to view the grid only for the weekdays.

6.   You can see the whole semester by changing the number of weeks to 16 weeks and selecting the date of the beginning of the semester