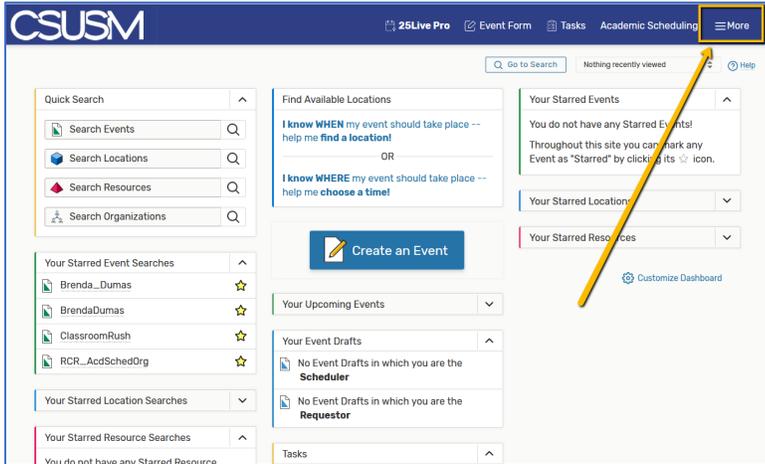
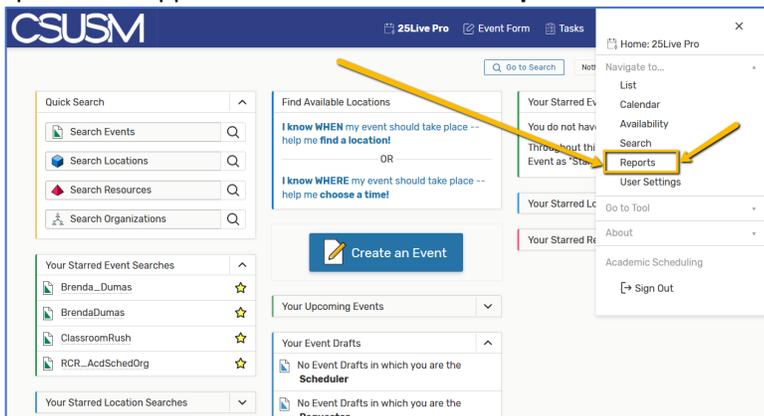


Space Availability by Meeting Pattern Report in 25Live

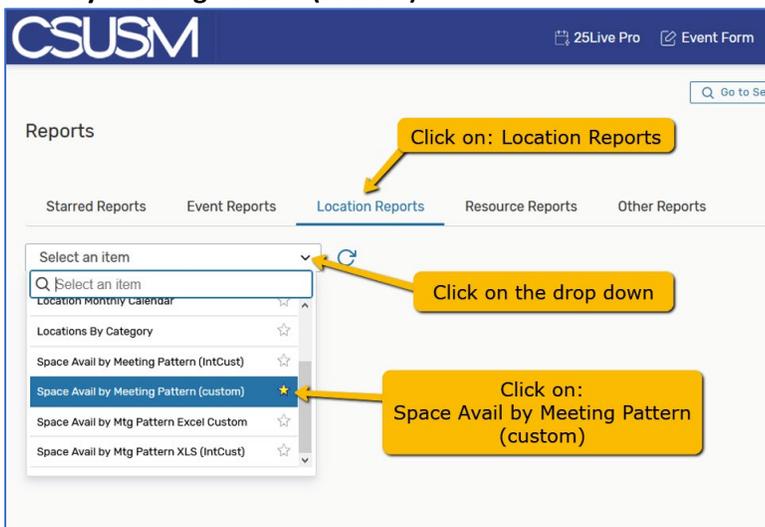
1. Go to 25Live. Start by going to www.csusm.edu/calendar and click on the “25Live Event Portal” button at the top of the screen.
2. When you get to the 25Live, select “Sign In” on the top right and use your campus credentials to log in.
3. Once you are signed in (and your name appears on the top right, similar to “Academic Scheduling” in the screenshots below) click on **More**



4. Options will appear under More. Click on **Reports**.



5. The reports window will show. Click on **Location Reports**. Then Click on the **drop down menu** and then on **Space Avail by Meeting Pattern (custom)**



6. The options for the Space Availability by Meeting Pattern report need to be indicated:

- **Start Date** – the first date of the semester (not the first date of the class)
Fall 2021 Start: **Aug 30, 2021**
- **End Date** – the last date of instruction, not the last day of the class. Do NOT use finals week!
Fall 2021 End: **Dec 11, 2021**
- **Location Search** – go to Public Searches and select “Classrooms – from Category” for the broadest search of available rooms. You can also use one of your own searches if you have them.

- **Pad Time** – 10. Always use 10.
- **Sort by Capacity** – you do not need to do this, but it is recommended

- **Report Delivery Options:**

The screenshot shows a 'Report Delivery Options' section with three radio button options: 'View this report now', 'Email this report to yourself' (which is selected), and 'Email this report to...'. Below these options is a blue 'Run Report' button. A blue callout box with a blue border and a blue arrow pointing to the 'Run Report' button contains the text: 'Click on: **Run Report** Then "Report Sent for Processing" will show. You should receive the report in about 15 mins, though it may take up to an hour'. Below the 'Run Report' button, the text 'Report Sent for Processing' is displayed in green.

7. You are done. Wait for report to appear in your inbox.