**Saving Favorite Locations**

If you have locations you use frequently and wish to make them a favorite for faster event requesting and viewing, on the Locations Tab, Search for by Building, select the list tab, locate the space and click in the star.

Log into 25LIVE

![25LIVE Login](image)

If logging in for the first time and do not see welcome (your name), you are not active in the system and should log out before moving forward.

**Log out** and then click the log in link again then use the **Request an account** link to request activation. You will receive an email when you are active and can return to the system.

You can search for locations in two ways. From the Quick Search Box:

![Quick Search Box](image)

Or on the Locations tab

![Locations Tab](image)

Enter the Building code, hit [GO]

**Search by Keyword:** OEC [GO] More Search Options

Select the view list option

![View List Options](image)

Locate location(s) you frequently used and add to favorites by clicking on the Star
All starred locations will display on Home Page Options, in the event Wizard, and Searches for quick access to the locations to view Availability or Calendar of events.

Home Page:

From list can jump to event wizard from the Availability tab:

Similar to webviewer, click on opening in grid

Location Tab:

Event Wizard: