



25Live Reservations-Arts & Sciences/Education Auditorium

1. Navigate to the 25Live webpage: [Login Here](#)
2. Select "Sign In" at the top of the page and enter Username: uwaud, Password: AS_ED

3. Once signed in, on the home tab under Dashboard, select which space you would like to schedule.

4. Once the availability for the space is loaded, select the date and time you would like to request

ED AUD (AUDITORIUM ED 55)

Details List **Availability** Calendar

Dates: Mon Sep 29 2014 through Sun Oct 5 2014 Weekdays: All Days Same-Day Event View: Overlapping Actions... Refresh What is this view?

Date	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	
Mon Sep 29 2014												(Priv)	(Private)						(Priv)						
Tue Sep 30 2014												(Private)													
Wed Oct 01 2014												(Priv)	(Priva)												
Thu Oct 02 2014												(Private)							(Private)						
Fri Oct 03 2014												(Priv)													
Sat Oct 04 2014																			(Private)						
Sun Oct 05 2014																									

Click to select dates

Select to begin reservation

Once taken to the Event Wizard complete the required fields and submit your request by selecting Finish You will receive an email confirmation once your event has been approved.

- Arts & Sciences/Education Auditoriums Details
- The Arts & Sciences Auditorium seats 1,800 people and is used for events and rehearsals only
- The Education Auditorium seats 400 people and is used for meetings and events
- Consider how much time you will need for pre and post event times
- In the event description, please provide general information about the event and equipment needed
- Groups who book major events can only reserve the venue for up to two rehearsals and the event itself
- Groups who wish to book weekly events can only do so one month at a time

Questions? Please contact Student Organizations Coordinator, Gilbert Falcon at pfalcon@uwyo.edu