**Log in to 25 Live:** [**https://25live.collegenet.com/stanford/#home\_my25live[0]**](https://25live.collegenet.com/stanford/#home_my25live[0])

**Click the Event Wizard tab:**



**Enter Event Name, Event Type and Primary Organization for this Event**

* **Information is irrelevant for checking availability but fields must be entered**



**Click Next**

**Enter appropriate head count**



**Click Next**

**Click Yes for repeating events**

**Enter first class time**

**Click No for Additional Time questions**



**Click Next**

**Click Weekly Repeats**

**Select class schedule**

**Click Repeats through and enter date of last class for the quarter**



**Click Next**

**Click Advanced Search…**

**Select Registrar Scheduled from the Categories drop down**

**Adjust Capacity scale**

**Click Search**



**Available rooms will remain**

* **Enter preference in** [**CPS CLSS**](https://exploredegrees-nextyear.stanford.edu/wen/) **– requests are not submitted through 25 Live**