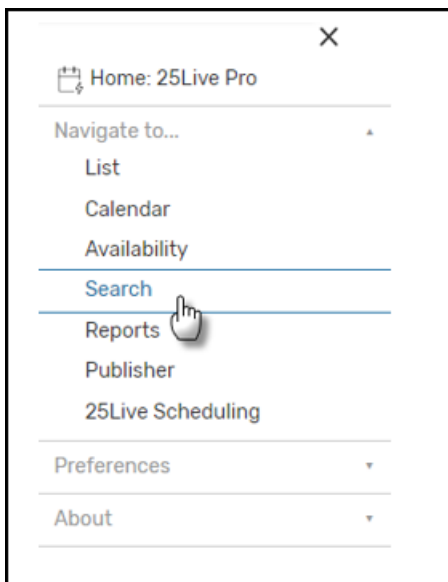


1. Open an internet browser and navigate to <https://25live.collegenet.com/pro/uark>.
2. Click the Sign In link and enter your UA login and password.
3. Click the **Go to Search** link.

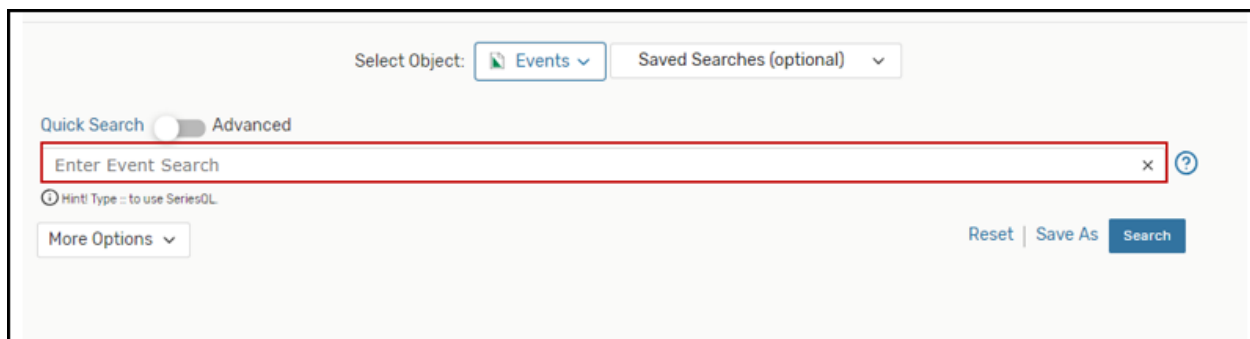


OR click on the  **More** for a drop-down menu and click on **Search**.



4. Select **Events** from the Search screen.

NOTE: If you know the specific class you are searching for, enter the class in the Enter Event Search box.
Example: Enter the class subject, catalog number, UAClass number and Term if you are searching for a specific class; CDIS 5133 002 7835 1196



- If the UAClass number is unknown, enter the known information and click **Search**. *Narrow your search by clicking **More Options** and selecting a cabinet and organization. A list of classes is generated.*
- Click on the **class** to select. The event opens in Details view.

Name	Title	Reference	Organizations	Type
CDIS 4253 001 7829 1196	NEURO BASES OF COMMUNICATION	2019-ACLAJM	CDIS	Sections
CDIS 5121L 001 6893 1196	FEEDING & SWALLOWING DIS LAB	2019-ACKJOL	CDIS	Sections
CDIS 5121L 002 7834 1196	FEEDING & SWALLOWING DIS LAB	2019-ACLALP	CDIS	Sections
CDIS 5122 001 4517 1196	FEEDING & SWALLOWING DIS	2019-ACKJDV	CDIS	Sections
CDIS 5122 002 7835 1196	FEEDING & SWALLOWING DIS	2019-ACLALO	CDIS	Sections
CDIS 5233 001 6902 1196	SPEECH SOUND DISORDERS	2019-ACKJOT	CDIS	Sections

- Click on **Edit Event** to open.

CDIS 5122 002 7835 1196 Tentative 2019-ACLALO Wed May 29 2019 8:00 am - 10:00 am
Repeats every week on Wednesday and Friday through 6/28

Details Occurrences Calendar Schedule Task List Pricing Audit Trail

Edit Event Tentative More Actions

General

- Event Name: CDIS 5122 002 7835 1196
- Event Title: FEEDING & SWALLOWING DIS
- Event Type: Sections
- Organization: CDIS
- Scheduler: R25, Administrator
- Instructor: Jones, Charity B.
- Head Count: expected 13, registered 13
- Description: Instructors: Jones, Charity Bennett
- Comments: Instructors: Jones, Charity Bennett
- Internal Notes:

Event Categories

Custom Attributes

Event Info

- Event Owner: R25, Administrator
- Creation Date: Wed Apr 03 2019
- Alien UID: LYNX-EV-117-1196-7835
- Reference: 2019-ACLALO
- Cabinet: SUMMER 2019 CLASSES (1196)
- Folder: CDIS

- Click on **Event Locations** in the summary box.

Reference: 2019-ACLRHJ

- Event Name
- Event Title
- Event Type
- Primary Organization for this Event
- Additional Organization(s) for this Event
- Expected Head Count
- Event Description
- Event Date and Time
- Event Locations**
- Event Resources
- Event Custom Attributes
- Contact Roles for this Event
- Event Categories
- Event Comments
- Internal Notes
- Event State
- Create Another and Relate

Event Name - Required
CDIS 5113 001 7357 1203

Event Title
SEMINAR IN EARLY INTERVENTION

Event Type - Required
Sections ☆

Primary Organization for this Event - Required
CDIS ☆ Remove

Additional Organization(s) for this Event
EDIT

Create Organization

Expected Head Count - Required
15

- If you know the room that is to be assigned, click on the Search by Location Name box and enter the room number. There should be no space between the building code and the room number.
NOTE: Verify that the **Hide Conflicts** and the **Enforce Headcount** boxes are selected.

Event Locations

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Saved Searches (optional)

More Options

Hint! Type :: to use SeriesQL.

- Click **Search**.

11. Click on the **Reserve** button to select.

Event Locations

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Saved Searches (optional)

Hint! Type :: to use SeriesQL.

More Options

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Reserve"/>	ECHP0140	ECHP Clinical Space 0140	20	32/32	None

12. The room will display at the bottom of the Event Locations section. You can remove the selection, view the occurrences of the class or hover over the room name for room details. Click Save.

NOTE: You may need to scroll down for the Save button to display.

Add	Name	Title	Capacity	Availability	Conflict Details
Added below	ECHP0140	ECHP Clinical Space 0140	20	32/32	None

ECHP0140 ECHP Clinical Space 0140 **Capacity: 20**

ECHP0140 ECHP Clinical Space 0140 **Capacity: 20**

ECHP0140

ECHP Clinical Space 0140

Features:
Lab/Special Purpose Space;
Xhospital Bed/Medical Equip

Layouts:
Clinic Space

Capacity:
20