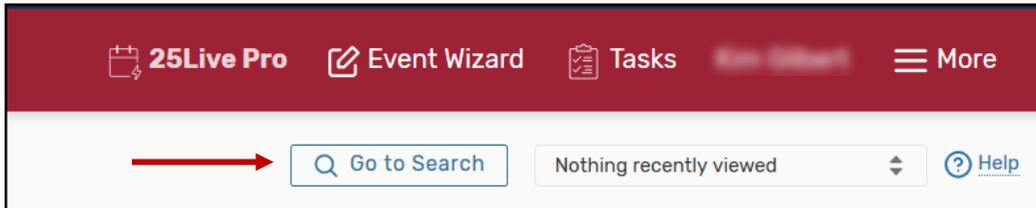
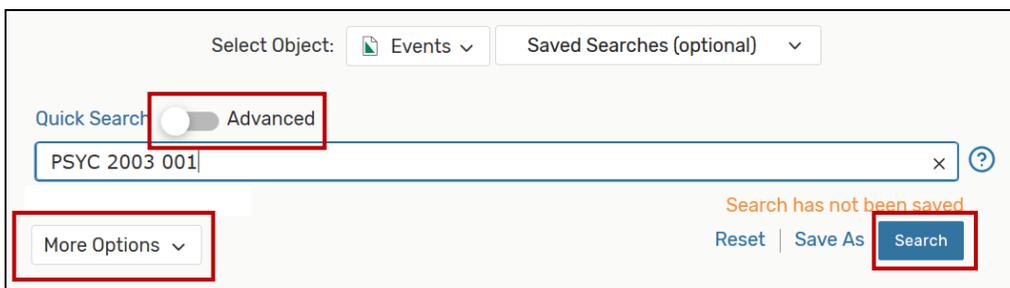


Event Search

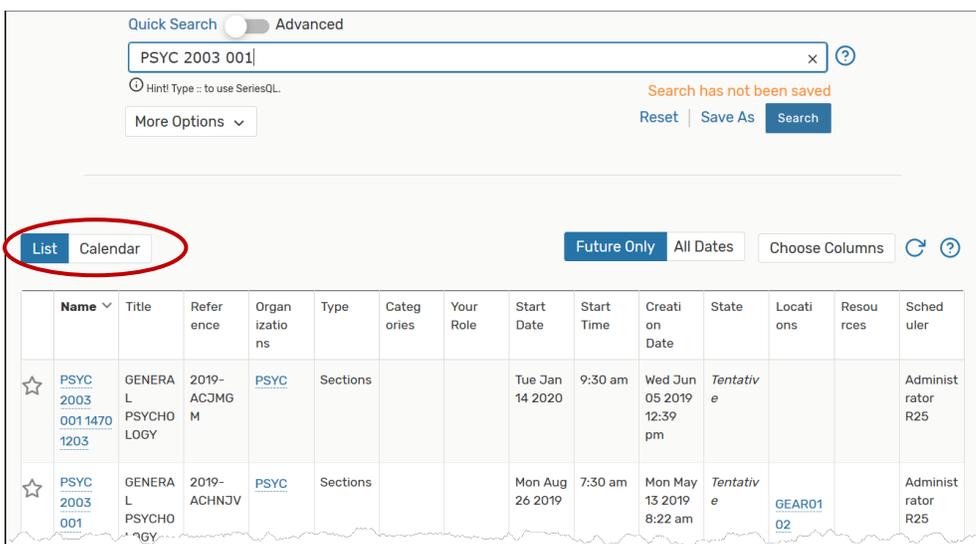
1. Open an internet browser and navigate to <https://24live.collegnet.com/pro/uark>.
2. Click the Sign In link and enter your UA login and password.
3. Click on the **Go to Search** button.



4. Select **Events** from the Select Object drop-down menu.
5. A new screen opens where you may search for events by using a **Keyword**, by clicking the **More Options** drop-down menu or by clicking the toggle button to **Advanced**.

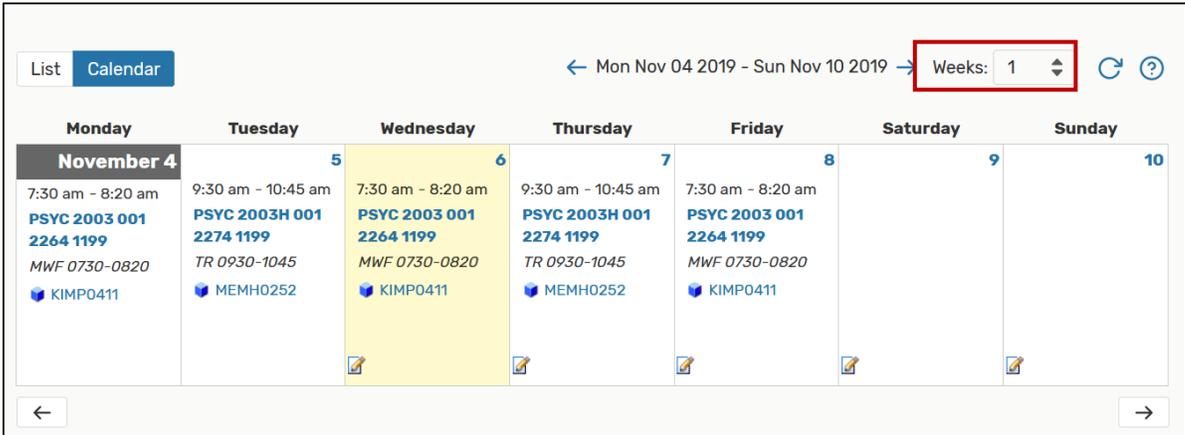


6. The search results appear. The results may be viewed in a **List** view (as shown) or in a **Calendar** view by clicking on the link for the desired view. *The **All Dates** option will take several minutes to load and is **NOT** recommended.*

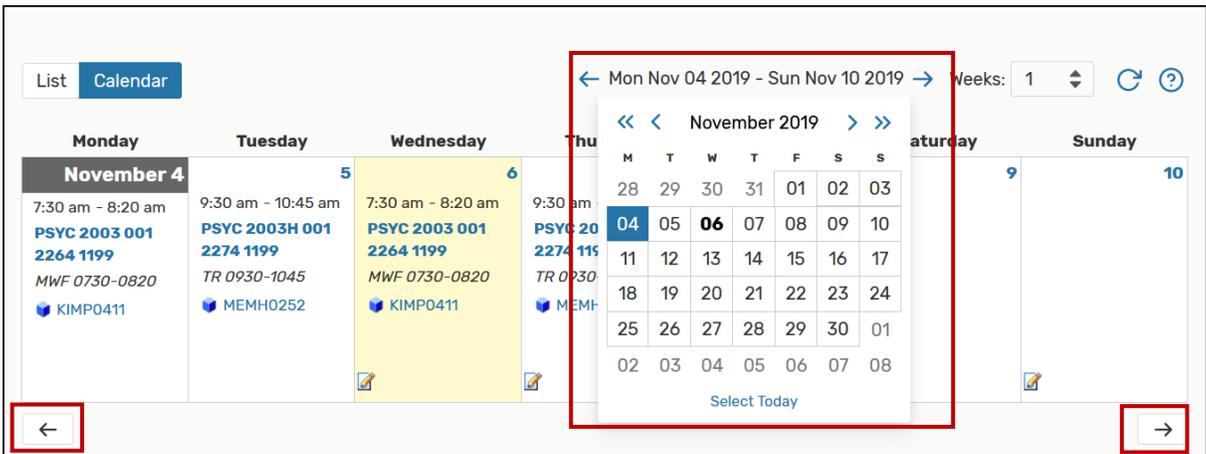


7. Click the **Calendar** view to select the specific dates. The view defaults to the current week.

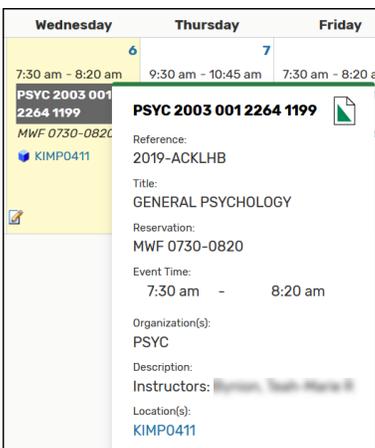
8. Select the number of weeks from the **Weeks** drop-down menu.



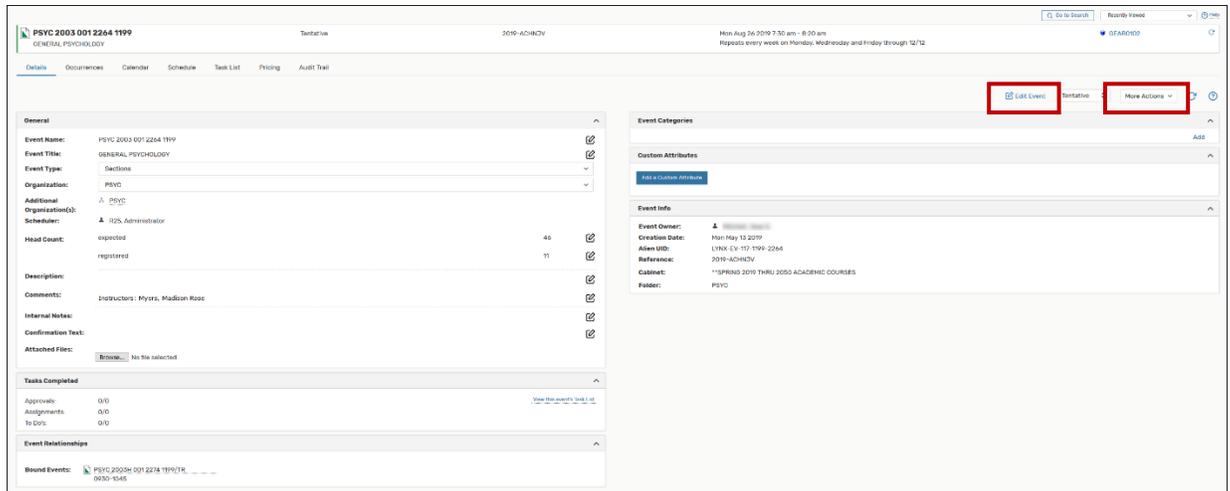
9. Click the **Date Range** to select specific dates in a given month. *You can move forward or backward by using the arrows at the bottom of the screen.*



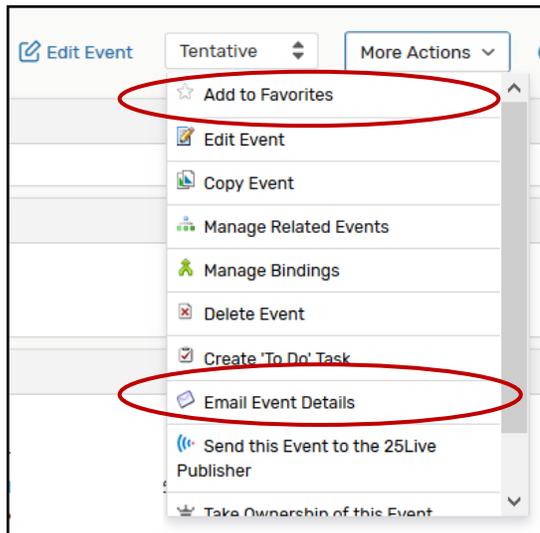
10. To view more detail on a specific event, hover over the event and a summary of the event will appear.



- Click the **link** for the event and the view expands to show all details. **NOTE:** There may be more options available based on your security access in 25Live Pro. Click on **Edit Event** or **More Actions** to open more options.



- Click **More Actions** to view new options. *A user may not have access to every option listed. However, all users should be able to add the event to **Favorites** by clicking on the **Star** and to **Email the event**.*



If you do not have the security access for a given area, you will receive the following message.

