Blackouts are entered into the 25Live Pro system anytime a space is going to be off-line or not schedulable. Blackouts can be entered into the system at the event level by the Scheduler, or at the master level by the Functional Administrator.

It is advisable that Blackouts encompassing many spaces or Blackouts projected to last more than two weeks be put into the 25Live system by the Functional Administrator. The Functional Administrator can be emailed at 25LiveHelp@unco.edu with those requests. Please include the following information in the email:

>   Name of the Blackout that coincides with the reason the room will be taken off-line.
>   The exact start date (and time if applicable).
>   The exact end date (and time if applicable).
>   All rooms or locations affected by the Blackout.

Blackouts put in by the schedulers will appear in the location calendar as any regular event would. Schedulers can see Blackouts put in at the master level by having the "Show Blackouts" box checked in the 25Live room calendars as shown below.
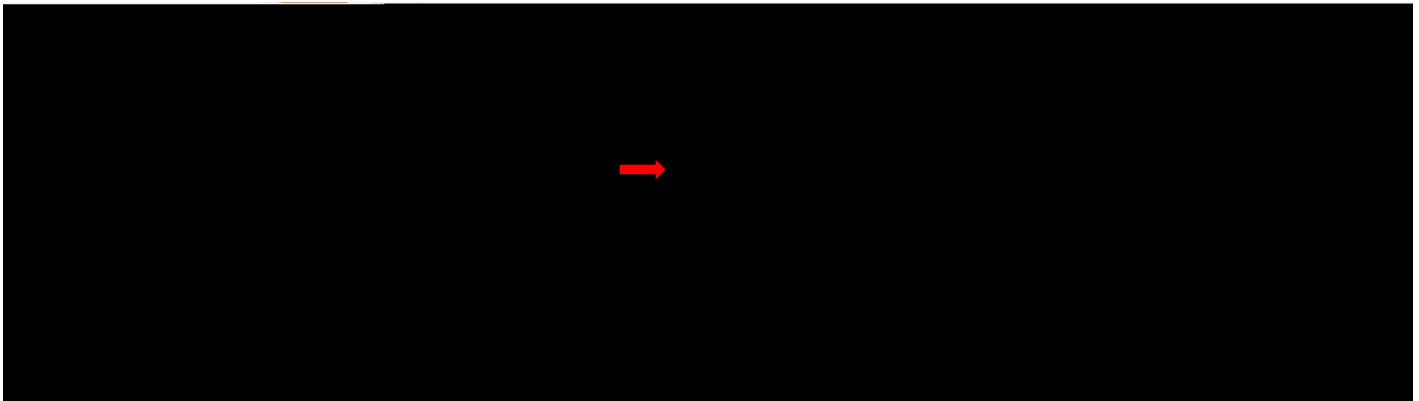
It is highly recommended that the "Show Blackouts" box is checked when Schedulers view any location calendar.