

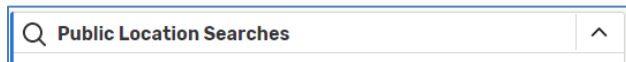
## Finding Events in a Specific Space at MTSU

25Live is the event management system on campus, and may be used to find what has been reserved in any reservable space.

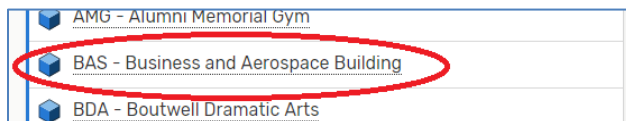
**Mozilla Firefox and Google Chrome are the preferred browsers for 25Live.**

Access 25Live at <http://www.mtsu.edu/25live>

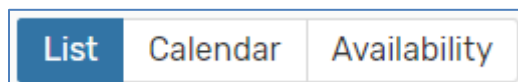
Find the building, or room group, for which you are looking in the middle of the screen under:



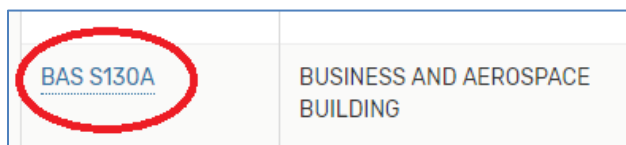
For instance, if you are looking for a room in the Business and Aerospace Building, click on:



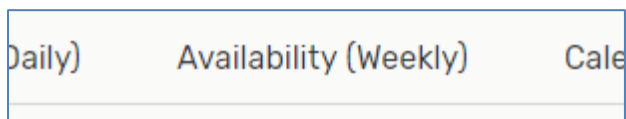
Then, click on the **List** tab on the left of the screen (if you are not already there):



Find the room that you need in the list. You may have to hit the Next button at the bottom of the page if it is not immediately available. Let's say you want BAS S130a. Click on the blue name of that room:



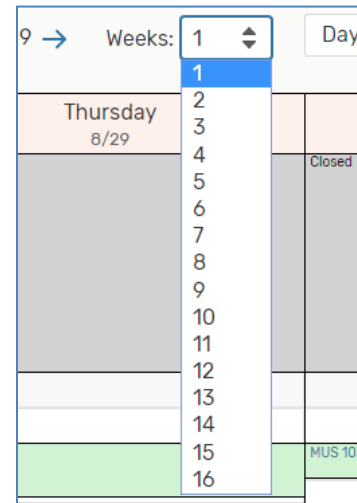
Now, to see what is in that room on a specific day or group of days, click on the **Availability (Weekly)** tab:



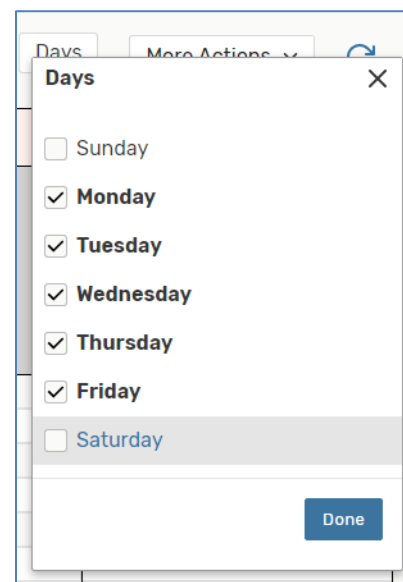
Next, choose the date(s) in which you are interested by clicking on the date link:

← Sun May 05 2019 - Sat May 11 2019 →

Now choose how many weeks you want to look at—like 10 for a whole semester—in the **Weeks** box:



You may also like to choose from the **Days** dropdown box to choose only Monday through Friday, or all days, for instance:

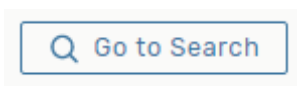


The dates show up along the top and hours along the left hand side of an availability grid for the room you've chosen. Any space that is blank is available for an event, colored spaces are not available.

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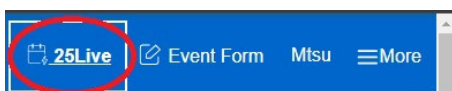
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Hit **Go to Search** at the top right of the screen at any time to return to the search you selected originally (like the BAS Building in this case):



Or, you can use the Browser's Back and Forward buttons to navigate.

You can use the 25Live Pro link to return to the Home Dashboard at any time:



Call the Event Coordination Department at (615)898-5002 with any questions!