WebViewer Tutorial

How to effectively use and understand Webviewer
What is WebViewer?

- A website that interacts with software called Resource 25 that Event Coordinators utilize to schedule events on campus.
- This website houses the most up-to-date information on events happening at MTSU.
- Bookmark: http://www.mtsu.edu/webviewer
The next slide shows what the webpage appears like when you type in the web address from the last slide.

This is a listing of the days events.

To search for a specific venue, click on “Rooms” in the upper left-hand corner.
Once you have clicked on the Rooms link and the new page has loaded scroll down and look at the links on the right and find the building you would like to search for available space in.

In this example we have chosen the Keathley University Center (KUC).
As you can see, the KUC Theater is having an event from 7am-1pm, but is available after that time for booking.
If you would like to know information about a specific space, simply click on that space and view pictures, square footage and other information that can be useful for planning an event.
• Use the calendar located on the right side of the webpage to navigate to a specific date.
• Once you have found the space, date and time you would like to make a reservation for please contact the correct Event Coordinator to put a tentative hold on the space, prior to completing the required paperwork.
• A listing of Event Coordinators and the spaces they oversee is available here: http://www.mtsu.edu/eventcoordination/studentinfo_evtcoord.shtml