You may be used to using WebViewer for finding a space for your event at MTSU. It has been replaced with 25Live.

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

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

Find a description of the space you are looking for under

Click on the search name. For instance, if you are a student organization looking for a space to hold a meeting, click on *Student Organization Meeting Rooms.*

Once you have clicked on a search name, the search defaults to a List the first time, so click on the Availability tab.

Now, choose the date(s) during which you want your event by clicking the date link:

Click on Load Availability. Wait a minute while all of the events for the chosen date load—you might see each room load individually on your screen like this:

Events will show up labeled. Any space that is blank is available for an event.

If you wish to see more information about a specific room, just click on the name of the room to the left:

It will show you all of the details about the room, like the capacity, what technology is in the room and what department controls access.
Finding Space for Your Event at MTSU

To see any photographs click the camera icons.

<table>
<thead>
<tr>
<th>Layouts</th>
<th>Capacity</th>
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<tr>
<td>Max Capacity</td>
<td>30</td>
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<tr>
<td>Standard Scheduling (default)</td>
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<td>30</td>
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<tr>
<td>Standard Scheduling 3</td>
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</tbody>
</table>

Now, follow the rest of the **Instructions and guidelines to request space on MTSU campus** at [http://www.mtsu.edu/eventcoordination/studentinfo_evtcoord.php](http://www.mtsu.edu/eventcoordination/studentinfo_evtcoord.php)

You may wish to find more than one available location and/or date and time. Remember, the entire campus community may be looking for similar criteria, and locations are first-come, first served.