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

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


Type the name of the room, like BAS S308, into the Search Locations field under Quick Search and press the magnifying glass (or Enter).

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

If you need more help, there is a utility to help you find a location more simply. Sign in at the top right.

**I know WHEN:**

Use these credentials:

Username: mtsu  
Password: BlueRaiders1

Select one of the utility’s options:
Finding Space for Your Event at MTSU

Fill in the date, start and end times, number of expected attendees, and select a search group from the drop-down box. When you hit the button, 25Live PRO will show you which locations are available. If there are none, select the link to search smaller or larger locations, or select another search from the Search within: drop-down box.

I know WHERE:

Type in the location name (a short name consisting of the building abbreviation and room number, generally, like SU 218) and click Go.

If your location doesn’t show up in the drop-down box, you may have typed the name incorrectly.

Then, click on Show me this location’s availability. This will bring you directly to the space Availability tab for the location and date you selected (see above for usage).

If you have any questions, perhaps you should attend a 25Live Training session?

Now, follow the rest of the Instructions and guidelines to request space on MTSU campus at http://www.mtsu.edu/eventcoordination/studentinfo.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.