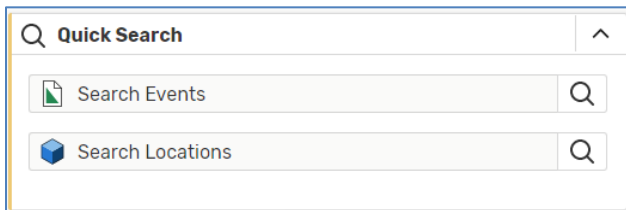


Finding Space for Your Event at MTSU

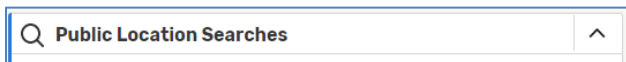
Mozilla Firefox and Google Chrome are the preferred browsers for 25Live.

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

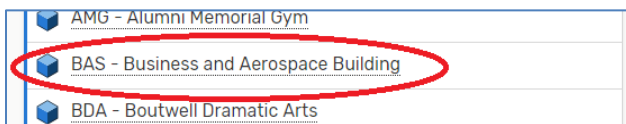
Type the name of the room, like BAS S308, into the Search Locations field under Quick Search and press the magnifying glass (or Enter).



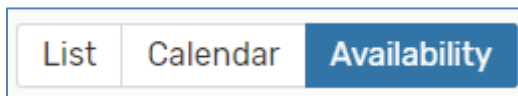
Or, find a description of the space you are looking for under



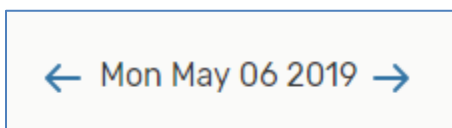
Click on the search name. For instance, if you are looking for a room in the Business and Aerospace Building, click on



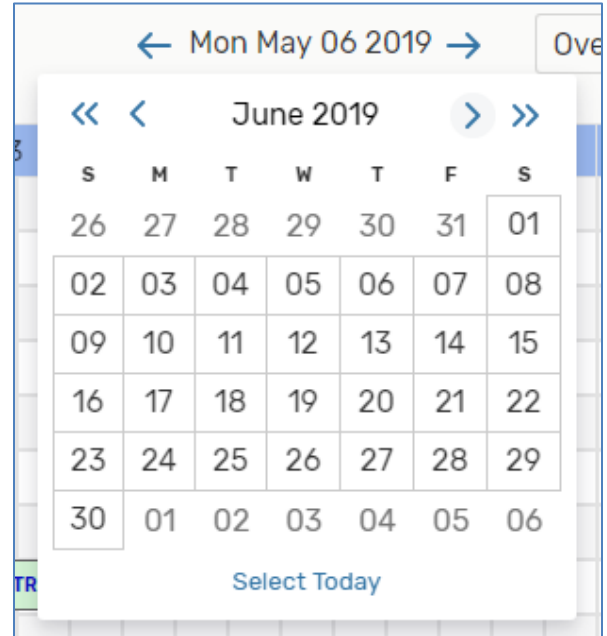
Then, click on the **Availability** tab.



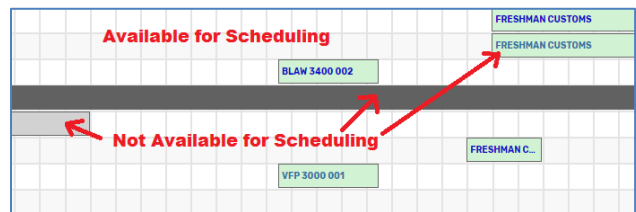
Now, choose the date(s) during which you want your event by clicking the date link:



A calendar will pop up to allow you to pick the date you require.

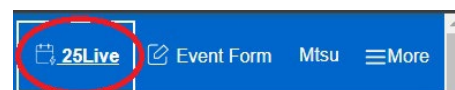


Events will show up labeled. Any space that is blank is available for an event.

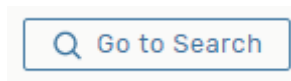


You can use the Browser's Back and Forward buttons to navigate within 25Live PRO.

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



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):



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

Finally, follow the rest of the **Instructions and guidelines to request space on MTSU campus** at

Finding Space for Your Event at MTSU

<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.