Campus Browsing for Events, Facilities & Space

A Login is not required for the browsing function. However, **in order to request rooms and facilities you must Log in using a valid STAR ID.**

1. Once you place the curser on top of “Browse”, you will be given four options.
   - **Browse Events**: Use to locate specific events & classes on campus.
   - **Browse Facilities**: Use to look up details about a particular room.
   - **Browse for Space**: *can be used to see when a room is opened to request.*
   - **Locate Group**: Use to locate any current activities by a group or class Schedule for the present day. (RSO, Departments, etc...)

*To browse spaces anywhere on campus, click on "Browse for Space" for Event Scheduling. Academic Scheduling also has browsing sub-menus under "Browse for Space".*
2. Once you are in the desired browsing menu click on the **Filter**. This option will allow you to customize your search criteria.

### Browse for Space

**Minnesota State University, Mankato Academic and Event Scheduling**

![Space Schedule]

- **Extend the Viewing time**
- **Filter**

### Browse for Events

**Minnesota State University, Mankato Academic and Event Scheduling**

![Event Schedule]

- **Filter**

### Browse for Facilities

**Minnesota State University, Mankato Academic and Event Scheduling**

![Facility Schedule]

- **Filter**
3. Once a desired date and location are selected, click on “apply” to see the results.

*Please note:* Selecting any features are not mandatory. However, it can be used to optimize the search for specific rooms.
**Locate Group**

Enter the name of the group and click on the “**Locate button**”. It will display any activities of the present-day. This can be used to locate classes as well.

![Locate Group Example](image1.png)

![Events for Group Example](image2.png)