# 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.
  - <u>Browse Events</u>: Use to locate specific events & classes on campus.
  - <u>Browse Facilities</u>: Use to look up details about a particular room.
  - <u>Browse for Space</u>\*: can be used to see when a room is opened to request.
  - <u>Locate Group</u>: 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".

Winnesota State University, Mankato
Schedule Clarity Academic and Event Scheduling
Browce 👸 My Account Welcome Guest
Browse Events
Browse Facilities
Locate Group to the online Academic and Event Scheduling System at Minnesota State University, Mankato.
Please log in using your Star ID. If you do not have a Star ID, please create an account using a valid MavMail account.
If this page doesn't load up correctly, check to make sure that your browser is up to date. This site is optimized for Internet Explorer 8+ and Firefox 10+.
Please note that event related room reservation is a privilege and not a right.
Please click Browse to check if and when a space is available, and Log In to submit an Event request.
Browse Events - can be used to look up specific events (including Classes) on specific dates.
Browse Facilities - can be used to look up details about a particular room.
Browse for Space* - can be used to see when a room is available to request.
*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 <u>Filter</u>. This option will allow you to customize your search criteria.

### **Browse for Space**

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Browse															
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	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6		★ Filter
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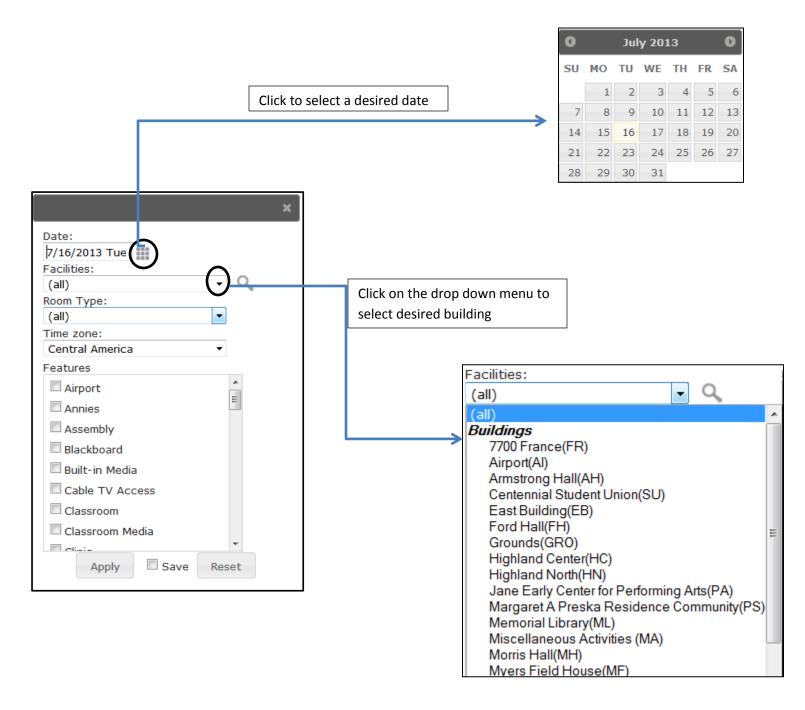
#### **Browse for Events**

Winnesota State University, Mankato Academic and Event Scheduling Welcome Guest							
Daily List	Weekly List	Monthly List Weekly C	Calendar Monthly Calendar	Today   This Week   This Month	<b>Filter</b>		
<b>⊲⊳</b> Suno	♦ Sunday, July 14, 2013 - Saturday, July 20, 2013						
By Date	By Date By Location By Group						
START TIME	END TIME	TITLE	LOCATION	GROUP NAME			
7/14/2013 Sun	48 more Even	ts					
12:00 AM CT	11:30 PM	Minnesota Vikings Training Camp	GRO - PRAC1 Practice Field 1	Minnesota Vikings			
12:00 AM CT	11:30 PM	Minnesota Vikings Training Camp	GRO - PRAC2 Practice Field 2	Minnesota Vikings			
12:00 AM CT	11:30 PM	Minnesota Vikings Training Camp	GRO - PRAC3 Practice Field 3	Minnesota Vikings			

#### **Browse for Facilities**

Event Management Systems Schedule Clarity	esota State Uni Academic an	versity, Manl d Event Sche		lest
			welcome ou	Filter
Browse				~1
By Setup Type By Room			Filt	ter
	Setup Types and	l Capacities		
ROOM	SETUP TYPE A	MIN CAPACITY	MAX CAPACITY	
AH - 0001 Classroom				
	Academic Use Only*	0	18	
AH - 0003 Classroom Laboratory				
	Academic Use Only	0	20	
AH - 0003B Research Laboratory				
	Academic Use Only	0	0	- 1
AH - 0003C Research Laboratory				
	Academic Use Only	0	0	- 11
AH - 0003D Research Laboratory				

# **Filter Options**



3. Once a desired date and location are selected, click on "apply" to see the results.

**<u>Please note</u>**: 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 Name: physics Locate		
Groups m	atching your search	
GROUP NAME	GROUP TYPE	CITY
Physics and Astronomy Department	Academic	

Locate						
Group Name: physics	Locate					
Events for Physics and Astronomy Department						
TIME	TITLE	LOCATION				
8:30 AM - 11:20 AM CT	PHYS-211-01 Principles of Physics I	TR - C122 Classroom				