EVENT SCHEDULING

Presenter:

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Office of the Registrar
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Brownsville • Edinburg • Harlingen

UTRGV
The University of Texas Rio Grande Valley
UTRGV.edu

Ad Astra
Ad Astra

Ad Astra is the event scheduling software used by UTRGV to reserve rooms & spaces for all UTRGV events.

- Trainings
- Exams
- Meetings
- Festivals

**Event Scheduling Requirements**

- Submit requests a minimum 1 week in advance.
  - Avoid last minute requests.
- Event requests are intended primarily for UTRGV faculty, students, staff, and alumni. Outside corporations and organizations must be sponsored by a UTRGV school or department.
- Events require approval.

**Notes**

- Events are not scheduled until classroom assignments are finalized for the term. Any special circumstances may be reviewed.
- To reserve rooms scheduled with academic courses for the term, submit an online Class Schedule Change Request form.
| Academic Spaces | Lisbeth Fernández  
  lisbeth.fernandez@utrgv.edu  
  956-665-2209 |
|-----------------|------------------------|
| Community Events | Edna Zambrano  
  Edna.zambrano@utrgv.edu  
  956-665-7939 |
| ESSBL Conference Rooms | Yunuen Gutierrez  
  Yunuen.gutierrez01@utrgv.edu  
  956-665-2993  
  Maria “Letty” Vega  
  maria.vega@utrgv.edu  
  956-882-7322 |
| IT Computer Labs | Dina López  
  dina.lopez@utrgv.edu  
  956-665-5343  
  Important: Review notes before sending prior approval request. |
| Library Administration | Alisha Puentes  
  alisha.puentes@utrgv.edu  
  956-665-5005/956-6652755 |
| McAllen Biomedical Research Facility | Aniella Perez  
  aniella.perez01@utrgv.edu  
  956-665-5343 |
| Non-Academic/Outdoor Spaces - Edinburg | Edinburg Campus & ECESS Bldg.  
  Marisol Cerda  
  marisol.cerda@utrgv.edu  
  956-665-2782  
  EHPE 118, Track & Pool  
  Rosalinda Rubio  
  rosalinda.rubio@utrgv.edu  
  956-665-5036  
  Important: Please complete request required. |
| Non-Academic Spaces - Brownsville Campus | Norma Sada  
  norma.sada@utrgv.edu  
  956-882-5900  
  Maria Espinoza  
  maria.c.espinoza@utrgv.edu  
  956-882-5865 |
| School of Medicine | Harlingen Campus  
  Mónica Tovar/Elysa Hausmann  
  monica.tovar@utrgv.edu  
  956-296-1500  
  Edinburg Medical School  
  Isabelle Hughes  
  isabelle.hughes@utrgv.edu  
  956-296-1655  
  Harlingen TSTC University Center  
  Lorena Yvette Garza-Garcia  
  lygarza11536@tstc.edu  
  956-364-4236 |
| Youth Camps | Daniela Venegas  
  Daniela.venegas@utrgv.edu  
  956-665-2522 |

Prior approvals for certain rooms can be found on the room description details.
Ad Astra
Website: https://my.utrgv.edu/
Ad Astra - Homepage Overview

Quick Navigation Links
- In order to mitigate the potential spread of COVID-19 on campus, specific policies must be followed in the scheduling of all campus events.
- Indoor and Outdoor in-person events on all UTRGV campuses continue to be cancelled. The Event Task Force will continue to monitor the Covid-19 situation and provide updates when available.

Quick Links to Schedule Resources
- UTRGV Home Page
- To Submit Changes to an Event
- To Cancel an Event
- iService Desk Request Link
- Edinburg Campus Map with Bldg, Codes
- Brownsville Campus Map with Bldg, Codes
- Event Request Manual
- Event Request Training Presentation
- Scheduling Grid Calendar Manual
- List of Schedulers and Approvers
- FAQ

Quick Links to Calendar/Scheduling Grid
- CHECK Available Space (Scheduling Grids)

REQUEST to Reserve:
- Academic Space (Classrooms)
- Non-Academic Space (Labs, Offices, Lobby, Outdoor spaces)
- I.T. Computer Labs
- Student Union/Ballroom

All event reservations contacts
Event Reservation

**STEP 1:** Check for availability

1. **Homepage**
   - Search filters available
   - Cont’d – Next slide

2. **Choose Campus Events**
   - Choose date(s)

3. **Choose Events & Academics**
   - Check room & time availability

Continued (Filters)
Event Reservation

**STEP 1:** Check for availability

**Cont’d - Filters Available**

1. **Homepage**
   - **CHECK Available Space (Scheduling Grids)**

2. **Select Campus Events**
   - **#2 - Select Campus Events**

3. **Select Events & Academics**
   - **#3 - Select Events & Academics**

4. **Select date(s)**
   - **#4 - Select date(s)**

5. **Select Filters**
   - Select as needed by:
     - Campus
     - Building
     - Room
     - Room Type
     - Room Capacity
     - *Click ‘Search’*

6. **Other Filters**
   - **#5 - Other Filters**
     - Include Holidays
     - Include Announcements
     - Include Room Usage Controls

Cont’d →

Select all ‘Other Filters’ – To view blocked rooms due to services being provided (equipment updates etc.)
Event Reservation

**STEP 2:** Review room/space details

**IMPORTANT:**
- Always review *Room Name & Description* notes to check if there is a pre-approval required.
- If pre-approval required, request approval by contacting person listed.
- After approval is received, email the contact listed in the request.

4/8/2022
This page shows a detailed view of Classroom Technology Equipment Inventory if needed.
Event Reservation

**STEP 3:** Submit Event Request

**IMPORTANT:**
- Select the proper type of *Event Request Form*
**UTRGV Academic Space Event Request**

**This form is for requesting academic spaces such as classrooms, and study rooms on the Edinburg and Brownsville campuses.**

To request PD to unlock/lock rooms, assign resources after assigning rooms.

This is for events only, for room changes to courses please submit a CSCR.

For event setups, custodial services, and swipe door access, please also submit a request through the Service Desk. Include the date, time, and room needed along with the event confirmation number.

NO FOOD OR DRINKS ARE ALLOWED IN THE CLASSROOMS.

For questions, please contact:

Lisbeth Fernandez at Lisbeth.Fernandez@utrgv.edu

Contact Information

Customer:

UTRGV Office of the Registrar

Contact Name:

Lisbeth

Contact Email:

Lisbeth.Fernandez@utrgv.edu

Contact Phone:

On Site Event Contact

On Site Event Contact Phone

Event Information

IMPORTANT: If your information does not populate here, please e-mail Lisbeth Fernandez at Lisbeth.Fernandez@utrgv.edu to be added, prior to submitting request.
Events with Alcohol Being Served

*Campus Police presence is REQUIRED.

Make sure to submit request

Sample

For UTRGV Police Request questions Contact:

- UTRGV Police Directory: (956) 882-7777
- UTRGV Campus Emergency: (956) 882-4911
- Emergency: 911

Edinburg Campus: Police Station
Academic Services Facility Bldg., 501 N. Sugar Road, Edinburg TX 78539

Brownsville/Harlingen Campus
Police Station
2671 E.R.M. Ave. Brownsville, TX 78520

Email: Police@utrgv.edu

4/8/2022

Must be submitted 30 days in advance minimum. Earlier will incur a fee
ATTENTION
This information is very important to enter correctly. The system generates proper room availability based on this information.
UTRGV Academic Space Event Request

Cont’d – Add Meeting - Multiple Date Selection

- Multiple Dates - Sample

1. Single
2. Multiple
3. Recurring

Start Time: 2:30 PM
End Time: 3:00 PM

17, 18, 19, 20

Meeting Group Name
Input meeting group name

Meeting Name: Sample - LF
Meeting Type: Select meeting type
Max Attendance: Enter max attendance estimated per reservation
Requires Room

Add Meeting
Cancel

4/8/2022
UTRGV Academic Space Event Request

Cont’d – Assign Rooms

Event Location

* Add a Meeting:

- Add Meeting

- Sample Meeting
  - Fri, 07/24/2020, 02:30 PM to 03:00 PM
  - Mon, 07/27/2020, 03:00 PM to 04:00 PM

#1

Assign Rooms

Assign Resources

#2

#3: Select room(s)

#4

4/8/2022
ATTENTION

• This is to request for P.D. to unlock and lock room doors.
• All events are REQUIRED to Assign Resources for P.D. regardless of event time or day.

For questions on Building/Room Doors Contact:

Keyed Doors
UTRGV Police Communication
University Police
956-882-7777 → #2
police@utrgv.edu

Electronic Keys
Jesus Ríos
Facilities Technology Manager
University Police
956-665-2774
jesus.rios@utrgv.edu

John A. Medalla
Security Systems Technician
University Police
956-665-2434
johnandrew.medalla01@utrgv.edu
Review information entered before submitting.
You will receive an **Event Request Received** email. Your reservation is not confirmed until you receive the final confirmation approval (sample on next slide).
After reservation has been processed and APPROVED you will receive a system notification email with your Notification of Event Request Approved. Please retain a copy of this confirmation with you the day of the event. If you encounter any issues or if door is locked, please contact PD at 956-882-7777 and select option #3 (Emergency Unlocks). This is what PD looks for when unlocking & locking doors.
To Add Custodial Services to Event

This includes:
• Cleaning a Room
• Access to Building Restrooms
• Air Conditioning On
  (A/C is turned off at 6pm on Fridays)

Applies:
• Monday – Thursday after 9pm
• Friday after 6pm
• Saturday & Sunday

University of Texas-Rio Grande Valley

TMASYSTEMS

Welcome to UTRGV’s TMAS/ServiceDesk

UTRGV Campus Facilities Operations TMAS/ServiceDesk
Click 'Submit a Request' on the left menu to submit a service call to Campus Facilities Operations Central Scheduling.
Your service call will be routed to the appropriate location, Edinburg or Brownsville, depending on the service call location.
TMAS/ServiceDesk (520) is used by UTRGV faculty/staff/students to submit service calls, such as preventive maintenance, building/system repairs, replacement of light bulbs, leaky faucets, clogged drains/toilets/urinals/sinks, etc., to Central Scheduling.

***PLEASE NOTE: Deadline to submit requests for non-routine work orders using FY2020 funds is July 31, 2020***
Housekeeping Services for an Event

Applies:
• Monday – Thursday after 9pm
• Friday after 6pm
• Saturday & Sunday

This includes request to:
• Clean Room(s) after use
• Access & Clean Building Restroom(s)
• Turn on Air conditioning
  (A/C is turned off at 6pm on Fridays)

Recommended - Attach Reservation Confirmation
To Review Your Events

Cont’d

This helps you access all reservations you’ve submitted
To Cancel or Edit an Event Requested

Cont’d

If you have changes to make to a reservation already submitted, use Scheduling Resources links on the Homepage.

In order to mitigate the potential spread of COVID-19 on campus, specific policies must be followed in the scheduling of all campus events.

Indoor and Outdoor in-person events on all UTRGV campuses continue to be cancelled through the month of September. The Event Task Force will continue to monitor the Covid-19 situation and provide updates when available.

CHECK Available Space (Scheduling Grids)

REQUEST to Reserve:

Academic Space

Astra User Portal

Quick Navigation Links

This Week’s Scheduled Events

Create Event

Student Media Productions
ELiM Sliding doors
09:00 AM - 05:00 PM
Oct 7

SET UP-Early Voting
ECTCR Bronc Room
07:00 AM - 10:00 PM
Oct 9

SET UP-Early Voting
ECTCR Ballroom (North & South)
07:00 AM - 10:00 PM
Oct 9

SET UP-Early Voting
ECTCR Cenzo Room
07:00 AM - 10:00 PM
Oct 9

Student Media Productions
ELiM Sliding doors
09:00 AM - 05:00 PM
Oct 9

SET UP-Early Voting
ECTCR Cenzo Room
07:00 AM - 10:00 PM
Oct 10

Scheduling Resources

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Event Request Training Presentation
Scheduling Grid Calendar Manual
List of Schedulers and Approvers
FAQ
If you have any Event Scheduling questions, please contact our Office of the Registrar Scheduling Team:

Lisbeth Fernández
Academic Scheduling Associate
Office of the Registrar
lisbeth.fernandez@utrgv.edu
Brownsville • Edinburg • Harlingen

Jessica Corona
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Leave positive recognition for UTRGV employees who demonstrate outstanding qualities & values using the Bravo Vaqueros link provided within your https://my.utrgv.edu account.