Contact information

Approver for Academic Spaces: Raquel Diaz Rivas
Raquel.diazrivas01@utrgv.edu
Extension: 4053

Approver for IT Computer Labs: Dina Lopez
Dina.lopez@utrgv.edu
Extension: 5343

*There are some special computer labs that are under Nora Ramirez, please check room notes before sending a prior approval request.

Events that are open to the community: Edna Zambrano
edna.Zambrano@utrgv.edu
Extension: 7939

Approver for Student Union: Melissa De La Rosa
melissa.delarosa@utrgv.edu
or
Massiel Munoz
massiel.munoz@utrgv.edu
extension: 7985
Contact information

Approver for Outdoor spaces (such as Salon Cassia, El Gran Salon): Norma Sada
norma.sada@utrgv.edu
Extension: in Brownsville, 5900
or
Maria Espinoza
maria.c.Espinoza@utrgv.edu
Extension: in Brownsville, 5865

Approver for non-academic spaces/outdoor spaces:
Jazmin Zuniga Edinburg
jazmin.Zuniga@utrgv.edu
Extension: 2993
or
Norma Sada Brownsville
norma.sada@utrgv.edu
Extension: in Brownsville, 5900
Contact information

Approver for Harlingen Campus: Monica Tovar
monica.Tovar@utrgv.edu
956-296-1500

Approver for Youth Camps: Daniela Venegas
Daniela.Venegas@UTRGV.edu
extension: 2522
Contact information

Approver for ECESS Building: Jazmin Zuniga
jazmin.Zuniga@utrgv.edu
Extension: 2993

Approver for ESSBL Conference rooms: Yunuen Gutierrez
956-665-2282
yunuen.gutierrez01@utrgv.edu
OR
Maria “Letty” Vega
956-882-7322
maria.vega@utrgv.edu
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Slide 48......... Procedure for after-hours request

Slide 49-53..... How to create and submit a last-minute event request (after the 5-day limit)
Logging into Astra

Website:  https://www.aaiscloud.com/UTXRioGrandeValley
Green: Important tabs

Yellow: Important information

Purple: Short cuts to some forms available to use
How to find if a room is available for scheduling

Make sure this is how your calendar looks so you can see everything scheduled for that day/week

To add filters
This icon is very helpful in determining who will be the approver for this space.
Room Details: Main #63 2.236 (Default)

<table>
<thead>
<tr>
<th>Feature</th>
<th>Quantity</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Type:</td>
<td>110 Classroom</td>
<td></td>
</tr>
<tr>
<td>Capacity:</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>Layout:</td>
<td>Default Layout</td>
<td></td>
</tr>
<tr>
<td>Campus:</td>
<td>BRW</td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td>Classroom - Academic Space</td>
<td></td>
</tr>
</tbody>
</table>
As mentioned there are some rooms that fit the non-academic space set up but are under Academic spaces approval and visa versa. Below are some examples
By hovering over this icon:

You are able to see if a room has any comments regarding special approval or what kind of room it is.
Creating an event - Academic
After clicking on 😊 Events 😊, the next step will be to click on “request an event” from the drop down options.
This is the next window that will pop up once you click on “request event” from the drop down (found on the previous slide).
If your information does not pop up here please contact Raquel.diazrivas01@utrgv.edu for your department to be added.

---

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.

For event setups, custodial services, and swipe door access, please also submit a request through the iService Desk link with 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:

Raquel Diaz-Rivas at raquel.diazrivas01@utrgv.edu

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**Contact Information**

- **Customer:** UTRGV Office of the Registrar
- **Contact Name:** Diaz Rivas, Raquel
- **Contact Email:** raquel.diazrivas01@utrgv.edu
Here you will place the event name

In this box you can add a description of your event and at least one alternate room for your event

* Is this event being co-sponsored with an external entity?

Application for Joint Sponsorship

* Event Estimated Attendance:

* Does your event/program involve minors under the age of 18?

Request to Host a Youth Program

* Will food or drink be served?

Source of food

* Police Services Needed to Unlock Room? If yes, assign resource.
Choosing a room

### Assign Room

**Filter**
- Show Current Filter
- Custom

**Room Options**
- Show Only Available Rooms
- Show Shared Rooms
- Show Alt Room Configs

**Capacity**
- Between [ ] and [ ]

### Table

<table>
<thead>
<tr>
<th>Room</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMEBL 1.104</td>
<td>Available</td>
</tr>
<tr>
<td>HCEBL 2.124</td>
<td>Available</td>
</tr>
<tr>
<td>HCEBL 2.122</td>
<td>Available</td>
</tr>
<tr>
<td>HCEBL 2.118</td>
<td>Available</td>
</tr>
<tr>
<td>EYABW W1.274</td>
<td>Available</td>
</tr>
<tr>
<td>ELABS 161</td>
<td>Available</td>
</tr>
<tr>
<td>EMCTS 1.116-ITV</td>
<td>Available</td>
</tr>
<tr>
<td>EMCTS 1.101</td>
<td>Available</td>
</tr>
<tr>
<td>EACSB 2.140</td>
<td>Available</td>
</tr>
<tr>
<td>EMCTS 1.109</td>
<td>Available</td>
</tr>
<tr>
<td>EHABE 1.122</td>
<td>Available</td>
</tr>
<tr>
<td>EREBL 1.202</td>
<td>Available</td>
</tr>
<tr>
<td>ELABS 181</td>
<td>Available</td>
</tr>
<tr>
<td>ELABS 181</td>
<td>Unavailable</td>
</tr>
<tr>
<td>ELABS 181</td>
<td>Unavailable</td>
</tr>
</tbody>
</table>

Testing event 1
- Date: 8/14/2018
- Time: 4:00-4:30pm
Can I choose multiple rooms in one request?

**Yes**

In **yellow** you will see the rooms that are in Edinburg

and in **purple** you will see the rooms that are in Brownsville

Both rooms in the different campus can be combined into one event request.
Anything you add here in the academic space will not show up on my window.

This is at the bottom of the academic space form.
Your note from the bottom section in the previous slide will not show when I open the event information. Only the event description and name for the Academic Space Form.
Don’t forget the final step before submitting, adding Police-lock and Police-unlock
All events are required to have PD resources regardless of the event time or day.

**Note: PD will NOT unlock a door for you unless your event was confirmed on Astra. If your event is not approved Campus Police has the right to remove you from the room. If you have a key to the room you are requesting then you do not need to request PD resources.
Where do I assign PD resources?

1. This is the next page that pops up after clicking "Assign Resources".

2. This is the next page that pops up after clicking "assign resources".

You will click on this button that says "Assign Resources".
A: you click on the yellow boxes and type “1”. Then click on the tab button on your keyboard to move on to the next yellow box. Then click “ok”
If You Need Custodial Services

Scheduling Resources

- UTRGV Home Page
- iService Desk Request Link
- Edinburg Campus Map with Bldg. Codes
- Brownsville Campus Map with Bldg. Codes
- Event Request Manual
- Scheduling Grid Calendar Manual
- List of Schedulers and Approvers
- FAQ

*****Custodial Services are needed for any event that fits the following description:

- Monday-Thursday after 9 PM
- Fridays after 6 PM
- Saturdays or Sundays
Requests for access is via the iShop work order request form. Requests for these kinds of rooms need to be sent at least a week before the event. Contact person for swipe access is Melissa Flores.

956-665-2776
melissa.flores@utrgv.edu

Rooms That Have Card Swipe

Rooms in BMSLC and EIEAB
Reservations on the weekends

• Air conditioning is turned off after 6 PM Friday. If you are having an event on the weekend please request a work order to have the buildings air conditioning on.

• Remember to order custodial services to clean the room after your event, if you are using the buildings restrooms also add that in your order so they may clean the restrooms as well.
And when you open the e-mail there will be an attachment it will look like this on the very top:

```
Additional information is required to process your request. Please contact me with the following information:

Please send prior approval from MSA to use this room.
```

### Table

<table>
<thead>
<tr>
<th>Reservation Number</th>
<th>Event Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1st step: fill out this form and send to Monica Lisa Tovar (form will be given to you by Monica Lisa Tovar, e-mail her to get the form.)
2nd step: fill out the Harlingen form on Astra
Non-Academic Spaces
UTRGV Non Academic Space Event Request

**This form is for requesting non-academic spaces, such as lobbies, conference rooms, and outdoor spaces on both the Edinburg and Brownsville campuses.**

If you require PD to unlock rooms, select YES to the question, and assign resources by selecting 'Police - Lock/Unlock Door'.

For questions, please contact:

Brownsville - Norma Sada norma.sada@utrgv.edu
Edinburg - Jazmin Zuniga jazmin.zuniga@utrgv.edu

Contact Information

Customer:
- UTRGV Office of the Registrar

* Contact Name:
- Díaz Rivas, Raquel

* Contact Email:
- raquel.diazrivas01@utrgv.edu

Contact Phone:

On Site Event Contact
Link to Joint Sponsorships is on the Event Request forms in Ad Astra
Joint Sponsored Events

• Invitation must be from University to the outside group (not the other way around).
• Please read GUIDELINES on the form.
• Form must be routed and approved 30 days before the event
• Department sponsor will be responsible for arranging all campus services
• If department needs to invoice outside group for cost recovery, please email conferences@utrgv.edu.
The Conference and Event Services Office is an administrative unit within the Student Union department that oversees use of the Student Union (Edinburg and Brownsville), Ballroom complex (Edinburg), Chapel (Edinburg) and adjacent outdoor spaces for events by faculty/staff, registered student organizations and external clients. Additionally, Conference Services provides event planning support to external clients renting UTRGV spaces and manages the joint sponsorship process.
Network Session

Join us this Spring for the Event Planners Network!
During our session, we will discuss how to plan and organize events on campus. Meet UTRGV stakeholders and colleagues. Hear from senior campus event planners about best practices.

Zoom Meeting Session will be available.

**Brownsville**
PlainsCapital Bank El Gran Salon
Wed. April 3 · 10 A.M. - 12 P.M.

**Edinburg**
EDBCX Ballroom
Fri. April 5 · 9 A.M. - 11 A.M.

*First Hour For Newcomers*

For more information or accommodations contact Conferences & Events Services at (956) 665-7989 or conferences@utrgv.edu

Follow us on Yammer®
Event Planners Network

Reserve your seat today!
www.utrgv.edu/training

Can’t attend these dates?
Email us for Zoom Information!
UTRGV Departments providing services for university events

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone #</th>
<th>Email</th>
<th>Available Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of University Events</td>
<td>956-296-1515</td>
<td><a href="mailto:events@utrgv.edu">events@utrgv.edu</a></td>
<td>Assisting University Departments with the planning of all major university events, meetings, conferences and public functions across all campus locations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Request for President Bailey Event Attendance or Participation</td>
</tr>
<tr>
<td>Conference &amp; Event Services</td>
<td>956-665-7989</td>
<td><a href="mailto:conferences@utrgv.edu">conferences@utrgv.edu</a></td>
<td>Provide services to off-campus groups renting facilities and University departments jointly sponsoring events with outside entities.</td>
</tr>
<tr>
<td>Ad Astra / uSchedule</td>
<td>956-665-4053</td>
<td><a href="mailto:Raquel.diazrivasos@utrgv.edu">Raquel.diazrivasos@utrgv.edu</a></td>
<td>Site to request classrooms and meeting rooms.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>List of Schedulers and Approvers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ad Astra User Manual</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Room Availability (User Manual)</td>
</tr>
<tr>
<td>Application for Joint Sponsorship</td>
<td>956-665-7989</td>
<td><a href="mailto:conferences@utrgv.edu">conferences@utrgv.edu</a></td>
<td>This form is to be used by a UTRGV department that desires to collaborate with an external entity to host a University program or activity.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>An external entity is defined as 1) an individual who is not a University student, faculty or staff member 2) a group that is not a registered student,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>faculty or staff organization or 3) an association or corporation.</td>
</tr>
<tr>
<td>Bursar (Department of Financial Services/Comptroller)</td>
<td>956-665-2718</td>
<td><a href="mailto:bursaroffice@utrgv.edu">bursaroffice@utrgv.edu</a></td>
<td>For cash handling training.</td>
</tr>
<tr>
<td>Campus Facilities Operations</td>
<td>956-665-2770</td>
<td><a href="mailto:centralscheduling@utrgv.edu">centralscheduling@utrgv.edu</a></td>
<td>Request work orders for event set-up and clean-up.</td>
</tr>
<tr>
<td></td>
<td>956-882-5900</td>
<td></td>
<td>WebTMA</td>
</tr>
<tr>
<td>Division of Governmental &amp; Community Relations</td>
<td>956-665-3361</td>
<td><a href="mailto:vpgcr@utrgv.edu">vpgcr@utrgv.edu</a></td>
<td>Please contact for dignitaries and/or elected officials and government officials.</td>
</tr>
<tr>
<td></td>
<td>956-882-5058</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division of Institutional Advancement</td>
<td>956-665-5301</td>
<td><a href="mailto:give@utrgv.edu">give@utrgv.edu</a></td>
<td>Please contact if seeking donations or sponsorships for your event and obtain their approval.</td>
</tr>
<tr>
<td>Department</td>
<td>Phone #</td>
<td>Email</td>
<td>Available Services</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----------------</td>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Environmental Health, Safety &amp; Risk Management</td>
<td>956-665-3690</td>
<td><a href="mailto:EHSRM@utrgv.edu">EHSRM@utrgv.edu</a></td>
<td>Institutional Advancement Special Events plans events for University Donors and other Advancement events. Training available on Black Board for Driver Safety, Food Handling, Evacuation Assistant and more. You may also request safety equipment and event participant waivers. EHSRM Training</td>
</tr>
<tr>
<td>Information Technology</td>
<td>956-665-2020, 956-882-2020</td>
<td>N/A</td>
<td>Request IT services and other audio/visual equipment and services. ServiceNow</td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td>956-665-2201</td>
<td><a href="mailto:ucentral@utrgv.edu">ucentral@utrgv.edu</a></td>
<td>Oversite of Ad Astra website and scheduling of all academic classrooms <a href="mailto:scheduling@utrgv.edu">scheduling@utrgv.edu</a></td>
</tr>
<tr>
<td>Parking and Transportation Services</td>
<td>956-665-2738, 956-882-7051</td>
<td><a href="mailto:transportation@utrgv.edu">transportation@utrgv.edu</a>, <a href="mailto:parking@utrgv.edu">parking@utrgv.edu</a></td>
<td>Anyone parking on campus Monday-Friday needs to have a parking permit or a visitor parking permit. Event Parking</td>
</tr>
<tr>
<td>Sodexo Campus Dining (includes Catering)</td>
<td>956-665-7486</td>
<td><a href="mailto:belinda.vilarreallara@sodexo.com">belinda.vilarreallara@sodexo.com</a></td>
<td>Sodexo is the University’s exclusive food service provider. Catering available on and off campus.</td>
</tr>
<tr>
<td>Student Accessibility Services</td>
<td>956-665-7005, 956-882-7374</td>
<td><a href="mailto:ability@utrgv.edu">ability@utrgv.edu</a></td>
<td>Interpreter Request Form (Staff/Faculty)</td>
</tr>
<tr>
<td>Student Involvement Office</td>
<td>956-665-2660, 956-882-5111</td>
<td><a href="mailto:involvement@utrgv.edu">involvement@utrgv.edu</a>, <a href="mailto:studentorgs@utrgv.edu">studentorgs@utrgv.edu</a></td>
<td>The Office has oversight of all authorized student organizations and assists them with their meeting room requests and event planning. V Link is the portal for student organizations to register their events (see V Link in this handout).</td>
</tr>
<tr>
<td>University Calendar</td>
<td>N/A</td>
<td>N/A</td>
<td>Link to submit an event</td>
</tr>
<tr>
<td>University Marketing and Communications</td>
<td>956-665-2741, 956-882-8231</td>
<td><a href="mailto:umc@utrgv.edu">umc@utrgv.edu</a></td>
<td>Marketing &amp; Creative Services Job Request</td>
</tr>
<tr>
<td>University Police</td>
<td>956-665-7151, 956-882-7777</td>
<td><a href="mailto:police@utrgv.edu">police@utrgv.edu</a></td>
<td>Security services and unlocking of facilities. Service Request Form</td>
</tr>
</tbody>
</table>
## More University Services

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone #</th>
<th>Email</th>
<th>Available Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTRGV K-12 Youth Programs</td>
<td>956-665-2522</td>
<td><a href="mailto:minorsoncampus@utrgv.edu">minorsoncampus@utrgv.edu</a></td>
<td>Request to Host a Youth Program at UTRGV</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Camp Staff Toolbox</td>
</tr>
<tr>
<td>UTRGV Messenger</td>
<td>N/A</td>
<td>N/A</td>
<td>Internal University bulletin</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UTRGV Messenger Login</td>
</tr>
<tr>
<td>V link</td>
<td>956-665-2660</td>
<td><a href="mailto:involvement@utrgv.edu">involvement@utrgv.edu</a></td>
<td>V Link is a portal for students to get involved in UTRGV student life. Users</td>
</tr>
<tr>
<td></td>
<td>956-882-5111</td>
<td><a href="mailto:studentorgs@utrgv.edu">studentorgs@utrgv.edu</a></td>
<td>can search for student organizations to join and events to attend.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Authorized Student Organizations must utilize Vlink to register their</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>activities and to request meeting rooms.</td>
</tr>
</tbody>
</table>
How do I verify that my request has been scheduled?

Once an event has been scheduled, you will receive an e-mail with the event detail confirmation. Please be sure to read through this carefully. You can also check the Scheduling Grid under the Calendars tab, look for the day and room you are requested and verify that your event is on the schedule.

**Note:** Make sure you are on the Campus Events and filtered to Events and Academics. If you do not see your event please contact the approver for assistance.
Can I check what the status of my event is?

1. Click on “Events” from the drop down menu
2. Check off the “My Events” box shown in this image →
Where can I find the manuals for Astra?
“My event was approved but I now need to add more days or rooms...or both!”

There is a link found in the homepage where you can fill out a form to make changes to your event.
What if I need to cancel my event?

You can send the approver of the space an e-mail with the reservation number and name so I may cancel it. We do not have a way for you to cancel the event on your own.
If I need to make a permanent change to a course’s room do I do that through Astra?

Any changes to course following this protocol:
• Changes to final exam rooms/times should be submitted via e-mail to scheduling@utrgv.edu
• Changes to the meeting room of a course should be requested through the CSCR portal.
Summer Camps

• Summer camp request window is around mid-November and ends on the first week of December. Dates to submit are sent by Daniela Venegas.

• All requests are at a first come, first serve basis.

Visit us at UTRGV.EDU/CAMPS
24-hour access or after-hours access will be completed as follows:

1. Requestor (you) will request the building to be opened (non-academic space form). Please make sure to add the students name, students ID #, the rooms they will need access to, and the dates/times they will be accessing the rooms all in the event description.

2. Approver of the non-academic space will approve (if applicable) and send it to me (Raquel Diaz Rivas).

3. An e-mail will go out to campus police with the confirmation, a list of names with SIDs, time and days they will need this request for, the specific rooms they will need to be opened for those students.

*any changes to the event or to the student list will be added in the e-mail thread.
Tips and tricks for Astra (Academic Spaces)

“I have a last minute request for an event but Astra has the 5 day limit. How can I create my event?”

You can create the event for a future date and include the actual day in the title of your event.

NOTE: it is important to add alternative rooms in the event description in case the room you prefer is no longer available.
Choosing a date for your event

You will choose a future date, any date as long as it is in accordance with the 5 day limit.
Choosing a date for your event

This is where you will choose the future date

This is where you will put the same title as the one you placed at the beginning of your form.
Choosing a room

*You might not see the room you want available for that future date you choose but, it might be available for your preferred day.
Don’t forget to add Police-lock and Police-unlock to your events if you do not have keys to the rooms you are requesting.
That's all Folks!