Ad Astra User Manual

EVENT REQUESTS

UTRGV™

Ad Astra is a scheduling system used to help manage activities in classrooms and other campus spaces for event planning.

Instructions for Requesting an Event

REQUIRED: All event requests must be made 5 days in advance or the system will not allow the request to be submitted. No students will be allowed to request events without an e-mail approval from their supervisor.

1. Ad Astra link: https://www.aaiscloud.com/UTXRioGrandeValley/Default

2. Log in using your UTRGV credentials (full time faculty/staff only).

3. Select **Request Event** under the Events tab.

| A Home | Dashboards | Calendars | Academics | Events | Reporting | Settings |

Astra User Portal

| Quick Navigation Links | This Week's Scheduled Events |
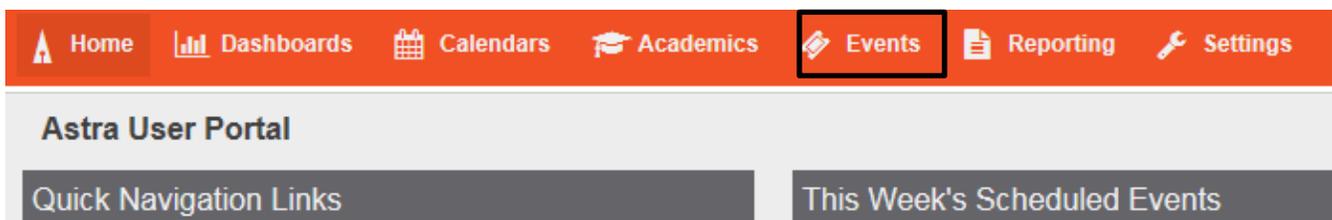
4. From the pop-up window, select one of the following forms:
    a. - **I.T. Computer Lab Request Form** – Computer labs
    b. - **UTRGV Academic Space Event Form** – Classrooms, study rooms, and other spaces considered academics
    c. - **UTRGV Non Academic Space Event Form** – Lobbies, conference rooms, and outdoor spaces
    d. - **UTRGV School of Medicine** – Edinburg/Harlingen campuses
    e. - **UTRGV Student Union/Ballroom** – University Center (ED), Student Union (ED), El Gran Salon (BRW), and El Comedor (BRW)
    f. - **5K Event –** Outdoor spaces in Edinburg/Brownsville campuses

Event Request Wizard

Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

Event Request Form:

- I.T. Computer Labs Request Form
- UTRGV Academic Space Event...
- UTRGV Non Academic Space E...
- UTRGV School of Medicine - Ha...
- UTRGV Student Union/Ballroom...

Cancel
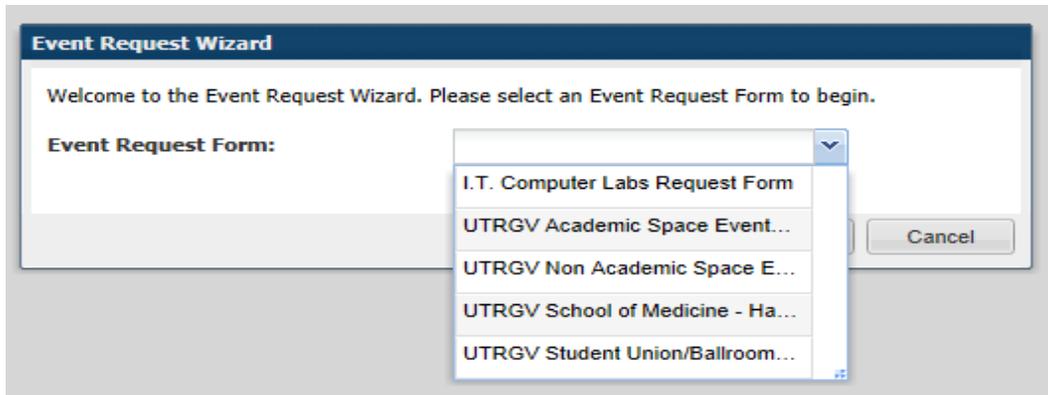
5. Fill out the event information on the form.
NOTE: Fields with an (*) require information. If left blank, the system will not allow the request to be submitted.

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

Contact Information

Customer:

*Contact Name:

*Contact Email:

6. Please be aware of the difference between Event Type (located under Event Information) and Meeting Type (located under Event Location)
    a. **Event Type** – General categorization for the type of event you are having. There are six event types:
        i.   **Academic** – Anything pertaining to students/faculty in an educational setting
        ii. **Administrative** – Anything pertaining to faculty/staff in a business setting
        iii. **Campus Event** – Events that are open to the public and that will be displayed on the Campus Calendar
        iv. **Off Campus Constituents** – Events that will be hosted by any external groups on UTRGV building spaces. **These need to be set up with Edna Zambrano or Massiel Muñoz in the Student Union.**
        v.   **Student Activity** – Any events on campus that are open to all students of UTRGV
        vi. **Student Organization** – Any meetings, events, etc. that are strictly for a certain student group or organization
    b. **Meeting Type** – More specific categorization for the type of meeting you are having. There are twenty-three different types that should cover all types of events

7. Click on 'Add Meeting' to select the event dates. You may create a:
    a. <u>Single</u> Meeting for a **one-time** meeting event.
    b. <u>Recurring</u> for an event that will be held **more than once**. Example would be every Monday from September to November **(remember the 90 day rule)**.
    c. <u>Multiple</u> for selecting multiple days.

Event Location

* Add a Meeting:

[Add Meeting]   [Assign Rooms] [Assign Resources]

No meetings created. Add Meeting

8. Select the Start Time and End Time of the event
9. Select the date(s) the event will occur
10. Once completed, click the 'Add Meeting' button

Create Meeting(s)   ✖

⦿ Single   ◯ Multiple   ◯ Recurring

| Start Time: | 3:30 PM | | End Time: | 4:00 PM | |
| Start Date: | 09/18/2018 | ✖ 📅 | End Date: | 09/18/2018 | ✖ 📅 |

* Meeting Name: [   ] ✖
* Meeting Type: [Select...   ] ▼ ✖
* Max Attendance: [   ] ⬍

☐ Featured
☐ Private
☑ Requires Room

                                    [Add Meeting] [Cancel]

11. Click the 'Assign Rooms' button to get a list of available rooms.
   a. Preselected filters have been applied. You may edit the filter as needed if you are
       looking for a room in a specific building or to check for rooms based on capacity.

12. Click the Assign Resources button to request unlocking/locking of doors.

13. Review your event information for accuracy and click Submit at the bottom of the form.

Please Note:

***If you are requesting weekend dates or after hours,** you <u>must</u> submit request for custodial services. You may request this through the iService Desk Request link located under Scheduling Resouces in the Astra homepage.

***Please allow 3-5 business days for your request to be processed. **Please be aware that submitting this form is not a confirmation of a scheduled event.** A confirmation email will be sent once your event has been scheduled**

***If you would like the event to be published on the Campus Events Calendar, you must check the box labeled '**Featured'**.

Create Meeting(s)	✖
⊙ Single ○ Multiple ○ Recurring	

Start Time:	4:00 PM ▼	End Time:	4:30 PM ▼
Start Date:	09/18/2018 ✖ 🗓	End Date:	09/18/2018 ✖ 🗓

* Meeting Name: [   ] ✖
* Meeting Type: [Select...   ▼] ✖
* Max Attendance: [   ] ⬍

☑ Featured
☐ Private
☑ Requires Room

[Add Meeting] [Cancel]

If you are having trouble and need assistance with the submission of your form, please contact Raquel Diaz Rivas at 956-665-4053, or by e-mail at raquel.diazrivas01@utrgv.edu.