Ad Astra User Manual

EVENT REQUEST
Astra Schedule is a system used to view and create special events and meetings.

**Instructions to request an event**

**REQUIRED:** All event requests must be 5 days in advance or the system will not allow you to proceed.

1. Ad Astra link: [https://schedule7.utpa.edu](https://schedule7.utpa.edu)

2. Log in using your UTRGV credentials (a username and password must have already been requested)

3. Select **Event Request** under the Events tab
4. Under Event Request, 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-Harlingen
   e. -UTRGV Student Union/Ballroom – University Center (ED), Student Union (ED), El Gran Salon (BRW), and El Comedor (BRW)

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.*

For questions, please contact:
Marcela Garcia marcele.Garcia@utrgv.edu
or
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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. You may create a **Single Meeting** for a **one-time** event or **Recurring** for an event that will be held **more than once**. *Please do not use the Spanning tab.*
8. Select the Start Time and End Time of the event
9. Select the date(s) the event will occur
10. Click on the **CREATE** button

11. Check off the box next to the event
12. Click on the Assign Rooms button to get a list of available rooms

13. Preselected filters have been applied to all event request forms, you may adjust the filter or remove it by clicking on the **x** near the filter.
14. You may narrow down the search by filtering out a specific classroom, room type, building, or room.

15. Click on Search and the list of rooms will appear on the right. Select an available room and click Ok at the bottom of the screen.

16. Click Submit at the top left of the screen to submit your request.
Please Note:

***If you are requesting weekend dates, you must submit the UTRGV PD Request for Police Services to request services to inform the University Police Department to unlock and lock any and all doors, buildings & classrooms.

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

Once the event has been approved or denied, a notification will be sent with the status.

***If you are wanting the event to be on the Campus Calendar, you MUST check the box labeled 'Featured'. If this is not selected, your event will not be on the Campus Calendar.