

Ad Astra User Manual

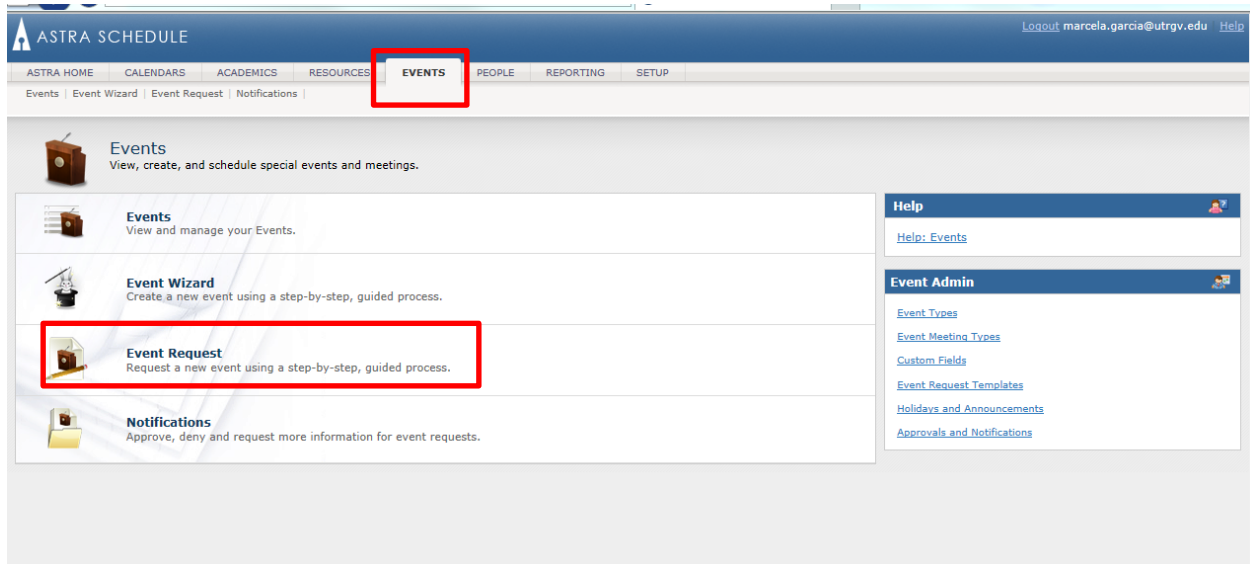
EVENT REQUESTS

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.

1. Ad Astra link: <https://schedule7.utrgv.edu>
2. Log in using your UTRGV credentials (full time faculty/staff only)
3. Select **Event Request** under the Events tab



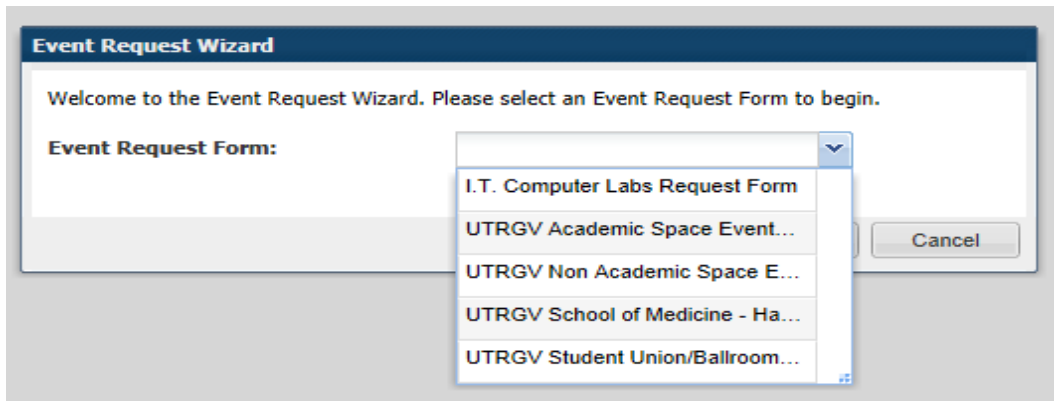
The screenshot shows the ASTRA SCHEDULE web application interface. The navigation bar at the top includes the following tabs: ASTRA HOME, CALENDARS, ACADEMICS, RESOURCES, **EVENTS** (highlighted with a red box), PEOPLE, REPORTING, and SETUP. Below the navigation bar, the main content area is titled "Events" and includes the following options:

- Events**: View and manage your Events.
- Event Wizard**: Create a new event using a step-by-step, guided process.
- Event Request**: Request a new event using a step-by-step, guided process. (This option is highlighted with a red box.)
- Notifications**: Approve, deny and request more information for event requests.

On the right side of the interface, there is a sidebar with the following sections:

- Help**: Includes a link for "Help: Events".
- Event Admin**: Includes links for "Event Types", "Event Meeting Types", "Custom Fields", "Event Request Templates", "Holidays and Announcements", and "Approvals and Notifications".

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** – Harlingen campus
 - 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.

Event Request - UTRGV Academic Space Event Request

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

If you require for PD to unlock rooms/bldgs., select YES to the question below and assign resources to each individual event date by increasing the number to at least '1' for each.

For questions, please contact:

Marcela Garcia at marcela.garcia@utrgv.edu

Contact Information

Customer:	<input type="text"/>
Contact Name:*	<input type="text"/>
Contact Email:*	<input type="text"/>
Contact Phone:	<input type="text"/>
On Site Event Contact:	<input type="text"/>
On Site Event Contact Phone:	<input type="text"/>

Event Information

Event Name*:

Event Type*:

Event Description:

Event Estimated Attendance*:

Will food or drink be served?*:

Source of food:

Police Services Needed to Unlock Room?*:

Alcohol Policy

[Alcohol Policy: HOP 4.9.1](#)

Will there be Alcohol at your event?*:

Police Presence: If Alcohol is served, then campus Police presence is required.

[Request use of PD Resources](#)

Type and Amount of Alcohol to be used:

Method of Alcohol Beverage Dispensing:

Designated Alcohol Server(s):

Anyone under the age of 21 attending event?:

Will a fee be collected for attending this event?*:

Event Location

Meeting Name*: Max Attendance:

Meeting Type*:

Description:

Private Featured Requires Room

6. Please be aware of the difference between Event Type (located under Event Information) and Meeting Type (located under Event Location)
- Event Type** – General categorization for the type of event you are having. There are six event types:
 - Academic** – Anything pertaining to students/faculty in an educational setting
 - Administrative** – Anything pertaining to faculty/staff in a business setting
 - Campus Event** – Events that are open to the public and that will be displayed on the Campus Calendar
 - 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.**
 - Student Activity** – Any events on campus that are open to all students of UTRGV
 - Student Organization** – Any meetings, events, etc. that are strictly for a certain student group or organization
 - 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

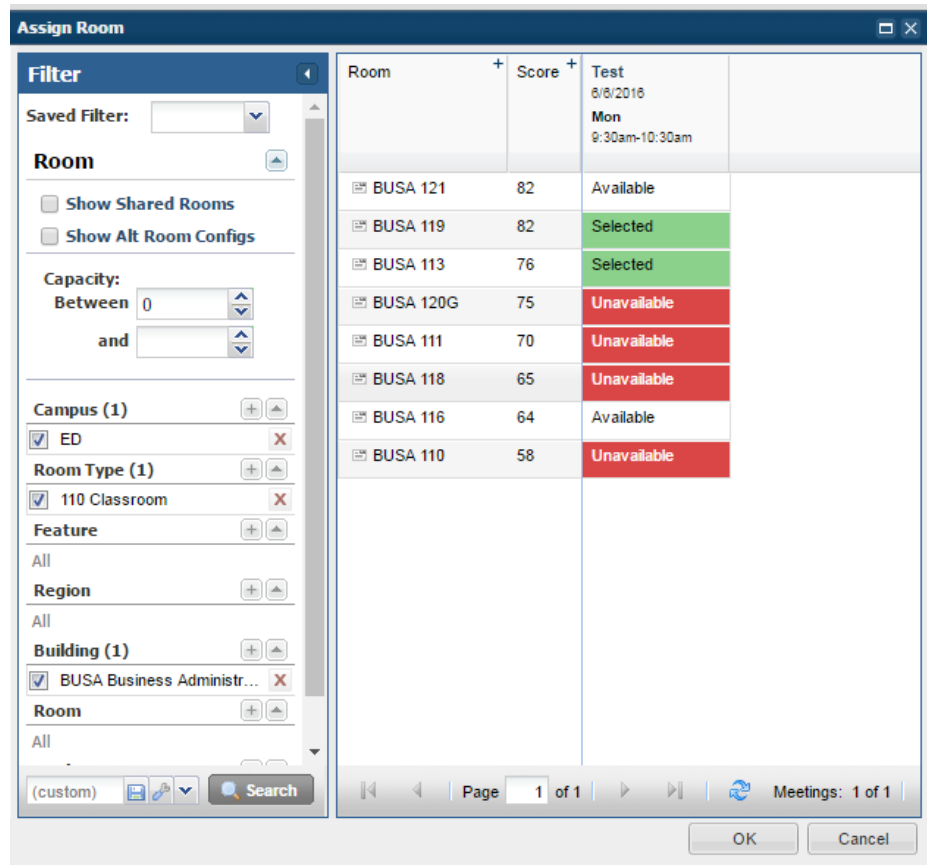
7. You may create a Single Meeting for a **one-time** event or Recurring for an event that will be held **more than once**. ***Please do not use the Spanning tab.**
8. Select the Start Time and End Time of the event
9. Select the date(s) the event will occur
10. Click on the CREATE button

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

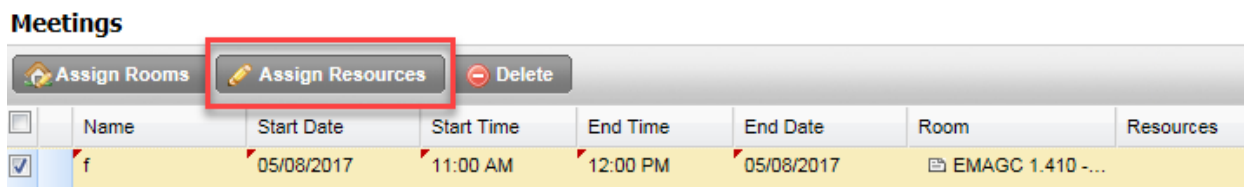
13. Preselected filters have been applied to all event request forms. You may edit the filter as needed if you are looking for a room in a specific building or to check for rooms based on capacity.

Room	Score	Test 6/6/2016 Mon 9:30am-10:30am
PACB 1.128	94	Unavailable
SABH 2.110	94	Unavailable
SABH 2.112	93	Unavailable
SABH 2.112A	93	Available
MAGC 1.324	91	Unavailable
SWOT 1.406	91	Available
MAGC 1.422	91	Unavailable
MAGC 1.320	91	Unavailable
HSHW 1.138	91	Available
STAC 1.112A	91	Available
SBSC 106	91	Unavailable
MAGC 1.418	91	Unavailable
MAGC 1.208	91	Unavailable
STAC 1.112B	91	Unavailable
SWOT 1.403	91	Available
MAGC 1.414	91	Unavailable

14. You may narrow down the search by filtering out a specific classroom, room type, building, or room.
15. Click on the Search button and the list of rooms will appear on the right. Select an available room and click Ok at the bottom of the screen.



16. If your event will be held on a weekend or after hours, you will need to request to have the doors locked/unlocked by selecting Assign Resources under **Meetings**.



17. A window to Add Resource will pop-up. On page 2, select *Police – Lock Door* and *Police – Unlock Door* by increasing the number to '1' for each, then select OK.

The screenshot shows the 'Add Resource' window with the following table of resources:

Resources	Qty	Event Request - f 5/8/2017 Mon 11:00am-12:00pm EMAGC 1.410 - 1.410
Police - Lock Door	180	Selected 1 of 171
Police - Open ARHU G...	1	Available
Police - Open Haggar...	1	Available
Police - Unlock Door	180	Selected 1 of 171
Police Officer	25	25 Available
Popcorn Machine	2	Unavailable
Portable Sound System	1	Unavailable
Public Safety Officer	25	25 Available
Recantangular Tables - 8	15	15 Available
Restrooms - Indoor - B...	1	Unavailable
Restrooms - Outside - ...	2	2 Available
Round Tables - 10	50	Unavailable
Serve Alcohol	1	Available
Stage	2	Unavailable
Table - Serpentine	2	Unavailable
Trash receptacle	10	10 Available
Utilities	10	10 Available

At the bottom of the window, the page indicator shows 'Page 2 of 2' with a red arrow pointing to it. The 'Meetings: 1 of 1' indicator is also visible.

18. Review your event information for accuracy and click Submit at the top left of the form to submit your request.

Please Note:

***If you are requesting weekend dates or after hours, you must request to have the doors locked/unlocked by assigning it as a Resource. UTRGV PD is no longer accepting paper forms.

***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 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 displayed on the Campus Calendar.

Event Location

Meeting Name*: Max Attendance: 0

Meeting Type*: Private **Featured** Requires Room

Description: