Ad Astra User Manual

EVENT REQUEST
Event Scheduling Requirements:

❖ Need access to Ad Astra? Login to Ad Astra to create your profile. Then, email scheduling@utrgv.edu so that we may list you under your Customer Group (Department).

❖ Submit event requests between the 5-day to 90-day timeframe. Any requests outside this timeframe may be further reviewed, please email scheduling@utrgv.edu.

❖ Student employees will not be allowed to submit an event request without an e-mail approval from their supervisor. To grant access, please email scheduling@utrgv.edu.

❖ Review rooms for prior approval. Submit the event request after the room approver has approved to use the room. Forward room approval to scheduling@utrgv.edu and include notes under the Description field in the event request.

❖ If your event is being Co-Sponsored with an external entity, submit the Joint Sponsorship Application or email conferences@utrgv.edu for questions and/or assistance. Once approved, forward approval to scheduling@utrgv.edu and submit event request (include notes under the Description field).

❖ If your event will involve minors under the age of 18, please submit the Youth Program request or email youthprogramsprotetction@utrgv.edu for questions and/or assistance. Once approved, forward approval to scheduling@utrgv.edu and submit event request (include notes under the Description field).

❖ Please add Police Resources to unlock/lock doors to the reservation (required).

❖ If your event requires custodial services, submit the iService Desk request. It applies to Monday -Thursday after 9:00PM, Friday after 6:00PM, and Saturday and Sunday. This includes cleaning a room, access to building restrooms, and turning on the air conditioning (A/C is turned off at 6:00PM on Fridays).

❖ Please allow 3-5 business days for your event request to be processed.

❖ To cancel or to make changes to an existing reservation, please submit the request via Ad Astra for processing.
Instructions for Requesting an Event

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

1. Log in using UTRGV credentials.
2. Select Request Event under the Events tab.

3. Select one of the following forms under the Event Request Wizard:
   - **I.T. Computer Labs Request Form**: Computer labs (IT Managed).
   - **McAllen Biomedical Research Facility**: Spaces in the McAllen Biomedical Research Facility - School of Medicine building.
   - **UTRGV Academic Space Event Request**: Classrooms, study rooms, and other spaces considered academic on both Edinburg and Brownsville campuses.
   - **UTRGV Non-Academic Space Event Request**: Lobbies, conference rooms, and outdoor spaces on both Edinburg and Brownsville campuses.
   - **UTRGV School of Medicine - Edinburg**: Spaces in the Medical Education Building and the Team Based Learning Center building.
   - **UTRGV School of Medicine - Harlingen**: Spaces in the Harlingen Clinical Education Building.
   - **UTRGV Student Unions/Ballroom Request Form**: Spaces in the Student Union buildings (BRW/ED), Chapel (ED), and University Center (ED).
4. Read important information regarding the space and complete the form.  
   Note: Fields with an (*) require information.

![UTRGV Academic Space Event Request](image)

UTRGV Academic Space Event Request

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

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

Add PD resources to all reservations to unlock/lock rooms, assign resources after assigning rooms.

For event setups, custodial services, and swipe door access, please submit a request through the Service 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:

UTRGV Registrar Scheduling at scheduling@utrgv.edu

5. Select Event Type. General categorization for the type of event.
   - **Academic**: Educational setting; for events related to students/courses.
   - **Administrative**: Business setting; for events related to departmental meetings/functions.
   - **Student Activity**: Open to all UTRGV students.
   - **Student Organization**: Strictly for a certain student group or organization.

6. Click on Add Meeting.

![Add Meeting](image)

7. Create Meeting(s). Featured events will be published in the Campus Events Calendar. Once done, click Add Meeting.
   - **Single**: Meeting once (Same start and end date).

![Create Meeting(s)](image)
- **Multiple:** Meeting multiple days. (*Different times can be entered*)

- **Recurring:** Meeting periodically.

8. Select **Meeting Type**. Specific categorization for the type of event.

- Banquet
- Camp
- Campus Event
- Campus Tour
- Ceremony
- Conference
- Dance
- Exam
- Exhibit
- Fair
- Fundraiser
- Graduation
- Interview
- Lecture
- Luncheon
- Maintenance
- Meeting
- Orientation
- Performance
- Presentation
- Recruitment
- Rehearsal
- Review
- Social Gathering
- Training
- Tutoring
- Workshop
9. Click on **Assign Rooms**. The meeting will populate underneath.

10. **Filter by Campus and Search.** Select room(s) and click **OK**.  
    *Note: Moving cursor to the circle will show a picture of the room.*

11. Click on **Assign Resources**. The room will populate next to the meeting.

12. Police Resources are preselected. Enter 1 to Lock & Unlock Door and click **OK**.
13. Review your event information for accuracy and click **Submit**.

14. Once your request is submitted, the requestor will see the message below.

15. The requestor will receive an email notification, please note that is not confirmation of a scheduled event. Once your request is processed and scheduled, the requestor will receive an event summary confirming a scheduled event.