



ARKANSAS TECH
UNIVERSITY

Ad Astra

Arkansas Tech University is happy to offer centralized scheduling for external and internal users. The Office of Events is the primary point of contact for all departments, groups, and individuals, who are interested in reserving the use of facilities on the Arkansas Tech Russellville Campus. Beverly Nehus is the primary point of contact for the Arkansas Tech Ozark Campus. By centralizing the reservation process, we are able to provide efficient and effective service for scheduling your event.

If you are faculty, staff, or a student, log-in to Ad Astra to request your event or to look at a space.

Please use the proper Event Request Form for External Guests. You will receive an email from Ad Astra when your event has been requested. The request will then be reviewed for event, space, and resource approval. Once it is scheduled, you will receive an email confirmation.

If you have any questions please call:

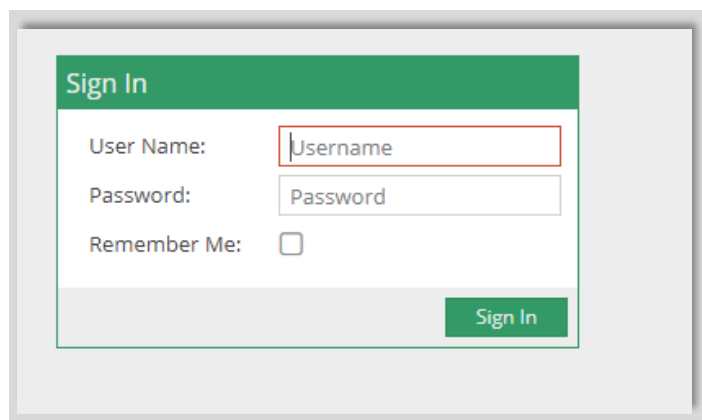
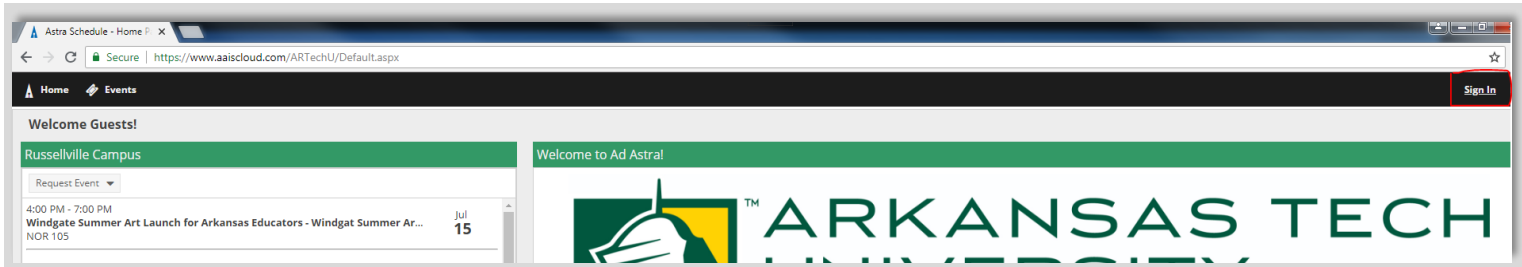
Russellville Campus- 479-964-0583 ext. 2505

Ozark Campus- 479-667-4046

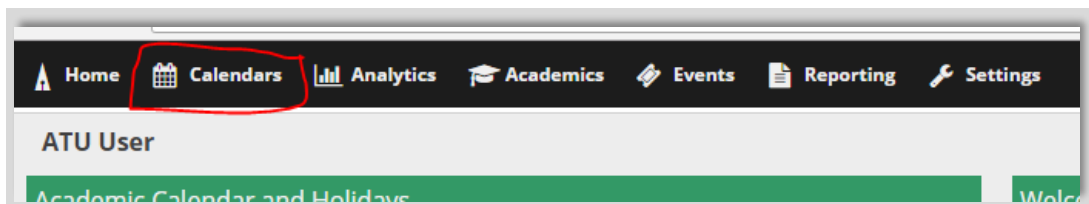
Instructions For Requesting An Event:

Required: All Events must be made with the minimum lead time listed at the top of each of the forms. If there is not enough lead time it will not let you request the event.

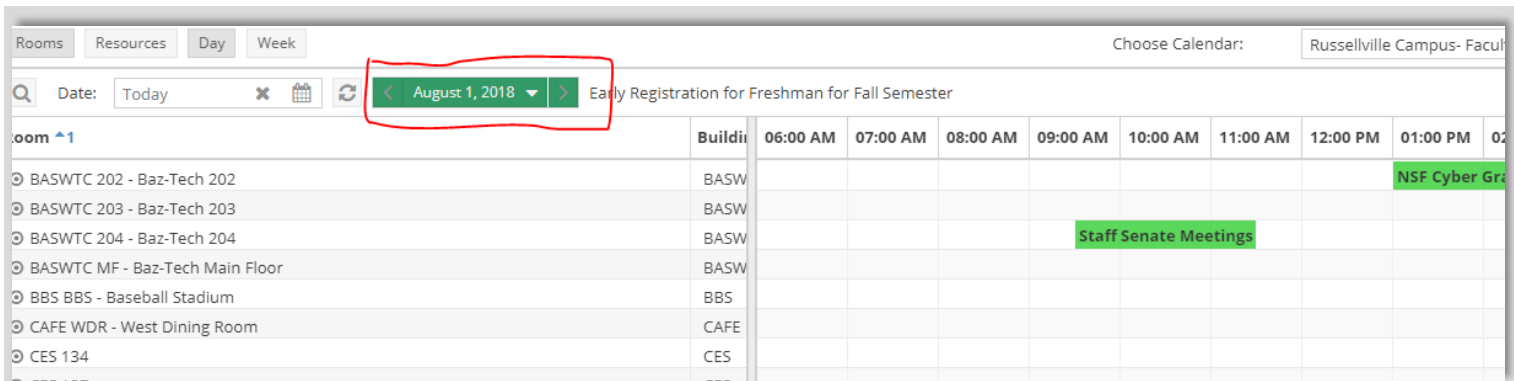
1. Ad Astra Link: <https://www.aaiscloud.com/ARTechU/>
2. To log-in to Ad Astra, click the box in the upper right hand corner that says "sign in". When you do that a box will pop-up. In that box you will enter your Onetech username and password and click "sign in".



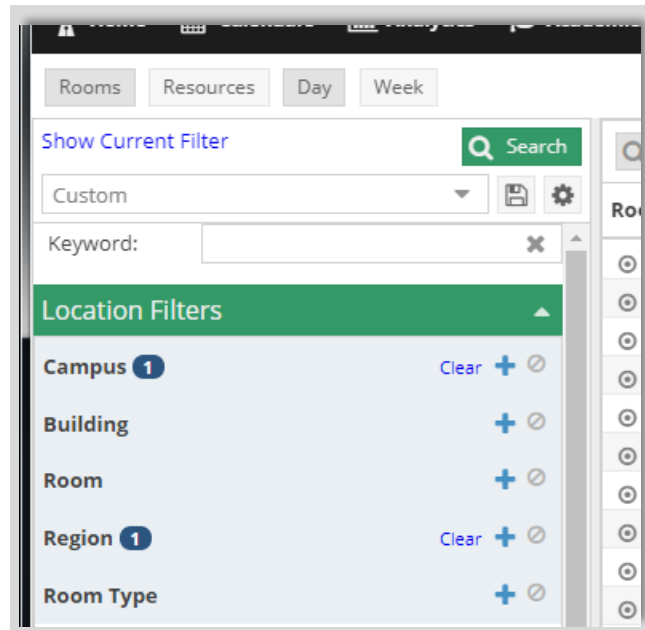
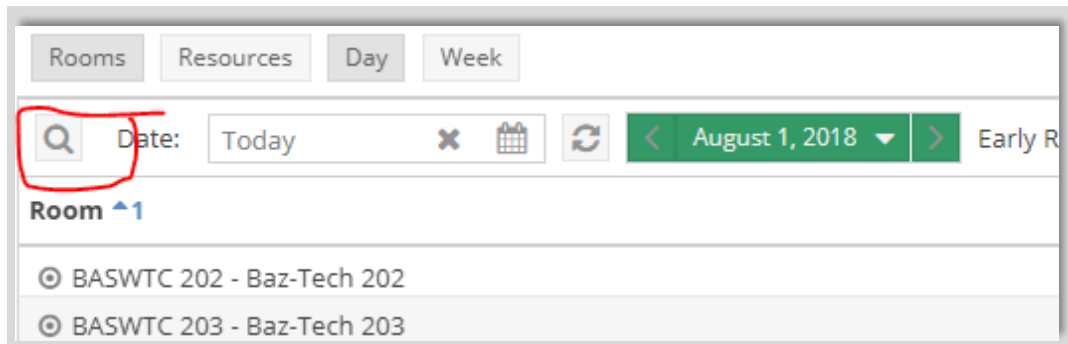
3. To see if a space is available, you will click on click the Calendars tab. Once you click the Calendars tab a drop down will appear and you will click on Scheduling Grids.



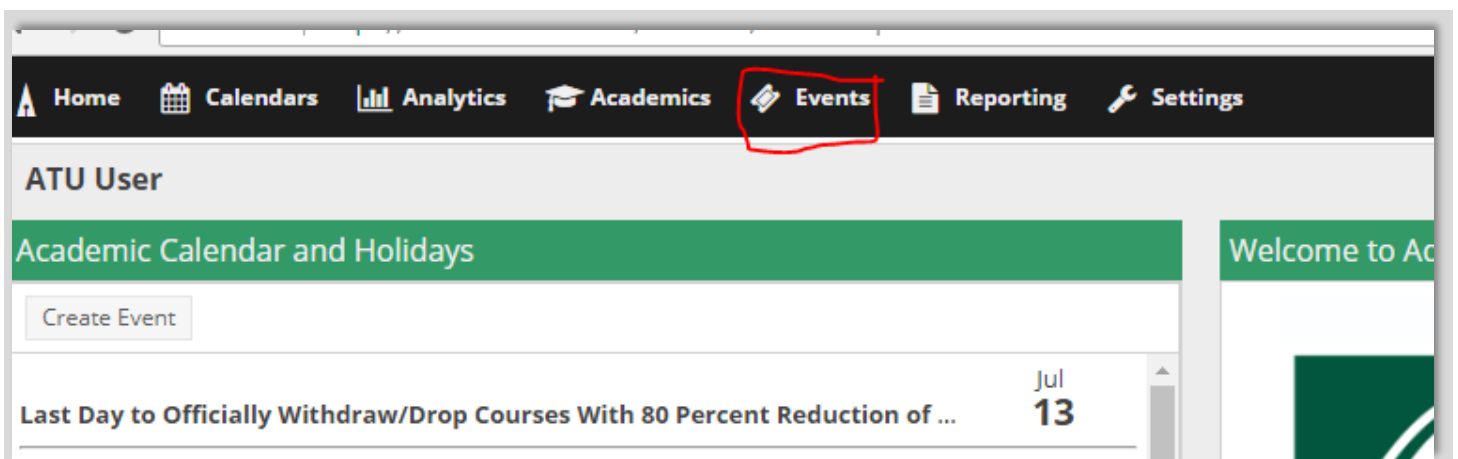
4. You will then be taken to the scheduling grid. At the top of the grid you can go to the date you have in mind for your event to see if the space you have in mind is available that day.



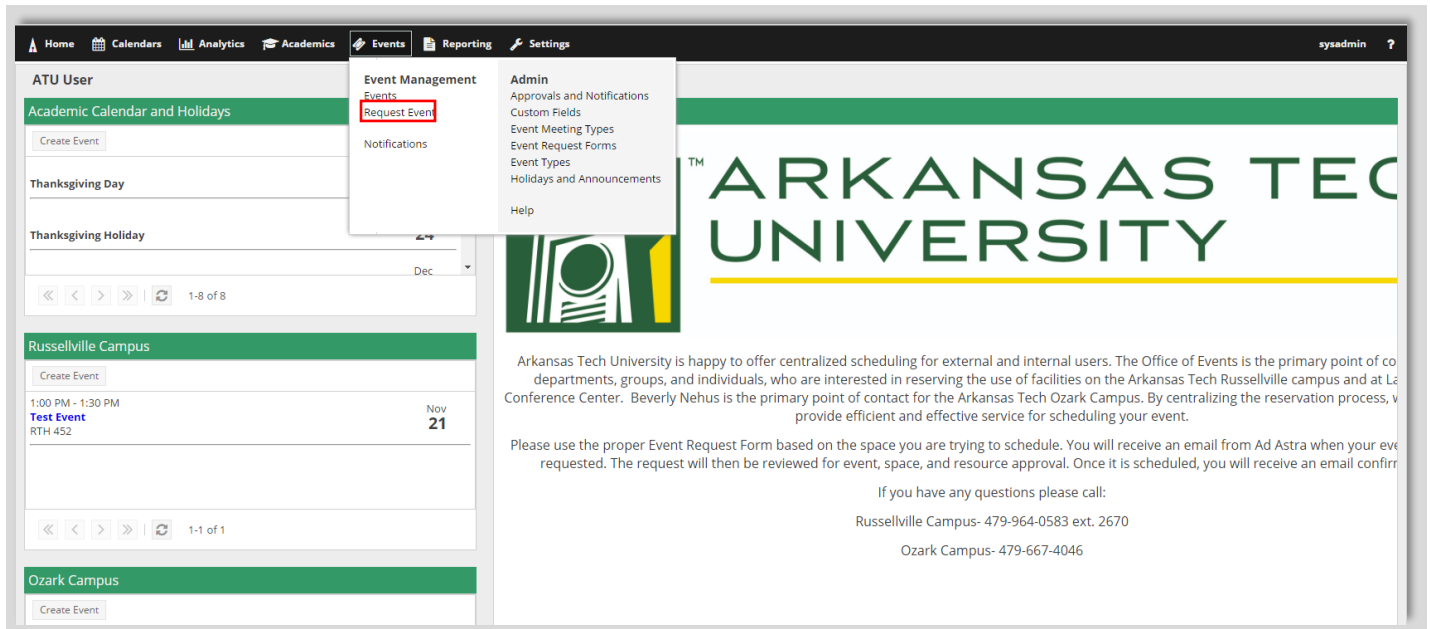
5. In the upper left hand side there is a magnifying glass that when you click it, it un-hides the filter panel. This allows you to search for specific buildings or rooms that you may want your event to be held in.



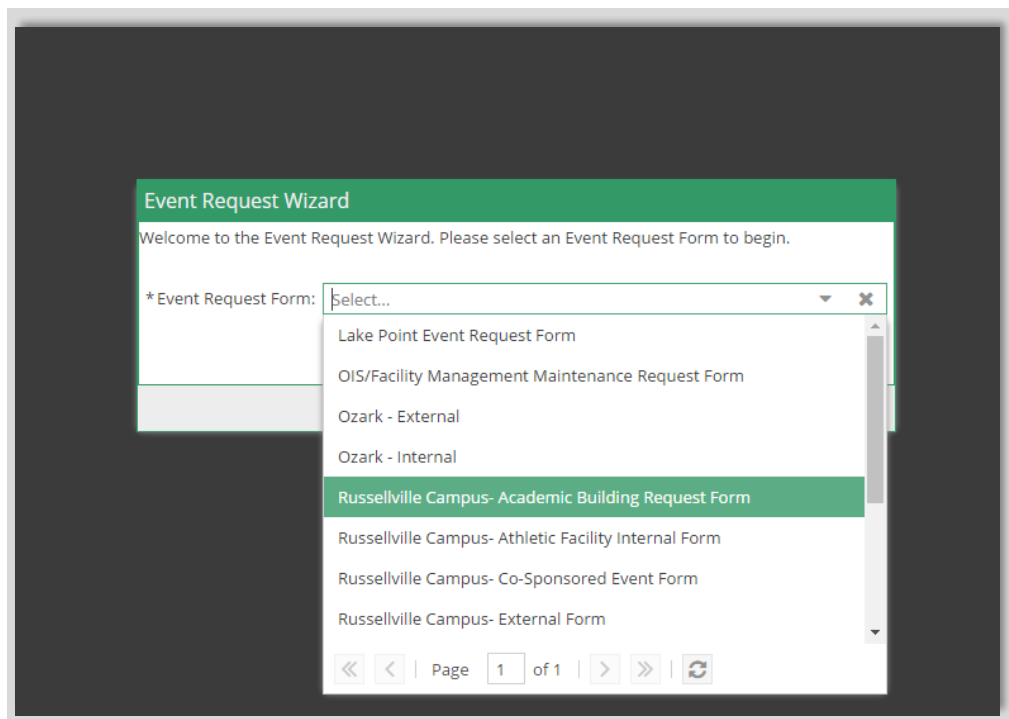
6. Once you have checked to see if the space is available, you will now click the Events Tab.



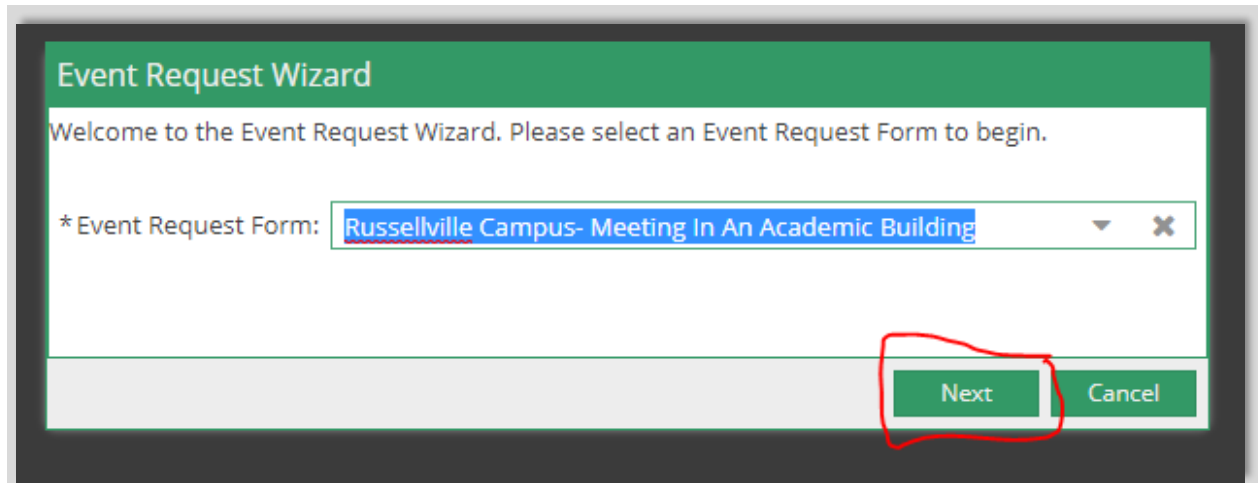
7. Once you click the Events tab a drop down will appear and you will click on Request Event.



8. Once you have done that you will be taken to a pop-up window where you will be able to select whichever event request form you are needing.

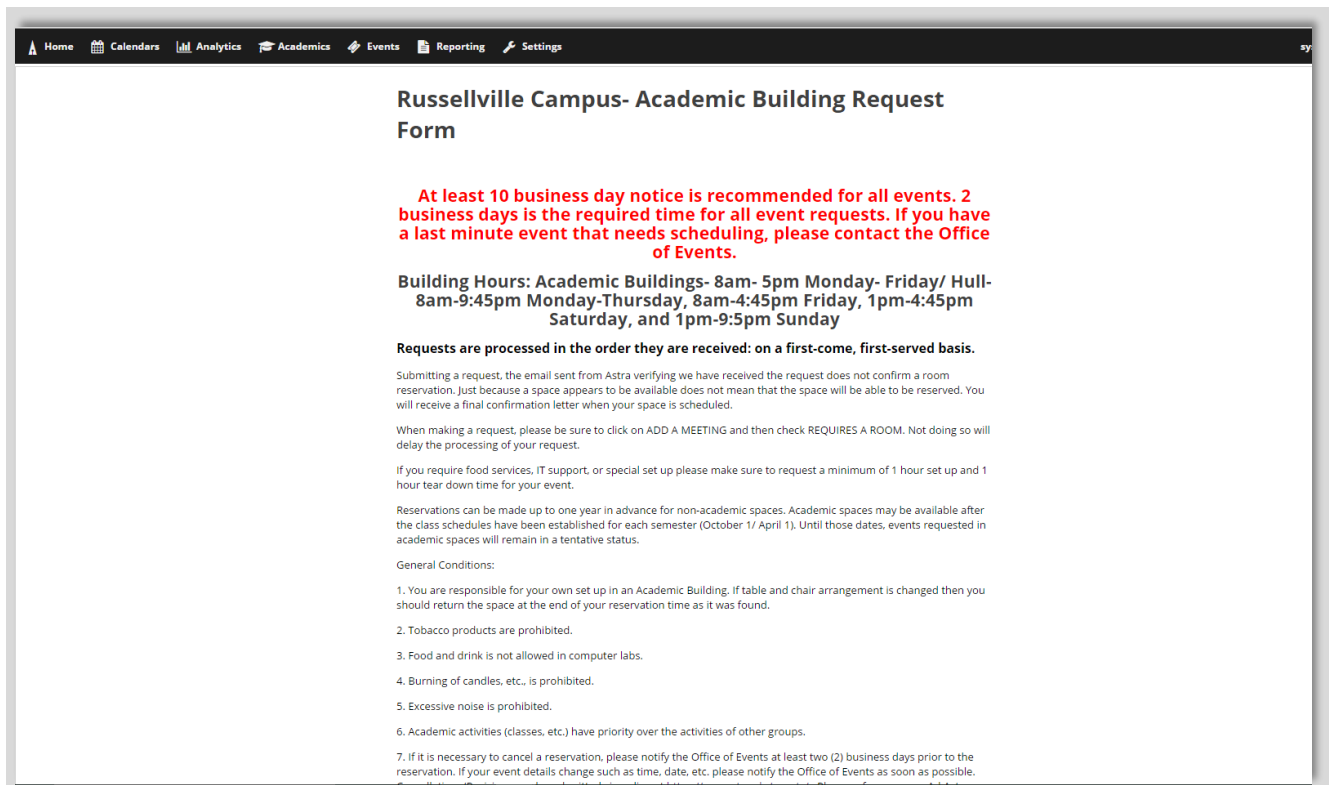


9. Once you have selected the form you need you will then click “Next”.



10. 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.



Home Calendars Analytics Academics Events Reporting Settings

7. If it is necessary to cancel a reservation, please notify the Office of Events at least two (2) business days prior to the reservation. If your event details change such as time, date, etc. please notify the Office of Events as soon as possible. Cancellations/Revisions can be submitted via online at <https://www.atu.edu/events/>. Please reference your Ad Astra Reservation Number.

8. Arkansas Tech University Event Policy and Guidelines can be found at <https://www.atu.edu/events/policies.php>

For more information, contact the Office of Events at (479)964-0583 ext. 2670 or by email at events@atu.edu

Academic Building Request Form

ContactInfo

* Department:

* Contact Name:

* Email Address:

* Contact Phone:

EventInfo

* Event Title:

* Event Description:

University Master Calendar:
 If you would like your event on the public facing University Master Calendar check the featured box and fill out the description in the ADD a meeting section below. Your Meeting Type will be the category that your event will be featured under. If you would like a picture added to your event please email

11. Once you have filled out the top information you will need to click on Add Meeting

Home Calendars Analytics Academics Events Reporting Settings

check the featured box and fill out the description in the ADD a meeting section below. Your Meeting Type will be the category that your event will be featured under. If you would like a picture added to your event please email it to calendar@atu.edu

If you need setup and teardown time, please indicate that after creating your meetings in the text boxes that are provided below.

* Add a Meeting:

Add Meeting Assign Rooms Assign Resources

No meetings created. [Add Meeting](#)

Event Set-Up Date/Time (if needed)

Event Tear Down Date/Time (if needed)

Requesting A Resource:
 If you need Recording/Streaming service, please click REQUEST RESOURCES in the Add a Meeting Box above.

Rooms and Resources

Do you need Web Conferencing capabilities, such as Skype or Zoom?

Please describe your catering, service, A/V, or other equipment needs

* A/V Instruction/Assistance Needed
 Select... ▼ ✕

12. Once you do that a box will pop-up. You can create a single meeting, multiple meetings (meetings that do not have consecutive dates), and recurring meetings.

For Multiple meetings you will click on the days you want the meetings and add the times of the meetings to each meeting in the start time and end time boxes. You will then fill out the rest of the information in the Create Meeting(s) box.

Create Meeting(s)

☐ Single ☒ Multiple ☐ Recurring

Start Time: 11:00 AM End Time: 11:30 AM

Today Clear

« November 2017 »

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

→

Meetings

* Meeting Name:

Description:

* Meeting Type:

* Max Attendance:

☐ Featured ☒ Requires Room

Add Meeting Cancel

For Recurring meetings, you will put the time the meetings will be in the start time and end time boxes and then select if they are daily, weekly, etc. You will then select a start date and then either select an end after so many occurrences or an end day. Then you will fill out the rest of the information in the Create Meeting(s) box.

The screenshot shows the 'Create Meeting(s)' dialog box with the 'Recurring' option selected. The 'Start Time' is set to 11:00 AM and the 'End Time' is set to 11:30 AM. Under the 'Recurrence Pattern' section, 'Daily' is selected with a frequency of 1 day(s). The 'Start' date is 11/21/2017, and the 'End after' is set to 10 occurrences. The 'End by' date is 11/30/2017. The 'Recurrence Summary' text reads: 'Every 1 day(s) effective 11/21/2017 until 11/30/2017 from 11:00 AM to 11:30 AM.' The 'Meeting Name' field is empty, and the 'Description' field is also empty. The 'Meeting Type' is set to 'Select...'. The 'Max Attendance' is set to a default value. The 'Requires Room' checkbox is checked. The 'Add Meeting' button is highlighted in green.

For Single meetings, you will just fill out the Create Meeting(s) box with the information of the meeting. Once you are done with creating your meeting click the Add Meeting button.

The screenshot shows the 'Create Meeting(s)' dialog box with the 'Single' option selected. The 'Start Time' is set to 10:30 AM and the 'End Time' is set to 11:00 AM. The 'Start Date' and 'End Date' are both set to 11/21/2017. The 'Meeting Name' field is empty, and the 'Description' field is also empty. The 'Meeting Type' is set to 'Select...'. The 'Max Attendance' is set to a default value. The 'Requires Room' checkbox is checked. The 'Add Meeting' button is highlighted in green.

13. Once you have added your meeting you will then have to assign it a room before you can submit the form. So you will click the Assign Rooms button.

The screenshot shows the 'Add Meeting' form. At the top, there is a navigation bar with links: Home, Calendars, Analytics, Academics, Events, Reporting, and Settings. Below the navigation bar, there is a section for 'Event Description' with a text area. A 'University Master Calendar' section follows, explaining that events on the public calendar should be added here. Below this, there is a section for 'Add a Meeting' with three buttons: 'Add Meeting', 'Assign Rooms' (highlighted with a red box), and 'Assign Resources'. A red error message is visible below the buttons: 'Test - Tue Meeting Test must have a room'. Below the error message, there are text areas for 'Event Set-Up Date/Time (if needed)' and 'Event Tear Down Date/Time (if needed)'. At the bottom, there is a section for 'Requesting A Resource' with a checkbox for 'Do you need Web Conferencing capabilities, such as Skype or Zoom?' and a text area for 'Please describe your catering, service, A/V, or other equipment needs'.

14. Once you click the button it will bring you to a pop-up window where you can go through the available rooms on campus using the arrows at the bottom of the Assign Room box.

The screenshot shows the 'Assign Room' pop-up window. On the left, there is a 'Filter' section with a 'Show Current Filter' button and a 'Search' button. Below this, there is a 'Room Options' section with a checkbox for 'Show Only Available Rooms'. The 'Capacity' section shows a range from 'Between 15' to 'and'. The 'Campus' section shows '1' selected, and the 'Building' section shows '20' selected. Below these, there are sections for 'Room', 'Region', 'Room Type', and 'Facility Layout', each with a '+' icon and a 'Clear' button. The main area of the window is a table with columns for 'Room', 'Test', and 'Availability'. The table lists several rooms, including MCE 30, NOR 113, TOM 18, NOR 112, CLL 113, MCE 20, WPN 337, NOR 204, COR 234, CES 141, RTH 214, NOR 208, and NOR 205. The 'RTH 214' room is marked as 'Unavailable' in red. The 'Test' column shows the date '8/15/2018' and the time 'Wed 11:00-11:30am'. At the bottom of the window, there is a pagination bar showing 'Page 1 of 8' and navigation arrows. The 'OK' and 'Cancel' buttons are at the bottom right.

Room	Test	Availability
MCE 30	8/15/2018 Wed 11:00-11:30am	Available
NOR 113		Available
TOM 18		Available
NOR 112		Available
CLL 113		Available
MCE 20		Available
WPN 337		Available
NOR 204		Available
COR 234		Available
CES 141		Available
RTH 214		Unavailable
NOR 208		Available
NOR 205		Available

15. Once you find the room that you want, you will then click out beside the room where it says available. When you do that it will select the room and the box will show green and say selected.

If you need setup and teardown time, please indicate that after creating your meetings in the text

Assign Room

Room	Test
...	7/19/2018
...	Thu
...	5:00-8:00pm
... COR 113	Available
... COR 270	Available
... MCE 20	Available
... CLL 113	Unavailable
... MCE 30	Available
... NOR 112	Available
... NOR 113	Available
... TOM 18	Available
... WPN 337	Selected
... NOR 205	Available
... CES 141	Available
... NOR 204	Available
... COR 234	Available

Page 1 of 8

OK Cancel

16. Once that is done you will click okay and the pop-up box will disappear.

17. If you are in need of a resource you can click the Assign Resources button. This is not required and if your resource is not listed then make sure to note what you need in the Notes section of the form.

If you need setup and teardown time, please indicate that after creating your meetings in the text boxes that are provided below.

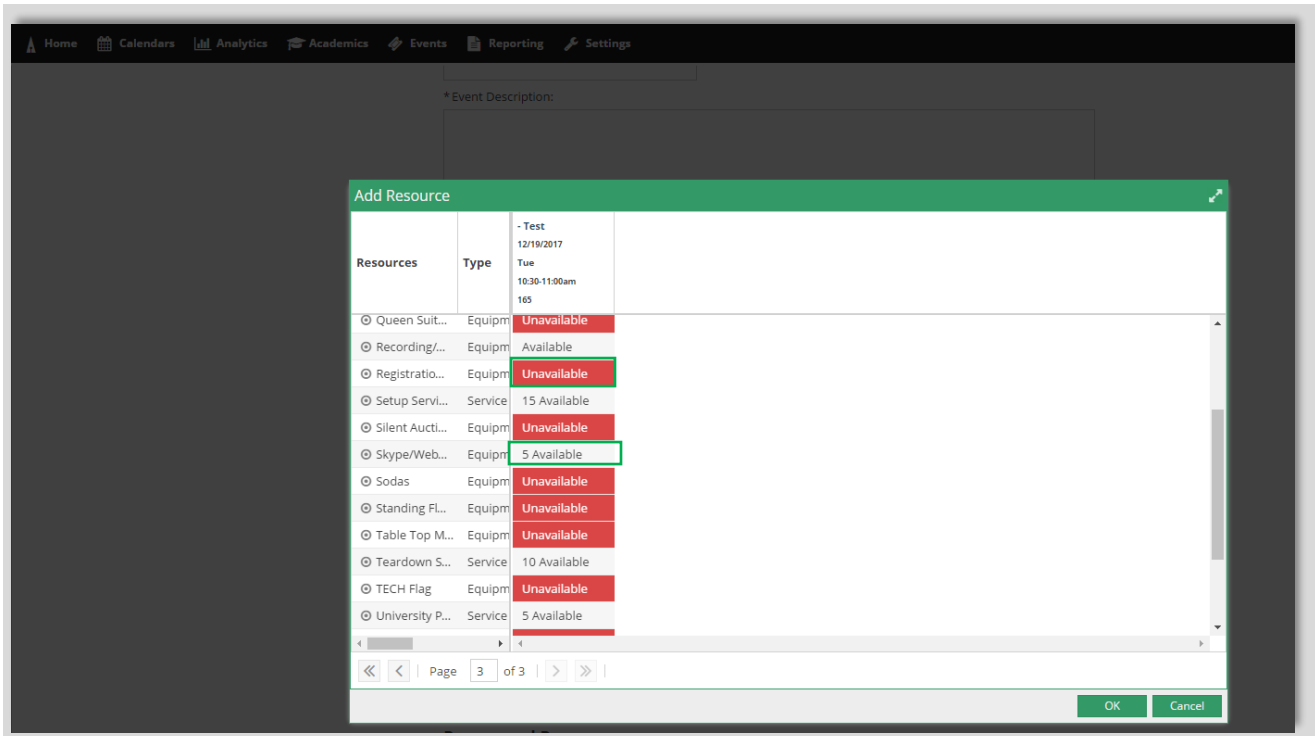
*Add a Meeting:

Add Meeting Assign Rooms **Assign Resources**

✗ Test - Thu, 07/19/2018, 05:00 PM to 08:00 PM, Witherspoon 337

Event Set-Up Date/Time (if needed)

18. In the Add Resource box you will see all the resources that you can select. You cannot request a resource that is in **RED** but you can request those that have no color and say available. When you click in the available box, it will turn green and if it says “15 available”, you will have to type the number of the resource you need. If you have 15 events in one day you would just type 15 in the box after you click on it. Once you have selected your resource and the amount you need, you will click the “OK” button.



19. If you require more resources or if you do not feel comfortable requesting them yourself, you will have to fill out the rest of the form and indicate in detail what you need. Once you have finished filling out the form you will then click submit at the bottom of the page. If you missed a required box (*), the system will not allow you to submit the form until all required information is filled out.

Home Calendars Analytics Academics Events Reporting Settings

Event Tear Down Date/Time (if needed)

Requesting A Resource:
If you need Recording/Streaming service, please click REQUEST RESOURCES in the Add a Meeting Box above.

Rooms and Resources
Do you need Web Conferencing capabilities, such as Skype or Zoom?
Please describe your catering, service, A/V, or other equipment needs

* A/V Instruction/Assistance Needed
Select...
If your event is after building hours, do you need the doors locked and un-locked?

Other
Note:

Submit

Please Note:

***If you are requesting weekend dates or after hours, you might note that you need to have the doors locked/unlocked by assigning it as a Resource.

*** 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 Public Facing University Master Calendar.

Create Meeting(s)

☒ Single ☐ Multiple ☐ Recurring

Start Time: 5:00 PM End Time: 5:30 PM

Start Date: 07/12/2018 End Date: 07/12/2018

* Meeting Name:

Description:

* Meeting Type: Select...

* Max Attendance:

☐ Featured

☒ Requires Room

Add Meeting Cancel

Ad Astra Useful Information

Choosing a request form

- **Russellville Campus- Meeting in an Academic Building:** Use this form to request rooms that are in academic buildings on the Russellville Campus.
- **Russellville Campus- Athletic Facility:** Use this form to request athletic spaces as well as the Green and Gold Room on the Russellville Campus.
- **Russellville Campus- Co-Sponsored:** Use this form to request the use of spaces on campus for events that are considered co-sponsored events.
- **Russellville Campus- Ross Pendergraft Library:** Use this form to request rooms in the Ross Pendergraft Library
- **Russellville Campus- Baz-Tech, Doc Bryan, Young and Outdoor Spaces:** Use this form to request any of the student services spaces such as the meeting rooms in Baz-Tech, the Young Ballroom, and outdoor spaces. Outdoor spaces are labeled as “OES” plus the initials of the outdoor space. Tabling spaces are located under this form as well. When going through the available spaces the tabling spaces will be labeled “TABLE” which will also contain the initials of the actual tabling space.
- **Russellville Campus- West Dining Room:** Use this form to request the West Dining Room.
- **Russellville Campus- Williamson Dining Room:** Use this form to request Williamson Dining Room.
- **Russellville Campus- Witherspoon Auditorium/Lobby:** Use this form to request the Witherspoon Auditorium and/or the Witherspoon Lobby.

Calendar:

<https://calendar.atu.edu/pages/mainCal.php>

Ozark Campus

Russellville Campus

Calendar Categories (Event Meeting Types)

Alumni – events for Alumni of the University

Athletic- Golden Suns or Wonder Boys athletic events

Campus- events occurring on campus for Faculty and Staff

Community- events open to the general public

Employee- events for employees of the University

Meetings & Conferences

Camps & Clinics

Norman Hall Art Gallery

Public Safety

Residence Life

Student Campus Life- events for SGA, SAB, and Registered Student Organizations

Student Success- events that contribute to student success

Student Wellness- events that are geared to student wellness

Witherspoon Auditorium

Users can add their event to the public facing calendar by completing the description, selecting the meeting type for the category they would like their event to appear under, and checking the featured box. If you would like an image featured please email it to calendar@atu.edu

Event Meeting Section. If you do not want your event on the

For a campus event that is occurring off campus but needs to be included on the public facing calendar go to www.atu.edu/events and use the Submit My Event to the Calendar link. Also, if you did not enter your description at the time of your event request you can use the same link to enter your information and be sure to include your Ad Astra Reservation Number.

List of resources available to be requested on the Russellville Campus:

Audio Technician: If you need assistance with technology at your event in Doc Bryan Lecture Hall please request an Audio Technician. This resource has to be approved before the event is approved.

Lock and Unlock Service: This service is for the locking and un-locking of rooms and buildings after the building hours.

OIS Tech Support: OIS Tech Support for anyone requiring AV assistance.

Recording/Live Streaming Cart: Recording/Live Streaming Cart that is available for use on the Russellville Campus. There is a minimum of a one-hour setup and teardown time required for this resource. This resource has to be approved before the event is approved.

Skype/Web Conference: Select this resource if this event requires audio and visual communication between one or more remote parties that is **NOT** facilitated by Zoom. Skype/Web Conference is limited to certain rooms on campus.

WebEx: Select this resource if the event requires audio and visual communication between one or more remote parties that is facilitated by WebEx. WebEx Web Conferencing is limited to certain rooms on campus.