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: <u>https://www.aaiscloud.com/ARTechU/</u>
- 2. Log in with your Tech username and password
- 3. Click the Events Tab

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Academic Calendar and Holidays	١	Welcome to Ad Astra!
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Create Event		departments, groups, and individuals, who are interested in reserving the use of facilities on the Arkansas Tech Russellville campus and at La
1:00 PM - 1:30 PM Test Event	Nov 21	Conference Center. Bevery Nehus is the primary point of contact for the Arkansas Tech Ozark Campus. By centralizing the reservation process, v provide efficient and effective service for scheduling your event.
RTH 452		Please use the proper Event Request Form based on the space you are trying to schedule. You will receive an email from Ad Astra when your eve requested. The request will then be reviewed for event, space, and resource approval. Once it is scheduled, you will receive an email confirm
		If you have any questions please call:
≪ < > ≫ ☎ 1-1 of 1		Russellville Campus- 479-964-0583 ext. 2670
		Ozark Campus- 479-667-4046
Ozark Campus		
Create Event		
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4. Once you click the Events tab a drop down will appear and you will click on Request Event.

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			Ozark Campus- 479-667-4046
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Create Event			

5. 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.



6. Once you have selected the form you need you will then click Next.



- 7. 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.



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. <i>By your event of effails</i> (trange such as time, dats, ed.; please notify the Office of Events at soon as possible. Conservation with the office of Events at the University. Please reference your Ad Adras Meeters and the Business of the office of Events at the University. Please reference your Ad Adras Meeters and the Business of the office of Events at the University former Tolky and Guidelines can be found at https://www.atuuedurevents/points.php For more information, contact the Office of Events at (479)964-0838 ext. 2670 or by email at events@bata.edu Academic Building Request Form ContactInfo *legatrisment: User, System *contact Name: User, System *contact Pione *conta	A Home	🛗 Calendars	del Analytics	Academics	🛷 Events	📄 Reporting	Settings عکر
8. Akanasa Tech University Event Policy and Guidelines can be found at https://www.atu.edu/wevents/policies.php For more information, contact the Office of Events at (479)964-058 ext. 2070 or by email at events@atu.edu Academic Building Request Form ContactInfo *Department: Derivation System Contact thane: Date: System Event Take: Contact Phone: Fevent Take: Fevent Take: Fevent Take: Fevent Description: Fevent Take: Fevent Description: Fevent Calendar: University Master Calendar: If you would be your event on the public facing University Master Calendar Check the featured box and fill out the description in the ADD a meeting					7. re Ca Re	If it is necessary to servation. If your en incellations/Revisio servation Number.	cancel a reservation, please notify the Office of Events at least two (2) business days prior to the end details change such as time, date, etc. please notify the Office of Events as soon as possible, ns can be submitted via online at https://www.atu.edu/eventur . Please reference your Ad Astra
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8. Once you have filled out the top information you will need to click on Add Meeting

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	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 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 RESORCES 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	
	* AV Instruction/Assistance Needed	
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9. Once you do that a box will pop-up. You can create a single meeting, multiple 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. You will then fill out the rest of the information in the Create Meeting(s) box.

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For Recurring meetings, you will put the time the meetings will be 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.

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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.

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10. 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.

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

11. Once you click the button it will bring you to a pop-up window where you can filter through the rooms on the left. You can filter through the rooms by building and campus or search for a particular room.

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12. 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

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- 13. Once that is done you will click okay and the pop-up box will disappear.
- 14. 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.

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	Event Set-Up Date/Time (if needed)
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	Requesting A Resource:
	If you need Recording/Streaming service, please click REQUEST RESORCES 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

15. 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. Once you have selected your resource you will click the OK button.

Add Resource																			
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16. 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.

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	Rooms and Resources
	Do you need Web Conferencing apablities, 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?
	Dther
	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.

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