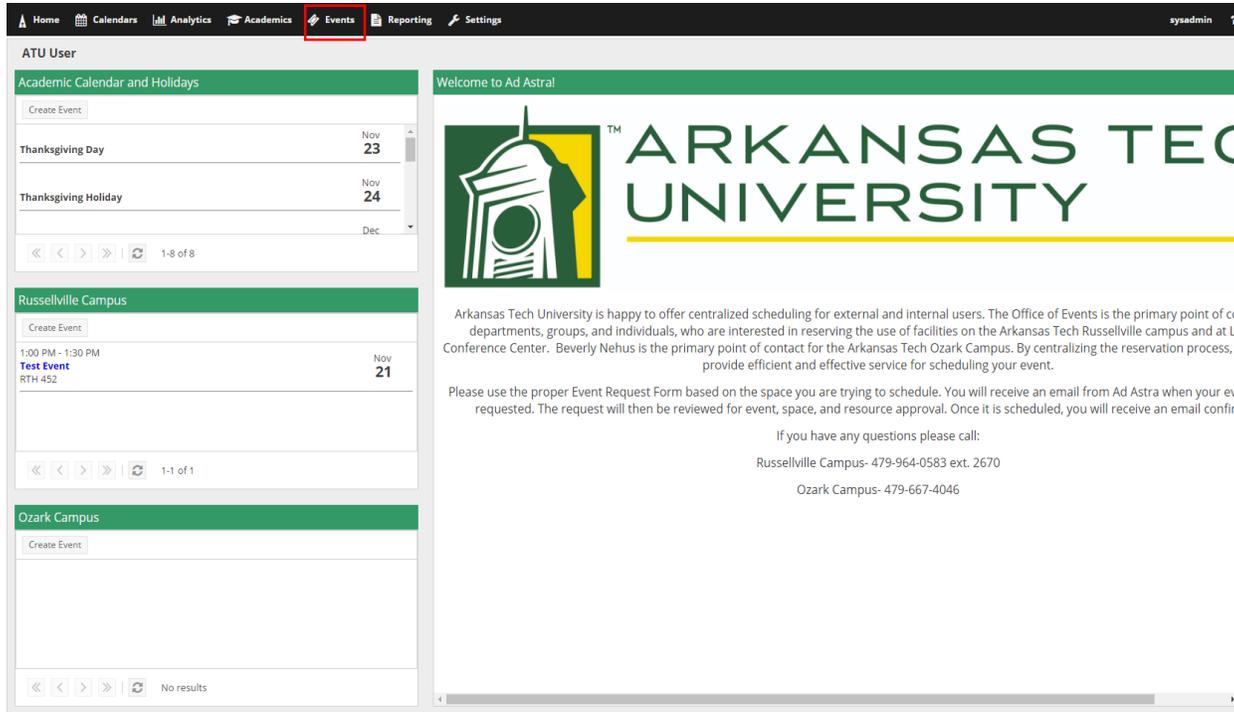


Instructions For Requesting An Event:

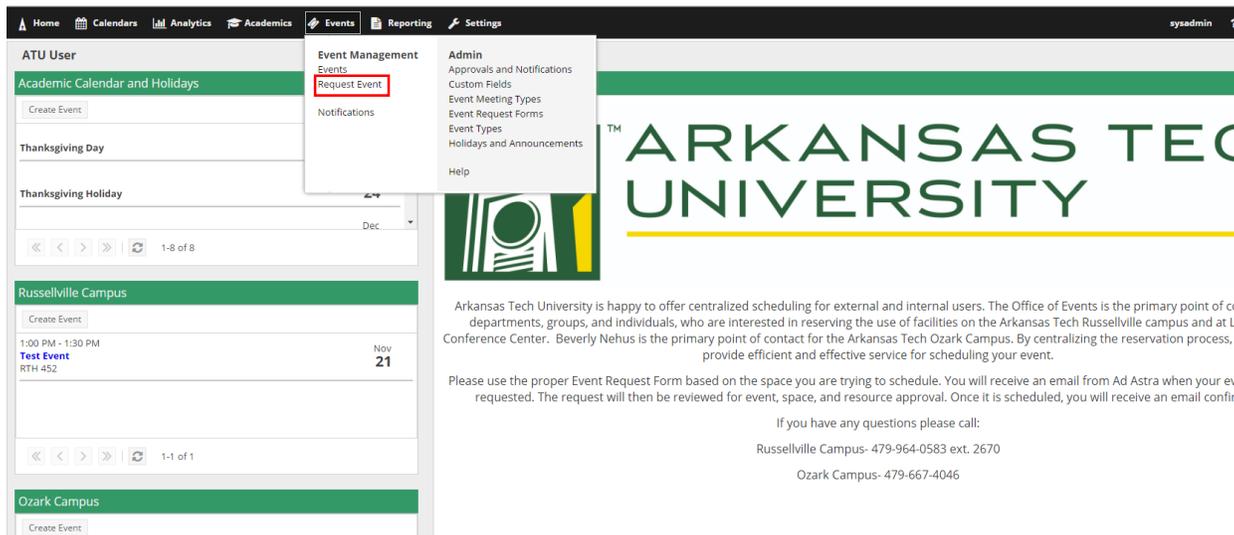
Required: All Events must be made with the minimum lead time listed at the top of each of the forms. If there is not enough lead time it will not let you request the event.

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



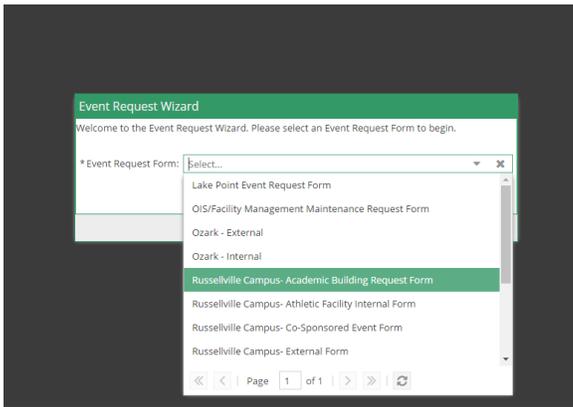
The screenshot shows the Ad Astra user interface. The top navigation bar includes Home, Calendars, Analytics, Academics, Events (highlighted with a red box), Reporting, and Settings. The user is logged in as 'sysadmin'. The main content area is divided into three sections: 'Academic Calendar and Holidays', 'Russellville Campus', and 'Ozark Campus'. Each section has a 'Create Event' button. The 'Academic Calendar and Holidays' section shows a calendar for November and December with events for Thanksgiving Day (Nov 23) and Thanksgiving Holiday (Nov 24). The 'Russellville Campus' section shows a calendar for November with a 'Test Event' on Nov 21 from 1:00 PM to 1:30 PM. The 'Ozark Campus' section shows no results. On the right side, there is a 'Welcome to Ad Astral' message with the Arkansas Tech University logo and contact information for the Office of Events.

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

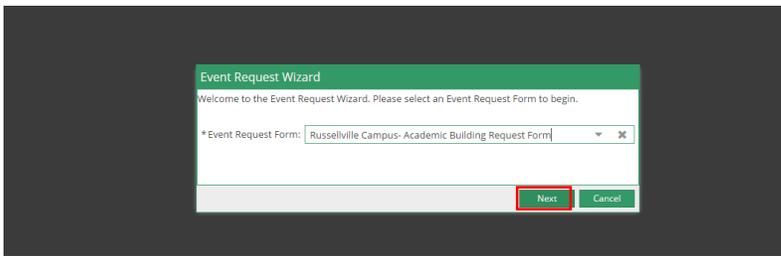


The screenshot shows the Ad Astra user interface with the 'Events' dropdown menu open. The dropdown menu has two main sections: 'Event Management' and 'Admin'. Under 'Event Management', there are options for 'Events' (highlighted with a red box) and 'Request Event'. Under 'Admin', there are options for 'Approvals and Notifications', 'Custom Fields', 'Event Meeting Types', 'Event Request Forms', 'Event Types', 'Holidays and Announcements', and 'Help'. The background content is the same as the previous screenshot, showing the calendar and welcome message.

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.

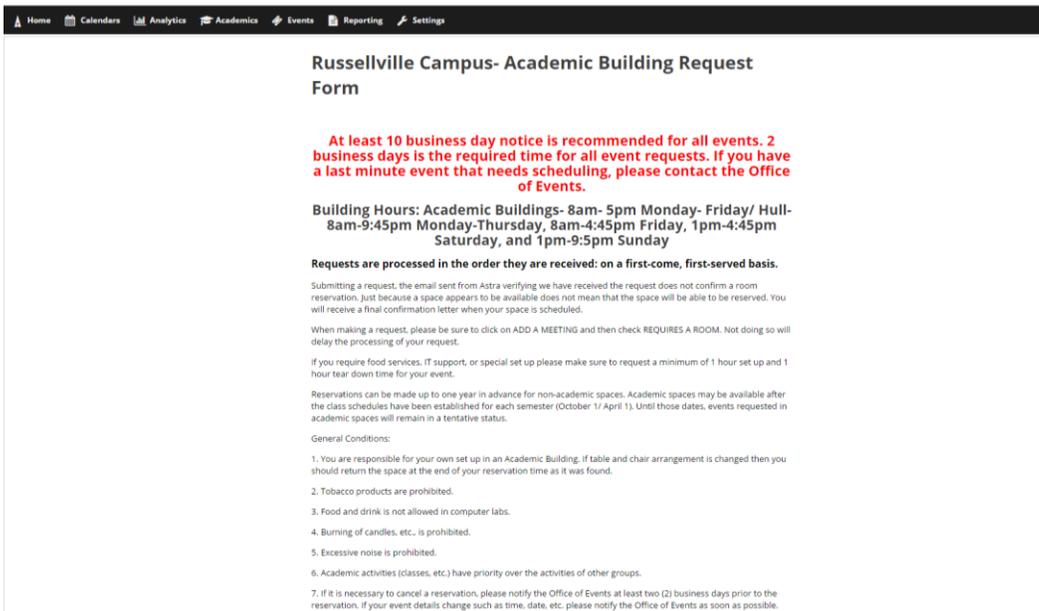


6. Once you have selected the form you need you will then click Next.



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.



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:

User, System

* 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

8. 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 RESORCES in the Add a Meeting Box above.

Rooms and Resources

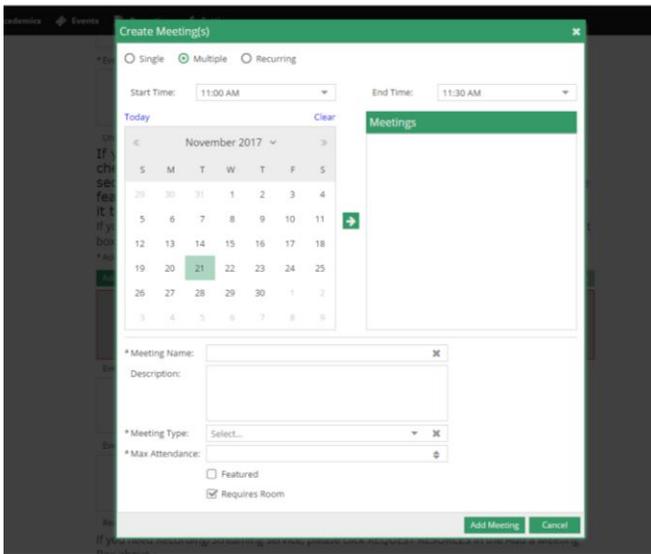
Do you need Web Conferencing capabilities, such as Skype or Zoom?

Please describe your catering, service, AV, or other equipment needs

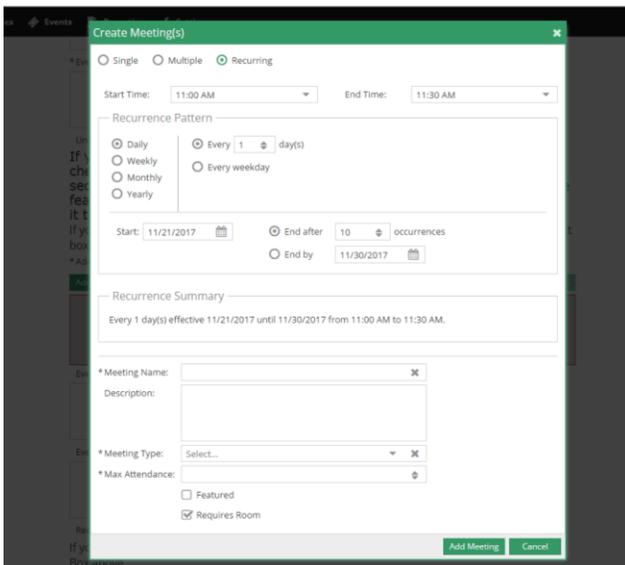
* AV Instruction/Assistance Needed
 Select...

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.

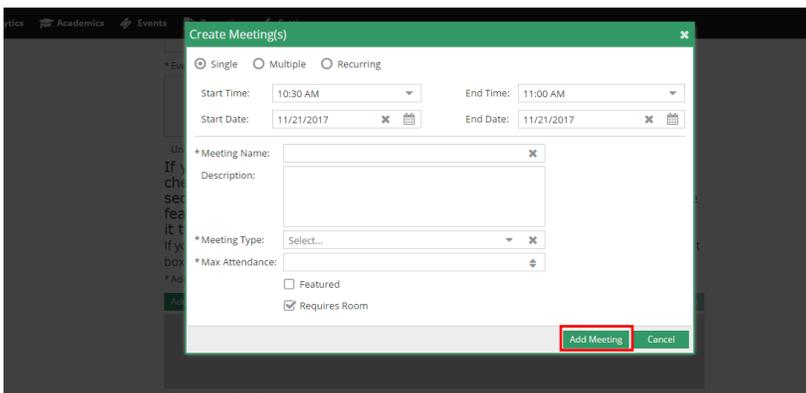
For Multiple meetings you will click on the days you want the meetings and add the times of the meetings to each meeting. You will then fill out the rest of the information in the Create Meeting(s) box.



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.



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.



- 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.

Home Calendars Analytics Academics Events Reporting Settings

*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 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

Test - Tue. Meeting Test must have a room

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, AV, or other equipment needs

- 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.

Assign Room

Filter: Show Current Filter Search

Room Options: Show Only Available Rooms

Capacity: Between 24 and

Campus: Clear +

Building: Clear +

Room: +

Region: +

Room Type: +

Facility Layout: +

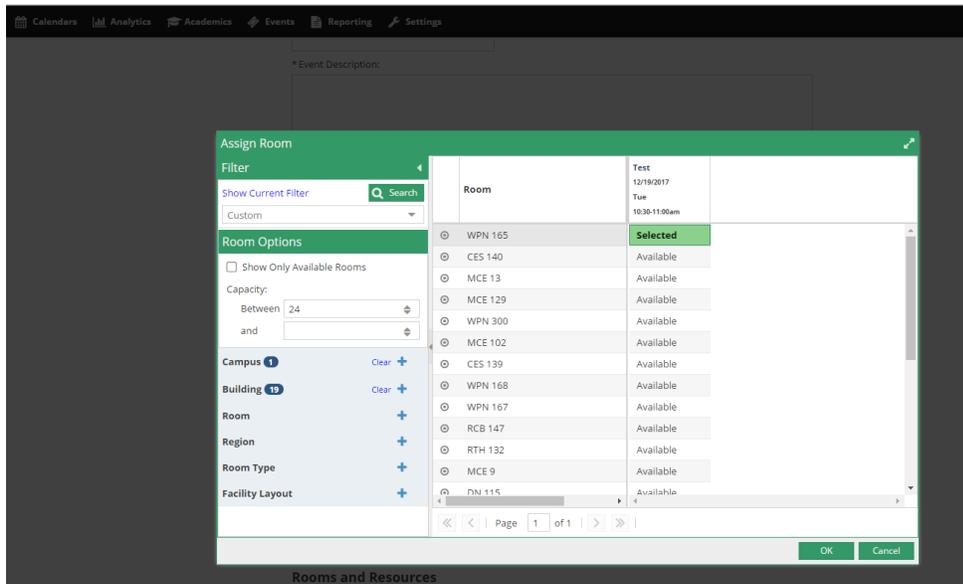
Room	Test
WPN 165	12/19/2017 Tue 10:30-11:00am Available
CES 140	Available
MCE 13	Available
MCE 129	Available
WPN 300	Available
MCE 102	Available
CES 139	Available
WPN 168	Available
WPN 167	Available
RCB 147	Available
RTH 132	Available
MCE 9	Available
DN 115	Available

Page 1 of 1

OK Cancel

Rooms and Resources
 Do you need Web Conferencing

- 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.

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

Home Calendars Analytics Academics Events Reporting Settings

*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 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**

✘ Test - Tue, 12/19/2017, 10:30 AM to 11:00 AM, Witherspoon 165

Event Set-Up Date/Time (if needed)

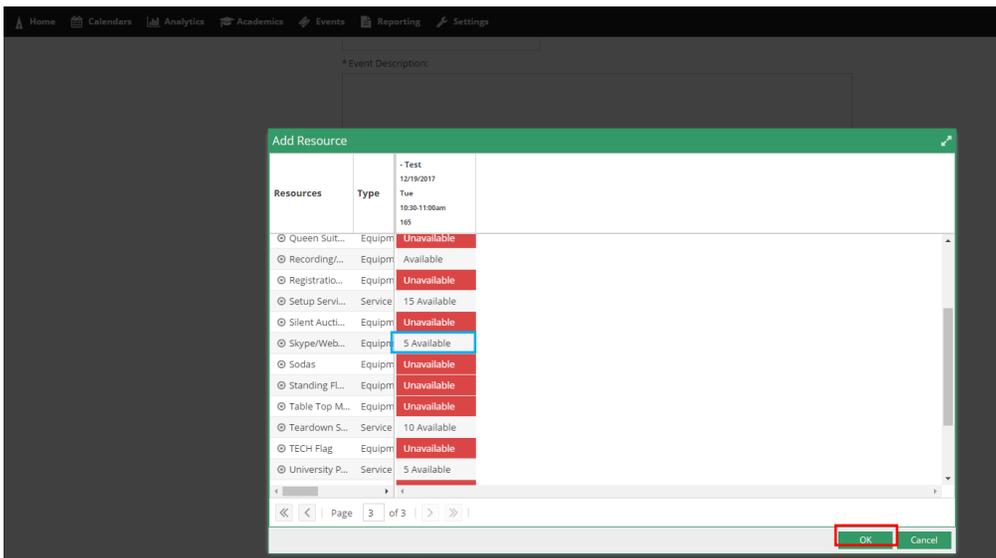
Event Tear Down Date/Time (if needed)

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

- 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.



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.

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

*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.

Academics Events Reporting Settings

Contact Phone: _____

EventInfo

Create Meeting(s)

Single Multiple Recurring

Start Time: 12:00 PM End Time: 12:30 PM

Start Date: 11/21/2017 End Date: 11/21/2017

* Meeting Name: _____

Description: _____

* Meeting Type: Select...

* Max Attendance: _____

Featured

Requires Room

Add Meeting Cancel

Standard g will be email the text.

Resources

every set-up user (if needed)