# 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.
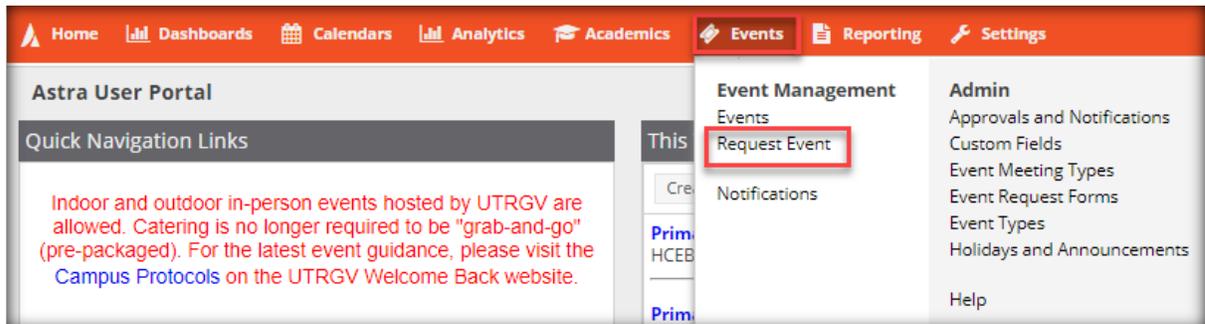
3. Select one of the following forms under the Event Request Wizard:
   - **I.T. Computer Labs Request Form:** Computer labs (IT Managed).
   - **McAllen Biomedical Research Facility:** Spaces in the McAllen Biomedical Research Facility - School of Medicine building.
   - **UTRGV Academic Space Event 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).
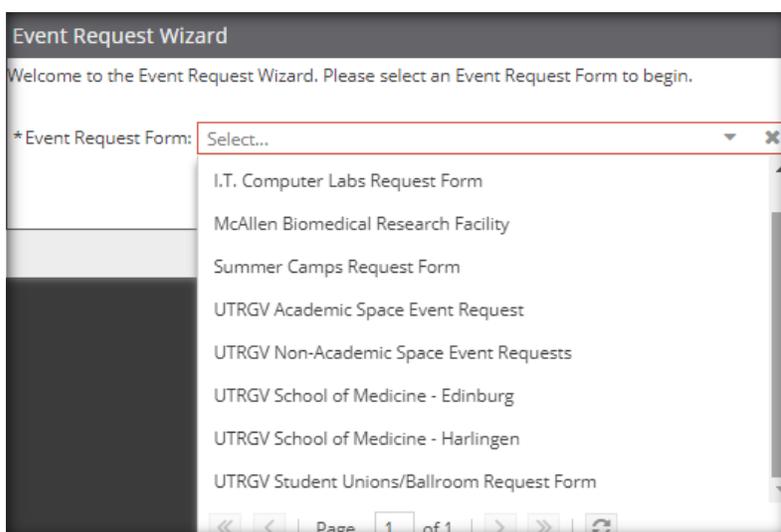
4. **Read** important information regarding the space and **complete** the form.
   Note: Fields with an (*) require information.

UTRGV Academic Space Event Request

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

This is for events <u>only</u>. 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 iService 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**.

Event Location

*Add a Meeting:

Add Meeting   Assign Rooms   Assign Resources

No meetings created. Add Meeting

Submit

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)

⦿ Single   ◯ Multiple   ◯ Recurring

Start Time:	10:00 AM	End Time:	11:00 AM
Start Date:	06/06/2024	End Date:	06/06/2024

*Meeting Name: Exam Review

*Meeting Type: Review

*Max Attendance: 30

☐ Featured

☐ Private

☑ Requires Room

Add Meeting   Cancel

- **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**.
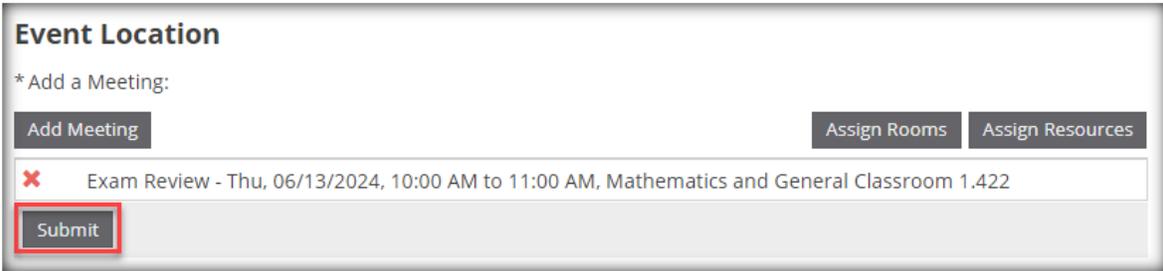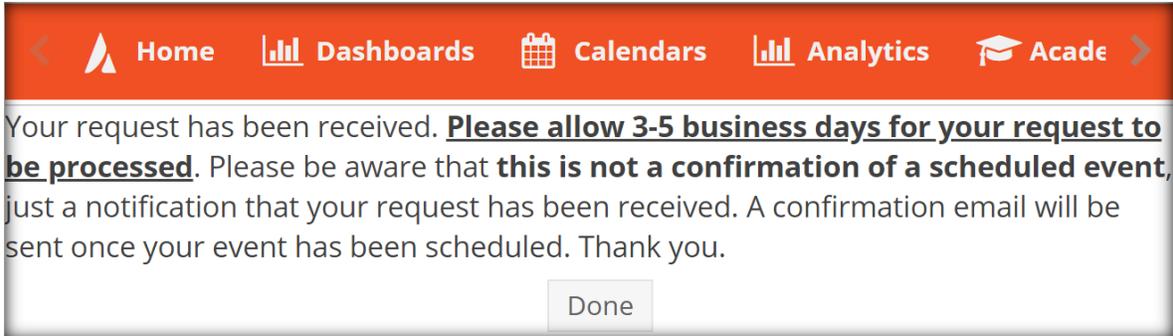
Event Location

*Add a Meeting:

| Add Meeting | | Assign Rooms | Assign Resources |

❌   Exam Review - Thu, 06/13/2024, 10:00 AM to 11:00 AM, Mathematics and General Classroom 1.422

| Submit |

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

| ‹   ⋀   Home |⍐ Dashboards   🗓 Calendars |⍐ Analytics   🎓 Acade › |

Your request has been received. **Please allow 3-5 business days for your request to be processed**. Please be aware that **this is not a confirmation of a scheduled event,** just a notification that your request has been received. A confirmation email will be sent once your event has been scheduled. Thank you.

| Done |

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.
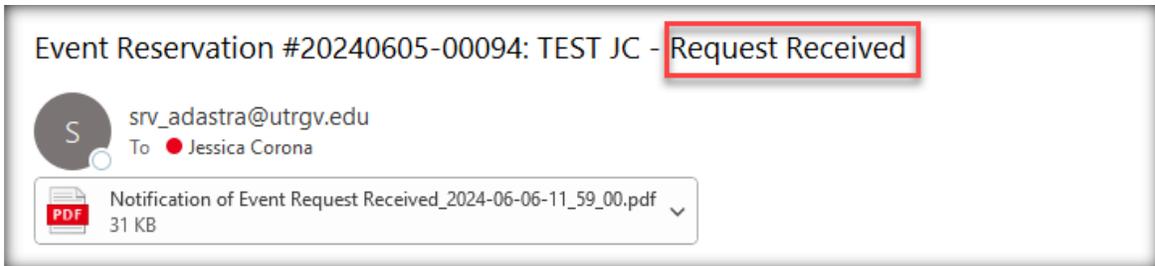
Event Reservation #20240605-00094: TEST JC - Request Received

S   srv_adastra@utrgv.edu
To   🔴 Jessica Corona

📄 **PDF**   Notification of Event Request Received_2024-06-06-11_59_00.pdf
31 KB