EVENT SCHEDULING

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Room Reservation Requests

Ad Astra

1.170

Ad Astra

Ad Astra is the scheduling software used by UTRGV to reserve rooms & spaces for all UTRGV events (Academic/Non-Academic).

- Trainings
- Exams
- Meetings
- Festivals

<u>Notes</u>

- Events are not scheduled until academic course scheduling and final exams are complete for the term. Any special circumstances may be reviewed.
- To request rooms for academic courses for the semester, submit an online Class Schedule Change Request (CSCR) form.



Ad Astra Event Scheduling Requirements

- Need access to Ad Astra? Login to Ad Astra to create your profile. Then, email <u>scheduling@utrgv.edu</u> 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 <u>scheduling@utrgv.edu</u>.
- Student employees will not be allowed to submit an event request without an e-mail approval from their supervisor. To grant access, please email <u>scheduling@utrgv.edu</u>.
- Review rooms for prior approval. Submit the event request after the room approver has approved to use the room. Forward room approval to <u>scheduling@utrgv.edu</u> 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 <u>conferences@utrgv.edu</u> for questions and/or assistance. Once approved, forward approval to <u>scheduling@utrgv.edu</u> 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 <u>youthprogramsprotection@utrgv.edu</u> for questions and/or assistance.
 Once approved, forward approval to <u>scheduling@utrgv.edu</u> 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.

Ad Astra Scheduler Contacts

Academic Spaces – Brownsville & Edinburg Campus	Youth Camps - College Access and K12 Partnerships						
Jessica Corona	Sarahi Cardoza						
scheduling@utrgv.edu	YouthProgramsProtection@u	trgv.edu					
(956) 882-6504	(956) 665-4003						
Non-Academic/Outdoor Spaces – Edinburg Campus	Non-Academic/Outdoor	Spaces – Brownsville Campus					
(ECESS Building)							
Marisol Cerda	Norma Sada	Maria Espinoza					
marisol.cerda@utrgv.edu	norma.sada@utrgv.edu	maria.c.espinoza@utrgv.edu					
(956) 665-2782	(956) 882-5900	(956) 882-5865					
Community Events	Student L	Jnion/Ballroom					
Edna Zambrano	Melissa De La Rosa	Massiel Muñoz					
edna.zambrano@utrgv.edu	melissa.delarosa@utrgv.edu	massiel.munoz@utrgv.edu					
(956) 665-3068	(956) 882-7991 (956) 665-7985						
IT Computer Labs	ESSBL Conference Rooms						
Sarah Towne	Maria "Letty" Vega	Yunuen Gutierrez					
IT-COMPUTERLABS@utrgv.edu	maria.vega@utrgv.edu	yunuen.gutierrez01@utrgv.edu					
(956) 665-5343	(956) 882-7322 (956) 665-2993						
Important: Review notes before sending prior approval request.							
	ool of Medicine						
Edinburg Campus	Harlingen Campus						
Isabelle Hughes/Ana Cruz	Nancy Garcia						
iSabelle.hughes@utrgv.edu/ana.cruz01@utrgv.edu	nancy.garcia01@utrgv.edu						
(956) 296-1655	(956) 296-2309						
Edinburg e-mail: somreservations_ec@utrgv.edu	Harlingen e-mail: somreserva	tions_hc@utrgv.edu					
Rio Bank Building	Weslaco						
Norma Velazquez	Claudia Gutierrez						
norma.velazquez@utrgv.edu	claudia.gutierrez06@utrgv.ed	lu					
(956) 665-2121	(956) 665-3917						
Library Administration	Health & Human Performance	e Department					
Alisha Puentes	EHPE2 118 & Track						
alisha.puentes@utrgv.edu	Carlos Ayala						
(956) 665-5005/ (956) 665-2755	carlos.ayala1@utrgv.edu						
	(956) 882-8290						
_	Important: Please complete requ	est required.					
	edical Research Facility						
Aniella Perez	Isabel Saldana						
aniella.perez01@utrgv.edu	isabel.saldana01@utrgv.edu						
(956) 665-5343							



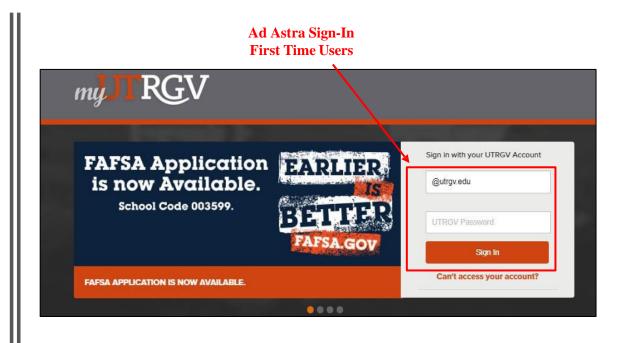
Prior approvals for certain rooms can be found on the room description details.

Ad Astra

Website: https://my.utrgv.edu/







Ad Astra Homepage Overview

Home 📊 Dashboards 🎬 Calendars 📶 Analytics	🞓 Academics 🛷 Events 🖹 Reporting 🎤 Settings		jessica.corona01@utrgv.edu
Astra User Portal	1		
uick Navigation Links	This Week's Scheduled Events		Scheduling Resources
Indoor and outdoor in-person events hosted by UTRG	Create Event		UTRGV Home Page
allowed. Catering is no longer required to be "grab-and (pre-packaged). For the latest event guidance, please the Campus Protocols on the UTRGV Welcome Bad	Wellness Committee and Office Staff	07:30 AM - 11:30 PM 8	To Submit Changes to an Event To Cancel an Event
websile.	Meditation Room EMEBL 1.105	08:00 AM - 11:30 PM Feb	iService Desk Request Link
UTRGV Covid-19 Resources	Get involved Fair BMAIN 2.402	09:00 AM - 03:00 PM Feb	Edinburg Campus Map with Bldg. Codes Brownsville Campus Map with Bldg. Codes Event Request Manual
CHECK Available Space (Scheduling Grids)	<mark>set Involved Fair</mark> BMAIN 2.400	09:00 AM - 03:00 PM 8	Event Request Training Scheduling Grid Calendar Manual
REQUEST to Reserve:	Get Involved Fair BMAIN 1.005	09:00 AM - 03:00 PM 8	List of Schedulers and Approvers
	10762840 Weekly Fundraiser	11:00 AM - 03:00 PM Feb	Training Videos:
Academic Space (Classrooms, Labs, Study Rooms)	Healthy Mujeres ESTUN 1.300 - East Wall A	11:00 AM - 01:00 PM 8	Contact Us Academic Spaces
Non-Academic Space (Lobby, Meeting & Conference Rooms, Outdoor Spaces) I.T. Computer Labs	EUCTR Ballroom (North & South)	11:00 AM - 02:00 PM 8	Jessica Corona jessica.corona01@utrgv.edu
Student Union/Ballroom	SHARP WORKSHOP ESTUN 2.406 - Sage	11:00 AM - 04:00 PM Feb	Community Events
	Townhall Meeting Bio Major Students	Feb	956.992.7991 6

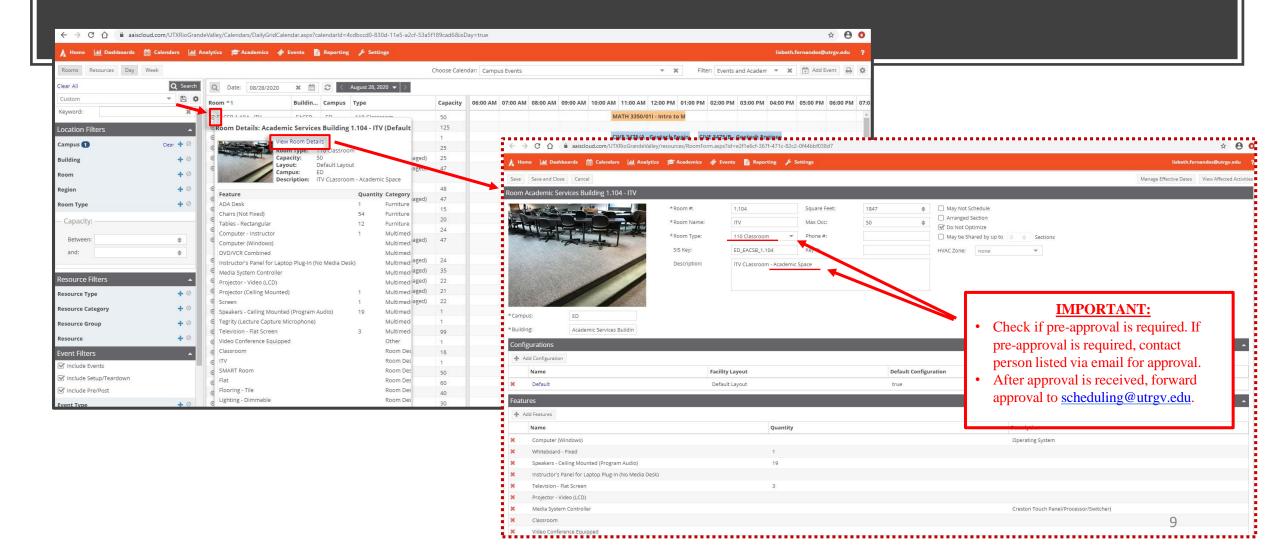
Event Reservation Step 1: Check Room Availability -Option 1: Scheduling Grids

٨	Home 📶 Dashboards 🎬 Calendars 📶 Analytics		lisbeth.fernandez@utrgv.edu								
A	Astra User Portalf										
Q	uick Navigation Links	This Week's Scheduled Events						Scheduling Resources			
		Create Event									
	CHECK Available Space	New Student Orientation					Jun	UTRGV Home Page			
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: Search	Clear All Q Sear	ch 🔾 Date: Today 🗴 🛗 📿 < July 27,	2022 🔻 >								
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	Keyword:	© ECOBE 110 - 110 - Zoom	ECOBE	ED	110 Classroom	140	No Section Scheduling	or Requesting, No Event Schedulin	g or Requesting		
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	Location Filters	© ECOBE 113 - 113 - Zoom		ED	110 Classroom	48	No Section Scheduling	or Requesting, No Event Schedulin	Non-John La Vocancia Autoritation		
	Campus 1 Clear	© ECOBE 116 - 116 - Zoom		ED	110 Classroom	82			PSYC 2301/02 - 0		
	ED X	© ECOBE 118 - 118 - Webcam		ED	110 Classroom	82	SI	tudent Media Training			
	-	© ECOBE 119 - 119 - Webcam	ECOBE	ED	110 Classroom	38					
	Building 2 Clear +	© ECOBE 120G - 120G - Zoom		ED	110 Classroom	50				MARK 4360/01 -	
ly filters	G Education Complex X	© ECOBE 121 - 121 - Webcam	ECOBE	ED	110 Classroom	38					
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	— Capacity: ————	© EEDUC 2.102C - 2.102C - Zoom	EEDUC	ED	110 Classroom	42	Js	TEM summer program			
	Between: 10 🗢	© EEDUC 2.222 - 2.222 - Zoom	EEDUC	ED	110 Classroom	31		EDCI 3334/03 - N			
			EEDUC	ED	110 Classroom	38					
	and:		EEDUC	ED	110 Classroom	32					
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Event Reservation Step 1: Check Room Availability -Option 2: Available Rooms Report

🝌 Home 🛛 📶 Dashboards 🛗 Calendars 🔄 Analytics 🞓 Academics 🛷 Events 📑 Reporting 🎤 Settings Astra User Portal Available Rooms Admin Calendar Color Selector Quick Navigation Links Scheduling Grids Manage Calendars k's Scheduled Events Indoor and outdoor in-pe allowed. Catering is no lon-UTROV COnstruction Subcontractor Training Sessions - UTRGV Construction Subco.. packaged). For the latest event guidance, please visit the ECESS 1.235 Campus Protocols on the UTRGV Welcon Available Room and Resource Tool UTRGV Covid-19 Reso 1. Search Type **OR** Add Meeting Recurring Date Room Search Leave as is **Single Date Room Search** Search For: Locations -Add Meeting **CHECK Available S** (Scheduling Grid O Single Meeting O Recurring Meeting Purpose of Search: Event Leave as is -Single Meeting O Recurring Meeting End Time: 10:00 AM Start Time: 9:30 AM End Time: 9:15 AM 2. Meeting(s) Start Time: X End Lote: 10/19/2023 Start Date: Recurrence Pattern + Add Meeting(s) O Daily Delete Description Weekly 🗌 Sunday 💽 Monday 🗌 Tuesday 💽 Wednesday No records O Monthly Filter Options Enter preferred filters Thursday Friday Saturday O Yearly 3. Filters Locations Filter Options 1 Filter Options Capacity Between And Start: 01/16/2024 _ Field Filter Clear 🕇 Select Term Dates Campus 1 End after 10 occurrences No records 🗹 ED O End by 05/09/2024 × Ê Building ٠ 4. Search & Results Recurrence Summary Region Q Search Every 1 week(s) on Monday and Wednesday effective 01/16/2024 until 05/09/2024 from 8:00 Room Room Capacity RoomType Quantity to 9:15. Clear 🛨 Room Type 🚺 No records × 110 Classroom 5. Next Steps + Feature 8 🔒 Print Results 🛛 🛗 Create Event Ok Cancel

Event Reservation Step 2: Review Room/Space Details



Event Reservation

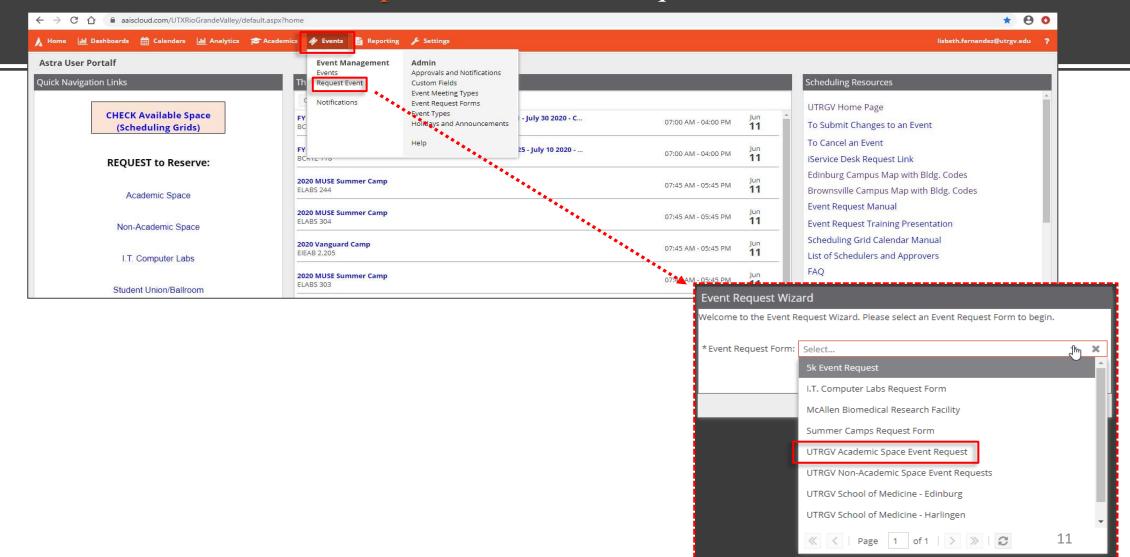
Resources: Classroom Technology Equipment Inventory

https://www.utrgv.edu/it/resources/faculty/classroom-equipment-inventory/index.htm

	Directory myUTRGV Maps Give Apply Q
	UTRGV Information Technology
	Home About Resources Software Services Training How To Alerts IT Policies
	Home / Resources / Faculty / Classroom Technology Equipment Inventory
	Classroom Technology Equipment Inventory
	Brownsville Edinburg V Harlingen V McAllen V Rio Grande V Weslaco V
	Total labs in Brownsville campus: 100
	Campus Building + Room > View Capacity + Equipment
	Brownsville BBRHB 1.207 Main View 40 Presenter
	View Clicker Control Computer Document Hearing Interactive Microphone Projector Touch Webcam Panel Workstation Camera Aid TV
	Brownsville BBRHB 1.222 <u>Main View</u> 100 Presenter View
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	Brownsville BBRHB 2.212 <u>Main View</u> 14 Conference <u>Presenter</u> <u>View</u>
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Event Reservation

Step 3: Submit Event Request



UTRGV Academic Space Event Request

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.

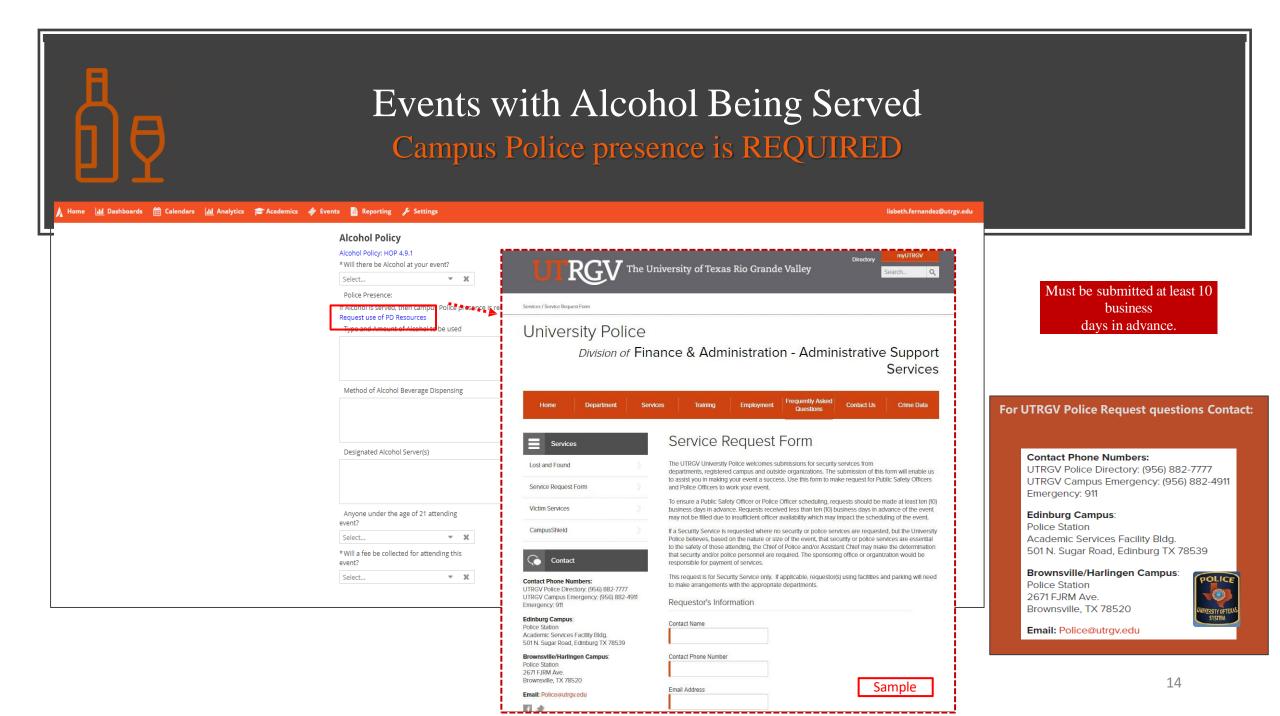
For questions, please contact:

UTRGV Registrar Scheduling at scheduling@utrgv.edu

Contact Information	
Customer:	
UTRGV Office of the Registrar	
Contact Name:	If your information does not populate here, please e-mail us
Corona, Jessica	scheduling@utrgv.edu_to be added, prior to submitting
Contact Email:	request.
jessica.corona01@utrgv.edu	
Contact Phone:	
On Site Event Contact	
On Site Event Contact Phone	

UTRGV Academic Space Event Request

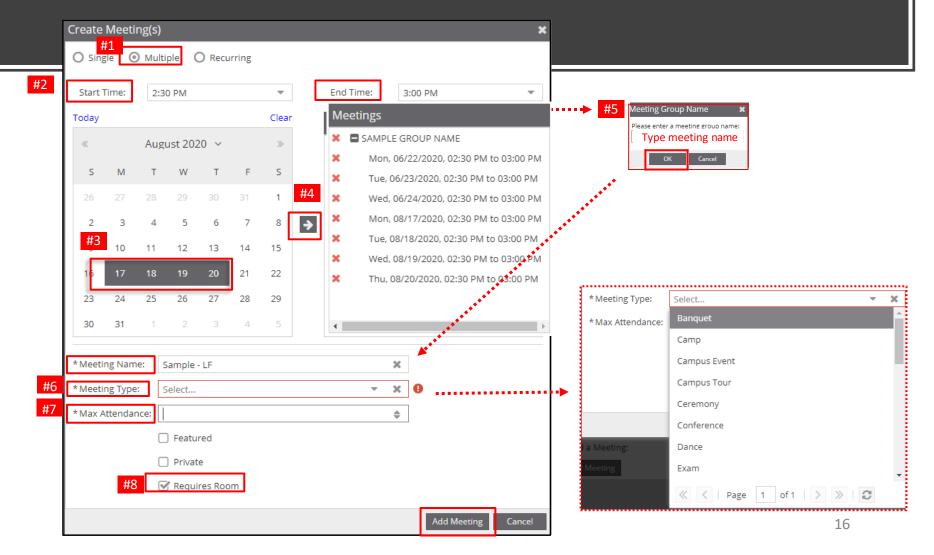
	Event Information *Event Name:	Academic
Approved Outside Timeframe Requests (5 day to 90 day)	Event Type:	Administrative Student Activity Student Organization
Event Information *Event Name (no acronyms): Exam Review (Month/Day) *Event Type: Academic	Select Event Description:	<pre></pre>
Event Description: Enter Description of your event and list 1 alternative room. Date, Start and End Time, Room(s).	Event Estimated Attendance:	
	Select 💌 🗙	



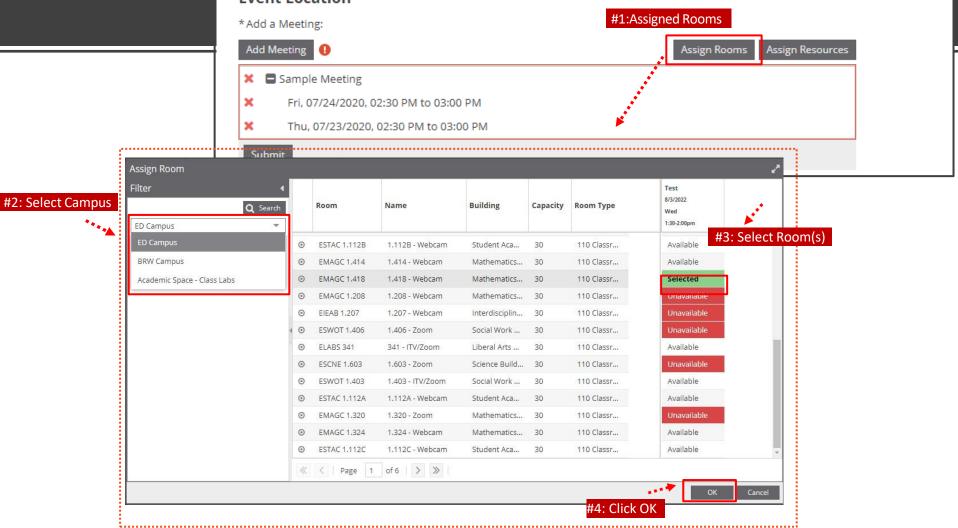
UTRGV Academic Space Event Request Add Meeting: Single Date Selection

	Alcohol Policy Alcohol Policy: HOP 4.9.1 *Will there be Alcohol at your event? Select Police Presence: If Alcohol is served, then campus Police presence is required.		
Approved Outside Timeframe Requests (5 day to 90 day)	Request use of PD Resources Type and Amount of Alcohol to be used	Create Meeting(s)	
*Future date	Method of Alcohol Beverage Dispensing	Start Time: 2:30 PM	End Time: 3:00 PM
	Designated Alcohol Server(s)	Start Date: 06/19/2020 🗶 🏥	End Date: 06/19/2020 🗙
NOTE This information helps the system generate room	Anyone under the age of 21 attending event? Select * Will a fee be collected for attending this event? Select	* Meeting Name: Sample - LF * Meeting Type: Select * Max Attendance:	× × ×
availability based on what is entered.	Event Location *Add a Meeting: Add Meeting	Private Requires Room	
	No meetings created. Add Meetin	L	Add Meeting Ca
	Submit		15

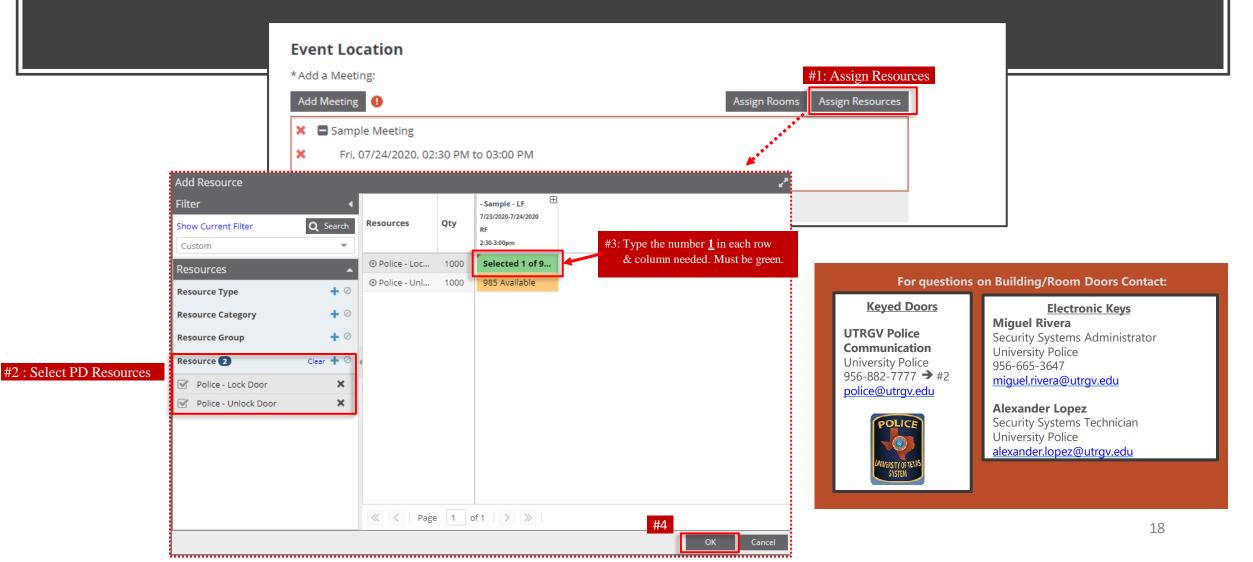
UTRGV Academic Space Event Request Add Meeting : Multiple Date Selection



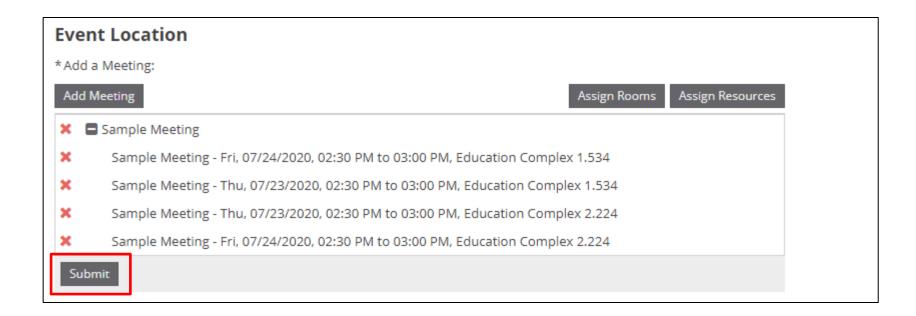
UTRGV Academic Space Event Request Assign Room(s) To Reservation



UTRGV Academic Space Event Request Assign Police Resources To Unlock/Lock Doors



UTRGV Academic Space Event Request Review & Submit



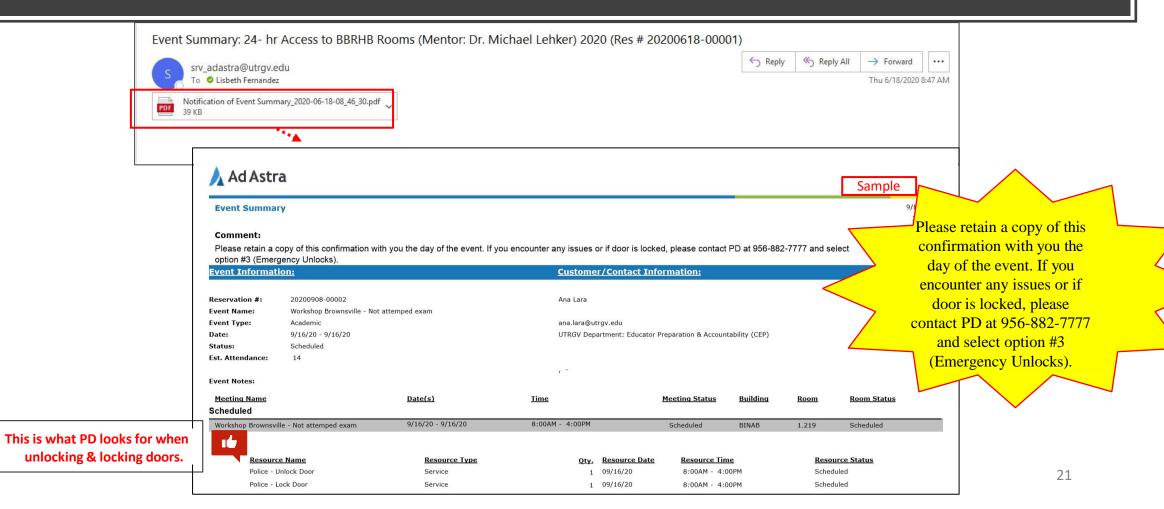
UTRGV Academic Space Event Request

You will receive an <u>Event Request Received</u> email. Your reservation is not confirmed until you receive the final confirmation approval (sample on next slide).

ent Request Received		10/6/2020 2:14PM
- 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10	was successfully received and is being reviewed. You will receive r action is taken, or if more information is required.	
Event Name	Description	
TEST - New Text		
Request Summary:		
	====	
Contact Information		
Customer: UTRGV Office of the Registrar		
Contact: Fernandez, Lisbeth Email: lisbeth.fernandez@utrgv.edu		
Phone:		
Event Name: TEST - New Text		
Event Type: Academic		
Event Description:		
Is this event being co-sponsored with an e	external entity? No	
Estimated Attendance: 2		
Does your event/program involve minors	under the age of 18? No	
Will food or drink be served? No		
Police Services Needed to Unlock Room? I	f yes, assign resource. Ves	
well all shows that will be have a second	5 S	Sample
Will there be Alcohol at your event? No		Sample

UTRGV Academic Space Event Request

After reservation has been processed and APPROVED you will receive a system notification email with your **Notification of Event Summary - Approved**





To Add Custodial Services to Event

Applies:

- Monday Thursday after 9pm
- Friday after 6pm
- Saturday & Sunday

This includes:

- Cleaning a Room
- Access to Building Restrooms
- Air Conditioning On (A/C is turned off at 6pm on Fridays)



Astra User Portal					
Quick Navigation Links	This Week's Scheduled Events		_	Scheduling Resources	
n order to mitigate the potential spread of COVID-19 on campus,	Create Event			UTRGV Home Page	
ecific policies must be followed in the scheduling of all campus ents.	SET UP-Early Voting EUCTR Cenizo Room	07:00 AN	- 10:00 PM 9	To Submit Changes to an Event	
idoor and Outdoor in-person events on all UTRGV campuses natinue to be cancelled through the month of September. The Event ask Force will continue to monitor the Covid-19 situation and ovide updates when available.	SET UP-Early Voting EUCTR Bronc Room	07:00 AA	- 10:00 PM 9	To Cancel an Event iService Desk Request Link	
ovide updates when available.	SET UP-Early Voting EUCTR Ballroom (North & South)		I - 10:00 PM 9	 Edinburg Campus Map with Bldg. Codes Brownsville Campus Map with Bldg. Codes 	
CHECK Available Space (Scheduling Grids)	Student Media Productions ELIBR Sliding doors		05:00 d Oct	Event Request Manual	•••••••••••••••••••••••••••••••••••••••
REQUEST to Reserve:	SET UP-Early Voting EUCTR Cenizo Room	TMASYSTEMS		Universit	y of Texas-Rio Grande Valley
	SET UP-Early Voting EUCTR Ballroom (North & South)	Site Menu			TMA <i>i</i> ServiceDesk
Academic Space	SET UP-Early Voting	Home	Welcome to UT	RGV's TMA <i>i</i> ServiceDesk	
Non-Academic Space	EUCTR Bronc Room	Submit a Request			
I.T. Computer Labs	VIDEO EDITING ELABS 140	Query Request		-	Facilities Operations TMA <i>i</i> ServiceDesk
1.1. Computer Labs	SET UP-Early Voting	Query a Work Order			equest' on the left menu to submit a service call to Operations Central Scheduling.
		Other Options Please select from list GO			vill be routed to the appropriate location, Edinburg or nding on the service call location.
		Search by Number Work Order		service calls, such replacement of lig	(iSD) is used by UTRGV faculty/staff/students to submit as preventive maintenance, building/system repairs, th bulbs, leaky faucets, clogged als/sinks, etc. to Central Scheduling.
		About TMA <i>i</i> ServiceDesk v6.3.7			



Housekeeping Services for an Event

Applies:

- Monday Thursday after 9pm
- Friday after 6pm
- Saturday & Sunday

This includes:

- Cleaning a Roon
- Access to Building Restrooms
- Air Conditioning On
 - (A/C is turned off at 6pm on Fridays

TMASYSTEMS	University of Texas-Rio Grande Valley	
Site Menu Home	Submit your Request	
Work Request Submit a Request Query Request Work Order Query a Work Order Other Options Please select from list V GO Search by Number Work Order V >> bout TMA /ServiceDesk v6.3.3	Repair Center: Image: Select Sele	<section-header></section-header>

To Review Your Events

Access all reservations you've submitted

Home 📊 Dashboards 🋗 Calendars 📊 Analytics 🕿 Acad #1 🧉	Events E Reporting	Settings							lisbeth.ferr	an
stra User Portal										
Quick Navigation Links	This 1 ^{S Academics}	🛷 Events 📄 Reporting	g 🖋 Settings							
In order to mitigate the potential spread of COVID-19 on campus, specific	Crea #2	Event Management Events	Admin Approvals and Notifications			Filters	boards I Calendars	📶 Analytics 🞓 Academics	🧳 Events 🖹 Re	
policies must be followed in the scheduling of all campus events.	Field EIEAB	Request Event	Custom Fields			Show Current Filter	#4 Q Search	+ Add		
Indoor and Outdoor in-person events on all UTRGV campuses continue to be cancelled. The Event Task Force will continue to monitor the Covid-19		Notifications	Event Meeting Types Event Request Forms			Custom	#4 ⊂ sealer	Event Name *1	Reservation	
situation and provide updates when available.	pus, specific Field onts. BSAB		Event Types	mentary		Keyword:	×	Event Name -1	Reservation	
UTRGV Covid-19 Resources	s continue to b	e	Holidays and Announcements		_	Time Period: Custo	om v x			
	Field Covid-19 EIEAB		Help			From: All	× 🛍			
		DOADE 1.104		2	_	To: All	× 🛍			
CHECK Available Space	Field EIEAB		eting with Clinical Teachers #1 El	ementary		Day Met: U. N	1. T W. R F S			
(Scheduling Grids)						Is Private:				
	Field S BMAIN 5.425	Field Supervisor Me	eting with Clinical Teachers #1 El	ementary		Is Featured:	-			
REQUEST to Reserve:					#3	My Events: 🗹	+ 0			
	Field Supervisor Meeting with Clinical Teachers #1 Elementary EEDUC 1.502					Event Status				
Academic Space			Network of the local sector of the local secto			Event Meeting Status	+ 0			
	Field Supervisor Mee	ting with Clinical Teachers	s #1 Elementary			Campus	+ 0		age"	
						Building	+ 0			
						Room	+ 0	<		
						Customer Group	+ 0			
						Customer	+ 0			
						Customer Contact	+ 0			
						Event Type	+ 0			
						Event Meeting Type	+ 0			
						Approver	+ 0			
						Scheduler	+ 0			
						÷				

To Cancel or Edit an Event Request

🖌 Home 📊 Dashboards 🏥 Calendars 📊 Analytics 🎓 Academics 🛷 Events 睯 Reporting 🎤 Settings

Astra User Portal

Quick Navigation Links	This Week's Scheduled Events			Scheduling Resources
In order to mitigate the potential spread of COVID-19 on campus, specific policies must be followed in the scheduling of all campus events.	Create Event Student Media Productions ELIBR Sliding doors	09:00 AM - 05:00 PM	Oct 7	UTRGV Home Page To Submit Changes to an Event
Indoor and Outdoor in-person events on all UTRGV campuses continue to be cancelled through the month of September. The Event Task Force will continue to monitor the Covid-19 situation and provide updates when available.	SET UP-Early Voting EUCTR Bronc Room	07:00 AM - 10:00 PM	Oct 9	To Cancel an Event iService Desk Request Link
	SET UP-Early Voting EUCTR Ballroom (North & South)	07:00 AM - 10:00 PM	Oct 9	Edinburg Campus Map with Bldg. Codes Brownsville Campus Map with Bldg. Codes
CHECK Available Space (Scheduling Grids)	SET UP-Early Voting EUCTR Cenizo Room	07:00 AM - 10:00 PM	Oct 9	Event Request Manual Event Request Training Presentation
REQUEST to Reserve:	Student Media Productions ELIBR Sliding doors	09:00 AM - 05:00 PM	Oct 9	Scheduling Grid Calendar Manual List of Schedulers and Approvers
Academia Space	SET UP-Early Voting EUCTR Cenizo Room	07:00 AM - 10:00 PM	Oct 10	FAQ

lisbeth.fernandez@utrgv.edu

For Academic Event Scheduling questions, please contact our Office of the Registrar Scheduling Team at <u>scheduling@utrgv.edu</u>



Leave positive recognition for UTRGV employees who demonstrate outstanding qualities & values using the **Bravo** Vaqueros link provided within your https://my.utrgv.edu account.



Bravo

