Ad Astra

Table of Contents

Astra Schedule Events

- Signing into Astra Schedule
- Astra Schedule Homepage
- Requesting an Event
- Creating an Event
- Approving Requests
    - Event Requests
    - Room Requests

Reinhardt University utilizes the Ad Astra Event scheduling system for room/space reservations and event scheduling. This tool allows you to find spaces that meet your needs in spaces across our campus.

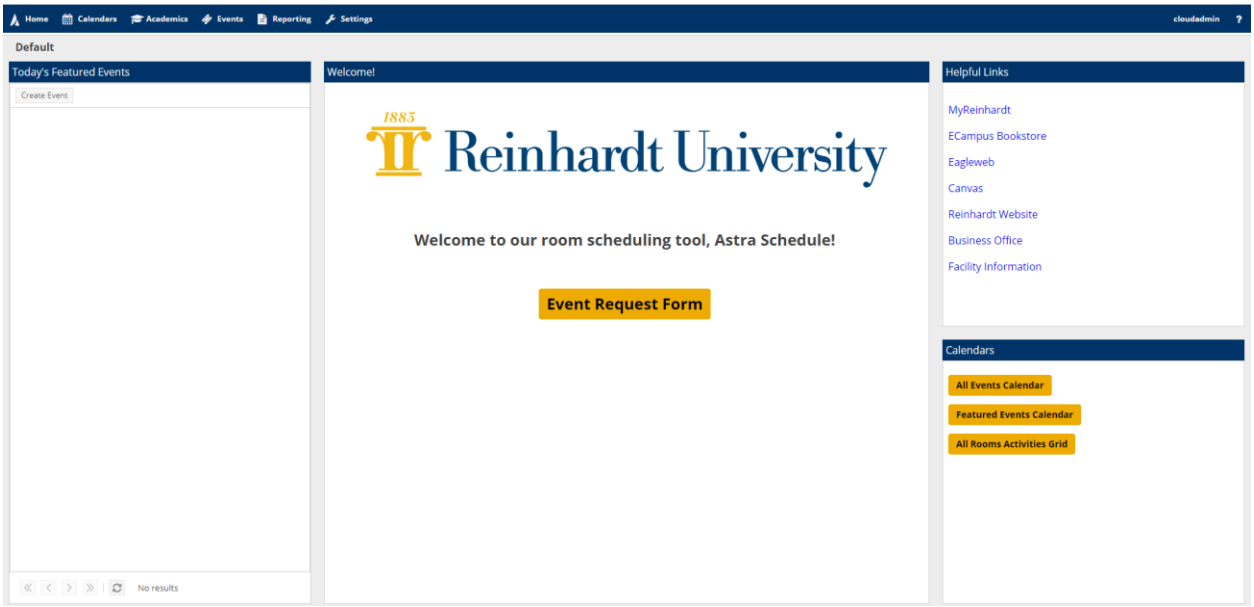
This centralized scheduling system is available for students, faculty, staff, and external users. Our comprehensive scheduling system allows you to search for rooms by capacity, layout, or features. Keep reading to learn more about the Ad Astra Events system.

Signing into Astra Schedule

For authenticated users, access Astra Schedule by going to https://www.aaiscloud.com/ReinhardtU. The link will take you to the sign in page where you enter your institution credentials for Single Sign On. If you are not able to sign in, reach out to your IT to be added to the Astra Schedule group in authentication. After first login, reach out to your administrator if you do not have access to your respective area in Astra Schedule.

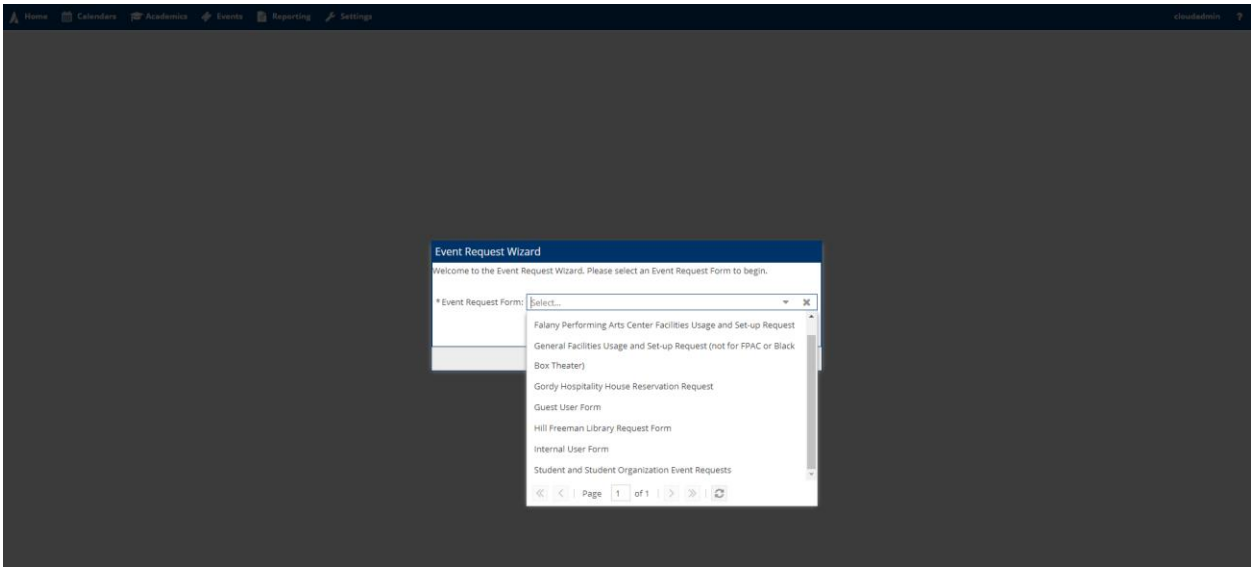
Astra Schedule Homepage

The homepage is designed to provide you with information needed and ease of access to specific areas. For individuals not able to create events, you'll be able to select the "Event Request Form" button and be taken to select a request form and then fill it out before submission for approval.

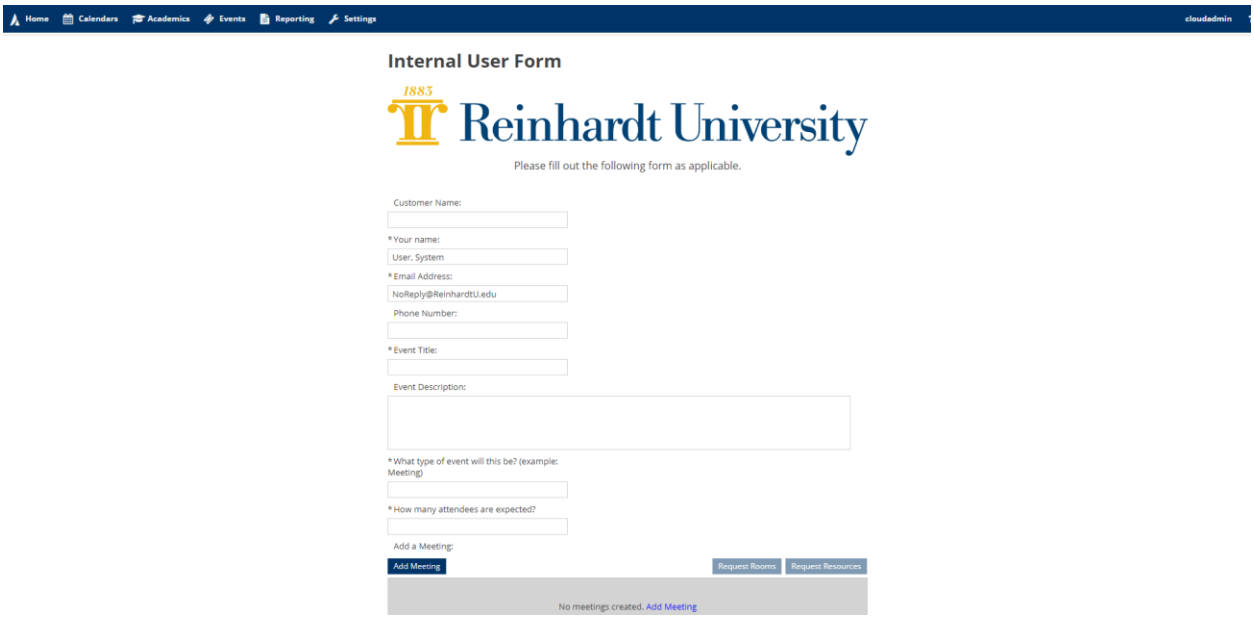


Requesting an Event

When the box “Event Request Form” has been selected from the homepage, you will be taken to the Event Request Wizard - https://www.aaiscloud.com/ReinhardtU/events/EventReqIntroForm.aspx

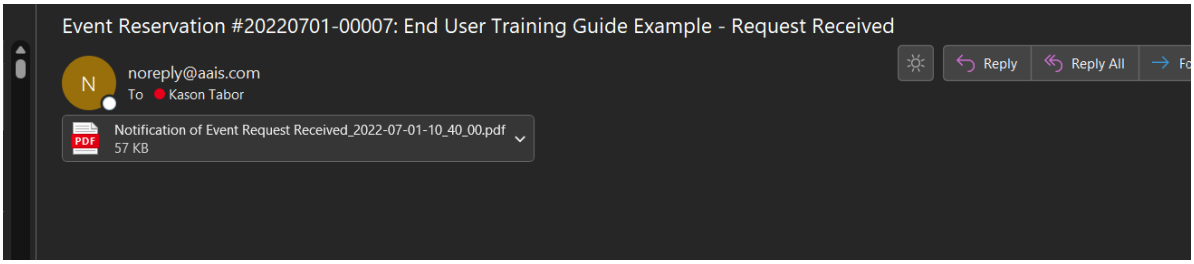


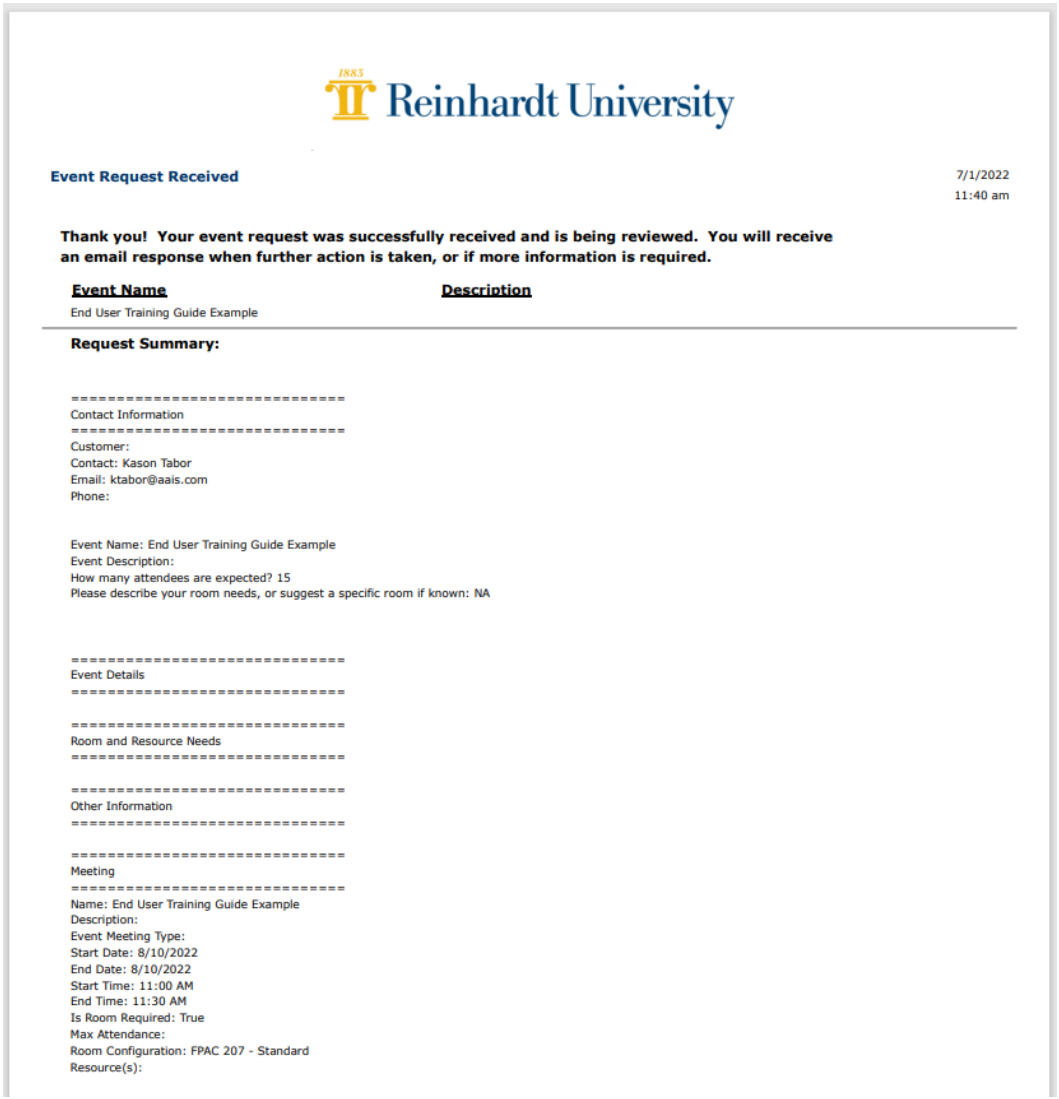
Once selecting the applicable form, you’ll be taken to a page similar to the screenshot below and can enter the necessary information.



Fields marked by the asterisk are required to be filling out. If you do not populate those fields, the form will not successfully be submitted and will highlight the boxes that need to be entered in red. Once getting to “Add a Meeting”, you will specify the start / end times along with the date you wish for your event to occur. After your meeting has been added, the “Request Rooms” will no longer be grayed out and you can search for an available room. If you do not see the “Request Rooms”, you do not have the permission to select a room.

Upon successful submission, you'll be taken to the confirmation page and then receive an automatic email with a PDF attached and labeled "Notification of Event Request Received" with the event's name along with a reservation number that gets generated with your event request. Once your event is approved and your room is scheduled or declined, you'll then receive a second email notification making you aware of the state your event is in. The email PDF will either be labeled "Notification of Event Request Denied" or "Notification of Event Request Approved with Summary".





Reinhardt University

Event Request Received

7/1/2022
11:40 am

Thank you! Your event request was successfully received and is being reviewed. You will receive an email response when further action is taken, or if more information is required.

Event Name	**Description**
End User Training Guide Example	

Request Summary:

==========
Contact Information
==========
Customer:
Contact: Kason Tabor
Email: ktabor@aais.com
Phone:

Event Name: End User Training Guide Example
Event Description:
How many attendees are expected? 15
Please describe your room needs, or suggest a specific room if known: NA

==========
Event Details
==========

==========
Room and Resource Needs
==========

==========
Other Information
==========

==========
Meeting
==========
Name: End User Training Guide Example
Description:
Event Meeting Type:
Start Date: 8/10/2022
End Date: 8/10/2022
Start Time: 11:00 AM
End Time: 11:30 AM
Is Room Required: True
Max Attendance:
Room Configuration: FPAC 207 - Standard
Resource(s):

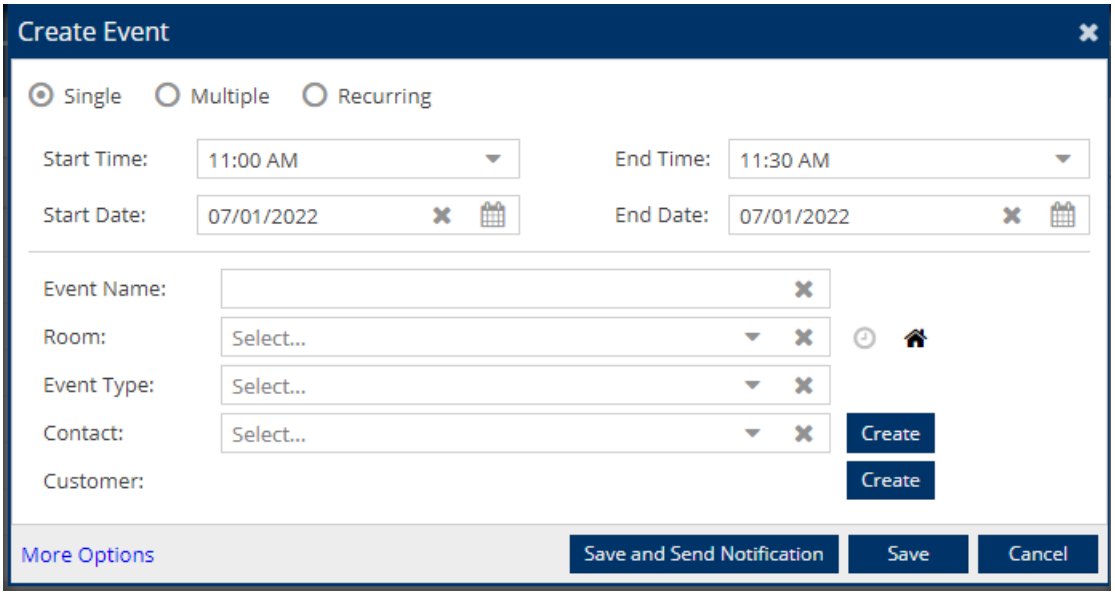
Creating Events

If you are able to create events without requesting them, you'll see the activity widgets on the homepage have a button labeled "Create Event" rather than "Request Event". You will also be able to click on the calendars and have the create event module appear there as well.

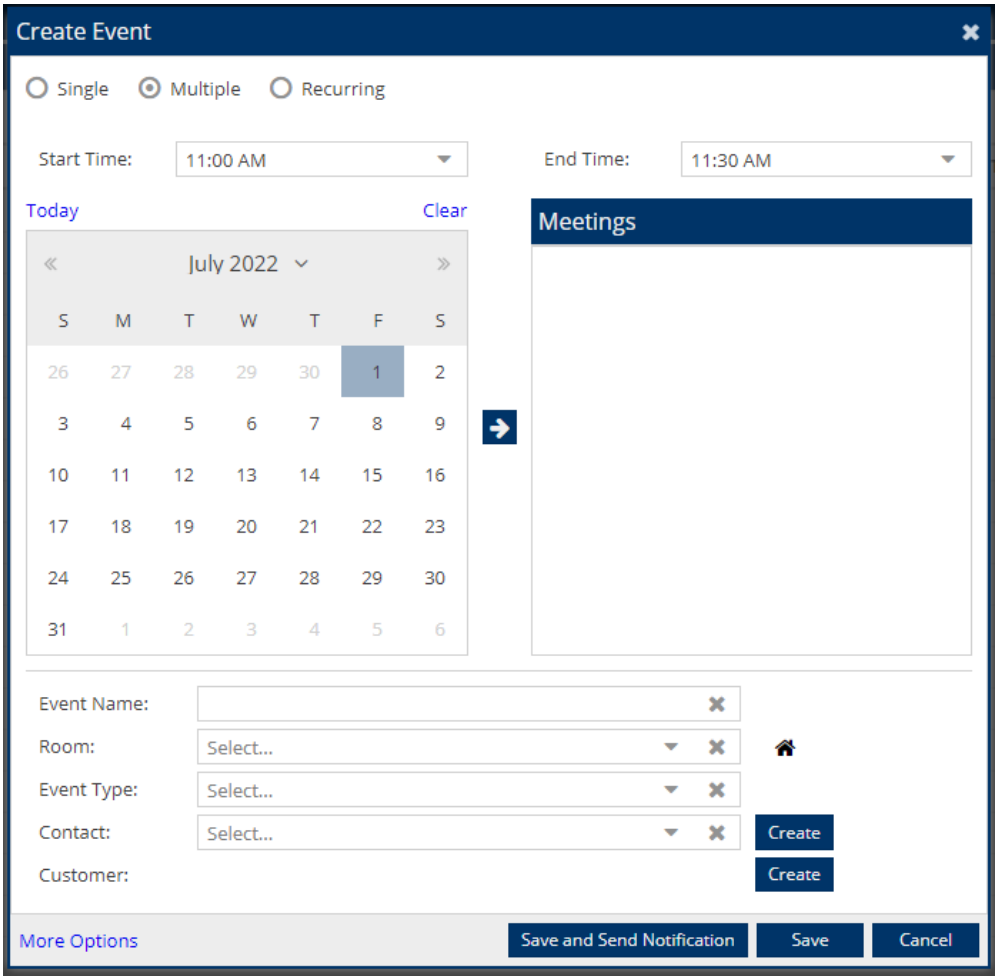
Creating events will always start with a single occurrence in a 30-minute increment and on today's date unless you click and drag on the scheduling grid for the time you want. If the start time or start date is changed, the end time or end date will reflect that change. You can extend your time by manually entering the end time or selecting a time from the drop-down arrow.

After the time and date have been specified, you will need to fill out the remaining fields.

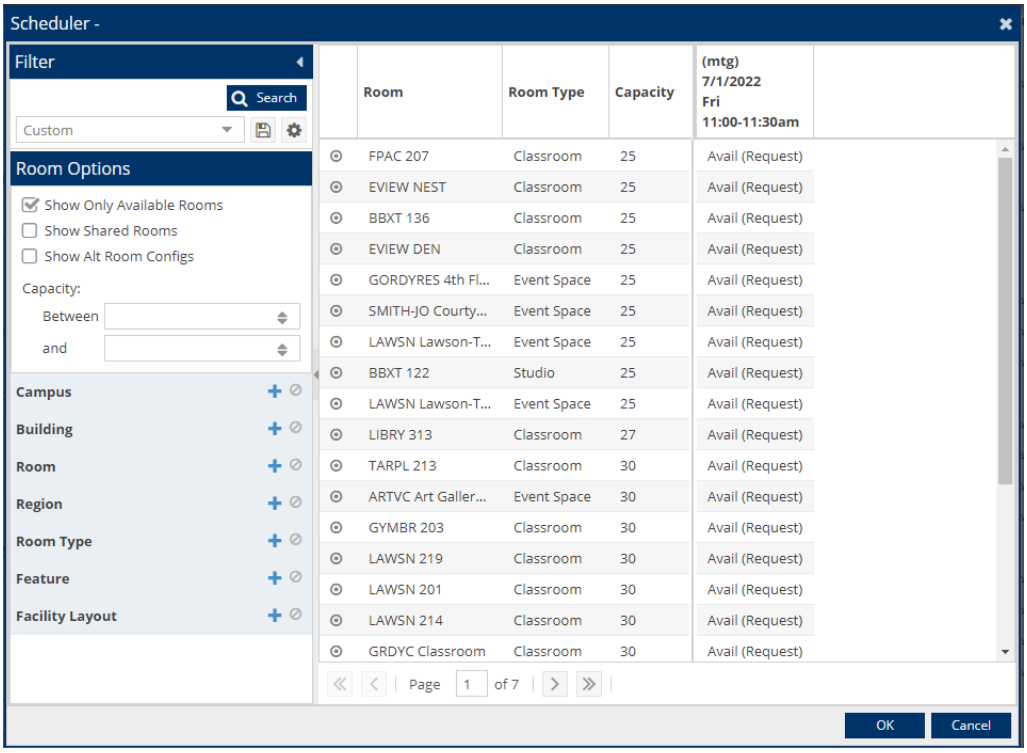
- Enter event name
- Select desired room by clicking the dropdown arrow or use the house icon to the right of that box to view a more comprehensive list based on needs you enter in the filters.
- Enter event type
- Contact is your name or individual holding event. Contact will appear as an option to select if in the system and first four letters have been entered
- Customer will auto-populate once contact field is entered for existing contacts



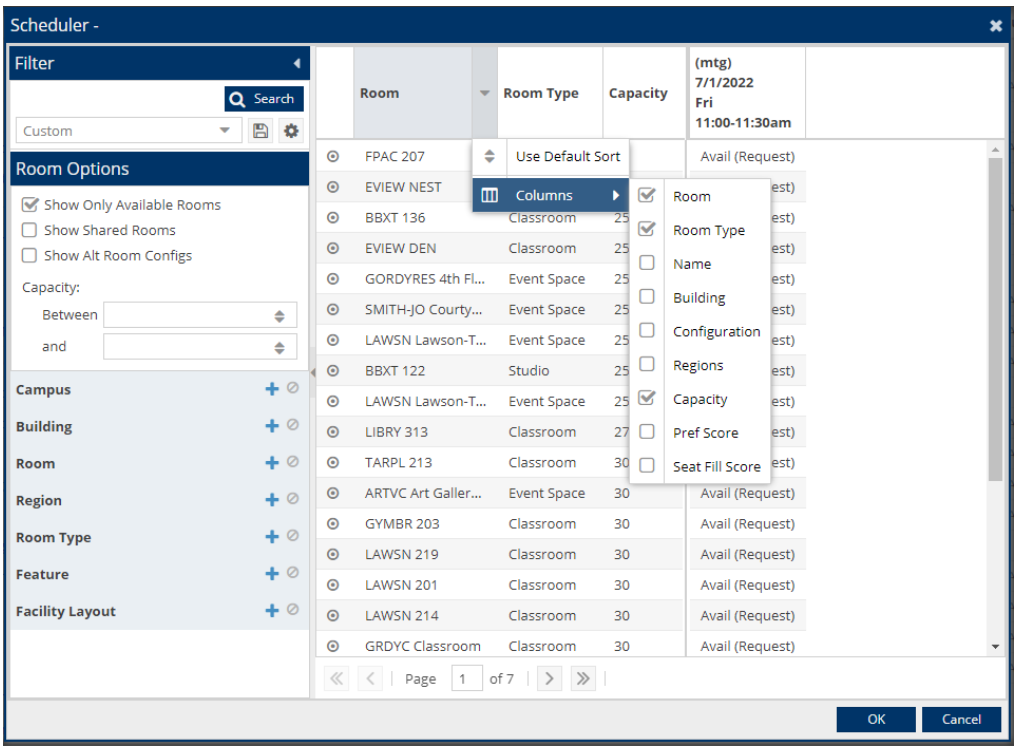
If you select a different occurrence such as Recurring at the top of the create event module, your view will change to what is below.



By clicking the advance room filter (house) icon, the following window will appear. You can view the rooms that are available for the specified time and date. The left is where you can filter by buildings, capacity, room type, and/or pull in the room(s) you are looking for. The results will change once you click Search. If the room you are looking for does not show, this is due to the room already being scheduled and the box “Show Only Available Rooms” is checked or you do not have the permission to access that room.

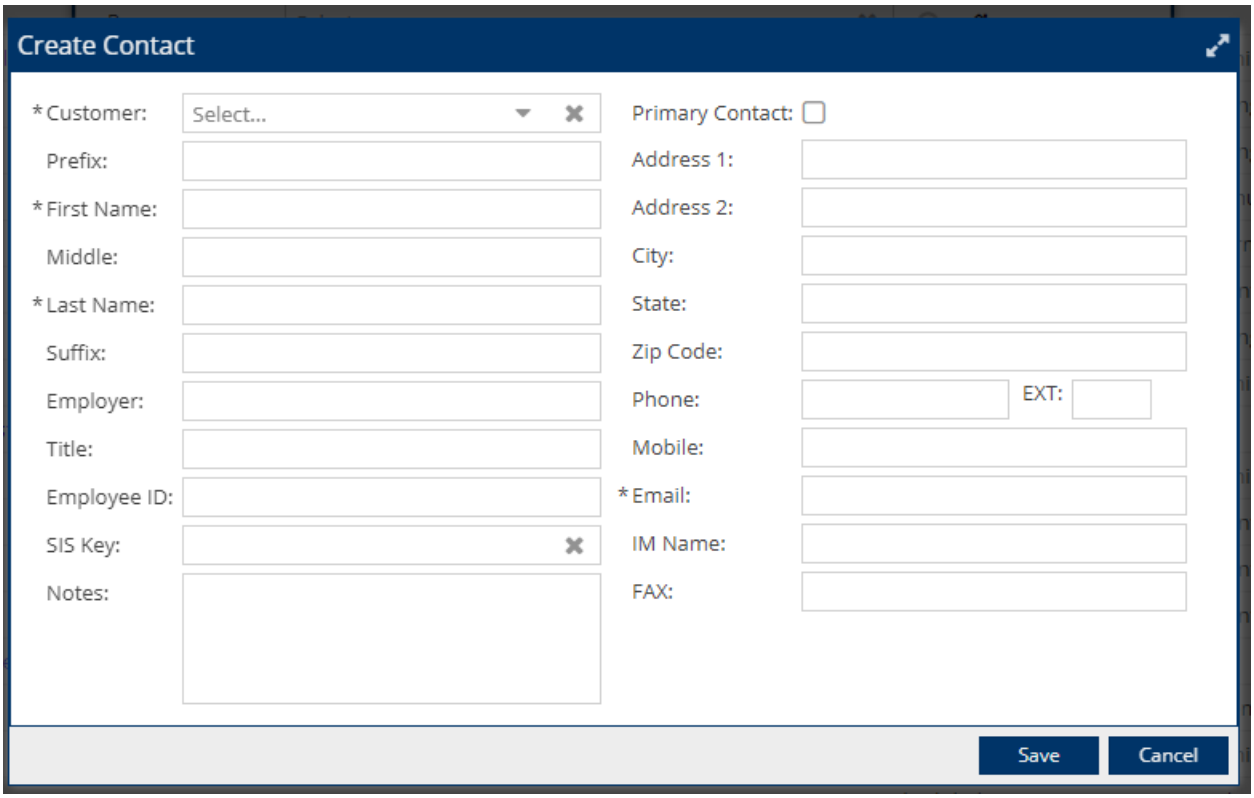


Hovering over the bullseye (directly left of the room) will show the room details. Another option to view these details is to click the drop-down arrow on the room column as shown below and you can add additional columns like capacity for all rooms in your search.



If the room you select has “(Request)” next to it, that signifies you do not have permission to schedule that room. Upon saving your event, the room will automatically be sent for approval and will need to be acted on before your event will show as scheduled. From the event list, it will have the status of Incomplete until action has been taken by the room approver.

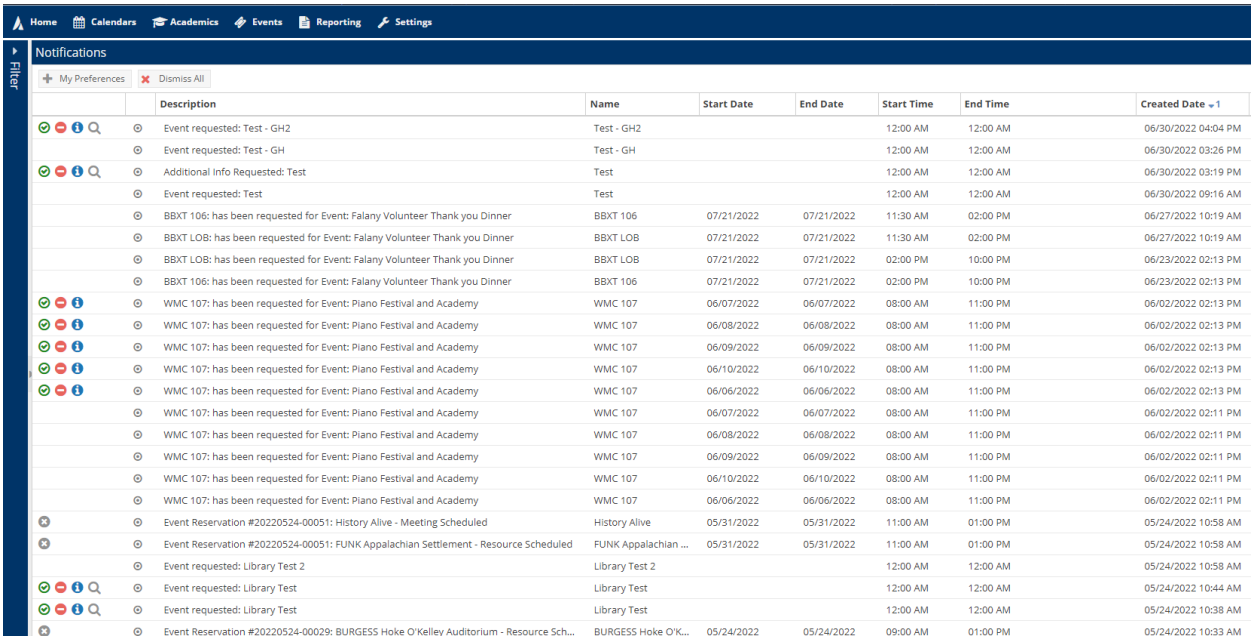
If you do not have a contact, you do not have a customer. A contact is required for the event to save like all other fields on the create event module. A contact is the individual responsible for the event. To create a contact, select the “Create” box that is located right of the contact field. The fields that are required to be filled out are signified by a *. If a new customer is needed, create a customer before creating the contact. Customers are the club, organization, or department that the contact is affiliated with.



For more information about creating events, access Ad Astra’s Support Center and view the articles Adding Advanced Events and Advanced Events Training Session + Q&A.

Approving Requests

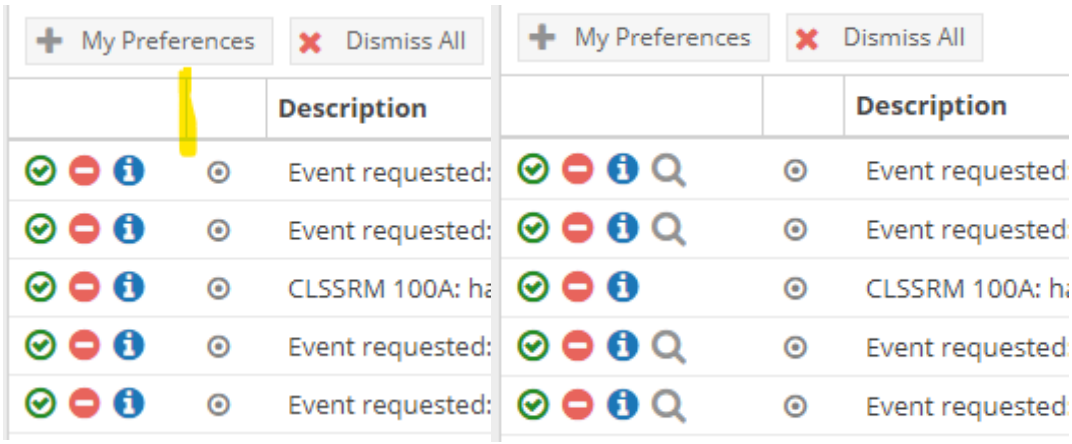
Once a request has been sent to you for approval, you will go to the Notification list by first clicking Events in the navigation bar and then Notifications. If you are approving event requests, the notification description will start with “Event Requested:(Event Name)”. If approving a room request, the notification description will show the building code and then room number followed by “has been requested for Even:(Event Name)”.



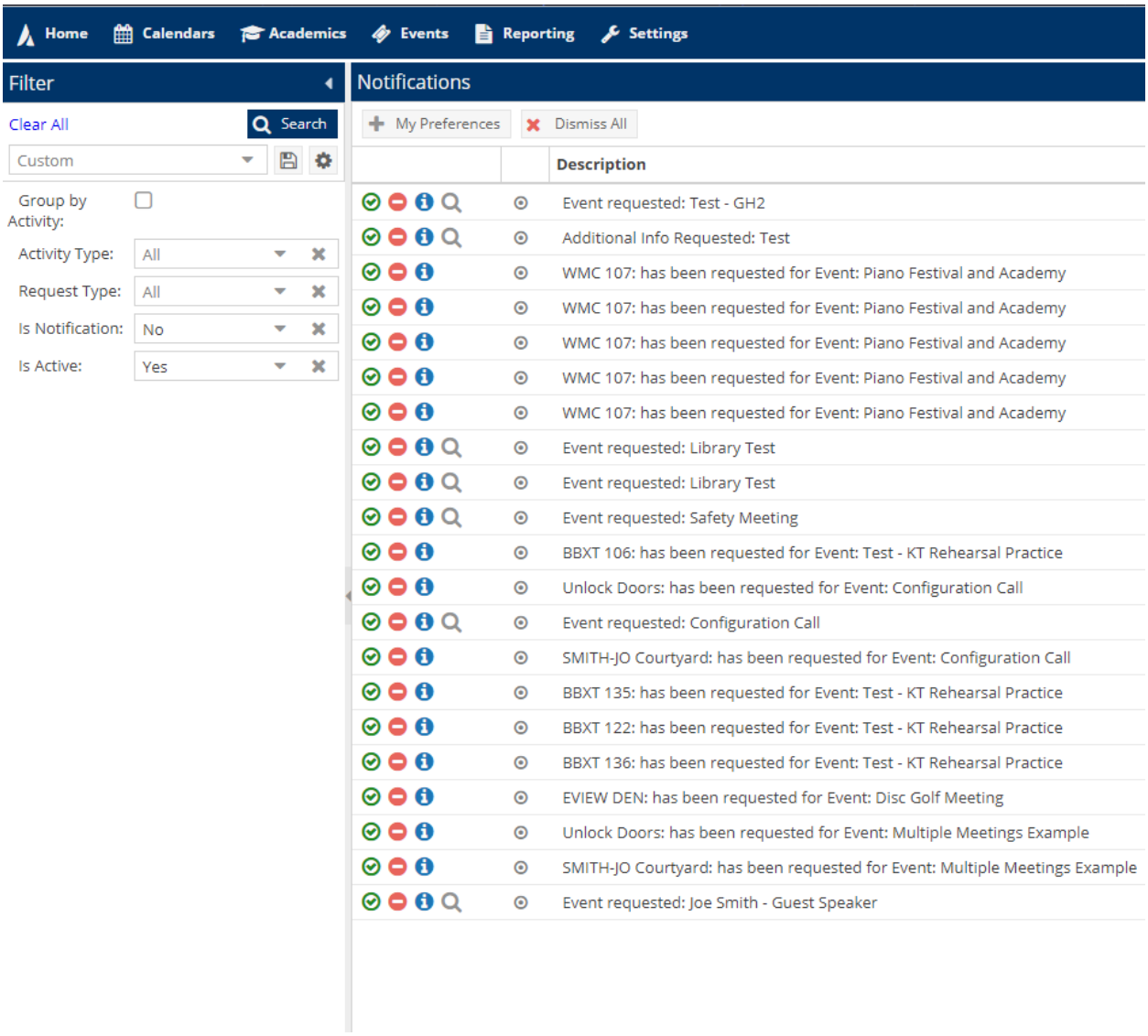
Description	Name	Start Date	End Date	Start Time	End Time	Created Date
Event requested: Test - GH2	Test - GH2			12:00 AM	12:00 AM	06/30/2022 04:04 PM
Event requested: Test - GH	Test - GH			12:00 AM	12:00 AM	06/30/2022 03:26 PM
Additional Info Requested: Test	Test			12:00 AM	12:00 AM	06/30/2022 03:19 PM
Event requested: Test	Test			12:00 AM	12:00 AM	06/30/2022 09:16 AM
BBXT 106: has been requested for Event: Falany Volunteer Thank you Dinner	BBXT 106	07/21/2022	07/21/2022	11:30 AM	02:00 PM	06/27/2022 10:19 AM
BBXT LOB: has been requested for Event: Falany Volunteer Thank you Dinner	BBXT LOB	07/21/2022	07/21/2022	11:30 AM	02:00 PM	06/27/2022 10:19 AM
BBXT LOB: has been requested for Event: Falany Volunteer Thank you Dinner	BBXT LOB	07/21/2022	07/21/2022	02:00 PM	10:00 PM	06/23/2022 02:13 PM
BBXT 106: has been requested for Event: Falany Volunteer Thank you Dinner	BBXT 106	07/21/2022	07/21/2022	02:00 PM	10:00 PM	06/23/2022 02:13 PM
WMC 107: has been requested for Event: Piano Festival and Academy	WMC 107	06/07/2022	06/07/2022	08:00 AM	11:00 PM	06/02/2022 02:13 PM
WMC 107: has been requested for Event: Piano Festival and Academy	WMC 107	06/08/2022	06/08/2022	08:00 AM	11:00 PM	06/02/2022 02:13 PM
WMC 107: has been requested for Event: Piano Festival and Academy	WMC 107	06/09/2022	06/09/2022	08:00 AM	11:00 PM	06/02/2022 02:13 PM
WMC 107: has been requested for Event: Piano Festival and Academy	WMC 107	06/10/2022	06/10/2022	08:00 AM	11:00 PM	06/02/2022 02:13 PM
WMC 107: has been requested for Event: Piano Festival and Academy	WMC 107	06/06/2022	06/06/2022	08:00 AM	11:00 PM	06/02/2022 02:13 PM
WMC 107: has been requested for Event: Piano Festival and Academy	WMC 107	06/07/2022	06/07/2022	08:00 AM	11:00 PM	06/02/2022 02:11 PM
WMC 107: has been requested for Event: Piano Festival and Academy	WMC 107	06/08/2022	06/08/2022	08:00 AM	11:00 PM	06/02/2022 02:11 PM
WMC 107: has been requested for Event: Piano Festival and Academy	WMC 107	06/09/2022	06/09/2022	08:00 AM	11:00 PM	06/02/2022 02:11 PM
WMC 107: has been requested for Event: Piano Festival and Academy	WMC 107	06/10/2022	06/10/2022	08:00 AM	11:00 PM	06/02/2022 02:11 PM
WMC 107: has been requested for Event: Piano Festival and Academy	WMC 107	06/06/2022	06/06/2022	08:00 AM	11:00 PM	06/02/2022 02:11 PM
Event Reservation #20220524-00051: History Alive - Meeting Scheduled	History Alive	05/31/2022	05/31/2022	11:00 AM	01:00 PM	05/24/2022 10:58 AM
Event Reservation #20220524-00051: FUNK Appalachian Settlement - Resource Scheduled	FUNK Appalachian ...	05/31/2022	05/31/2022	11:00 AM	01:00 PM	05/24/2022 10:58 AM
Event requested: Library Test 2	Library Test 2			12:00 AM	12:00 AM	05/24/2022 10:58 AM
Event requested: Library Test	Library Test			12:00 AM	12:00 AM	05/24/2022 10:44 AM
Event requested: Library Test	Library Test			12:00 AM	12:00 AM	05/24/2022 10:38 AM
Event Reservation #20220524-00029: BURGESS Hoke O'Kelley Auditorium - Resource Sch...	BURGESS Hoke O'K...	05/24/2022	05/24/2022	09:00 AM	01:00 PM	05/24/2022 10:33 AM

The notifications that have a single grey “X” in the first column or no item, they are FYI notifications, items that have taken place and do not require any action from you as an approver. The other notifications that have either three or four icons in the first column are the ones that are needing your action. You can either hit the green circle (Approve request), red circle (decline request), blue I icon (request more information), or the magnifying glass (view event request that was submitted for event).

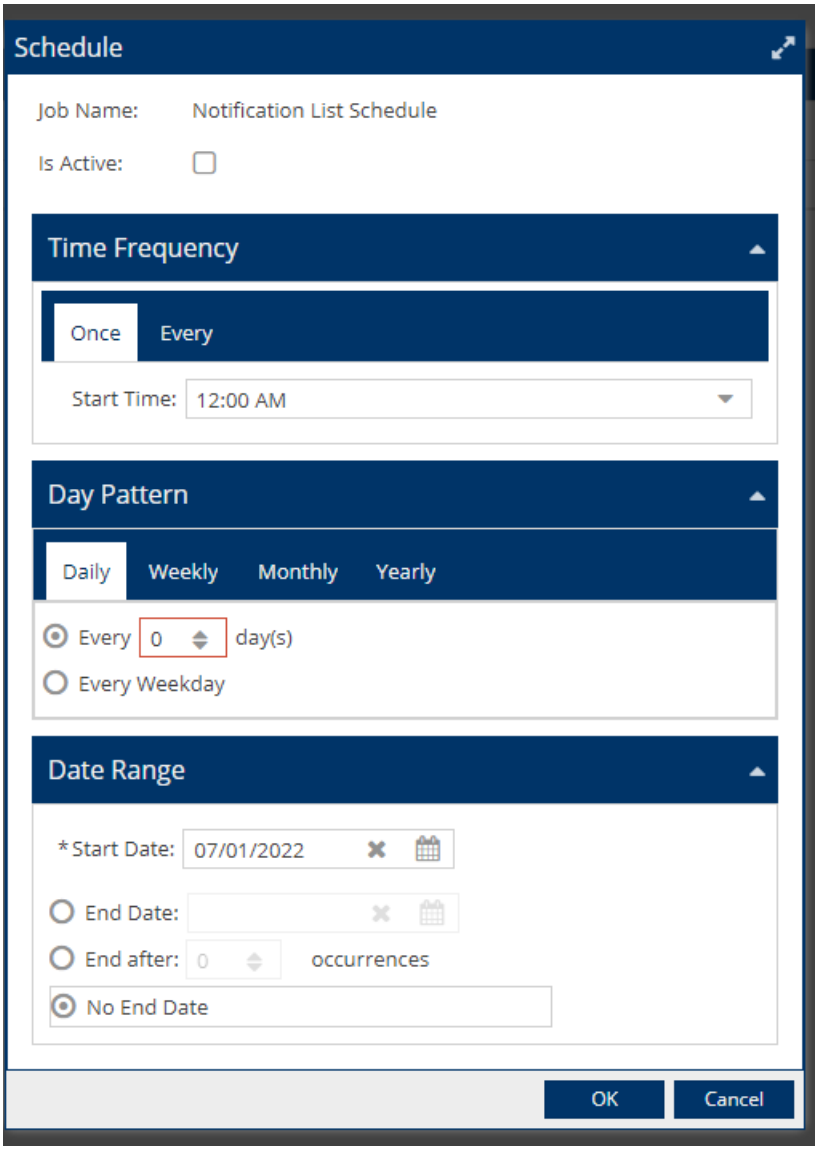
If you don’t see the magnifying glass for requested events, click and drag the right side of the top column and expand the width to the right.



If you do not wish to see the FYI notifications, open your filter on the left of your notifications list and set “Is Notification: No” and “Is Active: Yes”.



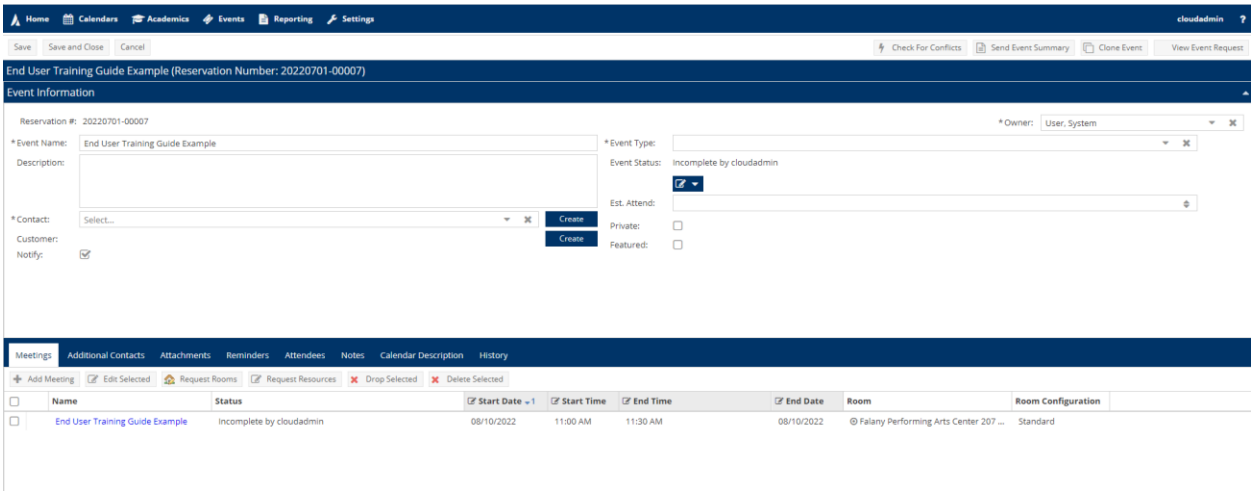
If you do not wish to have to manually check your notification list for new requests, click into “+ My Preferences” on the Notification list and create a Notification Schedule. This will then enable a “New Alert Notification” to send via email based on the schedule you specify for new requests that have been submitted. Once selecting “+ New” on that page, the below screen will appear.



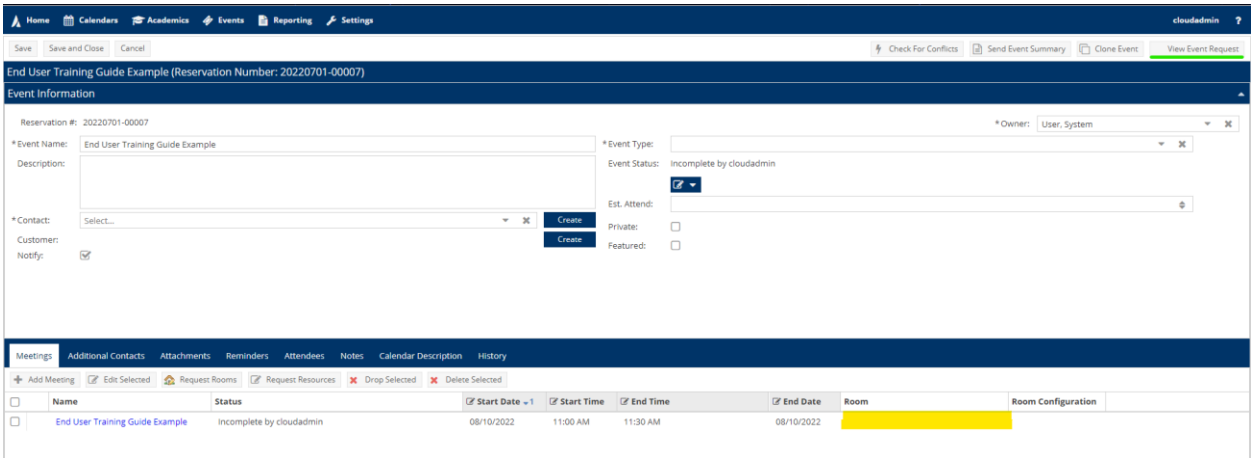
Be sure to check the box for “Is Active” and then configure when and how often you want to be notified. You could do once a day, every few hours, or down to minutes, if needed.

Approving Event Requests

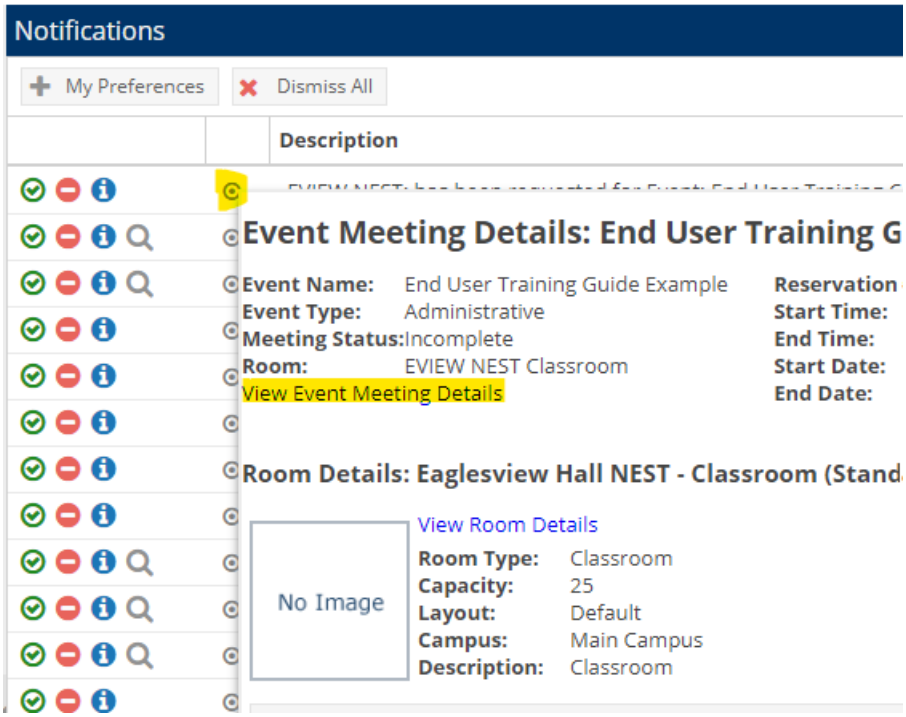
When approving an event request, you will be taken into the event record to make sure required fields are populated. The contact will need to be entered and possibly the event type if the requester did not enter that on the form.



If the room is not populating in the meetings area (highlighted in yellow below), you will need to pick the room for them. You can look back at the request form within the event record, if needed by clicking “View Event Request” in the upper right corner.



Once ready to pick their room, check the box left of the meeting name and then click “Assign Rooms” / “Request Rooms”. Then Save and then Save and Close, if ready to be taken back to your notification list.

Approving Room Requests

When approving a room request, you will not be taken into the event record like the event approver is. If you need to review the request form or other items in the event record before approving the room, you can hover over the bullseye and then hold down ctrl before clicking “View Event Meeting Details”. A new window will be added to your browser and you can review the other information about the event. Once you click the green checkbox, a popup will appear and you can then hit approve for the notification to be taken off your list and the status of the room automatically goes into scheduled for the event.