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Astra Schedule Events

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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.

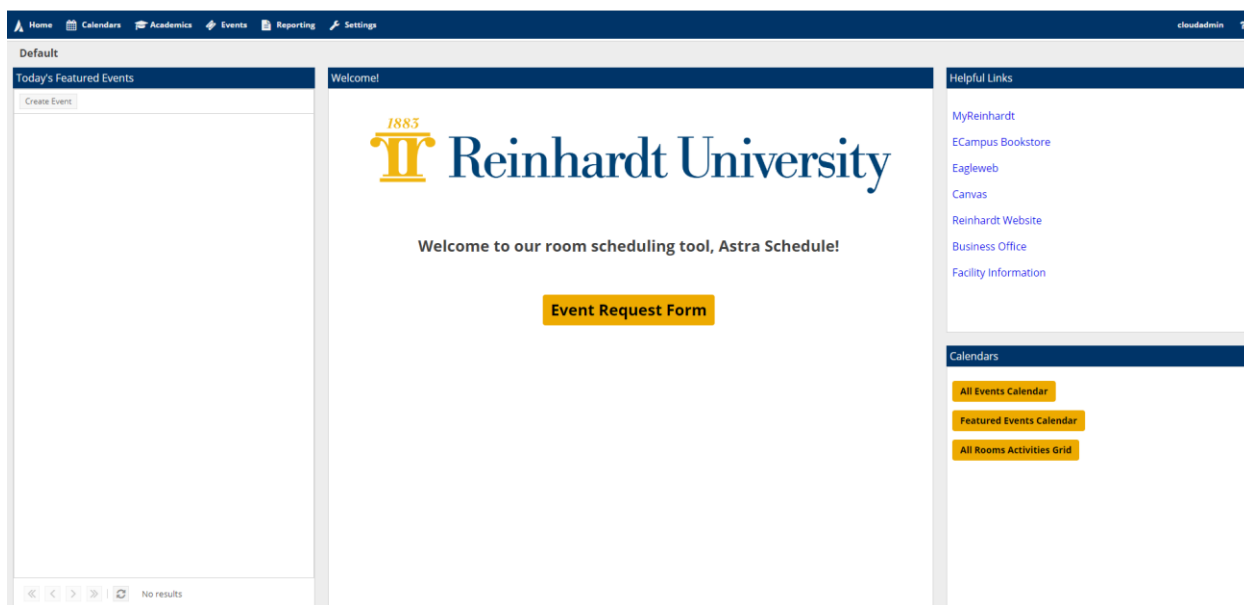
This centralized scheduling system is available for students, faculty, staff, and external users. Our comprehensive scheduling system allows you to search for rooms by capacity, layout, or features. Keep reading to learn more about the Ad Astra Events system.

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

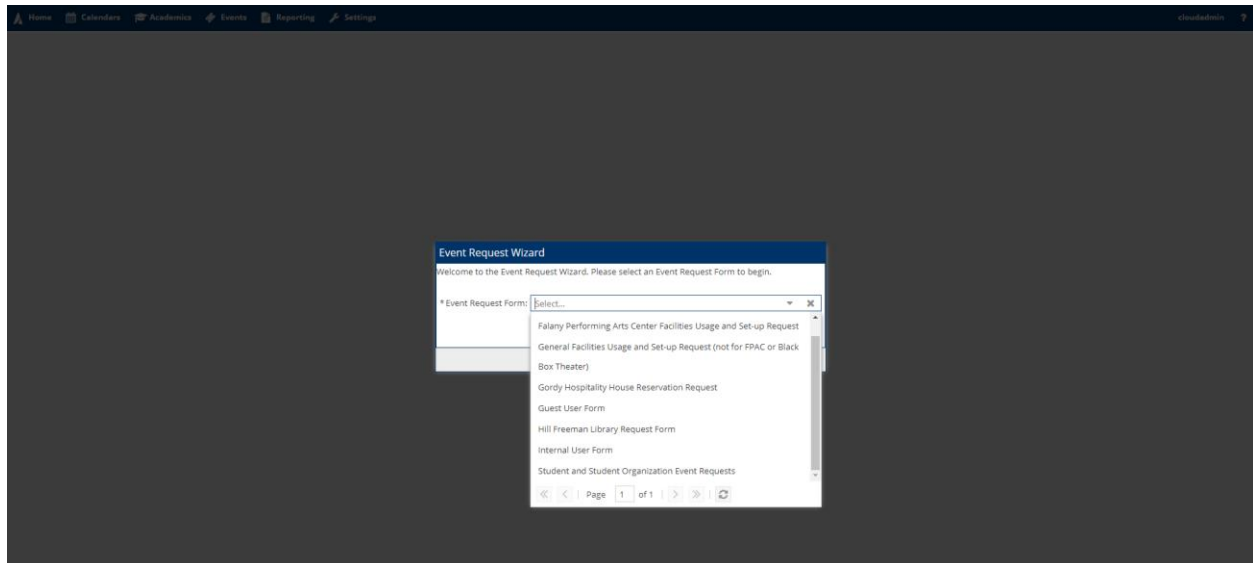
The homepage is designed to provide you with information needed and ease of access to specific areas. For individuals not able to create events, you'll be able to select the "Event Request Form" button and be taken to select a request form and then fill it out before submission for approval.



The screenshot displays the Astra Schedule homepage for Reinhardt University. The interface features a dark blue navigation bar at the top with links for Home, Calendars, Academics, Events, Reporting, and Settings. The main content area is divided into three columns. The left column, titled "Today's Featured Events", contains a "Create Event" button and a search bar showing "No results". The center column, titled "Welcome!", features the Reinhardt University logo (1885) and the text "Welcome to our room scheduling tool, Astra Schedule!". Below this is a prominent yellow button labeled "Event Request Form". The right column, titled "Helpful Links", lists several resources: MyReinhardt, ECampus Bookstore, Eagleweb, Canvas, Reinhardt Website, Business Office, and Facility Information. Below the links is a "Calendars" section with three buttons: "All Events Calendar", "Featured Events Calendar", and "All Rooms Activities Grid".

Requesting an Event

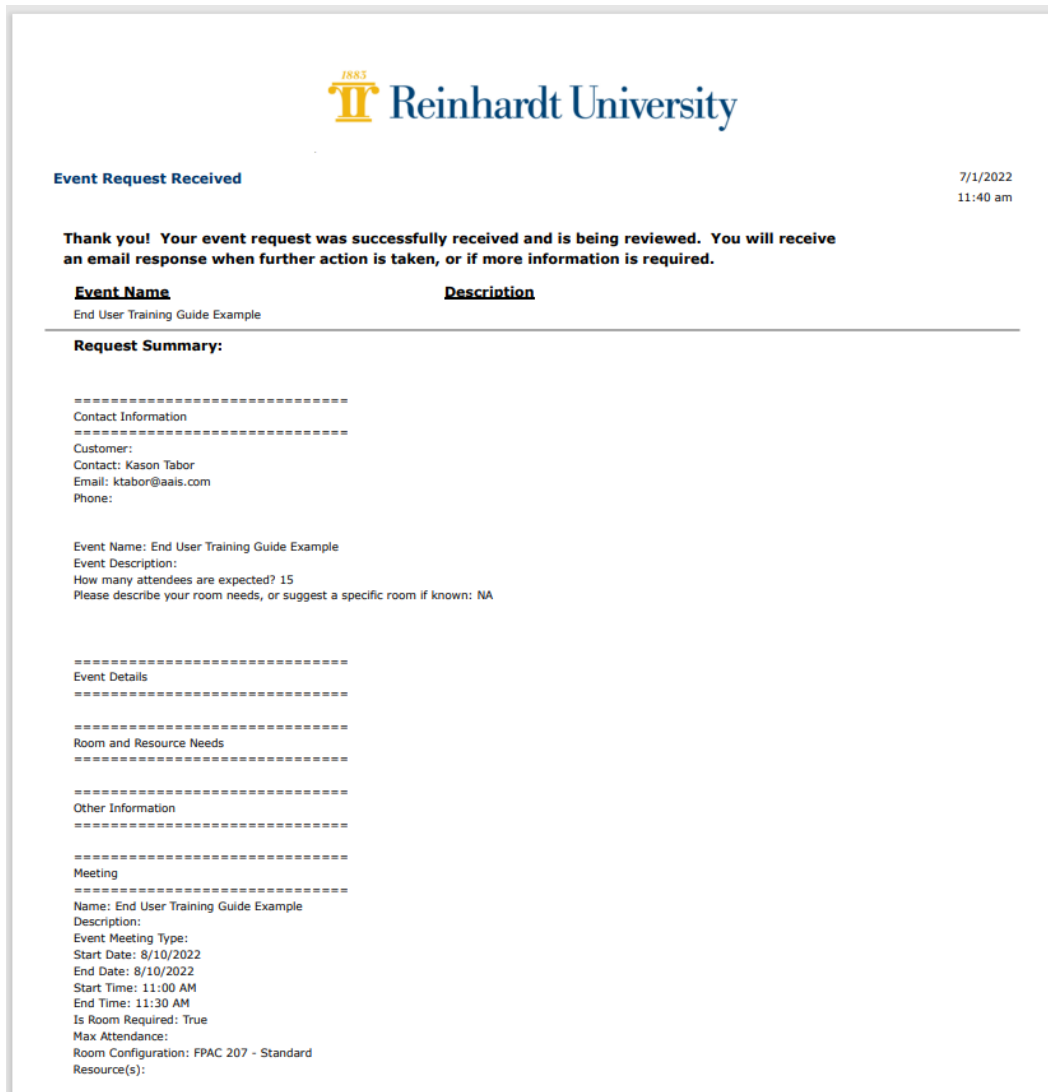
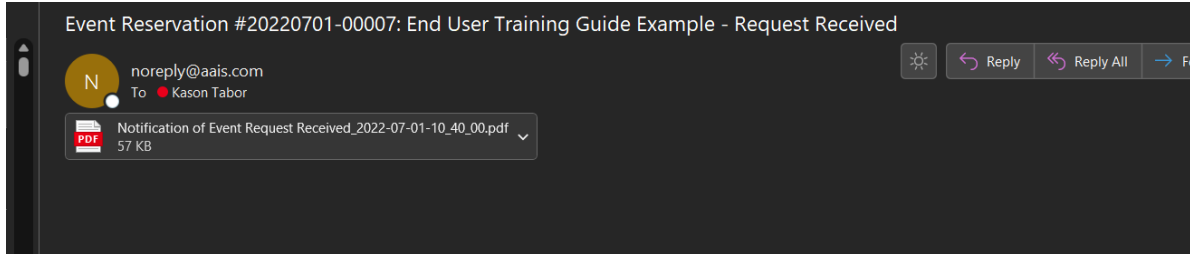
When the box “Event Request Form” has been selected from the homepage, you will be taken to the Event Request Wizard - <https://www.aaiscloud.com/ReinhardtU/events/EventReqIntroForm.aspx>



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".



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.

Create Event ✕

Single
 Multiple
 Recurring

Start Time: End Time:

Today Clear

<< July 2022 >>

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

➔

Meetings

Event Name:

Room: ✕ 🏠

Event Type: ✕

Contact: ✕ Create

Customer: Create

[More Options](#)
Save and Send Notification
Save
Cancel

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.

The screenshot shows the Scheduler application interface. On the left, there is a 'Filter' section with a search bar and a 'Room Options' section with checkboxes for 'Show Only Available Rooms', 'Show Shared Rooms', and 'Show Alt Room Configs'. Below these are 'Capacity' filters and a list of categories: Campus, Building, Room, Region, Room Type, Feature, and Facility Layout, each with a plus icon and a bullseye icon. The main area is a table with columns: Room, Room Type, Capacity, and (mtg) 7/1/2022 Fri 11:00-11:30am. The table lists 17 rooms, all with 'Avail (Request)' status. A 'Page 1 of 7' indicator is at the bottom, along with 'OK' and 'Cancel' buttons.

Room	Room Type	Capacity	(mtg) 7/1/2022 Fri 11:00-11:30am
FPAC 207	Classroom	25	Avail (Request)
EVIEW NEST	Classroom	25	Avail (Request)
BBXT 136	Classroom	25	Avail (Request)
EVIEW DEN	Classroom	25	Avail (Request)
GORDYRES 4th Fl...	Event Space	25	Avail (Request)
SMITH-JO Courty...	Event Space	25	Avail (Request)
LAWSN Lawson-T...	Event Space	25	Avail (Request)
BBXT 122	Studio	25	Avail (Request)
LAWSN Lawson-T...	Event Space	25	Avail (Request)
LIBRY 313	Classroom	27	Avail (Request)
TARPL 213	Classroom	30	Avail (Request)
ARTVC Art Galler...	Event Space	30	Avail (Request)
GYMBR 203	Classroom	30	Avail (Request)
LAWSN 219	Classroom	30	Avail (Request)
LAWSN 201	Classroom	30	Avail (Request)
LAWSN 214	Classroom	30	Avail (Request)
GRDYC Classroom	Classroom	30	Avail (Request)

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.

This screenshot shows the same Scheduler interface as the first image, but with a 'Columns' dropdown menu open over the 'Room' column header. The menu contains the following items: Room (checked), Room Type (checked), Name (unchecked), Building (unchecked), Configuration (unchecked), Regions (unchecked), Capacity (checked), Pref Score (unchecked), and Seat Fill Score (unchecked). The table data remains the same as in the first image.

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.

The screenshot shows a 'Create Contact' form with the following fields:

- * Customer: Select... (dropdown menu)
- Prefix: (text input)
- * First Name: (text input)
- Middle: (text input)
- * Last Name: (text input)
- Suffix: (text input)
- Employer: (text input)
- Title: (text input)
- Employee ID: (text input)
- SIS Key: (text input)
- Notes: (text area)
- Primary Contact:
- Address 1: (text input)
- Address 2: (text input)
- City: (text input)
- State: (text input)
- Zip Code: (text input)
- Phone: (text input) EXT: (text input)
- Mobile: (text input)
- * Email: (text input)
- IM Name: (text input)
- FAX: (text input)

At the bottom right of the form are 'Save' and 'Cancel' buttons.

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](#).

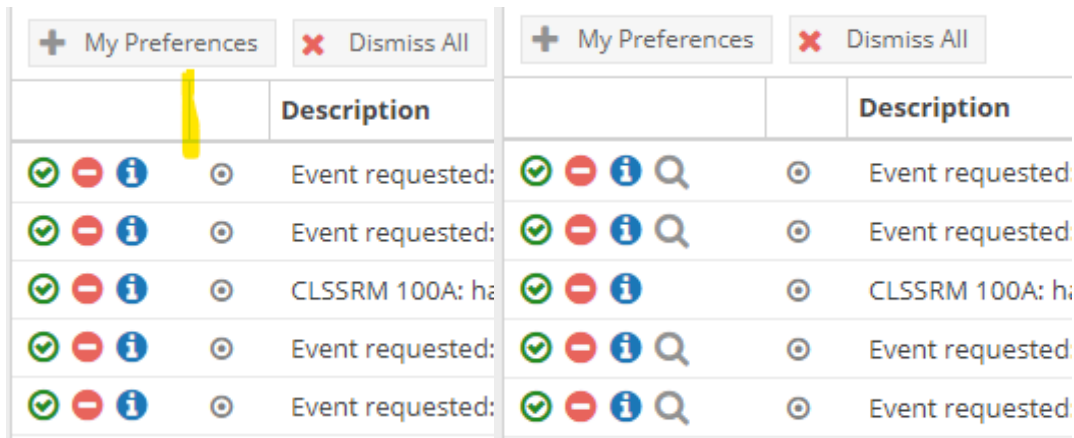
Approving Requests

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”.

The screenshot shows a web application interface with a dark blue header containing navigation links: Home, Calendars, Academics, Events, Reporting, and Settings. Below the header is a 'Filter' panel on the left and a 'Notifications' list on the right.

Filter Panel:

- Clear All
- Search
- Custom (dropdown)
- Group by Activity:
- Activity Type: All (dropdown)
- Request Type: All (dropdown)
- Is Notification: No (dropdown)
- Is Active: Yes (dropdown)

Notifications List:

	Description
Event requested: Test - GH2	
Additional Info Requested: Test	
WMC 107: has been requested for Event: Piano Festival and Academy	
WMC 107: has been requested for Event: Piano Festival and Academy	
WMC 107: has been requested for Event: Piano Festival and Academy	
WMC 107: has been requested for Event: Piano Festival and Academy	
WMC 107: has been requested for Event: Piano Festival and Academy	
WMC 107: has been requested for Event: Piano Festival and Academy	
Event requested: Library Test	
Event requested: Library Test	
Event requested: Safety Meeting	
BBXT 106: has been requested for Event: Test - KT Rehearsal Practice	
Unlock Doors: has been requested for Event: Configuration Call	
Event requested: Configuration Call	
SMITH-JO Courtyard: has been requested for Event: Configuration Call	
BBXT 135: has been requested for Event: Test - KT Rehearsal Practice	
BBXT 122: has been requested for Event: Test - KT Rehearsal Practice	
BBXT 136: has been requested for Event: Test - KT Rehearsal Practice	
EVIEW DEN: has been requested for Event: Disc Golf Meeting	
Unlock Doors: has been requested for Event: Multiple Meetings Example	
SMITH-JO Courtyard: has been requested for Event: Multiple Meetings Example	
Event requested: Joe Smith - Guest Speaker	

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.

Schedule

Job Name: Notification List Schedule

Is Active:

Time Frequency

Once Every

Start Time: 12:00 AM

Day Pattern

Daily Weekly Monthly Yearly

Every 0 day(s)

Every Weekday

Date Range

* Start Date: 07/01/2022

End Date:

End after: 0 occurrences

No End Date

OK Cancel

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.

End User Training Guide Example (Reservation Number: 20220701-00007)

Event Information

Reservation #: 20220701-00007 *Owner: User, System

*Event Name: End User Training Guide Example *Event Type:
 Description: Event Status: Incomplete by cloudadmin
 Est. Attend:
 *Contact: Select... Create
 Customer: Create
 Notify: Private:
 Featured:

Meetings Additional Contacts Attachments Reminders Attendees Notes Calendar Description History

<input type="checkbox"/>	Name	Status	<input checked="" type="checkbox"/> Start Date = 1	<input checked="" type="checkbox"/> Start Time	<input checked="" type="checkbox"/> End Time	<input checked="" type="checkbox"/> End Date	Room	Room Configuration
<input type="checkbox"/>	End User Training Guide Example	Incomplete by cloudadmin	08/10/2022	11:00 AM	11:30 AM	08/10/2022	@ Falany Performing Arts Center 207 ...	Standard

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.

End User Training Guide Example (Reservation Number: 20220701-00007)

Event Information

Reservation #: 20220701-00007 *Owner: User, System

*Event Name: End User Training Guide Example *Event Type:
 Description: Event Status: Incomplete by cloudadmin
 Est. Attend:
 *Contact: Select... Create
 Customer: Create
 Notify: Private:
 Featured:

Meetings Additional Contacts Attachments Reminders Attendees Notes Calendar Description History

<input type="checkbox"/>	Name	Status	<input checked="" type="checkbox"/> Start Date = 1	<input checked="" type="checkbox"/> Start Time	<input checked="" type="checkbox"/> End Time	<input checked="" type="checkbox"/> End Date	Room	Room Configuration
<input type="checkbox"/>	End User Training Guide Example	Incomplete by cloudadmin	08/10/2022	11:00 AM	11:30 AM	08/10/2022		

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.

The screenshot shows a 'Notifications' panel with a dark blue header. Below the header are two buttons: '+ My Preferences' and 'x Dismiss All'. The main area is a table with a 'Description' column. The first notification is highlighted with a yellow background. It contains the following information:

- Event Meeting Details: End User Training G**
- Event Name:** End User Training Guide Example
- Event Type:** Administrative
- Meeting Status:** Incomplete
- Room:** EVIEW NEST Classroom
- Reservation Start Time:**
- End Time:**
- Start Date:**
- End Date:**

Below the event details, there is a 'View Event Meeting Details' link. The second notification is titled 'Room Details: Eaglesview Hall NEST - Classroom (Stand...)' and includes a 'View Room Details' link. A popup window is open over this notification, showing a 'No Image' placeholder and the following room details:

- Room Type:** Classroom
- Capacity:** 25
- Layout:** Default
- Campus:** Main Campus
- Description:** Classroom