Event Request

Create an event using the event request form

Follow the Ad Astra link on the Registrar’s site, or enter the following link in your browser: http://astra.tamucc.edu. This will take you to the Central Authentication Service. You will use AD Credentials (the credentials you use to log in to your computers or webmail)

Click on Request an Event (on the right hand side) OR Events Tab at the top.

For questions, contact Christie Roberts, 825.2276 or Christie.roberts@tamucc.edu
Event Request

On the Events tab, click on Event Request.

Select the Event Request Form:
Event Request-Classroom

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**Event Request**

Fill out the all of the required information. Make sure the following form is completed.

<table>
<thead>
<tr>
<th>Customer- Department Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name- Person Filling Out Form</td>
</tr>
<tr>
<td>Contact Email- Person Filling Out Form</td>
</tr>
<tr>
<td>Contact Phone- Person Filling Out Form</td>
</tr>
<tr>
<td>Event Name</td>
</tr>
<tr>
<td>Event Description</td>
</tr>
<tr>
<td>Attendance</td>
</tr>
<tr>
<td>Meeting Name</td>
</tr>
<tr>
<td>Meeting Type</td>
</tr>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Meeting Recurrences: Select add meeting</td>
</tr>
<tr>
<td>Request Rooms</td>
</tr>
</tbody>
</table>

Information for meetings may differ from information for events. Add meeting name, description, meeting type, attendance, date, and time.

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**Single Meeting**: Select the date and time of your meeting

Once the dates are entered, hit create!

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After you have created the meeting, the information will populate on the left hand side. Verify that the information is correct then select the meeting you wish to assign the room to (of more than one meeting, select all) to, select assign rooms.

In the room selection form, single or multiple rooms maybe selected for each meeting.

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Helpful Tips

- Use the filter tools on the left side to filter the room list. You can also create custom filters for easier searching.
- Mouse over spaces marked “unavailable” to see what is currently booking the room.

Select submit. Your request is sent to the Office of the Registrar to review and a decision will be made.

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Create a simple event from the calendar

Click on the desired day and time in the calendar. (This will open the quick event form.)
Fill in the requested information as directed above

The available rooms search tool

The available room search tool allows schedulers to find rooms that are available for a given date and time pattern. This maybe used by both event and section schedulers. However for event schedulers, it can also be a tool for quick event creation.

Create an event from the search tool

Click on the search icon from the calendar OR from the calendar tab, select the available rooms link

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- In the meetings areas, click **add new** to enter the desired meeting information.
- Continue to add meetings as necessary.
- Fill out the location filter information, using multiple filters where necessary.

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The Event Wizard

The Event Wizard guides you through the event creation process, providing access to commonly used event scheduling features in the order that makes the most sense. The tool is designed to help beginning users complete the steps required for event creation, and as a quick, simple way for advanced users to create basic events. The Event Wizard can be accessed from the Events Tab. Once launched, navigation through the Wizard is possible by using either a series of tabs provided at the upper left side of the form.

Event Information

- Enter the name of your event
- Select an Event Type from the list
- Enter a description, if desired
- Enter an Estimated Attendance
- You may optionally place a check in the box to make the event private or featured
  - Private event details are suppressed on the calendar and only accessible by users with security access to private events
  - A featured event can be highlighted on calendar pages to bring more attention to the event
- Select a Customer from the list
- Select a primary Customer Contact for the event from the list
- Add any additional contact persons you would like record for the event
- Enter any notes about the event
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Meetings
✓ Enter a **meeting name** if different than the event name
✓ Select a meeting type from the list
✓ Enter a description, if desired, or click to **Copy from Event**
✓ Enter **Max Attendance** value if different from the event record. This value is used to filter your room search to appropriately sized rooms
✓ Add any notes that should be applied to the meeting(s), or click to **Copy from Event**
✓ Select the tab for the type of meeting(s) you would like to create
  - **Single Meeting(s)** allows you to create meetings on one or more independent meeting dates, or to create a meeting "group"
  - **Recurring** allows you to specify a recurring pattern to create a series
✓ Click **Create** to add your meeting(s) to the meetings panel on the right
✓ Repeat steps as needed to build a list of all meetings required for your event. You may continue to select individual dates, or change meeting types to add the required number of meetings
✓ Click **Next** or click directly on the **Rooms** tab

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Rooms

- Filter the list of rooms using the filter options on the left and side. You may use either a previously saved filter or choose new filter options and click Search.
- Click on an available room cell under each meeting that corresponds to the room(s) that you would like to schedule.
- Click Finish tab.

Finish

- Review the details of your event and event meetings. You can make final changes here or click Previous or directly on a tab to add or change meetings or assignments.
- If all is correct, click Finish to save your event.
- Click Edit Event to open the edit form for the event you just completed.
- Click Schedule Another Event to start a new event wizard.
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Clone an Event
As a time-saving feature, an existing event can be copied forward to a new date(s). The clone process creates a new event record and copies all of the event and meeting details, including any assigned resources. This can be a handy feature for replicating a complex event with several meetings, or for just copying an event that is scheduled frequently.

 ✓ Identify the event you wish to clone and click to open the event in view mode
 ✓ Click Clone Event at the top of the event form
 ✓ On the Clone Event box, enter a new event name and date
 ✓ Click OK
 ✓ Review the new event and make any required changes and then click save
 ✓ The system will verify the availability of any assigned rooms