

Ad Astra Schedule

How to add an Event from the Scheduling Grids, Add Event button, and Advanced Event Form

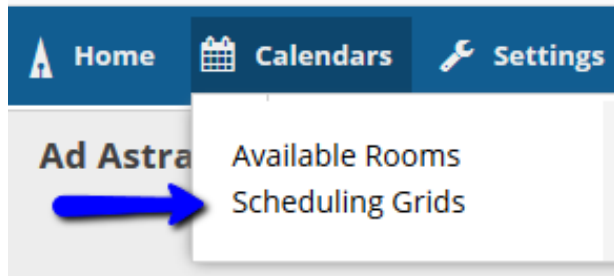
Log into Astra Schedule

https://www.aaiscloud.com/MontanaStateU_Bozeman/Portal/GuestPortal.aspx

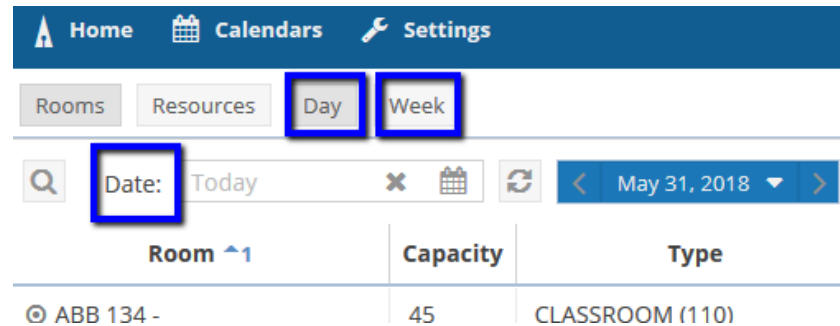
- Log in using your assigned Username (generally the first part of your email address sans the @montana.edu)
- If this is the first time logging in, a system administrator will assign you a temporary password. You will then be prompted to create your own password upon your first log-in.
- NOTE: Only individuals who manage space/s will be assigned log-in credentials. All others can use Astra in Guest Mode and must request the use of rooms through the listed Scheduling Authorities for the room.

Adding an Event from Scheduling Grids

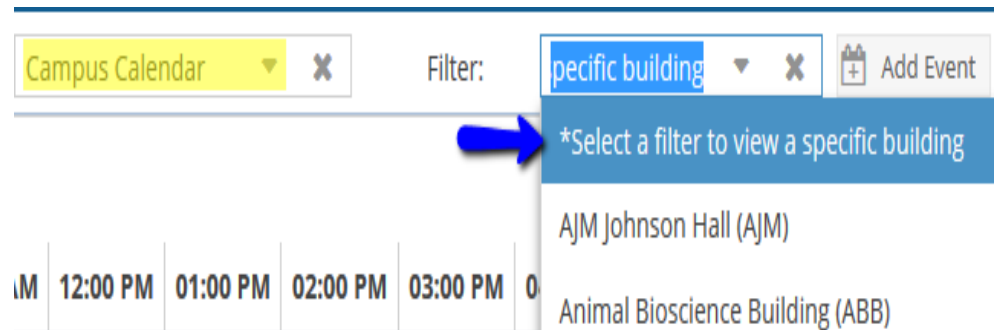
1. Under the Calendars tab, navigate to the Scheduling Grids.



2. Toggle settings by day, week, specific date or building to narrow search.



3. Choose a Calendar from the drop-down menu located in the middle of the screen. Campus Calendar is the default, but select a building filter from the list to view a specific building.



Adding an Event from Scheduling Grids

- Once you have the day, time, and room identified on the calendar, double click on an available time slot on the scheduling grid to open the 'Create Event' screen.

The screenshot shows a web-based scheduling interface. At the top is a navigation bar with links for Home, Calendars, Academics, Events, Reporting, and Settings. Below this is a filter bar with tabs for Rooms, Resources, Day, and Week. The main area is divided into a room list on the left and a calendar grid on the right. The room list has columns for Room, Capacity, Type, Building, and Campus. Room GH 043 is highlighted in yellow. The calendar grid shows dates from Sun 05/27 to Fri 05/31. A time slot from 08:20 AM to 10:50 AM is highlighted in light blue, with a callout box containing the text "Double Click on available time within the calendar grid".

Room	Capacity	Type	Buildin...	Campu
GH 010 -	10	LAB (210)	GH	Z
GH 015 -	25	LAB - STRUCT & MAP ANALY...	GH	Z
GH 018 -	24	LAB (210)	GH	Z
GH 030 -	34	CLASSROOM (110)	GH	Z
GH 043 -	62	CLASSROOM (110)	GH	Z
GH 046 -	4	LAB - GEOCHEM (220)	GH	Z
GH 047 -	20	LAB - MINERALOGY PETROL...	GH	Z
GH 050 -	33	LAB - EARTH MATERIALS (210)	GH	Z
GH 051 -	16	LAB - OPEN (220)	GH	Z
GH 053 -	26	LAB - PALEONTOLOGY (210)	GH	Z
GH 101 -	300	CLASSROOM (110)	GH	Z

	Sun 05/27	Mon 05/28	Tue 05/29	Wed 05/30	Thu 05/31	Fri 05/31
06:00 AM						
07:00 AM						
08:00 AM						
08:20 AM - 10:50 AM		CHMY 123/001 - Intro to Organic & Biochem	CHMY 123/001 - Intro to Organic & Biochem	CHMY 123/001 - Intro to Organic & Biochem	CHMY 123/001 - Intro to Organic & Biochem	
09:00 AM						
10:00 AM						
11:00 AM						
12:00 PM						

Create Event: Single Meeting

- In the pop-up window, fill in all available fields. You may choose Single Meeting, Multiple, or Recurring. If you have already selected a room directly from the Scheduling Grids it will auto-populate in the Room field, otherwise choose a room from the list. **Keep in mind you may only schedule the rooms in which you have been granted Scheduling Authority over. If you wish to reserve a room that is managed by another department, you must contact them to make the reservation. Customer fields refers to the Department, while Contact refers to individuals. By selecting the Customer first, the contacts associated with that department will be available in Contact drop-down menu. If the Customer/Contact does not exist in Astra, then use the generic *General Student Use* or *General Faculty/Staff Use* customer option. Always choose 'Meeting' as the Event Type. To view the Advanced Event form, click '**More Options**'.

Create Event

Single Multiple Recurring

Start Time: 2:30 PM End Time: 3:00 PM

Start Date: 06/07/2018 End Date: 06/07/2018

Event Name: Study Session

Room: AJM 233 -

Event Type: Meeting

Contact: Downs, Alisha Create

Customer: Registrar's Office Create

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

Create Event: Multiple Meetings

- Multiple Meetings with different days and times can be added on one event reservation. Choose the Start Time and End times and select dates on the calendar. Once finished, use the middle arrow to toggle the meetings into the Meetings box. If the meeting has multiple dates, you will be asked to confirm the Meeting Group name, and you may use the (+) and (-) icons to open the tree to view all events in that Meeting Group.

Create Event

Single **Multiple** Recurring

Start Time: 4:00 PM End Time: 5:00 PM

Today Clear

S	M	T	W	T	F	S	
<<	June 2018						>>
27	28	29	30	31	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	
1	2	3	4	5	6	7	

Meetings

- Staff Training
- Thu, 06/14/2018, 04:00 PM to 05:00 PM

Event Name: Staff Training

Room: AJM 233 -

Event Type: Meeting

Contact: Downs, Alisha

Customer: Registrar's Office

Meetings

- Staff Training
- Mon, 06/04/2018, 02:30 PM to 03:00 PM
- Thu, 06/07/2018, 02:30 PM to 03:00 PM
- Thu, 06/14/2018, 04:00 PM to 05:00 PM

Open tree to reveal all meeting within that Meeting Group

Create Event: Recurring Meetings

- For a recurring meeting, select the 'Recurrence Pattern' from the available options. If there are dates that have scheduling conflicts within the room you selected, a pop-up will appear with all known conflicts. You will then have to select another room for those days and times. Do not save the event as this will create a double-booking.

The 'Create Event' form is shown with the 'Recurring' tab selected. The 'Recurrence Pattern' section has 'Weekly' selected. The event is set to recur every 1 week on Wednesdays from 10:00 AM to 11:00 AM, starting on 08/28/2018 and ending on 10/31/2018. The event name is 'Staff Meeting', the room is 'AJM 233 -', and the contact is 'Downs, Alisha'.

Start Time: 10:00 AM End Time: 11:00 AM

Recurrence Pattern

Daily Weekly Monthly Yearly

Recur every 1 week(s) on:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Start: 08/28/2018 End after 10 occurrences End by 10/31/2018

Recurrence Summary

Every 1 week(s) on Wednesday effective 08/28/2018 until 10/31/2018 from 10:00 AM to 11:00 AM.

Event Name: Staff Meeting

Room: AJM 233 -

Event Type: Meeting

Contact: Downs, Alisha

Customer: Registrar's Office

Buttons: More Options, Save and Send Notification, Save, Cancel, Create

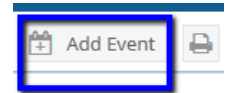
Resolve Conflicts window

The 'Resolve Conflicts' window displays a table with columns for 'Meeting' and 'Conflict(s)'. The table lists dates from 6/1/2018 to 6/22/2018. Conflicts are listed for dates 6/11/2018, 6/13/2018, 6/15/2018, 6/18/2018, 6/20/2018, and 6/22/2018, all pointing to 'Event: HHD- MSU OP FCS Summer Conference - HHD- MSU OP F...' or 'Event: Peaks & Potentials - Peaks & Potentials (8:00 AM-10:30 AM...)'. Buttons for 'Select Available', 'Ok', and 'Cancel' are visible.

Meeting	Conflict(s)
<input type="checkbox"/> 6/1/2018	None
<input type="checkbox"/> 6/4/2018	None
<input type="checkbox"/> 6/6/2018	None
<input type="checkbox"/> 6/8/2018	None
<input type="checkbox"/> 6/11/2018	Event: HHD- MSU OP FCS Summer Conference - HHD- MSU OP F...
<input type="checkbox"/> 6/13/2018	Event: HHD- MSU OP FCS Summer Conference - HHD- MSU OP F...
<input type="checkbox"/> 6/15/2018	Event: HHD- MSU OP FCS Summer Conference - HHD- MSU OP F...
<input type="checkbox"/> 6/18/2018	Event: Peaks & Potentials - Peaks & Potentials (8:00 AM-10:30 AM...
<input type="checkbox"/> 6/20/2018	Event: Peaks & Potentials - Peaks & Potentials (8:00 AM-10:30 AM...
<input type="checkbox"/> 6/22/2018	Event: Peaks & Potentials - Peaks & Potentials (8:00 AM-10:30 AM...

Using the Add Event Button & Saving

- Another option available for adding an event quickly is to use the 'Add Event' button located in the upper right-hand corner of the Scheduling Grids. This will open the 'Create Event' screen. Follow the same instructions as before according to your event needs.



Saving & Confirming

- Once all details are set click 'Save Event'. Navigate back to Scheduling Grids and hover over the event to verify that the event has saved successfully with an event Status of 'Scheduled'. If an event Status shows as 'Incomplete', then an error has occurred (typically a scheduling conflict, or you do not have scheduling authority for that room. Contact the Scheduling authority to complete the reservation.) If you wish to add more detail to the event, click on the 'More Options' link to navigate to the Advanced Event form.

Calendar: **Event Details: Registrar's Office: Staff Training** Sat 05/26

Mon 05/21

Event Type: Meeting
Customer: Registrar's Office
Contact: Downs, Alisha
Status: Scheduled ←
Description:
Reservation #:20180515-00007
[View Event Details](#)

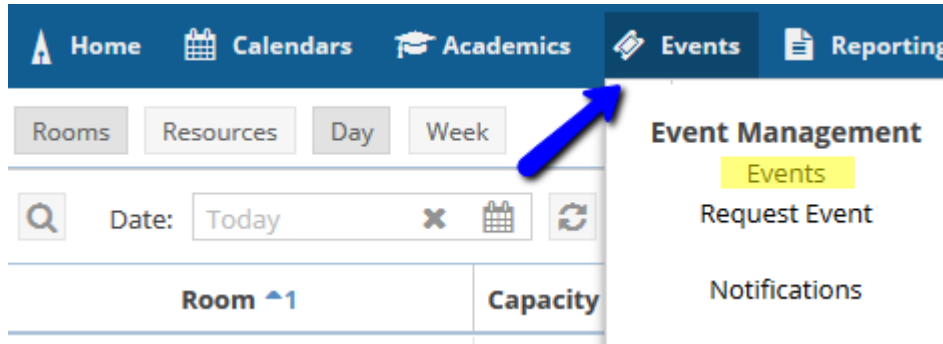
Name	Status	Start Date	End Date	Start Time	E
Registrar's Office: Staff Training	Scheduled	5/22/2018	5/22/2018	1:00 PM	4
Registrar's Office: Staff Training	Scheduled	5/30/2018	5/30/2018	1:00 PM	4
Registrar's Office: Staff Training	Scheduled	6/5/2018	6/6/2018	1:00 PM	3
Registrar's Office: Staff Training	Scheduled	6/12/2018	6/12/2018	1:00 PM	3
Registrar's Office: Staff Training	Scheduled	7/2/2018	7/2/2018	1:00 PM	4

01:00 PM - 04:00 PM
Registrar's Office:
Staff Training

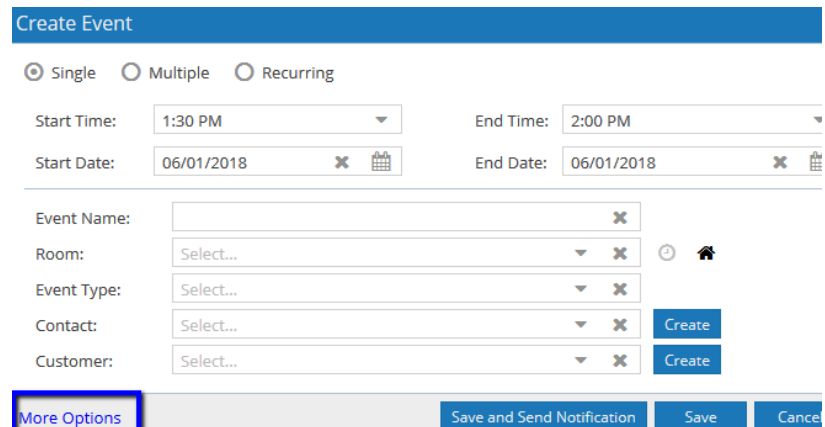
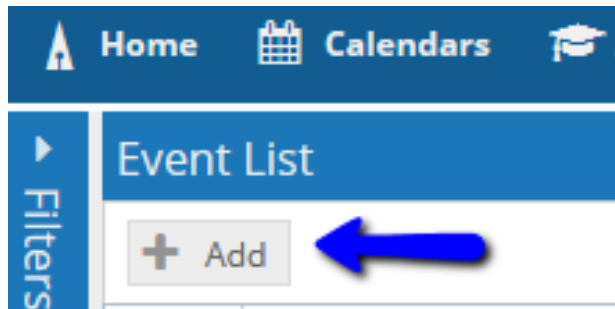
Hover over Event to View Details

Advanced Event Form

- From the home page find the 'Events' tab and click on Events



- In the next window, select 'Add' at the top of the page. The Create Event window will appear, then choose **More Options** to enter the Advance Event form.



A screenshot of the 'Create Event' form. The form has a dark blue header with the title 'Create Event'. Below the header, there are radio buttons for 'Single', 'Multiple', and 'Recurring'. There are input fields for 'Start Time' (1:30 PM), 'End Time' (2:00 PM), 'Start Date' (06/01/2018), and 'End Date' (06/01/2018). There are also input fields for 'Event Name', 'Room', 'Event Type', 'Contact', and 'Customer'. Each of these fields has a 'Select...' dropdown menu and a close button (X). There are 'Create' buttons next to the 'Contact' and 'Customer' fields. At the bottom of the form, there are buttons for 'More Options', 'Save and Send Notification', 'Save', and 'Cancel'. The 'More Options' button is highlighted with a blue box.

Event Information

Home Calendars Academics Events Reporting Settings

Save Save and Close Cancel

Bobcat Summit (Reservation Number: 20180601-00018)

Event Information

Reservation #: 20180601-00018

* Event Name: Bobcat Summit

Description: **Add additional event information here. If using the General Faculty/Staff or General Student Use as a customer, then include the requestor's Contact info here.

* Event Type: Meeting

Event Status: Initial to Schedule by alishadowns

Est. Attend: 50

* Contact: Downs, Alisha Create

* Customer: Registrar's Office Create

Notify:

Private:

Featured:

Meetings Additional Contacts Attachments Reminders Attendees Notes Calendar Description History

+ Add Meeting Edit Selected Assign Rooms Assign Resources Drop Selected Delete Selected

	Name	Status	Start Date ↓1	Start Time	End Time	End Date	Room	Room Configuration
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- In the Event Information area, all fields with asterisks are required. Use the description field to add Event details or additional contact information if using General Faculty/Staff or General Student as the Customer group
- Click 'Add Meeting'

Single Meeting

- In the Create Meeting(s) screen, choose Single, Multiple or Recurring. All required fields are denoted with an asterisk.
- For a Single Meeting, Choose the Start/End Times and Dates. Click the 'Add Meeting' button.

Create Meeting(s)

Single Multiple Recurring

Start Time: 1:30 PM End Time: 2:00 PM

Start Date: 06/01/2018 End Date: 06/01/2018

* Meeting Name: Bobcat Summit

Description:

Copy from Event

Meeting Type: Select...

Max Attendance: 0

Featured

Private

Requires Room

Add Meeting Cancel

Multiple Meetings

- Multiple Meetings with different days and times can be added on one event reservation. Choose the Start Time and End times and select dates on the calendar. Once finished, use the middle arrow to toggle the meetings into the Meetings box. If the meeting has multiple dates, you will be asked to confirm the Meeting Group name, and you may use the (+) and (-) icons to open the tree to view all events in that Meeting Group. Click 'Add Meeting'.

Create Meeting(s)

Single Multiple Recurring

Start Time: 1:30 PM End Time: 5:00 PM

Today Clear

June 2018

S	M	T	W	T	F	S
27	28	29	30	31	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
1	2	3	4	5	6	7

Meetings

- Bobcat Summit
 - Tue, 06/19/2018, 01:30 PM to 05:00 PM
 - Fri, 06/22/2018, 01:30 PM to 05:00 PM
 - Thu, 06/28/2018, 01:30 PM to 05:00 PM

* Meeting Name: Bobcat Summit

Description:

Meeting Type: Select...

Max Attendance: 0

Featured
 Private
 Requires Room

Add Meeting Cancel

Recurring Meetings

- Enter Start and End times.
- Select the 'Recurrence Pattern' ; Daily, Weekly, Monthly, Yearly.
- Select the Start Date and either an End Date OR the number of occurrences for the event
- Click 'Add Meeting'.

Create Meeting(s)

Single Multiple Recurring

Start Time: 1:30 PM End Time: 5:00 PM

Recurrence Pattern

Daily Weekly Monthly Yearly

Recur every 1 week(s) on:

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Start: 06/01/2018

End after 10 occurrences
 End by 08/03/2018

Recurrence Summary

Every 1 week(s) on Friday effective 06/01/2018 until 08/03/2018 from 1:30 PM to 5:00 PM.

* Meeting Name: Bobcat Summit

Description:

Copy from Event

Meeting Type: Select...

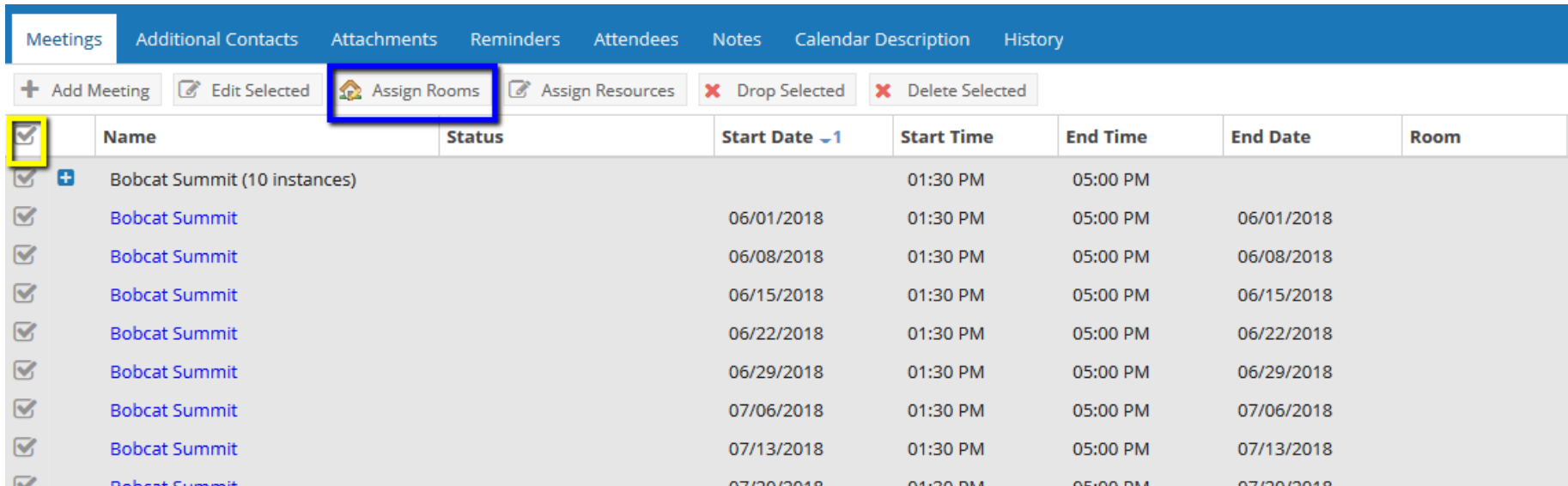
Max Attendance: 0

Featured
 Private
 Requires Room

Add Meeting Cancel

Assigning a Room

- Select the check box next to your meeting
- Click 'Assign Rooms'



The screenshot displays a meeting management interface. At the top, there is a navigation bar with tabs for Meetings, Additional Contacts, Attachments, Reminders, Attendees, Notes, Calendar Description, and History. Below the navigation bar, there is a toolbar with buttons for '+ Add Meeting', 'Edit Selected', 'Assign Rooms' (highlighted with a blue box), 'Assign Resources', 'Drop Selected', and 'Delete Selected'. The main area contains a table with the following columns: Name, Status, Start Date, Start Time, End Time, End Date, and Room. The table lists several instances of 'Bobcat Summit' meetings, each with a checkmark in the first column. The first checkmark is highlighted with a yellow box.

<input checked="" type="checkbox"/>	Name	Status	Start Date	Start Time	End Time	End Date	Room
<input checked="" type="checkbox"/>	Bobcat Summit (10 instances)			01:30 PM	05:00 PM		
<input checked="" type="checkbox"/>	Bobcat Summit		06/01/2018	01:30 PM	05:00 PM	06/01/2018	
<input checked="" type="checkbox"/>	Bobcat Summit		06/08/2018	01:30 PM	05:00 PM	06/08/2018	
<input checked="" type="checkbox"/>	Bobcat Summit		06/15/2018	01:30 PM	05:00 PM	06/15/2018	
<input checked="" type="checkbox"/>	Bobcat Summit		06/22/2018	01:30 PM	05:00 PM	06/22/2018	
<input checked="" type="checkbox"/>	Bobcat Summit		06/29/2018	01:30 PM	05:00 PM	06/29/2018	
<input checked="" type="checkbox"/>	Bobcat Summit		07/06/2018	01:30 PM	05:00 PM	07/06/2018	
<input checked="" type="checkbox"/>	Bobcat Summit		07/13/2018	01:30 PM	05:00 PM	07/13/2018	
<input checked="" type="checkbox"/>	Bobcat Summit		07/20/2018	01:30 PM	05:00 PM	07/20/2018	

Assign Room/s

The screenshot shows the 'Assign Room' interface. On the left, there is a 'Filter' section with a search bar and a 'Room Options' section. The 'Room Options' section includes checkboxes for 'Show Only Available Rooms' (checked), 'Show Shared Rooms', and 'Show Alt Room Configs'. Below these are 'Capacity' filters (Between 15 and 300) and a list of categories: Campus, Building, Room, Region (1), Room Type, Feature, and Facility Layout, each with a plus icon and a clear button.

The main area displays a table with the following columns: Room, Bobcat Summit, and Availability. The 'Bobcat Summit' column shows the event details: 8/29/2018-9/19/2018, MWF, 2:10-3:00pm. The 'Availability' column shows the status of each room.

Room	Bobcat Summit	Availability
GH 101	8/29/2018-9/19/2018 MWF 2:10-3:00pm	Unavailable
TRAP 225		Unavailable
WIL 1153		Unavailable
ROBH 113		Unavailable
REID 101		Unavailable
REID 202		Unavailable
CHVR 131		Conflicts(7 of 10)
GH 144		Unavailable
REID 402		Unavailable
JABS 111		Unavailable
WIL 1119		Unavailable
AJM 233		Available
LINH 109		Unavailable
REID 332		Available
ROBH 312A		Unavailable
ROBH 301		Conflicts(6 of 10)
JONH 339		Unavailable
ROBH 101		Unavailable
WIL 1126		Conflicts(7 of 10)
CHVR 214		Unavailable
JABS 315		Unavailable

At the bottom of the table, there are navigation arrows and a page indicator: 'Page 1 of 5'. At the bottom right of the interface, there are 'OK' and 'Cancel' buttons.

- Enter necessary Filters based on your scheduling needs. (Capacity, Region, Building etc.) Verify that 'Show Only Available Rooms' is checked. Click 'Search'.
- Click on the carrot arrow at top of 'Room' column to add more column options. You may click on the columns to sort results (alphabetical, ascending/descending etc.) You may also drag the columns into positions based on your preferences.
- Click on the desired room. **Red** indicates the room is Unavailable, and yellow means that one or more conflicts exist for recurring events .
- Click 'OK'. Your room assignments will now appear on the Event Info screen.

Saving

- In the Event Information screen verify all information is correct
- Click Save. 'Processing Workflow' will appear on your screen.

Meetings							
Additional Contacts Attachments Reminders Attendees Notes Calendar Description History							
+ Add Meeting Edit Selected Assign Rooms Assign Resources Drop Selected Delete Selected							
<input checked="" type="checkbox"/>	Name	Status	Start Date ↓1	Start Time	End Time	End Date	Room
<input checked="" type="checkbox"/>	+ Bobcat Summit (10 instances)			02:10 PM	03:00 PM		
<input checked="" type="checkbox"/>	Bobcat Summit		08/29/2018	02:10 PM	03:00 PM	08/29/2018	⊙ AJM 233 -
<input checked="" type="checkbox"/>	Bobcat Summit		08/31/2018	02:10 PM	03:00 PM	08/31/2018	⊙ AJM 233 -
<input checked="" type="checkbox"/>	Bobcat Summit		09/03/2018	02:10 PM	03:00 PM	09/03/2018	⊙ AJM 233 -
<input checked="" type="checkbox"/>	Bobcat Summit		09/05/2018	02:10 PM	03:00 PM	09/05/2018	⊙ AJM 233 -
<input checked="" type="checkbox"/>	Bobcat Summit		09/07/2018	02:10 PM	03:00 PM	09/07/2018	⊙ AJM 233 -
<input checked="" type="checkbox"/>	Bobcat Summit		09/10/2018	02:10 PM	03:00 PM	09/10/2018	⊙ AJM 233 -
<input checked="" type="checkbox"/>	Bobcat Summit		09/12/2018	02:10 PM	03:00 PM	09/12/2018	⊙ AJM 233 -
<input checked="" type="checkbox"/>	Bobcat Summit		09/14/2018	02:10 PM	03:00 PM	09/14/2018	⊙ AJM 233 -

Saving

- The Status of your event will show as 'Scheduled' if it has gone through successfully. An error window will appear if there are scheduling conflicts; saving your event without resolving issues will result in an 'Incomplete' status or double booking.

Event List						
+ Add						
	Name ^1	Reservation	Days Met	Start Date	End Date	Status
✖	⊕ TEST	20180215-00031		05/31/2018	05/31/2018	Scheduled

Home Calendars Academics Events Reporting Settings alishadowns

Save Save and Close Cancel Check For Conflicts Send Event Summary Clone Event

test (Reservation Number: 20140501-00006)

Event Information

Reservation #: 20140501-00006 * Owner: Test, D

* Event Name: test * Event Type: Academic

Description: Event Status: Scheduled by testDept

* Contact: Test, Dept Create Est. Attend: 0

* Customer: Test Customer Create Private:

Notify: Featured:

Meetings Additional Contacts Attachments Reminders Attendees Notes Calendar Description History

+ Add Meeting Edit Selected Assign Rooms Assign Resources Drop Selected Delete Selected

	Name	Status	Start Date	Start Time	End Time	End Date
<input type="checkbox"/>	test	Scheduled by testDept	05/02/2014	10:00 AM	11:00 AM	05/02/2014

Saving

- Furthermore, if you do not have permissions to schedule the room in question, the status of the event will show as 'Incomplete'. You will need to contact the Scheduling Authority so they can push the reservation through or set up alternate accommodations. If there is a scheduling conflict, the conflict will have to be resolved in order to avoid a double booking.

Event List						
+ Add						
View Events View Meetings						
	Name ^1	Reservation	Days Met	Start Date	End Date	Status
✖	test	20180531-00014		08/29/2018	09/19/2018	Incomplete

Home Calendars Academics Events Reporting Settings

Save Save and Close Cancel Check For Conflicts Send Event Sur

test (Reservation Number: 20180531-00014)

Event Information

Reservation #: 20180531-00014

* Event Name: test * Event Type: Meeting

Description: Event Status: Incomplete by alishadowns

* Contact: Downs, Alisha Create Est. Attend: 0

* Customer: Registrar's Office Create Private:

Notify: Featured:

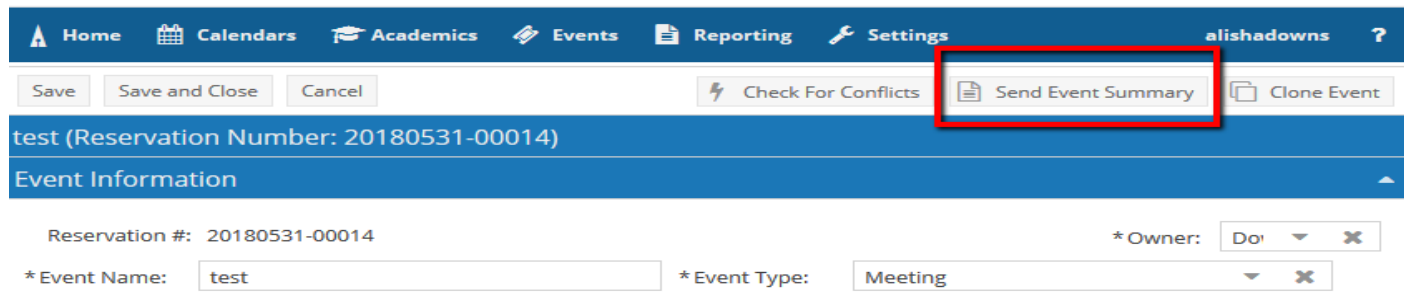
Meetings Additional Contacts Attachments Reminders Attendees Notes Calendar Descrip

+ Add Meeting Edit Selected Assign Rooms Assign Resources Drop Selected Del

	Name	Status	Start Date	End Date
<input type="checkbox"/>	test	Incomplete by alishadowns	09/14/2018	10/14/2018

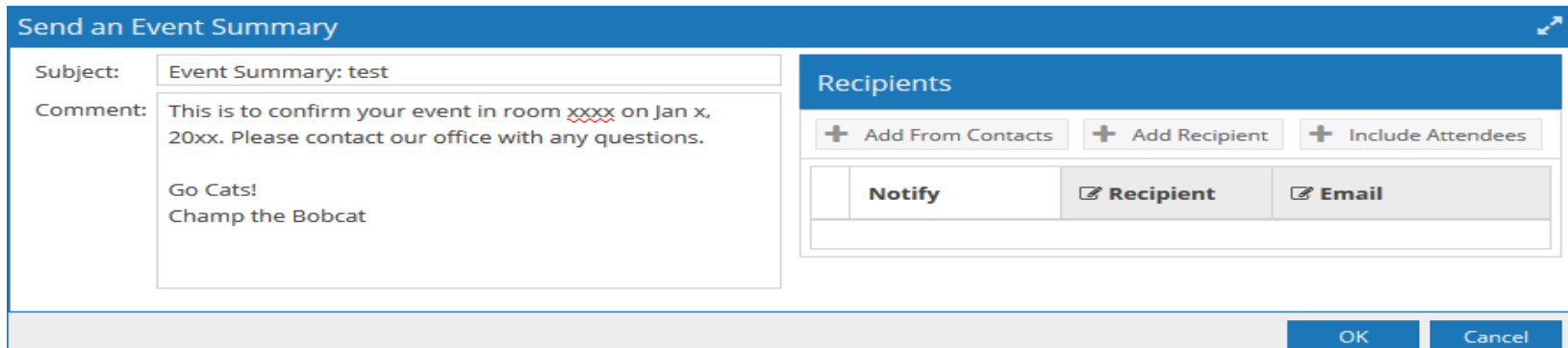
Send Event Summary

- Once an event is saved successfully, you may send an Event Summary PDF to the requestors.



The screenshot shows a software interface with a dark blue header containing navigation tabs: Home, Calendars, Academics, Events, Reporting, and Settings. The user's name 'alishadowns' is visible in the top right. Below the header is a toolbar with buttons for 'Save', 'Save and Close', 'Cancel', 'Check For Conflicts', 'Send Event Summary' (highlighted with a red box), and 'Clone Event'. The main content area displays 'test (Reservation Number: 20180531-00014)' and 'Event Information'. Below this, there are input fields for 'Reservation #:' (20180531-00014), '*Event Name:' (test), '*Event Type:' (Meeting), and '*Owner:' (Do).

- The 'Send an Event Summary' window is configured like an email with a Subject and a Comment box. You may add existing Ad Astra users from the Contact List, or manually add recipients by choosing 'Add Recipient'. Click 'OK'; this will send a PDF to the specified email address.



The 'Send an Event Summary' dialog box is shown. It has a blue title bar with the text 'Send an Event Summary' and a close button. The dialog is divided into two main sections. On the left, there is a 'Subject:' field with the text 'Event Summary: test' and a 'Comment:' text area containing the text: 'This is to confirm your event in room xxxxx on Jan x, 20xx. Please contact our office with any questions. Go Cats! Champ the Bobcat'. On the right, there is a 'Recipients' section with a blue header and three buttons: '+ Add From Contacts', '+ Add Recipient', and '+ Include Attendees'. Below these buttons is a table with three columns: 'Notify', 'Recipient', and 'Email'. The 'Recipient' and 'Email' columns have checkboxes that are currently checked. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

View Events

The screenshot displays the 'View Events' interface. The 'Filters' sidebar on the left includes a search bar and various filter options. The 'Keyword' field is highlighted with a red box and contains the text 'Registrar Training'. The main area shows an 'Event List' table with columns for Name, Reservation, Days Met, Start Date, and End. One event, 'Registrar Training Series', is highlighted with a red box. Below the table, the 'Event Details' for 'Registrar Training Series' are shown, including Event Type (Meeting), Customer (Registrar's Office), Contact (Downs, Alisha), Status (Scheduled), and Description (Reservation #:20151215-00014). At the bottom, there is a 'Scheduling Grids' table with columns for Name, Status, Start Date, End Date, Start Time, End Time, and Room. The grid shows three rows of 'Registrar Training Series' events scheduled for 2/3/2016, 2/17/2016, and 3/2/2016, all in rooms AJM 233 and WIL 1138.

- In the 'Events' tab you can search by typing in event name or reservation number into the 'Keyword' field.
- Hover over the bullet icon to get a quick view of the event details. Click 'View Event Details' link to get an expanded view.
- You may also view your event on the Scheduling Grids.
- To Delete an Event, click on the red **X**. To Edit, click into the event. Currently, you may only make edits or delete events that you have created.

Questions, Comments

Contact the Registrar's Office at
eventscheduling@montana.edu

We are always available to help troubleshoot or answer questions! Happy scheduling!