Ad Astra Schedule

Available Room Search

How to Find the 'Available Rooms' Tool

- Navigate to the Ad Astra Portal: https://www.aaiscloud.com/MontanaStateU_Bozeman/Portal/GuestPortal.aspx

- From the home page, click on the 'Calendars' tab and choose Available Rooms.
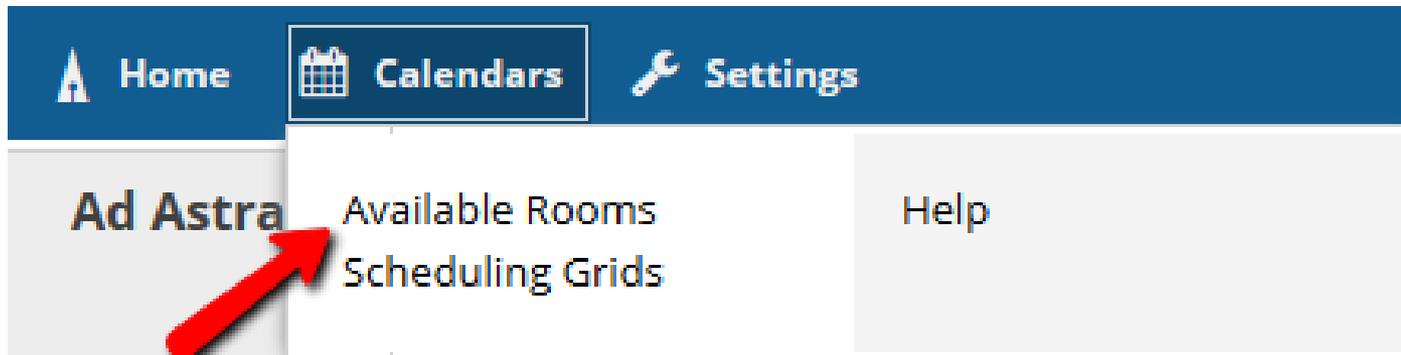
Search Dates

- Click 'Add Meeting' to enter the Search day/s and time.

Single Meeting

- Enter Start and End times. *Be sure to use exact times!

- Enter the Start and End dates.

- Click OK

Recurring Meeting

Add Meeting ✕

○ Single Meeting   ◉ Recurring Meeting

Start Time: [▼]   End Time: [▼]

Recurrence Pattern

◉ Daily   ◉ Every [1 ⇕] day(s)
○ Weekly   ○ Every weekday
○ Monthly
○ Yearly

Start: [06/14/2018 📅]

◉ End after   [1 ⇕] occurrences
○ End by   [📅]

Recurrence Summary

[Ok]   [Cancel]

- Enter Start and End time; remember to use exact times (i.e. standard meeting patterns for courses)

- Choose Recurrence Pattern (Daily, Weekly, Monthly, Yearly)

- Choose Start date and End date (usually semester dates if searching for available classroom for a course), or "End After number of occurrences".

- Click OK

Add Filters

- Once your Search Dates are set, you will see them in the heading.
- Filters can be added to the search by clicking on the "Filter Options" button.
- It is recommended to add a filter for Room Type (classroom, conference room, etc.) and Capacity at a minimum. Add Region filter "REG" to search for all available Registrar-scheduled rooms.
- Multiple filters can be added of the same type by checking multiple boxes.
- **Note: Experiment with different capacity ranges. Sometimes different ranges return different results!

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Search Available Rooms

- With the search date/s and filters defined, click 'Search'.
- The list of available rooms will be displayed.

Requesting a Room

- To request one of the available rooms, hover over the bullet icon next to a room in the Scheduling Grids screen to see Room Details and Features.
- Contact the Scheduling Authority for that room as listed in the Description field.

Questions, Comments

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

We are always available to help troubleshoot and answer questions.