Ad Astra Schedule

How to use the 'Add Quick Event' and 'Add an Event' features

Log into Astra Schedule

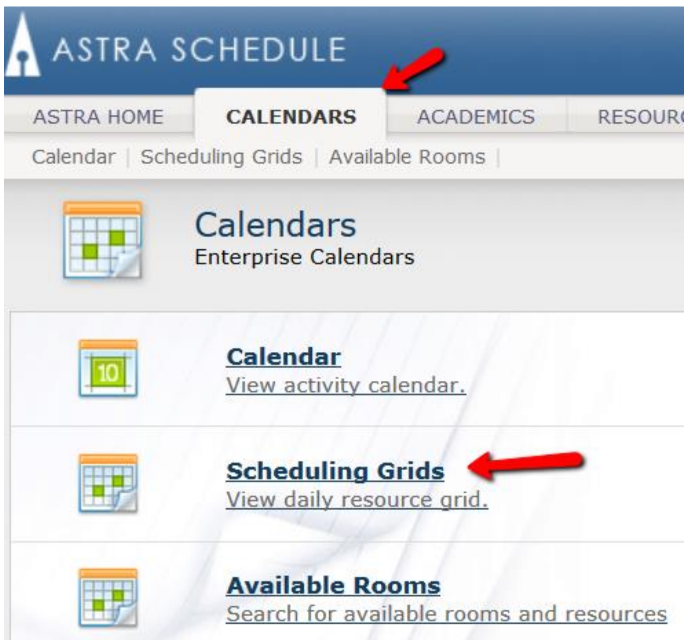
https://www.aaiscloud.com/MontanaStateU_Bozeman/Portal/GuestPortal.aspx

- Log in using your domain name (generally the first part of your email address)
- 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.

How to Quick-Add an Event

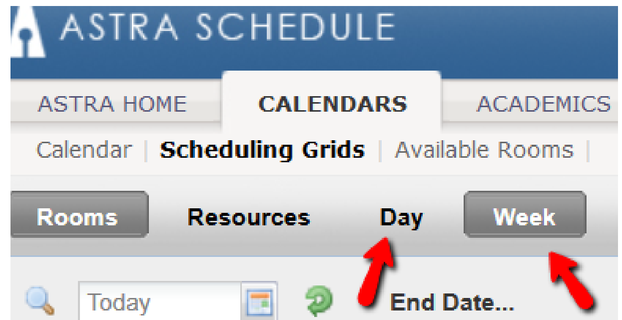
1. Navigate to Calendars Tab

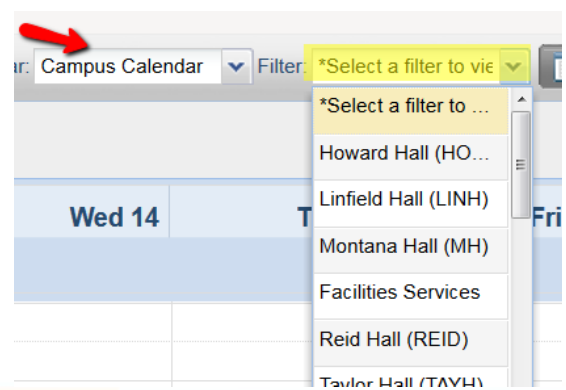
2. Click on Scheduling Grids



3. Toggle settings to help narrow the search

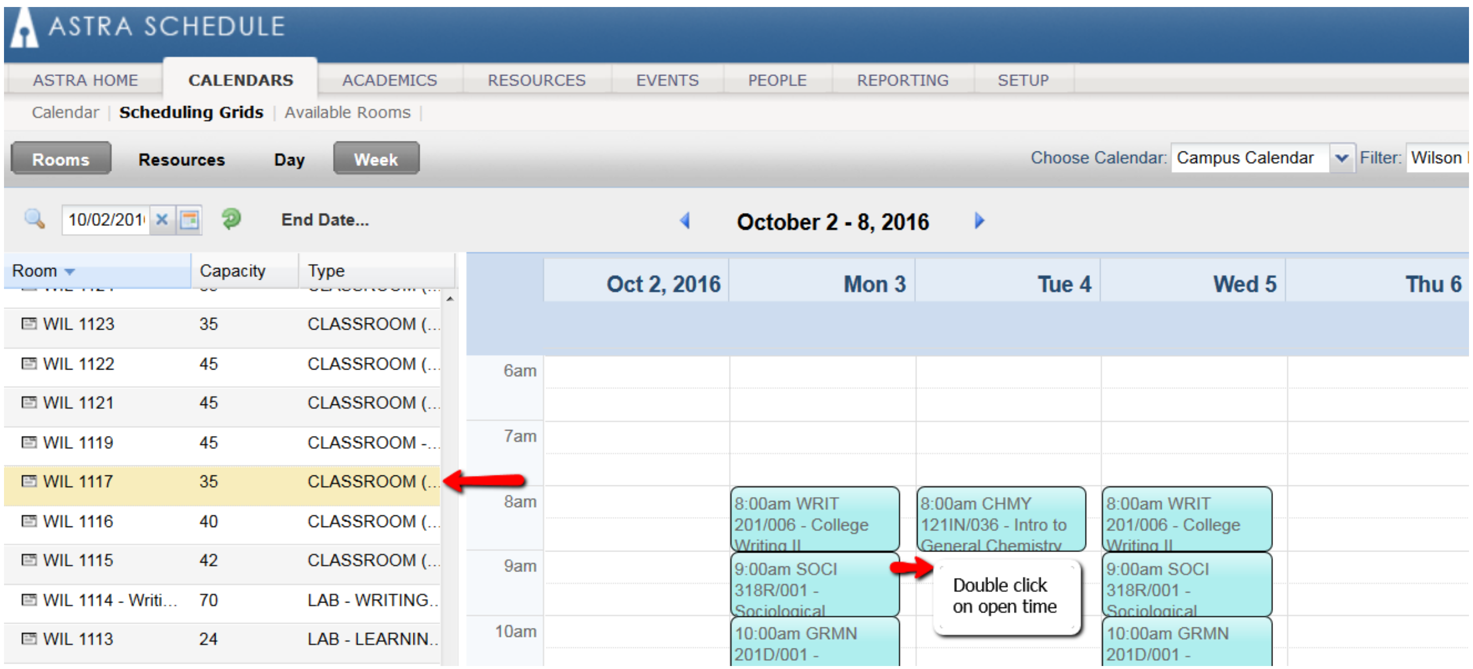
***You must 'Choose a Calendar' from the drop down menu**





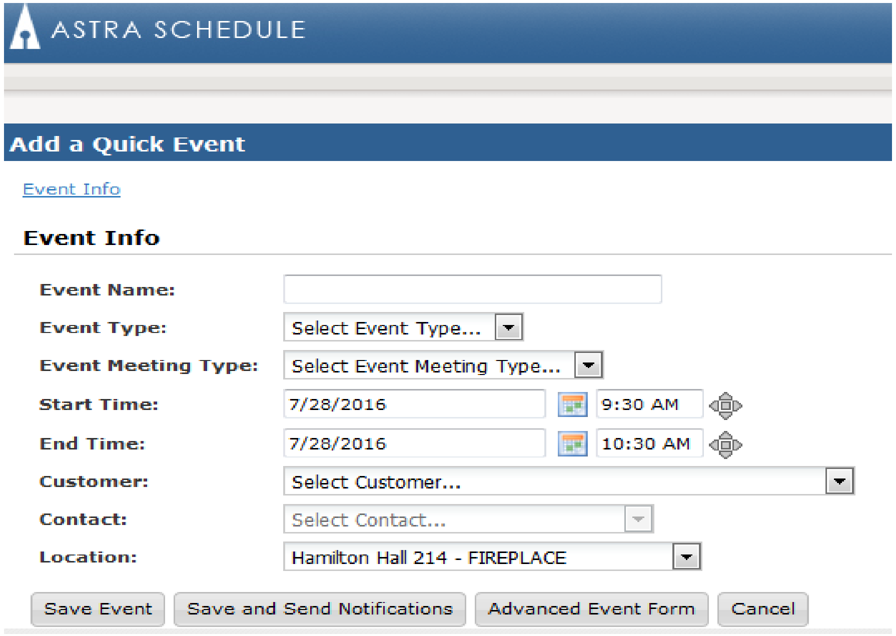
How to Quick-Add an Event cont.

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



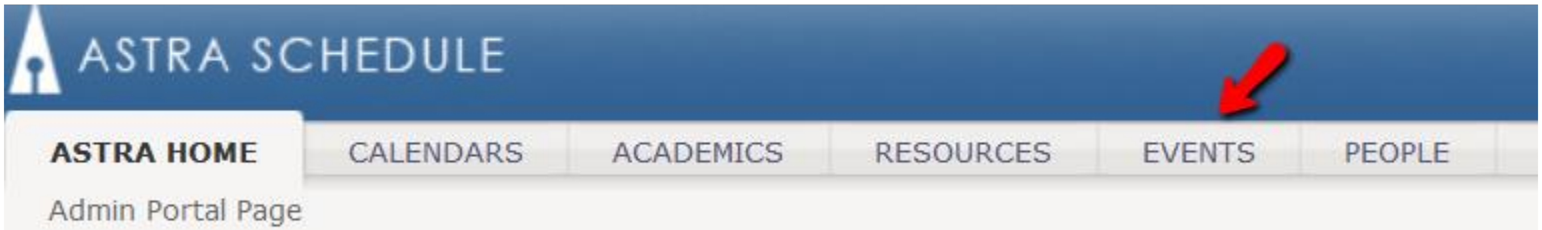
How to Quick-Add an Event cont.

- Once the new window opens, fill in the necessary fields and click ‘Save Event’. Navigate back to Scheduling Grids to verify that the event has saved. If you wish to schedule a recurring event, click on ‘Advanced Event Form’.

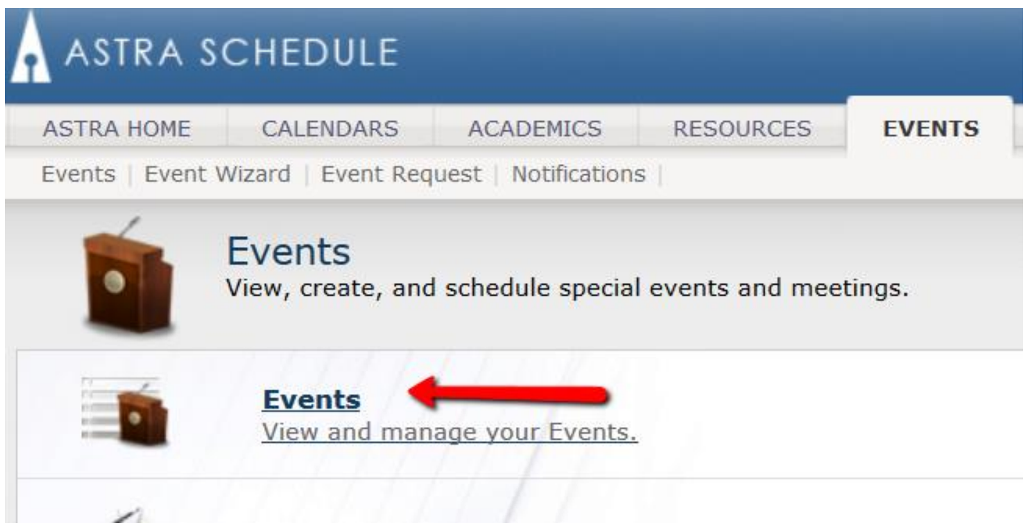


How to Schedule Using ‘Add an Event’

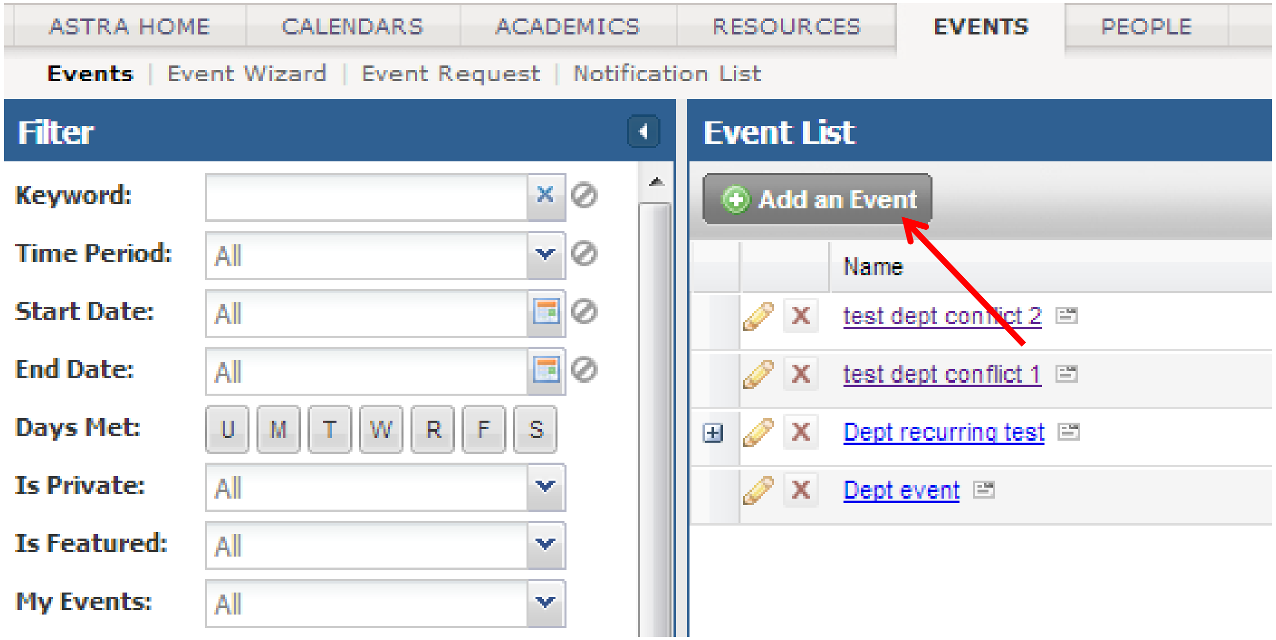
- From the home page click on the ‘Events’ tab



- Click on Events

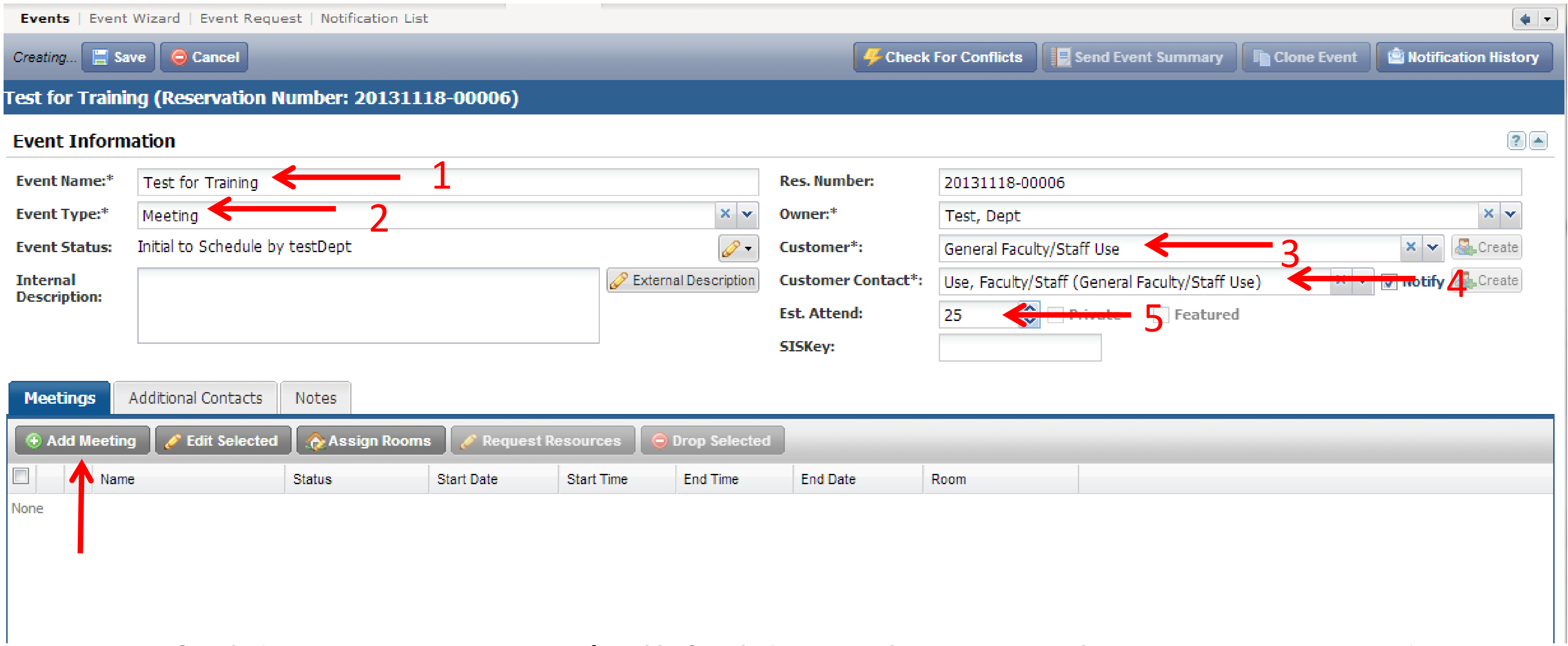


Add an Event



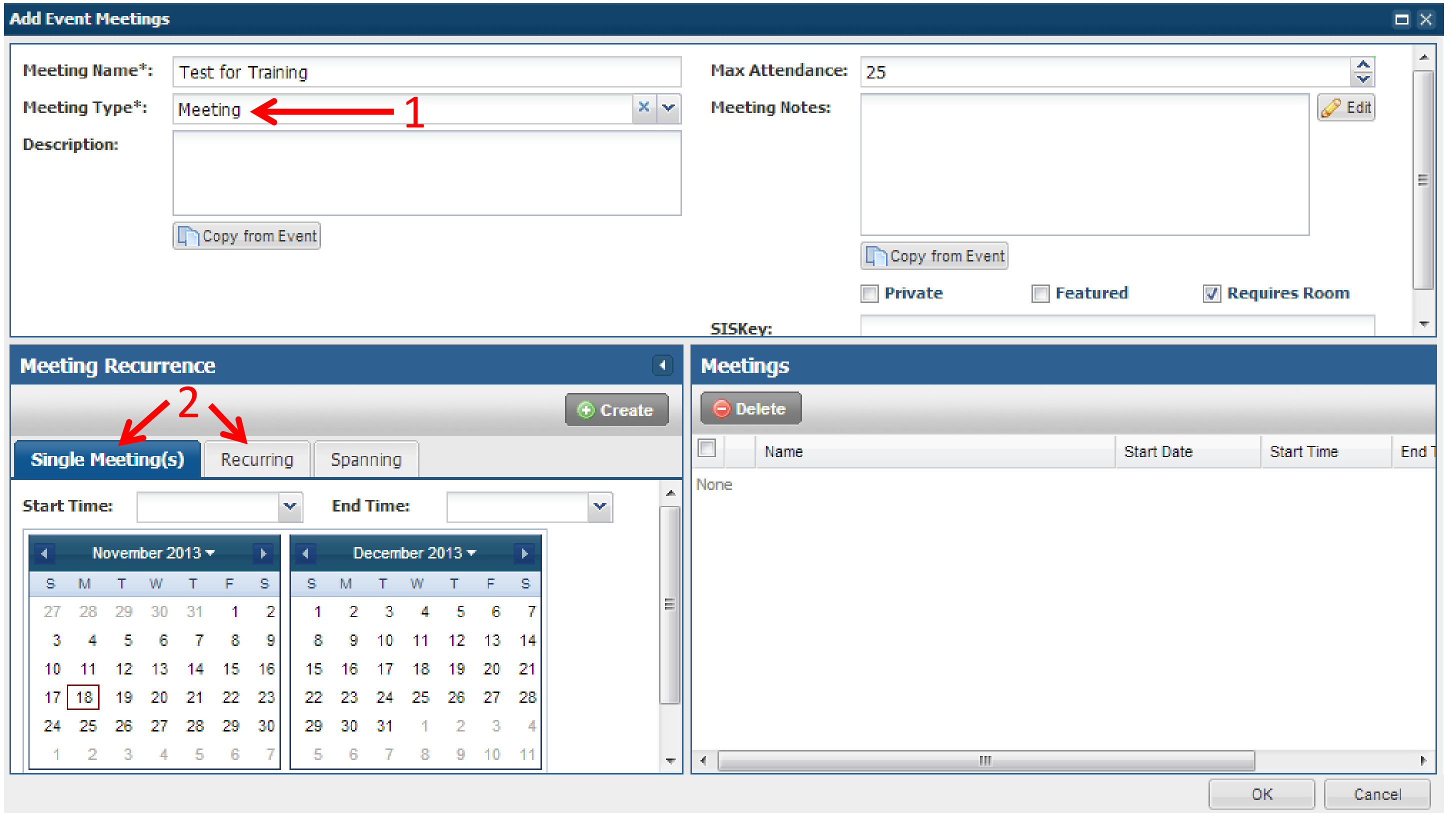
- Select ‘Add an Event’

Event Information



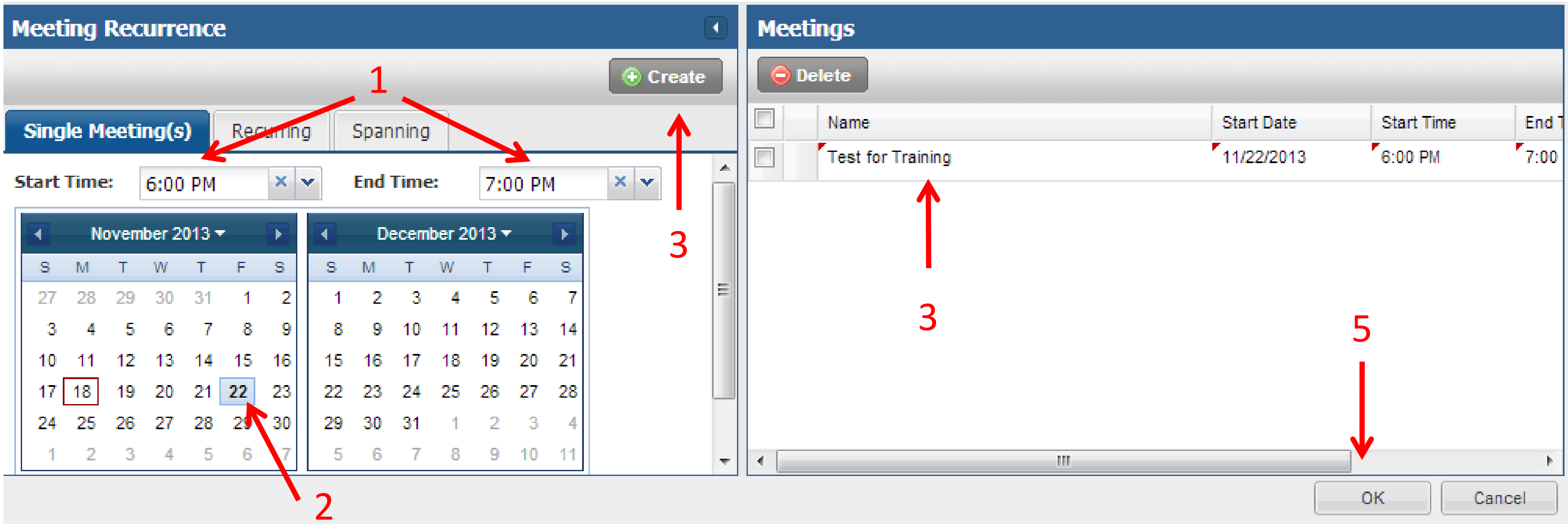
- Enter fields 1, 2, 3, 4, 5. *All fields with asterisks are required! Use description field to add Event details or additional contact information.
- Click 'Add Meeting'

Meetings



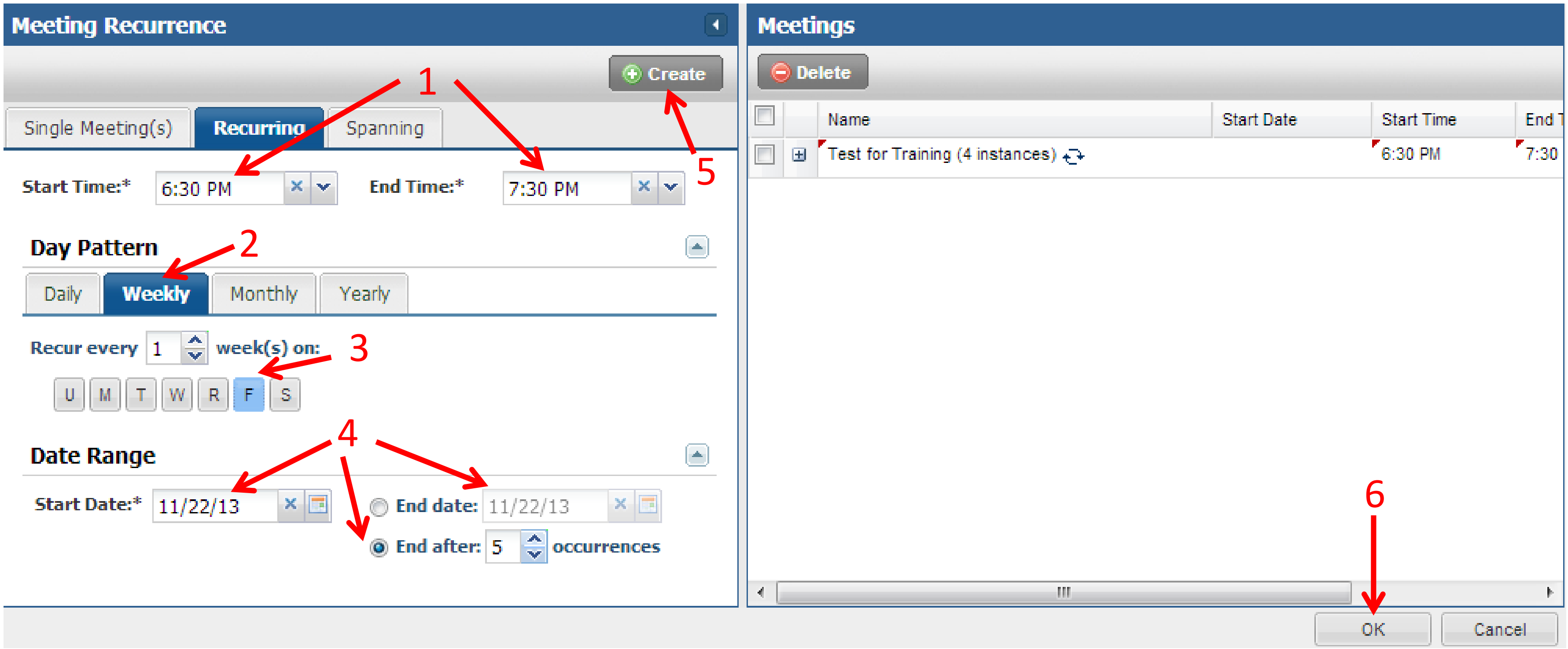
1. Enter Meeting Type (*required)
2. Select Single Meeting or Recurring as appropriate

Meeting Recurrence – Single Meeting



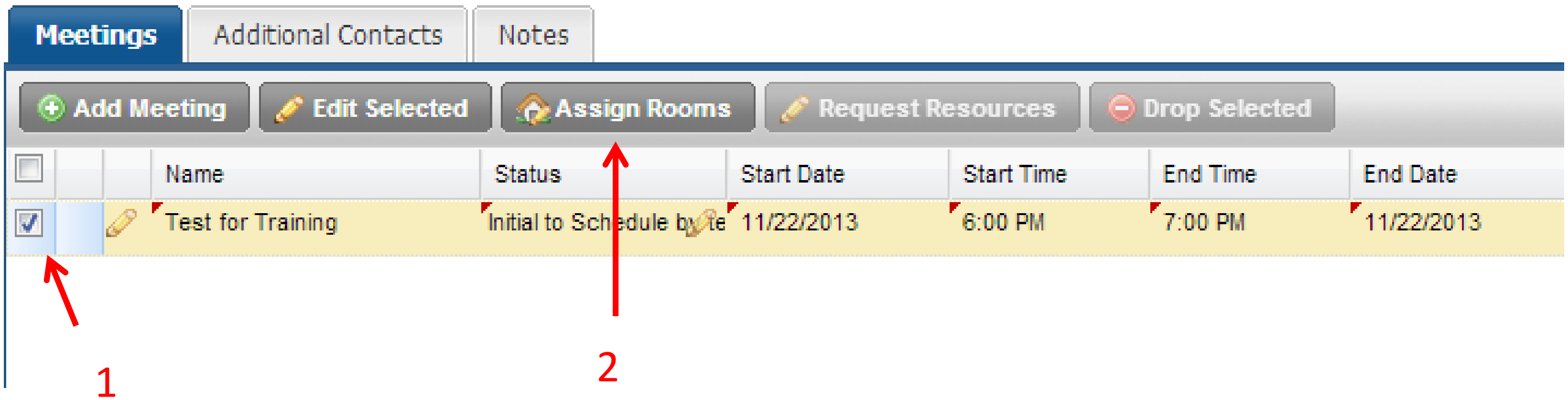
1. Enter Start and End Times
2. Select the date on the calendar; multiple dates can be selected as long as they occur at same time of day.
3. Click 'Create'. The meeting will now be listed on the right in the 'Meetings' section
4. To create meetings with different start and end times, after clicking Create simply change the times and day then click Create again; another row will be added to the Meetings section
5. When finished click 'OK'

Meeting Recurrence - Recurring



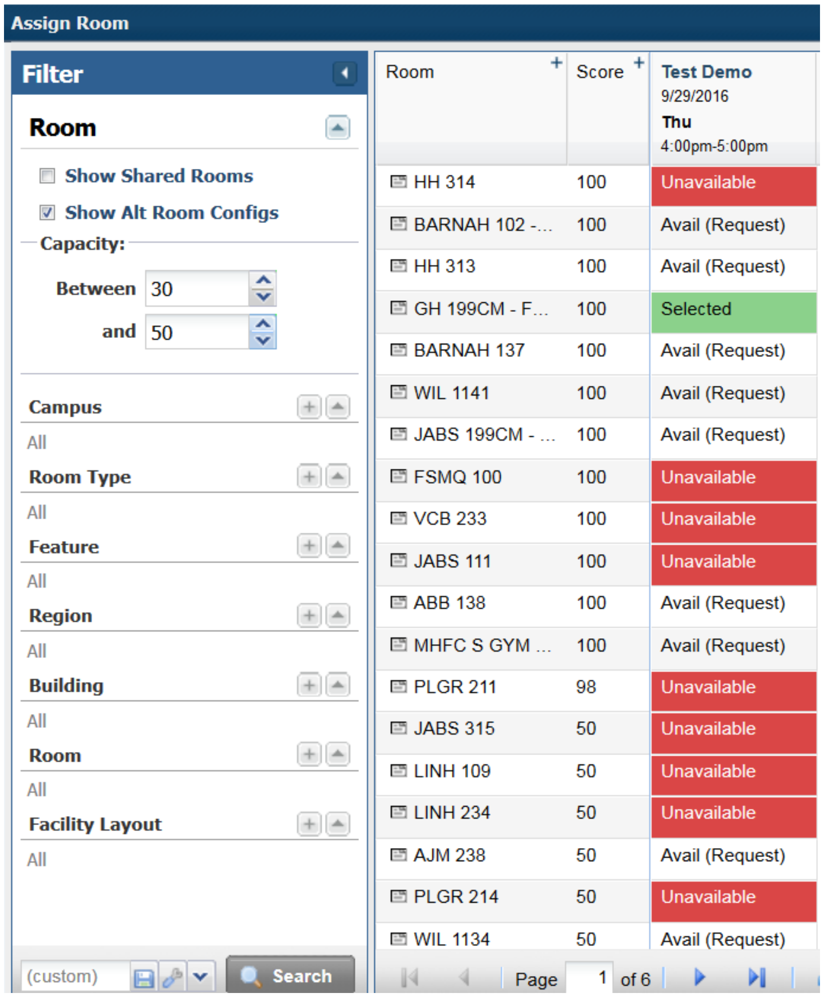
1. Enter Start and End times
2. Select the 'Day Pattern' that matches your event
3. Select the day/s it will recur
4. Select the Start Date and either an End Date <u>OR</u> the number of occurrences for the event
5. Click 'Create'. The meeting will now be listed on the right in the 'Meetings' section
6. When finished click 'OK'

Assigning a Room



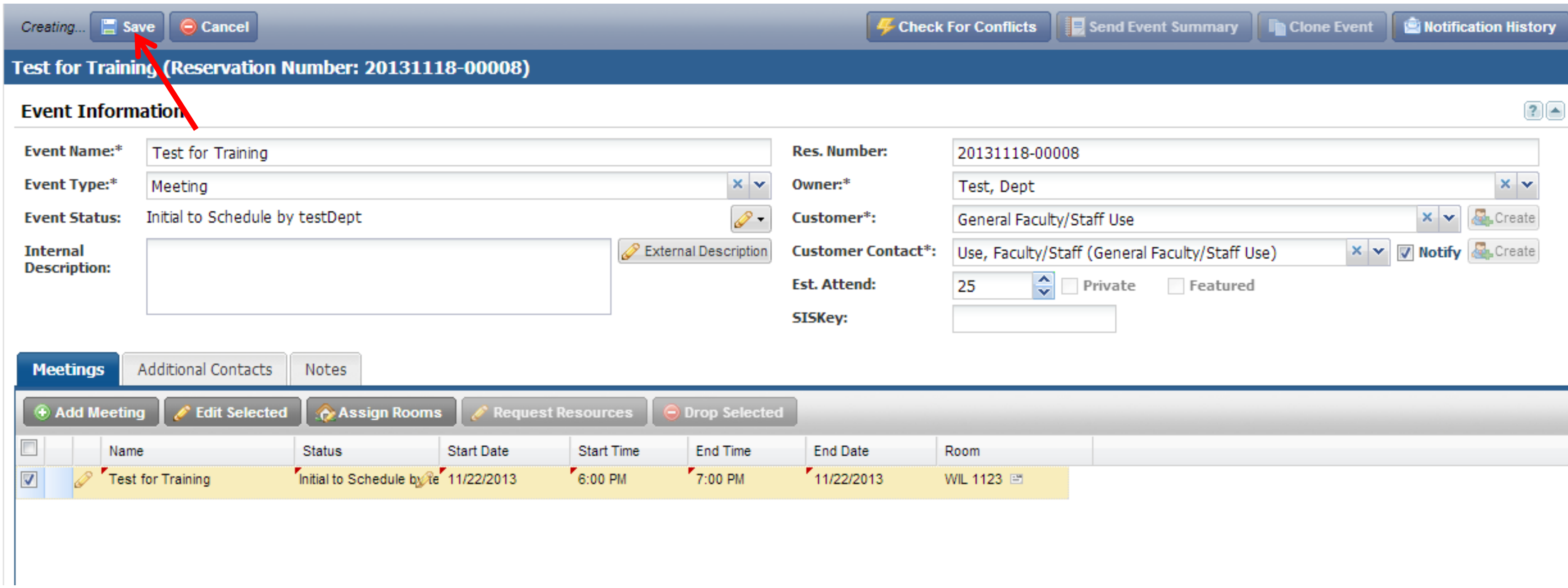
1. Select the check box next to your meeting
2. Click 'Assign Rooms'

Assign Room/s



- Enter necessary Filters based on your scheduling needs. (Capacity, Region, Building etc.) Click 'Search'.
- Rooms that best meet your criteria will be listed. 'Score' indicates how well the room fits that criteria.
- Click on the Plus (+) at top of 'Room' column to reveal more details. 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. If you are the Scheduling Authority for the space, it will show as 'Available'. If you are not, it will show as 'Avail (Request)'. **Red** indicates the room is Unavailable, and yellow means that one or more conflicts exist for recurring events .
- Click 'OK'.

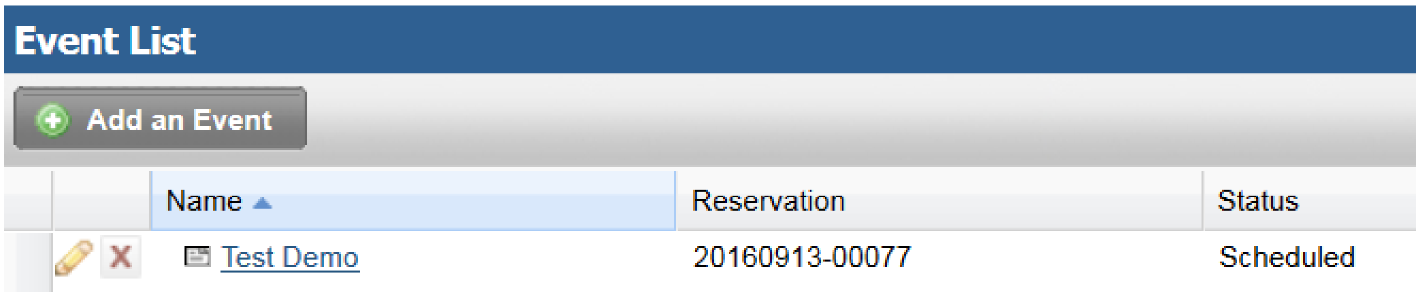
Saving

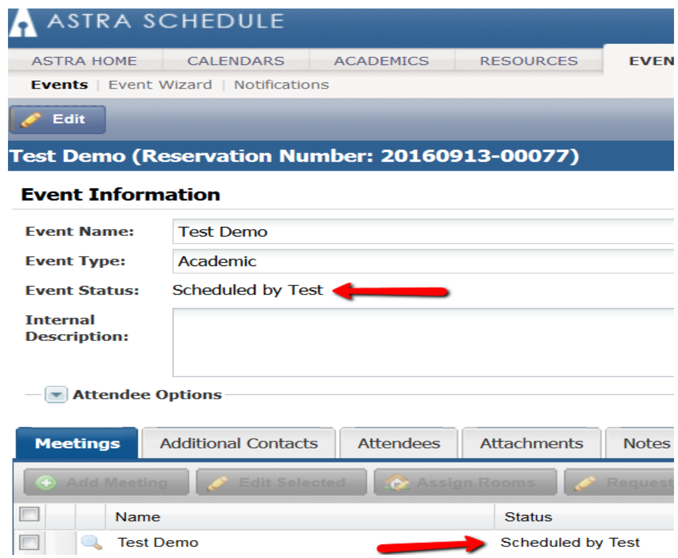


- Verify all information is correct
- Click Save. ‘Processing Workflow’ will appear on your screen.

Saving

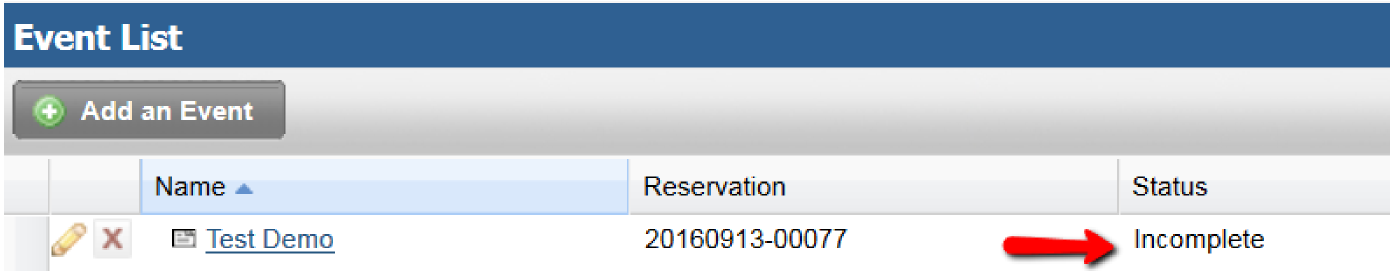
- If you are the Scheduling Authority for the room you are trying to schedule, the Status of your event will show as ‘Scheduled’.

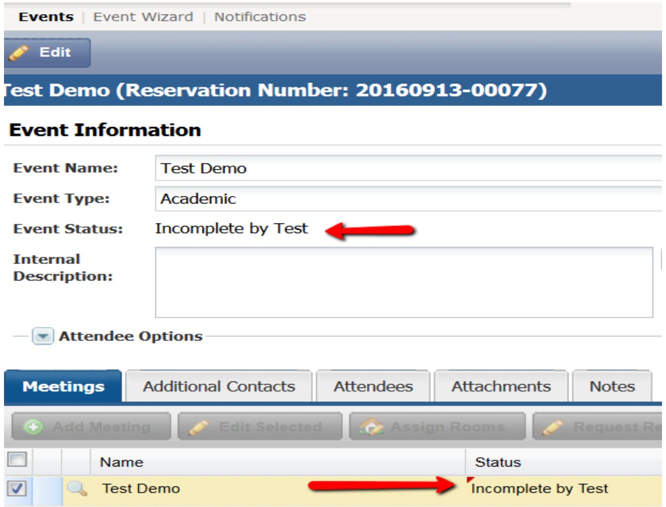




Saving

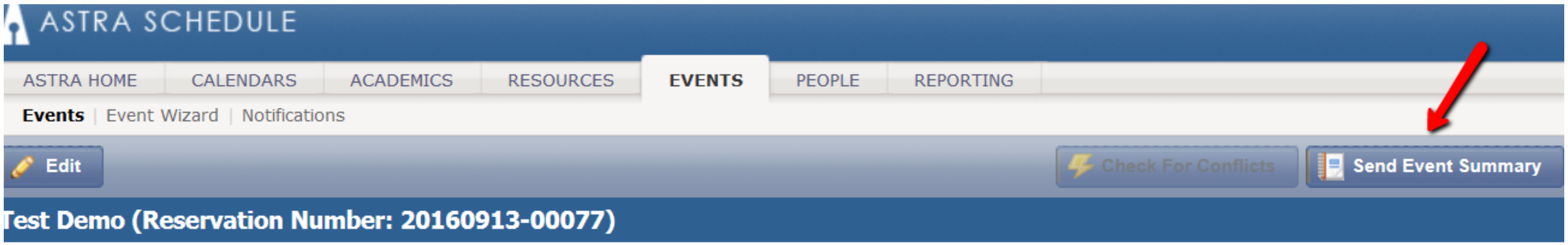
- If you are not the Scheduling Authority, the event status will show as ‘Incomplete’. You will need to contact the Scheduling Authority so they can push the reservation through or set up alternate accommodations.



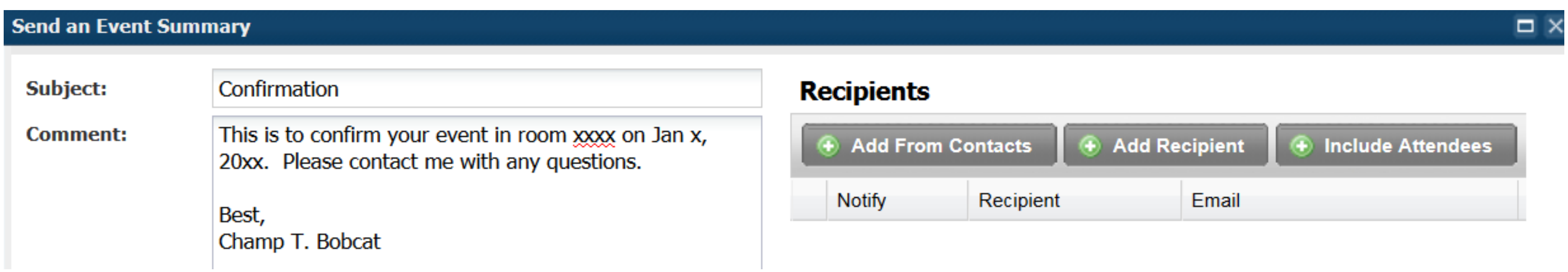


Send Event Summary

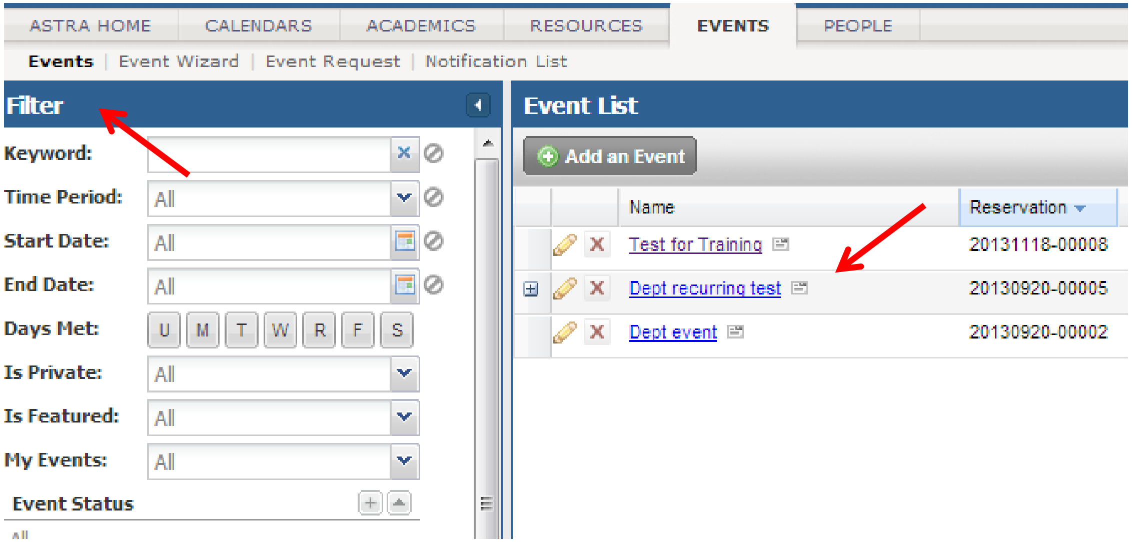
- Once an event is successfully saved, you may send an Event Summary.



- In the 'Send an Event Summary' window, add any necessary details. 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.



View Events



- To see the Event List, click ‘Events’ at the top of the screen. The most recently scheduled event will be in the list.
- Recurring Events or Events with multiple meetings will have a plus (+) to the left of the Event title; click the plus to see the details about each meeting.
- You may also view your event on the Scheduling Grids.
- To Delete an Event, click on the red . To Edit, click on the pencil icon .

Questions, Comments

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

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