Ad Astra Schedule

How to use Add an Event
How to schedule using Add an Event

From the home page click on the Events tab
How to schedule using Add an Event

Click on Events
Add an Event

Click Add an Event
Event Information

- Enter fields 1, 2, 3, 4, 5
- Click Add Meeting
Meetings

1. Enter Meeting Type
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
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 or 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
Assign a Room

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

1. Click on desired room that says Available, it will turn green and display Selected if you have authority to schedule that room; if you do not have authority to schedule the selected room it will display Requested and notify the user/s with scheduling authority.

2. Click OK.

Note: Score does not refer to capacity, but instead how well that room meets your criteria.

Rooms that best meet your criteria (based on expected capacity) will be listed.

Click on the Plus (+) at top of Room column to get more details.

- [ ] Show Shared Rooms
- [ ] Show All Room Configs
- [ ] Capacity: Between
  - [ ] Score
  - [ ] Test for Training
  - [ ] 11/22/2013
    - [ ] Fri
    - [ ] 8:00pm-7:00pm
- [ ] Regions
- [ ] Capacity
- [ ] Room Type
- [ ] Score

- [ ] WIL 1123
  - [ ] REG
  - [ ] 100
  - [ ] CLASSROOM
    - [ ] 100
- [ ] WIL 1126
  - [ ] REG
  - [ ] 96
  - [ ] CLASSROOM
    - [ ] 98
- [ ] ROBH 209
  - [ ] REG
  - [ ] 35
  - [ ] CLASSROOM
    - [ ] 98
- [ ] ROBH 109
  - [ ] REG
  - [ ] 36
  - [ ] CLASSROOM
    - [ ] 100
- [ ] ROBH 319
  - [ ] REG
  - [ ] 37
  - [ ] CLASSROOM
    - [ ] 97
- [ ] WIL 1117
  - [ ] REG
  - [ ] 37
  - [ ] CLASSROOM
    - [ ] 98
- [ ] WIL 1122
  - [ ] HHD
  - [ ] 36
  - [ ] CLASSROOM
    - [ ] 98
- [ ] WIL 1128
  - [ ] HHD
  - [ ] 36
  - [ ] CLASSROOM
    - [ ] 98
• Verify all information is correct
• Click Save
Saving

- After clicking Finish, your event will be saved
- It is normal to see this screen for several seconds
Complete

- After the event has been saved ensure the Event Status is Scheduled, and if it is nothing else needs to be done

- If you would like to send a summary of the event to someone, click Send Event Summary
Send Notification

1. The customer contact identified on the event will default as the recipient; this contact can be removed (using the red X)
2. Additional recipients can be added using the Add From Contacts (choose from list of built in contacts) or Add Recipient (manually enter name and email)
3. Fill in the email subject
4. Add any comments you want included in addition to the event details
5. Click OK to send the notification
View Events

- To see the Event List, click Events at the top of the screen
- The meeting that was just scheduled will be in the list
- Events with multiple meetings will have a plus (+) next to the name, click the plus to see the details about each meeting
Questions, Comments

Contact the Registrar’s Office at classroomscheduling@montana.edu.