Ad Astra Schedule

Available Room Search
How to use the Available Rooms Tool

From the home page click on the Calendars tab
Available Rooms

Click Available Rooms
Search Dates

- Click Add New to enter the Search Day/s and time
Single Meeting

- Enter Start and End time; clicking the center of the tool to the right of the box will default to the current time
- Enter the Start and End date
- Click OK
Recurring Meeting

- Enter Start and End time
- Choose Day Pattern
- Choose to end after number of occurrences or End Date
- Click OK
Add Filters

- Any filters can be added to the search using the Pencil icon.
- It is recommended to add a filter for room type (classroom, conference room, etc.) and capacity at a minimum.
- Multiple filters can be added of the same type by checking multiple boxes.
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 card icon next to a room and
- Contact the scheduling authority for that room as listed in the Description field.
Questions, Comments

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