# How to Book a Conference Room in Ad Astra

Please make sure to book through Ad Astra ONLY instead of Outlook

1.)   https://www.aaiscloud.com/WSUTech/Calendars/DailyGridCalendar.aspx?calendarId=581a64d0-7736-11ed-9104-010a8f84f0ea&isDay=true

   a.   After clicking the link above, login to Ad Astra with your MyWSUTech credentials

2.)   As you can see, the table of events and what has already been scheduled will appear
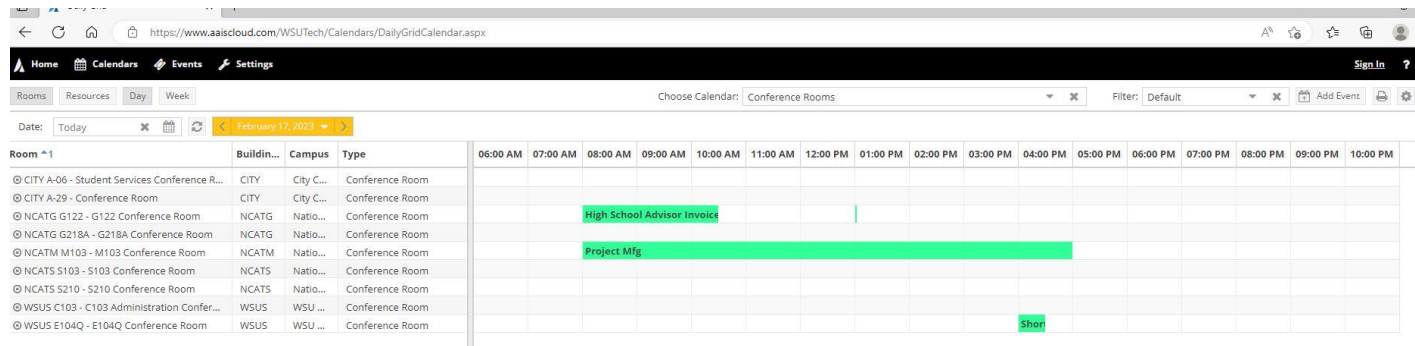
3.)   Find the conference room of your choosing on the left side of the screen.

4.)   Go to the scheduling grid, click on your starting time, and drag the line to the ending time of your meeting. (Make sure you include any necessary setup or breakdown time you may need).

5.)   Please select the type of meeting you are wanting to book:
   i.   Single Meeting- I only need a room for a one-time meeting

   1.

ii. Multiple- This meeting happens on multiple dates, but not at the same time every week and only for a set group of time. (In depth instructions for this meeting type begin at step 10)

1.

iii. Recurring- This meeting happens at the SAME time daily, weekly, monthly, or yearly.

1.

6.) Once you have selected your meeting type, please fill out ALL of the boxes on the screen.

7.) Please type the name you are wanting for your "Contact" and select from the prompted names. This is the person we will reach out to if there ever is an issue or question about the meeting/event at hand. This person will also receive the confirmation email.

      i. If the name you are looking for does not appear when you type it, please send an email to ppitts@wsutech.edu with the name, employee department, and WSU Tech email.

8.) Once all of the boxes are filled out, please click "Save and Send Notification"

9.) Once the "Send an Event Summary" page appears, select "Ok". This ensures you get an email notification for your booking.

10.) "MULTIPLE" style booking:
        i. After completing steps 1-7 you should be on the following page:

2.) Please click on all of the dates you would like to include and then hit the YELLOW and WHITE arrow in the middle of the calendar and "Meetings" box.

3.) Now please fill out the rest of the information and see step 8

Deleting/Modifying your Reservation

1.)   To delete or modify your reservation please email ppitts@wsutech.edu