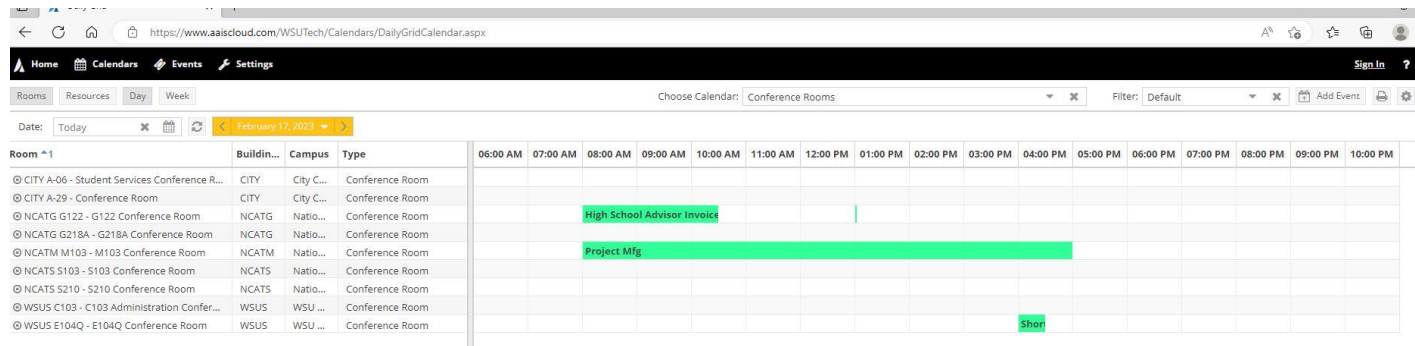


# How to Book a Conference Room in Ad Astra

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

The 'Create Event' dialog box is shown with the following fields and options:

- Event Type:  Single,  Multiple,  Recurring
- Start Time: 8:00 AM (dropdown)
- End Time: 3:30 PM (dropdown)
- Start Date: 02/17/2023 (calendar icon)
- End Date: 02/17/2023 (calendar icon)
- Event Name: (text input)
- Room: NCAT Aviation Service Bldg S103 - S103 Conferenc (dropdown)
- Event Type: Select... (dropdown)
- Contact: Select... (dropdown)
- Customer: (text input)

Buttons: Create, Create, More Options, Save and Send Notification, Save, Cancel

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- 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)

The screenshot shows the 'Create Event' form with the 'Multiple' radio button selected. The start and end times are both set to 12:00 PM. A calendar for February 2023 is displayed, with the 17th highlighted. To the right of the calendar is a 'Meetings' section with a right-pointing arrow. Below the calendar are fields for Event Name, Room (WSU South E104Q - E104Q Conference Room), Event Type (Select...), Contact (Select...), and Customer. At the bottom, there are buttons for 'More Options', 'Save and Send Notification', 'Save', and 'Cancel'.

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

The screenshot shows the 'Create Event' form with the 'Recurring' radio button selected. The start time is 7:30 AM and the end time is 11:00 AM. The 'Recurrence Pattern' section has 'Daily' selected, with 'Every 1 day(s)' and 'Every weekday' options. The 'Start' date is 02/17/2023, and 'End after 10 occurrences' is selected. The 'End by' date is 02/26/2023. A 'Recurrence Summary' box contains the text: 'Every 1 day(s) effective 02/17/2023 until 02/26/2023 from 7:30 to 11:00 AM.' Below are fields for Event Name, Room (WSU South C103 - C103 Administration Conferenc), Event Type (Select...), Contact (Select...), and Customer. At the bottom, there are buttons for 'More Options', 'Save and Send Notification', 'Save', and 'Cancel'.

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- 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](mailto: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”

The image shows a screenshot of a web application interface. The top part is a 'Create Event' form with a yellow header. It has three radio buttons for 'Single', 'Multiple', and 'Recurring'. Below these are fields for 'Start Time' (7:30 AM), 'End Time' (11:00 AM), 'Start Date' (02/17/2023), and 'End Date' (02/17/2023). There are also fields for 'Event Name' (test), 'Room' (WSU South C103 - C103 Administration Conferenc), 'Event Type' (Meeting), 'Contact' (Johnson, Taylor), and 'Customer' (WSU Tech Events). At the bottom of the form are buttons for 'More Options', 'Save and Send Notification', 'Save', and 'Cancel'. Below the form is a 'Confirm Save' dialog box with a yellow header and the text 'Are you sure you want to save and continue?'. It has two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red.

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

Send an Event Summary

Subject: Event Summary: test

Comment:

Recipients

+ Add From Contacts + Add Recipient + Include Attendees

Notify	Recipient	Email
<input checked="" type="checkbox"/>	Taylor Johnson	tjohnson36@wsutech.edu

OK Cancel

- 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.

Create Event

Single  Multiple  Recurring

Start Time: 12:00 PM End Time: 12:00 PM

Today Clear

February 2023

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Meetings

Event Name:

Room: WSU South E104Q - E104Q Conference Room

Event Type: Select...

Contact: Select...

Customer:

More Options Save and Send Notification Save Cancel

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](mailto:ppitts@wsutech.edu)