Requesting Multiple Meetings

Step 1: Navigating to Ad Astra

Go to www.indiantech.edu. In the upper right hand corner of the web page is a “My Accounts V” button. Click this and then click Room Scheduling.

Step 2: Login

Located in the upper right hand corner is the login. Your login information is the username and password for school computers. (Must be an .edu account.)

Step 3: Finding event request forms

After login, you are brought to the Astra Home page. If you ever need to get back to the homepage while on Ad Astra you can click on the Astra Home tab.

Now we can click on “Request an Event” under the “Astra Schedule Functions” box.
This will bring you to the form selection screen.

**Step 4: Selecting the right form**

After selecting “Event Request” you will be taken to a new page with a drop down box with request forms.

The majority of request will be made through the “General Room Form.” Some Rooms require special forms. The Multi-Flex Theater and Seitz Conference Center are two examples of rooms that would require a special form.

This walkthrough we will be using the “General Room Form.” Select this and you will be brought to the form. The header should look like this:
Step 5: Filling out the form

The required information for each room is marked with (*). This means that we have to have that information, the system will not let you submit the form without it. The required information is as follows: customer name, your name, email address, estimated attendance, event title, event type, will you have food, meeting name, and meeting type.

Step 6: Creating the meeting

This is one of the most important steps. Here we will create the meeting itself. This guide will show you how to set up multiple meetings.

At the bottom of the form you will see two calendars. (Double check that the “Single Meeting(s)” tab is selected.) You will notice that the current date is outlined by a red box.

Now with the calendar we will select a date and time. The drop downs for time start at 12:00 A.M. Make sure if the meeting is after noon that the P.M time is selected. For this demonstration, we will make a multiple meetings. One will be on a Monday at 12:00 pm, the next will be a Tuesday at 3:00 pm and the last will be a Thursday at 11:00 am. On the calendar select the first date that you would like to schedule for. The date you select will be highlighted by a blue box. The current date is outlined by a red box.
Now that the date is selected, we will pick a time. We will go from 12:00 pm to 1:00 pm. Now after selecting the date and time we can hit create. You will be unable to select a room until you do this step.

Now that the meeting is created, you should see it to the right of the calendars.

The software does not let you create more than one meeting if the created meeting does not have a room. We will move on to step 7 to finish this meeting before we make more.

**Step 7: Assigning rooms and resources**

Now that the meeting is created we can assign it resources and a room. Click the check box next to the meeting’s name and then click “Assign Rooms.”

The menu for rooms will look similar to this:
You can see on the date I have selected that ANDRF 160 is unavailable at the time I would like. The software will show you conflicts for meetings and what is unavailable in this fashion.

We are using the Student Affairs Conference room, we will select it by clicking on the box that says “available.” Once Selected, it will turn green and read “Selected,” as shown below.

After selecting the room click “OK.” The room is now selected.

Time to assign resources. Click “Assign Resources.”

This menu will look similar to the room list, but will have resources that are available for the selected room.

This event is in the Student Affairs Conference room. We will add a flip cart for the meeting.

In the “Note or AV Needs” section on the form, describe the required audio visual or setup needs for your event.

Note: Not all resources are available in all spaces.

**Step 8: Setting up the rest of the meetings**

After you have set up the first meeting you will need go back and repeat step 6 & 7. When repeating the steps you will need to deselect the previous meeting day before selecting the new one. You can see below that each meeting will come through as an individual one.

This process is a little laborious but this way people that have very varied schedules can be accommodated.

Ad Astra does not invite people to the events. They will need to be connected with through outlook.
Step 9: Submit the event request

Double check all the information for the event. Now after double checking we can submit the event form. Click “Submit” in the header.

After hitting submit you will be brought to a page thanking you for your request.

On special room forms if you are submitting the form without being in the required time frame the system will not allow you to submit your request. In this case – contact the Point of Contact for the space you desire. The list can be found on the “Ad Astra Scheduler Instructions” page on the Indiana Tech webpage. A direct link is http://www.indianatech.edu/faculty-staff/campus-event-scheduling/contact/.

If your meeting is in a space which requires staffing support, it is subject to being declined if it falls outside normal business hours and the request is being made with less than ten (10) business days notice. I.e. Talwar Leadership Center & Schlatter Board Room.