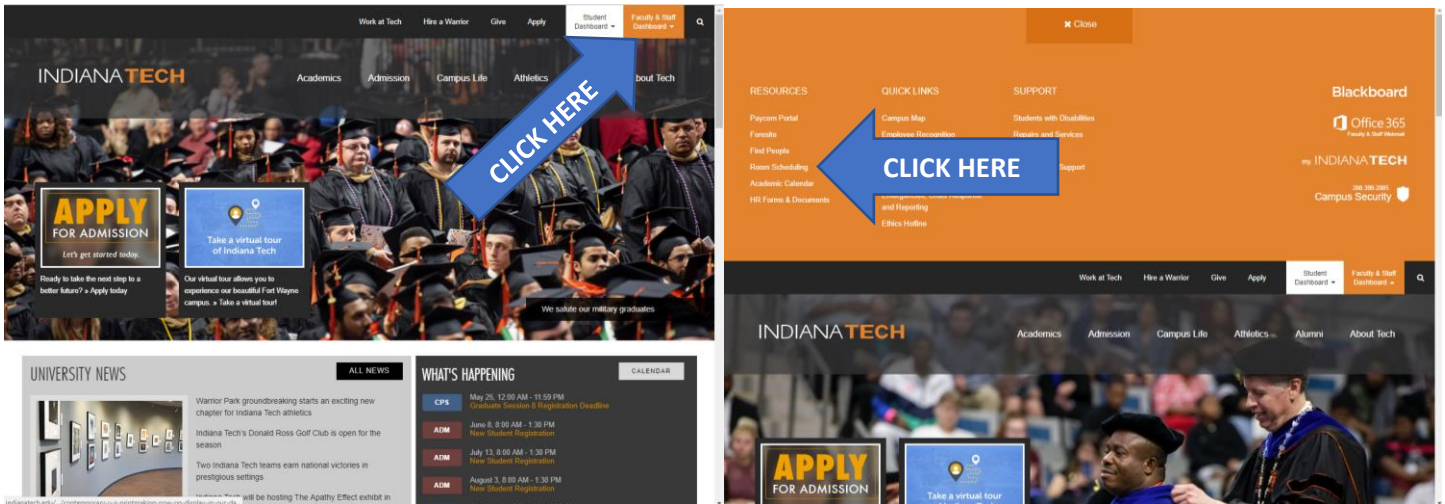


# Indiana Tech Room Scheduling

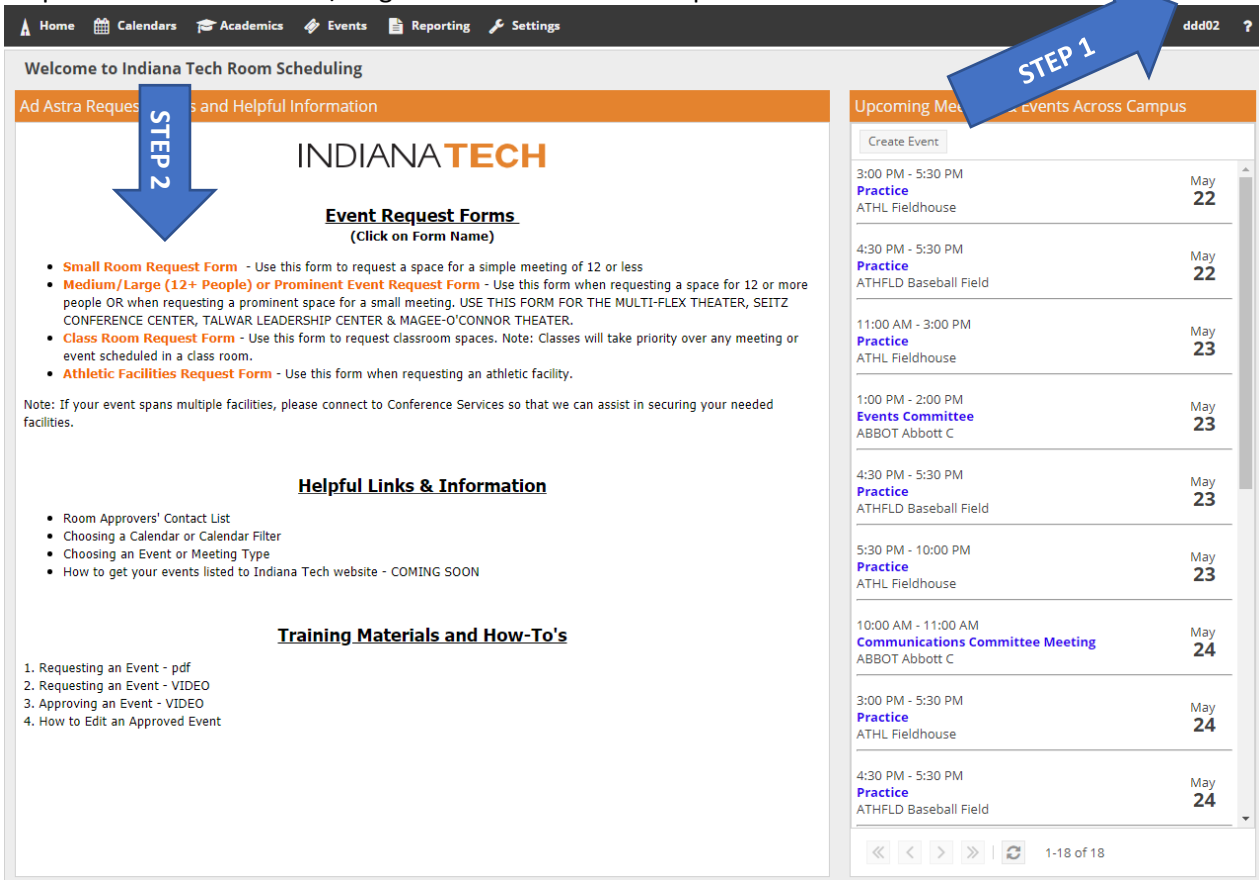
## Medium/Large or Prominent Event Request Form Step by Step

This step-by-step guide will help with the scheduling of medium and large meeting/event spaces across campus that seat over 11 people. If you have questions regarding spaces and resources available in those spaces, please contact the [Point of Contact](#) for the desired space.

Step 1: Assure you are logged into Ad Astra. Your user name is the log in used to access systems files from your Indiana Tech Desktop. You can find this page by going to the Indiana Tech website (IndianaTech.edu) and selecting the “Faculty and Staff Dashboard” on the top right corner. Then click the “Room Scheduling” link in the first column.



Step 2: Select the “Medium/Large or Prominent Event Request Form.”



Step 3: Complete your contact information in the suggested fields.

Step 4: Input your event name. This is the name of which you would want your meeting to show up on the calendar, building signage, as well as on the website.

Step 5: Select an “Event Type.” For clarification of event types, please see the “Choosing an Event or Meeting Type” training material.

Step 6: Click “Add A Meeting”

The screenshot shows a web application interface for requesting event space. The navigation bar at the top includes links for Home, Calendars, Academics, Events, Reporting, and Settings. The user is logged in as 'ddd02'.

### NEW - Medium/Large (11+) or Prominent Event Request Form

This form is used to request medium and large spaces (11+ people) and will cover many areas we have guest constituents in for events. Please remember the following:

- This form is used to request many spaces, including the Multi-Flex Theater, Seitz Conference Center, Talwar Leadership Center, Keen Building Seminar Room, Joyce Schlatter Board Room, Cunningham 300, and the Recreation Center.
- If you submit a request with less than 14 business days' notice, the system will block the submission. In those cases, please contact the Point of Contact for the space you wish to reserve to see if your event is feasible for the space. Many of the spaces on this form require set ups or staffing which require planning, especially for proposed events outside normal business hours.
- If you want to know who approves each space, see the following link: <https://www.indianatech.edu/faculty-staff/campus-event-scheduling/contact/>
- As a general rule, if a building is not open during the time frame of your request, the request will be denied.
- This form does not order catering, you can order catering through the following link: <https://indianatech.catertrax.com>

Customer: Student Life

\* Contact Name: Darling, Darius

\* Contact Phone: XXX-XXX-XXXX ext. XXXX

\* Contact Email: DDDarling@indianatech.edu

\* Event Name: Darius Darling Large Meeting

\* Event Type: Student Events

\* Add a Meeting: Add Meeting Assign Rooms Assign Resources

No meetings created. Add Meeting

Annotations: Blue arrows point to the form fields corresponding to the steps. STEP 3 points to the Customer, Contact Name, Contact Phone, and Contact Email fields. STEP 4 points to the Event Name field. STEP 5 points to the Event Type dropdown. STEP 6 points to the Add Meeting button.

Step 7: Select your meetings frequency. Single is for a one-time meeting. Multiple is for multiple meetings with not specific meeting pattern (see page 4). Recurring is for multiple meetings with a meeting pattern (ex: every other Wednesday at 10am) (see page 5).

Step 8: Select your meeting start and end time.

Step 9: Select your meeting start date.

Step 10: Select your anticipated attendance number. Reminder this form is only used for rooms that seat up to 10 people for a meeting. If you are looking for a smaller space, please use the “Small Room Request Form”

Step 11: Click “Add Meeting”

**Medium/Large (11+) Event Request Form**

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- As a general rule, if a building is not open during the time frame of your request, the request will be denied.

**Create Meeting(s)**

☒ Single ☐ Multiple ☐ Recurring

Start Time: 4:30 PM End Time: 5:00 PM

Start Date: 06/19/2018 End Date: 06/19/2018

\* Meeting Name: Darius Darling Large Example Meeting

Description:

Max Attendance: 12

☒ Requires Room

Add Meeting Cancel

Add a Meeting:

Add Meeting

No meetings created. Add Meeting

# MULTIPLE MEETINGS

Home Calendars Academics Events Reporting Settings ddd02 ?

## Medium/Large (11+) Event Request Form

This form is used to request medium and large spaces (11+ people) and will cover many a

Create Meeting(s)

☐ Single ☒ Multiple ☐ Recurring

Start Time: 11:00 AM End Time: 11:30 AM

Today Clear

May 2018

S	M	T	W	T	F	S
29	30	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	29	30	31	1	2
3	4	5	6	7	8	9

Meetings

\* Meeting Name: Darius Darling Large Example

Description:

\* Max Attendance: 12

☒ Requires Room

Add Meeting Cancel

STEP 7

STEP 8

STEP 9

STEP 9.5

Home Calendars Academics Events Reporting Settings ddd02 ?

## Medium/Large (11+) Event Request Form

This form is used to request medium and large spaces (11+ people) and will cover many a

Create Meeting(s)

☐ Single ☒ Multiple ☐ Recurring

Start Time: 11:00 AM End Time: 11:30 AM

Today Clear

May 2018

S	M	T	W	T	F	S
29	30	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	29	30	31	1	2
3	4	5	6	7	8	9

Meetings

- Example
- Thu, 05/24/2018, 11:00 AM to 11:30 AM
- Tue, 05/29/2018, 11:00 AM to 11:30 AM

\* Meeting Name: Darius Darling Large Example Meeting

Description:

\* Max Attendance: 12

☒ Requires Room

Add Meeting Cancel

STEP 10

STEP  
12

# RECURRING MEETINGS

Home Calendars Academics Events Reporting Settings ddd02

## Medium/Large (11+) Event Request Form

This form is used to request medium and large spaces (11+ people) and will cover many a

### Create Meeting(s)

☐ Single ☐ Multiple ☒ Recurring

Start Time: 11:00 AM End Time: 11:30 AM

Recurrence Pattern

☐ Daily ☒ Weekly ☐ Monthly ☐ Yearly

Recur every 3 week(s) on:

☐ Sunday ☐ Monday ☐ Tuesday ☒ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Start: 06/19/2018 ☐ End after 10 occurrences ☐ End by 12/26/2018

Recurrence Summary

Every 3 week(s) on Wednesday effective 06/19/2018 until 12/26/2018 from 11:00 AM to 11:30 AM.

\* Meeting Name: Darius Darling Large Example Meeting

Description:

\* Max Attendance: 12

☒ Requires Room

Add Meeting Cancel

**NOTE:** You can select your meetings based on how many meetings you will need or until a specific date.

Step 12: Once your screen returns to the original page for the “Medium/Large or Prominent Event Request Form”, select “Assign Rooms.”

\* Add a Meeting:

Add Meeting ! Assign Rooms Assign Resources

✖ Darius Darling Large Meeting - Fri, 12/07/2018, 04:30 PM to 05:00 PM
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Step 13: Select your room choice from the list of available rooms and click “OK.” If the space is listed as unavailable (in red), there is another meeting scheduled at the time of your meeting. Please look to have your meeting in another location.

\*Note: There may be multiple pages of rooms available.

The screenshot shows the 'Assign Room' window. At the top, it displays the user 'Darius Darling L...' and the date '12/7/2018'. Below this is a list of rooms with their availability status. The room 'ANDRF 160' is highlighted in green and labeled 'Selected'. A large blue circle with the text 'STEP 13' is positioned to the right of the room list, with a blue arrow pointing to the 'Selected' button. At the bottom of the room list, there is a blue arrow pointing to the text '\*NOTE\*'. The bottom of the window has 'OK' and 'Cancel' buttons.

Step 14: Select your answer(s) to the remaining event set up question(s) that apply to your meeting space and click “Submit” when completed.

The screenshot shows the 'Event Set Up Needs' form. It contains several sections with radio button options. The first section asks 'Will there be food at your event?' with 'Yes' and 'No' options. The second section asks 'If you have selected the Multi-Flex Theater as your event location, please choose a set up style from below.' with options for 'Banquet Tables Set Up', 'All-Chairs Set Up', and 'Meet & Greet Set Up'. The third section asks 'If you have selected the Seltz Conference Center as your event location, please choose a set up style from below.' with options for 'Banquet Tables Set Up', 'All-Chairs Set Up', 'Meet & Greet Set Up', and 'Classroom Style Set Up'. The fourth section asks 'Please add any other helpful event needs or notes here:' with a text input field. The fifth section asks 'If you have selected the Recreation Center as your event location, please choose the level of resources you would like below.' with options for 'Gaming Area, No Bowling' and 'Gaming Area, With Bowling'. The sixth section asks 'If you have selected the Recreation Center as your event location, do you want the space closed to all other patrons?' with 'Yes' and 'No' options. A large blue circle with the text 'STEP 14' is positioned to the right of the form, with a blue arrow pointing to the 'Submit' button at the bottom.

Once you have submitted your meeting request, you will see a message that says “Thank you for your request, you should receive a response to your request within 1 business day. Requests submitted after 5pm, will not be seen until the next business day.” Please click “Done” and you will be returned to the Indiana Tech Room Scheduling Homepage.