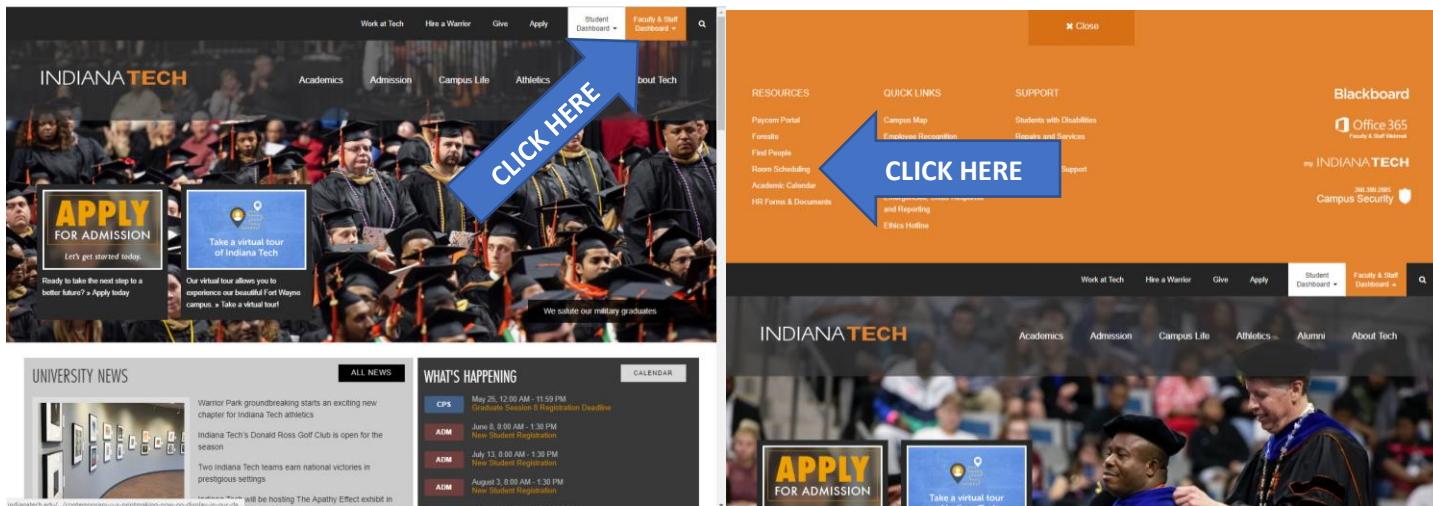


Indiana Tech Room Scheduling

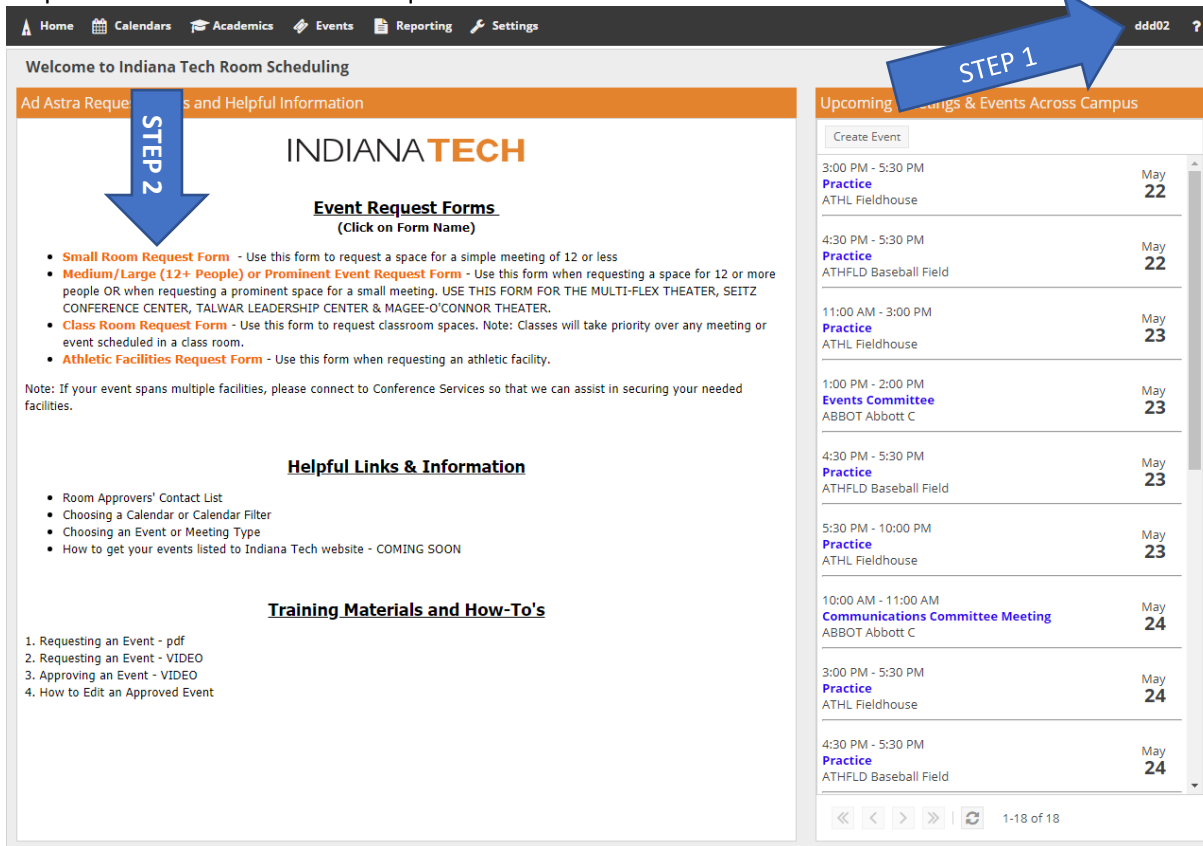
Small Room Request Form Step by Step

This step-by-step guide will help with the scheduling of small conference rooms across campus that seat up to 10 people. If you have questions regarding spaces and resources available in those spaces, please contact the [Point of Contact](#) for that 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 Small Room 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 a meeting room request form. The navigation bar at the top includes links for Home, Calendars, Academics, Events, Reporting, and Settings. The user is logged in as 'ddd02'. The form title is 'NEW - Small Meeting Room Request Form'. Below the title, a note states: 'This form is used to request small spaces (1-10 people) and will cover areas most administrative meetings host. Please remember the following:'. A list of instructions follows, including notice periods, approval links, and usage restrictions. The form fields are: Customer (dropdown: Student Life), * Contact Name (dropdown: Darling, Darius), * Contact Email (text: DDDarling@indianatech.edu), Campus Phone Extension or Cell for Outside Business Hours (text: 2317), * Event Name (text: Darius Darling Example Meeting), * Event Type (dropdown: Administrative Meetings), and * Add a Meeting (button: Add Meeting). Annotations include a blue oval labeled 'STEP 3' pointing to the contact information fields, a blue arrow labeled 'STEP 4' pointing to the Event Name field, a blue arrow labeled 'STEP 5' pointing to the Event Type dropdown, and a blue arrow labeled 'STEP 6' pointing to the Add Meeting button. At the bottom, there are buttons for 'Assign Rooms' and 'Assign Resources', and a message: 'No meetings created. Add Meeting'.

NEW - Small Meeting Room Request Form

This form is used to request small spaces (1-10 people) and will cover areas most administrative meetings host. Please remember the following:

- If you submit a request with less than 24 hours notice, the approver of the space may not see your request to approve it prior to your start time.
- If you want to know who approves each space, see the following link: <https://www.indianatech.edu/faculty-staff/campus-event-scheduling/contact/>
- Do NOT use this form for the Multi-Flex Theater, Seitz Conference Center, or the Recreation Center. You MUST use the Medium-Large Meeting or Prominent Event Form to access those spaces due to their special needs.
- 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 Email:
DDDarling@indianatech.edu

Campus Phone Extension or Cell for Outside Business Hours:
2317

* Event Name:
Darius Darling Example Meeting

* Event Type:
Administrative Meetings

* Add a Meeting:
Add Meeting

Assign Rooms Assign Resources

No meetings created. [Add Meeting](#)

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 larger space, please use the “Medium/Large or Prominent Event Request Form”

Step 11: Click “Add Meeting”

The screenshot shows a web application interface for a 'Small Meeting Room Request Form'. The form is titled 'Small Meeting Room Request Form' and includes a brief description: 'This form is used to request small spaces (1-10 people) and will cover areas most administrative meetings host. Please remember the following:'. Below this, there are five bullet points providing instructions and links. The main form area is titled 'Create Meeting(s)' and contains several fields and options. Blue arrows with text labels point to specific parts of the form: 'STEP 7' points to the frequency selection (Single, Multiple, Recurring); 'STEP 8' points to the Start Time and End Time dropdowns; 'STEP 9' points to the Start Date and End Date date pickers; 'STEP 10' points to the *Max Attendance dropdown; and 'STEP 11' points to the 'Add Meeting' button at the bottom right of the form. The form also includes a 'Requires Room' checkbox and a 'Cancel' button.

Home Calendars Academics Events Reporting Settings ddd02 ?

Small Meeting Room Request Form

This form is used to request small spaces (1-10 people) and will cover areas most administrative meetings host. Please remember the following:

- If you submit a request with less than 24 hours notice, the approver of the space may not see your request to approve it prior to your start time.
- If you want to know who approves each space, see the following link: <https://www.indianatech.edu/faculty-staff/campus-event-scheduling/contact/>
- Do NOT use this form for the Multi-Flex Theater, Seitz Conference Center, or the Recreation Center. You MUST use the Medium-Large Meeting or Prominent Event Form to access those spaces due to their special needs.
- 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>

Create Meeting(s)

☒ Single ☐ Multiple ☐ Recurring

Start Time: 3:00 PM End Time: 3:30 PM

Start Date: 05/22/2018 End Date: 05/22/2018

* Meeting Name: Darius Darling Example Meeting

Description:

* Max Attendance:

☒ Requires Room

Add Meeting Cancel

No meetings created. Add Meeting

Event Description:

MULTIPLE MEETINGS

Home Calendars Academics Events Reporting Settings ddd02 ?

Small Meeting Room Request Form

STEP 8

STEP 7

STEP 9.5

STEP 9

Create Meeting(s)

☐ Single ☒ Multiple ☐ Recurring

Start Time: 12:00 PM End Time: 12:30 PM

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

Meeting Name: Darius Darling Example Meeting

Description:

* Max Attendance:

☒ Requires Room

Add Meeting Cancel

Home Calendars Academics Events Reporting Settings ddd02 ?

Small Meeting Room Request Form

STEP 10

STEP 11

Create Meeting(s)

☐ Single ☒ Multiple ☐ Recurring

Start Time: 12:00 PM End Time: 12:30 PM

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, 12:00 PM to 12:30 PM
- Tue, 05/29/2018, 12:00 PM to 12:30 PM
- Wed, 05/30/2018, 12:00 PM to 12:30 PM

* Meeting Name: Darius Darling Example Meeting

Description:

* Max Attendance: 4

☒ Requires Room

Add Meeting Cancel

RECURRING MEETINGS

Home Calendars Academics Events Reporting Settings ddd02 ?

Small Meeting Room Request Form

Create Meeting(s) ×

☐ Single ☐ Multiple ☒ Recurring

Start Time: 3:00 PM End Time: 3:30 PM

Recurrence Pattern

☒ Daily ☐ Weekly ☐ Monthly ☐ Yearly

☒ Every 1 day(s) ☐ Every weekday

Start: 06/19/2018

☒ End after 10 occurrences ☐ End by 06/28/2018

Recurrence Summary

Every 1 day(s) effective 06/19/2018 until 06/28/2018 from 3:00 PM to 3:30 PM.

* Meeting Name: Darius Darling Example Meeting ×

Description:

* Max Attendance: 4

☒ Requires Room

Add Meeting Cancel

Event Description:

Step 12: Once your screen returns to the original page for the “Small Meeting Room Request Form,” select “Assign Rooms.”

* Add a Meeting:

Add Meeting Assign Rooms Assign Resources

×	Darius Darling Example Meeting - Tue, 05/22/2018, 03:00 PM to 03:30 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, 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.

Assign Room

Room	Status
Darius Darling E...	5/22/2018 Tue 3:00-3:30pm
... ZEC Z111A	Available
... ABBOT 215	Available
... ACC 146	Available
... ANDRF 158	Selected
... ACC 232	Available
... ACC 008B	Available
... ABBOT Abbott C	Available
... ACC 201	Available
... CUNNG 106	Available
... CUNNG 300	Available
... ANDRF B242	Available
... ANDRF 160	Available

Page 1 of 1

NOTE

OK Cancel

Step 14: Select your answer(s) to the remaining question(s) and click “Submit” when completed.

Home Calendars Academics Events Reporting Settings ddd02 ?

[staff/campus-event-scheduling/contact/](#)

- Do NOT use this form for the Multi-Flex Theater, Seltz Conference Center, or the Recreation Center. You MUST use the Medium-Large Meeting or Prominent Event Form to access those spaces due to their special needs.
- 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 Email: DDDarling@indianatech.edu

Campus Phone Extension or Cell for Outside Business Hours: 2317

* Event Name: Darius Darling Example Meeting

* Event Type: Administrative Meetings

* Add a Meeting: Add Meeting Assign Rooms Assign Resources

✗ Darius Darling Example Meeting - Tue, 05/22/2018, 03:00 PM to 03:30 PM, Andorfer Commons 158

Event Description:

Will You Be Using a Media Cart, Projectors/Screens, Conference Phone, etc. as part of your meeting? (Note: Not all spaces support all resources.)

☐ Yes

☐ No

Submit

Once you have submitted your meeting request, you will see a message that says “Thank you for submitting your request. Please allow 1 business day to receive approval. If urgent, please contact the Point of Contact for the space you requested.” Please click “Done” and you will be returned to the Indiana Tech Room Scheduling Homepage