

AD ASTRA

Requesting an Event using Clarke's
room reservation & calendaring system

Updated Jan. 2022

SharePoint Search across sites

Administration Facilities Help Desk Diversity Students CU Hub Clarke.edu

My.Clarke.Edu

Home Calendar Directory Moodle MyInfo Prayers Social Create site

Quick Links

- New Student Onboarding
- CU Hub
- Facilities Request
- Student Life
- My Email
- Remote Tech Help
- Moodle
- The MARC
- My OneDrive
- Weekly Menu
- Whitlow BookStore
- Counseling Services
- MyInfo
- Help Desk Request
- Library
- The Source

Dubuque, IA
Sunny 39°F 39°/24° 01/13/2022 MSN Weather

Campus Events

+ Add event See all

DEC 10 JAN 16 Intersession Fri, Dec 10, All day

It's recommended to use Google Chrome and access through the my.clarke.edu portal page

QUICKLINKS

Clarke UNIVERSITY

Calendar

Get involved in your Clarke community

Events are open to the campus community unless a specific group is noted in the description. Authorized faculty and staff may add events to the calendar or request a room for events they're sponsoring.

< July - 2018 >

Calendar Search | List | Day | Week | Month | Choose Calendar: Clarke Universi | Filter:

Jul 1, 2018	Mon 2	Tue 3	Wed 4	Today 2:47 pm
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31	Aug 1	2

Info For...

- Alumni
- Current Students
- Faculty & Staff

Tools

- My Mail
- My Info
- Moodle
- The Source
- All Tools

Dates & Calendars

- Campus Calendar

Directories

- Faculty & Staff
- Academic Department

QUICKLINKS

Clarke UNIVERSITY

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Get involved in your Clarke community!

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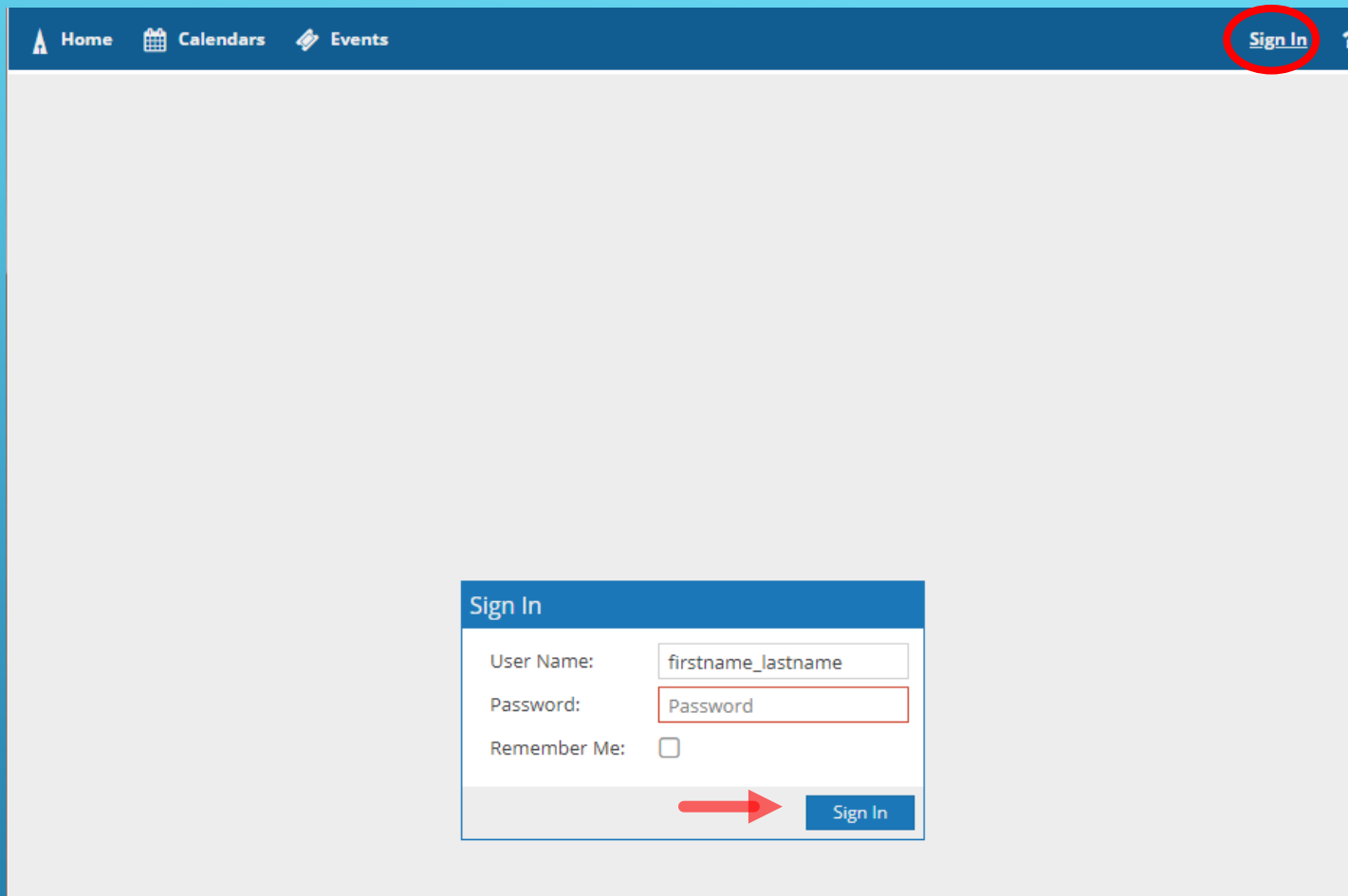
CLARKE USER LOGIN

< July - 2018 >

Calendar Search | List | Day | Week | Month | Choose Calendar: Clarke Universi | Filter: Events

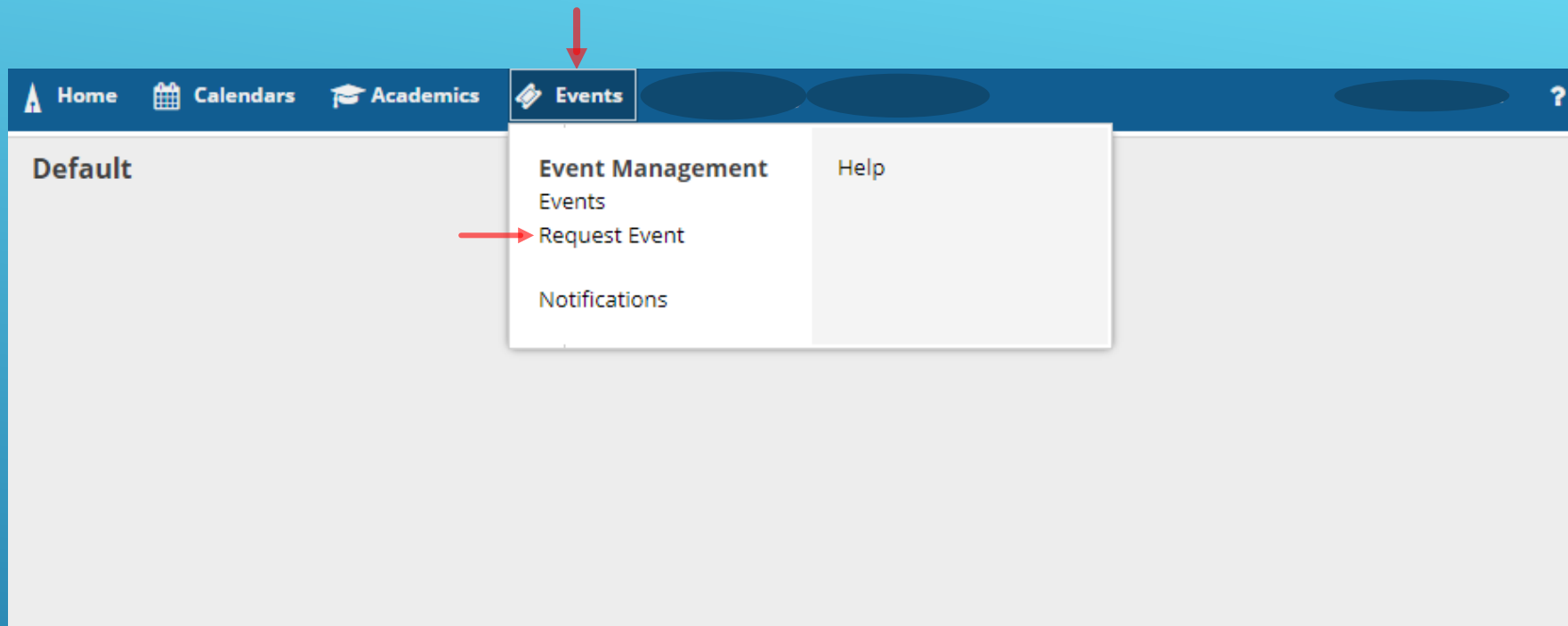
Jul 1, 2018	Mon 2	Tue 3	Wed 4	Today 2:51 pm	Fri 6	Sat 7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Aug 1	2	3	4

Another way to get to AdAstra is by going to the www.clarke.edu website, selecting "Quicklinks" and "Campus Calendar"



1. LOG IN USING YOUR CLARKE USERNAME AND PASSWORD

- In the upper right-hand corner, click sign in.
- Enter your username and password, click sign in.



2. CLICK ON THE EVENTS TAB, THEN REQUEST EVENT.

Event Request Wizard

Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

* Event Request Form: Select...

- Academic Class-Related Room Request Form
- In-Person Event & Meeting Request Form
- Online Event Form

<< < | Page 1 of 1 | > >> | ↻

3. SELECT THE EVENT FORM FROM THE DROP DOWN.

PLEASE USE THE APPROPRIATE REQUEST FORM FOR YOUR REQUEST!

***The most frequently used event request form is 'In-Person Event & Meeting Request'*

***The 'Online Event Form' is for events that are exclusively accessed in an online format and do not use a campus room location*



Event Request Wizard

Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

* Event Request Form: ▼ ✕

4. CLICK NEXT



Event & Meeting Request Form

Welcome to the Clarke University Event and Meeting Space Request. This form is intended for internal customers to request space for an event and/or meeting on the Clarke University campus. If you plan to request food, beverage, or linens for your event, please submit this request 10 days in advance. If it is less than 10 days, you must call the Events Department at extension 6351.

Contact Information

* Department - Organization:

Contact Name:

Contact Email:

Contact Phone:

Event Information

* Event Name:

* Event Description:

* Estimated Guest Count

* Payment Type

If you selected account number, please provide number here.

5. COMPLETE THE REQUEST FORM.

Add an event description as if you are promoting your event to a potential attendee – what do they need to know about your event? ****This is incredibly useful if your event is open to campus or the public****

Event Details

* Please enter setup and tear down time information here. If none, enter NA. The event request should only be for the event time.

Examples: 30 min. set up , 30 min tear down; NA or none

Food or Beverage Order

Examples: Cookies, water, etc.; none, or please send menu to select from

AV Needs (i.e. laptop, projector, screen, conference phone, microphone, etc)

Examples: Screen, projector, microphone and speakers; extension cords; none

Linen Needs (i.e. tablecloths, napkins, bedding, towels, etc)

Examples: None; black, white, ivory – tablecloths and napkins; table throwcovers.

Other Information (i.e. schedule/timeline, special diet, etc)

Examples: Schedule for the event is as follows....; Will supply special dietary restrictions after RSVP deadline, etc.

Please provide any additional comments or questions regarding your event

* Add a Meeting:

 [Add Meeting](#)

[Assign Rooms](#)

No meetings created. [Add Meeting](#)

6. SCROLL DOWN TO COMPLETE THE FORM.

- Be sure to fill in all required fields = those denoted with * the system will **not** process your event if these fields are not completed.

Please provide specific event details in the 'event details' portion of the form.

Note the event set-up and tear-down times are required.

7. THEN CLICK ADD MEETING

Create Meeting(s)

Single Multiple Recurring

Start Time: 3:30 PM End Time: 4:00 PM

Start Date: 03/27/2018 End Date: 03/27/2018

* Meeting Name:

Meeting Type: Select...

Max Attendance:

Featured Private Requires Room

Add Meeting Cancel

Select the “Featured” box if you want this event published to the campus calendar, for view by the campus and public communities.

- Committee or department staff meetings likely would not be featured; lectures, concerts, and other activities that are open to the campus should be featured.

8.1 COMPLETE FORM AND ADD MEETING.

(You can create more than 1 meeting per request by using multiple or recurring – SEE NEXT 2 SLIDES or skip to step 9).

***The START TIME is the actual beginning of your event, not the time you want your reservation to begin. If you need the space for setup, add that time into the request form (previous step). Same goes for end time.**

8.2 MULTIPLE MEETINGS

- Select Multiple
- Select meeting start and end time
- Click on the dates (they will then be highlighted in blue)
- Click on the blue arrow to move to right side under meetings.
- Click Add Meeting

Create Meeting(s)

Single Multiple Recurring

Start Time: 3:30 PM End Time: 4:00 PM

Today Clear

S	M	T	W	T	F	S
	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	1	2	3	4	5
6	7	8	9	10	11	12

Meetings

- ✗ Astra demo
- ✗ Mon, 04/02/2018, 03:30 PM to 04:00 PM
- ✗ Wed, 04/18/2018, 03:30 PM to 04:00 PM
- ✗ Fri, 04/27/2018, 03:30 PM to 04:00 PM

* Meeting Name: Astra Demo

Meeting Type: Meeting

Max Attendance: 10

Featured

Private

Requires Room

Add Meeting Cancel

Create Meeting(s) ✕

Single Multiple Recurring

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

Recurrence Pattern

Daily Weekly Monthly Yearly

Recur every 4 week(s) on:

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Start: 03/27/2018 End after 10 occurrences End by 12/04/2018

Recurrence Summary

Every 4 week(s) on Tuesday effective 03/27/2018 until 12/04/2018 from 4:00 PM to 4:30 PM.

* Meeting Name: astra demo ✕

Meeting Type: Meeting ✕

Max Attendance: 20

Featured
 Private
 Requires Room

➔ Add Meeting Cancel

8.3 RECURRING MEETING

- Select recurring
- Enter meeting start and end time
- Choose recurrence pattern
- Review summary
- Click add meeting



Please provide any additional comments or questions regarding your event

*Add a Meeting:

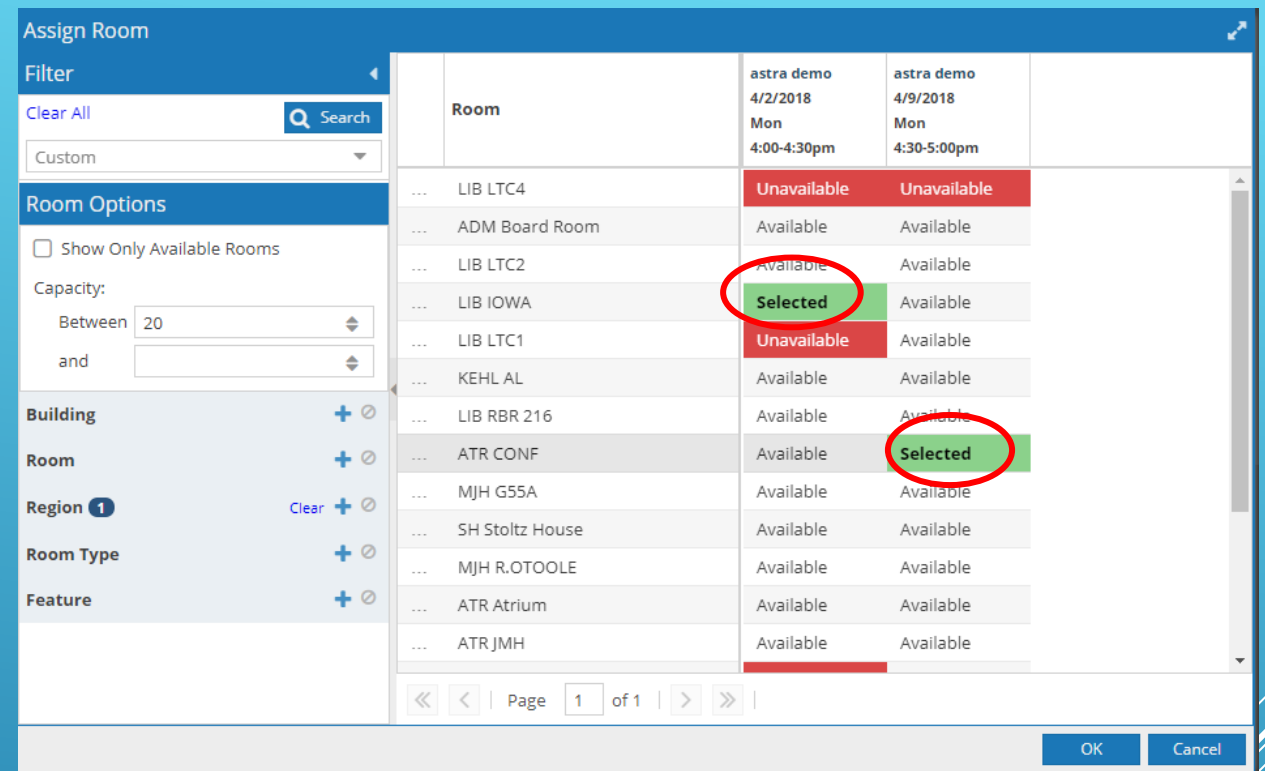
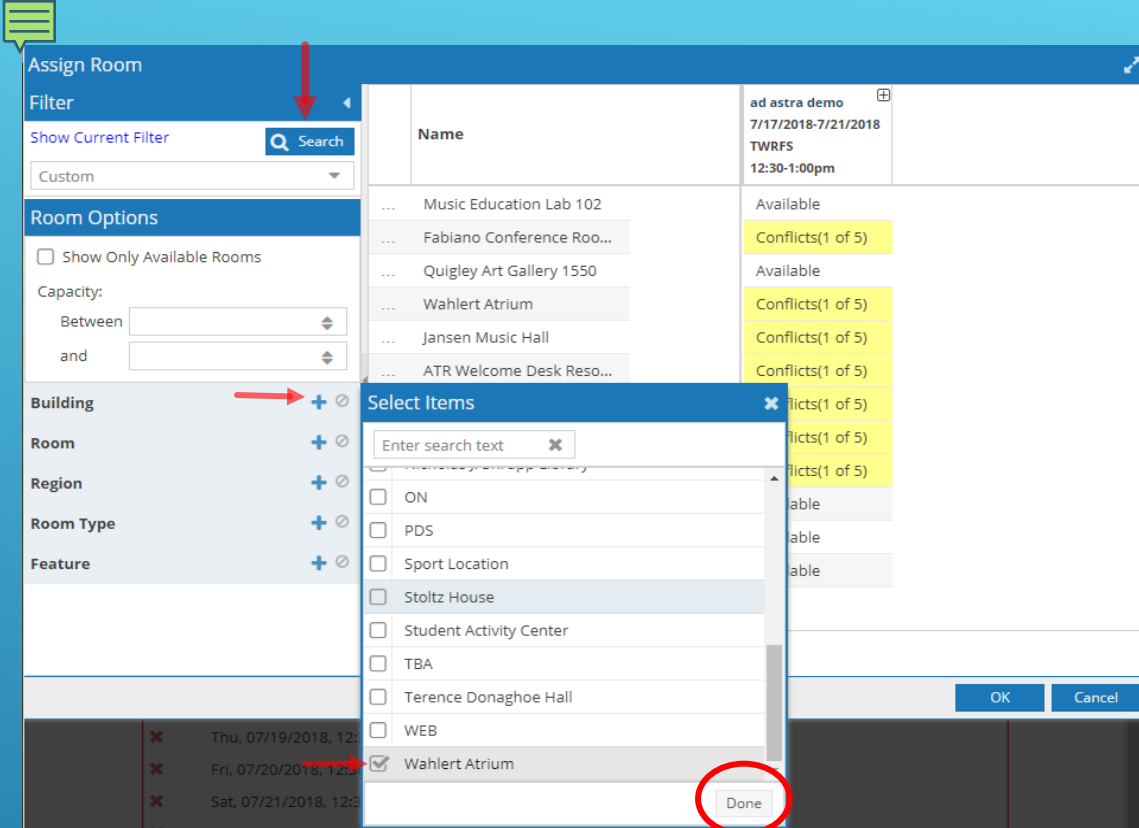
Add Meeting



Assign Rooms

- astra demo - Mon, 04/02/2018, 04:00 PM to 04:30 PM
 - astra demo - Mon, 04/09/2018, 04:30 PM to 05:00 PM
- Submit

9. CLICK ON ASSIGN ROOM



10. ASSIGN ROOM

- Use the filters on the left to help find a location(s) for each meeting you've added.
 - Select building click +, select building/s, click Done, then click Search.
 - You are able to select multiple rooms per meeting, if necessary.
- Click on available to select the room.
 - Rooms that are already booked will appear red and listed as unavailable; once you select a room it will turn green.
- Click OK.

If your event is held off campus, you can find an OFF Campus location under the Student Activity Center building filter.

- This can be selected so your event appears on the campus calendar but doesn't use an actual room reservation on campus.



11. REVIEW THE INFORMATION YOU ENTERED, AND CLICK SUBMIT

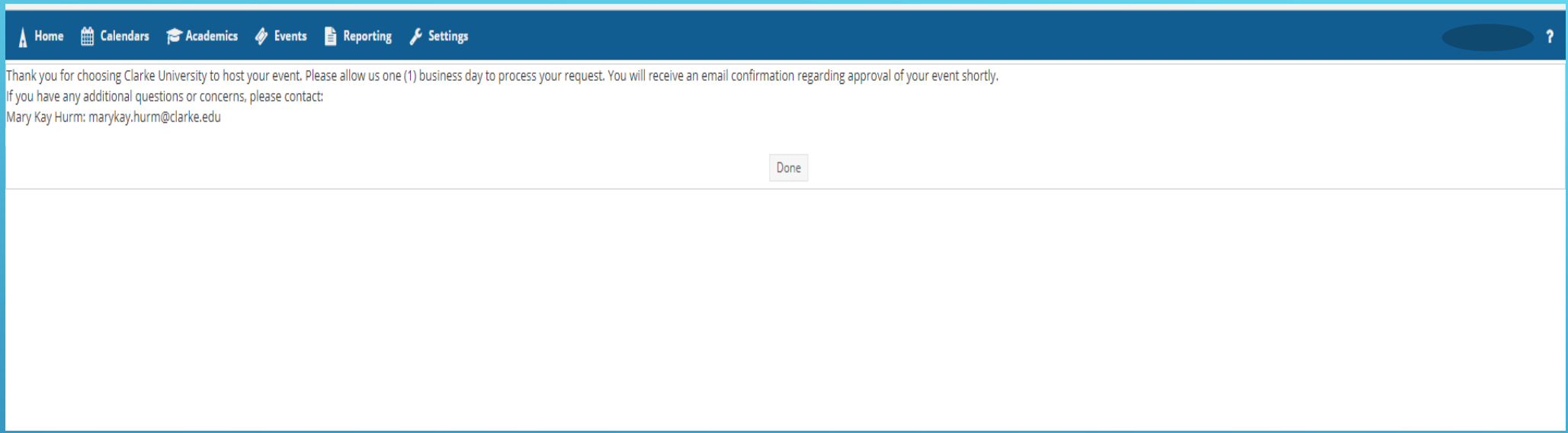
Please provide any additional comments or questions regarding your event

*Add a Meeting:

Add MeetingAssign Rooms

✘	astra demo - Mon, 04/02/2018, 04:00 PM to 04:30 PM, Nicholas J. Shrupp Library IOWA
✘	astra demo - Mon, 04/09/2018, 04:30 PM to 05:00 PM, Wahlert Atrium CONF

Submit←



12. THE CONFIRMATION PAGE WILL APPEAR.

- You will also receive an email. The email will include a PDF attachment of your event request summary.



The screenshot shows a web browser displaying the 'Activity Calendar' for January 2022. The calendar is a grid view with columns for each day from Dec 26, 2021, to Jan 1, 2022. Events are listed in colored boxes within the grid cells. A modal window is open over the event 'Letters from Anne & Martin' on Jan 26, providing details such as event type, customer, contact, status, and a description. The description mentions that the event is a production combining the voices of Anne Frank and Martin Luther King, Jr.

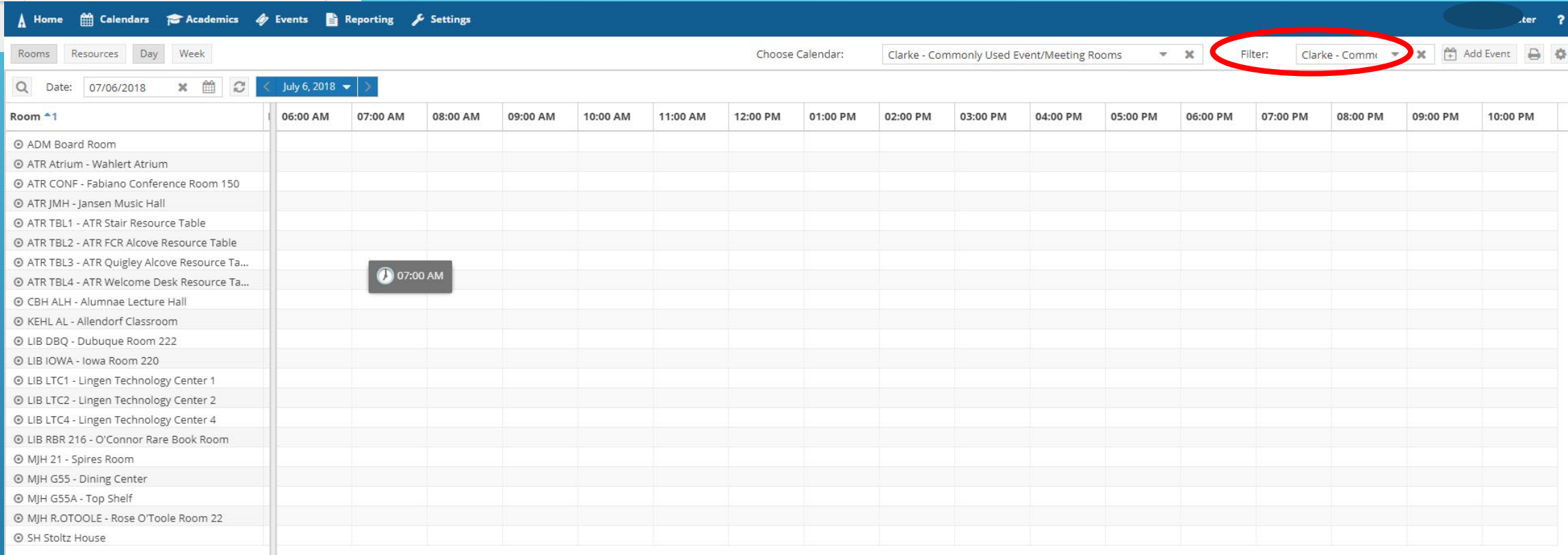
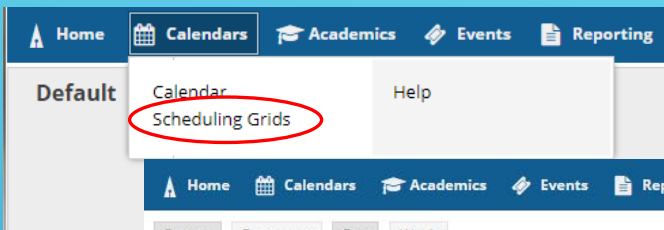
Event Details: Letters from Anne & Martin

- Event Type:** Student Group Event
- Customer:** Engagement & Intercultural Programs
- Contact:** Smith, Renee
- Status:** Scheduled
- Description:** Letters from Anne and Martin is a unique production that combines the iconic voices of Anne Frank and Martin Luther King, Jr., both of whom were born in 1929 yet seemingly represent drastically different times and cultures. Developed from excerpts from Anne Frank: The Diary of a Young Girl and Dr. King's "Letter from a Birmingham Jail," this piece evokes the important messages from these legendary figures, as they write of their hopes and plans for a peaceful and unified world. This program touches both students and adults of various backgrounds and demonstrates the universality of the human experience.
- Reservation #:** 20220110-00005
- [View Event Details](#)

Name	Status	Start Date	End Date	Start Time	End Time	Room
Letters from Anne & Martin	Scheduled	1/26/2022	1/26/2022	7:00 PM	8:30 PM	ATR/JMH/Jansen R

Calendar Views: Activity Calendar

- Found on the main Clarke website, this displays all **featured** campus events, academic calendar dates and holidays.
- Hover over an event to find its description and details.



Calendar Views: Scheduling Grid

- Displays meetings, classes, and events (depending on selected filter).

- You can check the scheduling grid prior to making your event request to see what rooms may be available, or afterwards to find your meeting. Use it to see what time other events are happening on campus prior to scheduling yours – reducing overlap/conflicting events.

AD ASTRA Committee

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