AD ASTRA

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

Updated Jan. 2022

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	🖁 Facilities Request	🛄 Moodle	Whitlow BookStore	Library	+ Add event	

8, Counseling Services

The Source

Intersession

Fri, Dec 10, All day

DEC 10

JAN 16

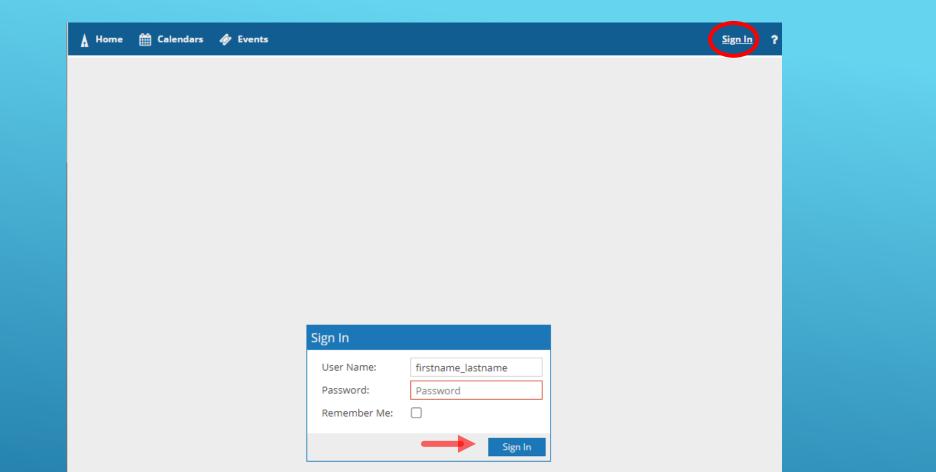
It's recommended to use Google Chrome and access through the my.clarke.edu portal page

The MARC

A Student Life

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Another way to get to AdAstra is by going to the <u>www.clarke.edu</u> 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.



🛦 Home 🋗 Calendars 🞓 Academics	🛷 Events	?
Default	Event Management Help Events → Request Event Notifications	

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



Event Request Wiza	ard			
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 > ≫ 2			

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 Wiza	ard		
Welcome to the Event Re	equest Wizard. Please select an Event Request Form to begin.		
* Event Request Form:	In-Person Event & Meeting Request Form	-	×
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4. CLICK NEXT

Event & Meeting Request Form

- X

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:

Ę

Contact Email:

Contact Phone:

Event Information

* Event Name:

* Event Description:

* Estimated Guest Count

* Payment Type

Select...

- × ×

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 Roon

6. SCROLL DOWN TO COMPLETE THE FORM.

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

Please provide <u>specific</u> 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

No meetings created. Add Meeting

v	

Create Meeting	(s)						×
⊙ Single O M	Iultiple O Recurring						
Start Time:	3:30 PM	•	End Time:	4:00	PM		•
Start Date:	03/27/2018		End Date:	03/2	7/2018	x	
* Meeting Name:				×			
Meeting Type:	Select		-	×			
Max Attendance	:			\$			
	🗌 Featured						
	Private						
	🗹 Requires Room						
					Add Meeting	Car	ncel

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

F

- 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	Meeti	ng(s)					×
O Sing	gle 🧔) Mult	iple (Recu	urring		
Start 1	Time:	3:3	0 PM			-	End Time: 4:00 PM 💌
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s	М	т	W	т	F	S	 Mon, 04/02/2018, 03:30 PM to 04:00 PM Wed, 04/18/2018, 03:30 PM to 04:00 PM
1	2	3	4	5	6	7	 Fri, 04/27/2018, 03:30 PM to 04:00 PM
8	9	10	11	12	13	14	→
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							Add Meeting Cancel

Create Meeting(s)) X
O Single O Mul	Itiple 💿 Recurring
Start Time: 4:	00 PM End Time: 4:30 PM attern
 Daily Weekly Monthly Yearly 	Recur every 4 🜲 week(s) on: Sunday Monday 🗹 Tuesday Wednesday Thursday Friday Saturday
Start: 03/27/20	018
Recurrence Su Every 4 week(s) or	ummary
*Meeting Name:	astra demo 🗙
Meeting Type:	Meeting 💌 🗙
Max Attendance:	20
(Featured
C	Private
0	🗹 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



Plea	ase provide any additional comments or questions regarding your event	
* Add	a Meeting:	
Add	Meeting Assign Rooms	5
Add	Meeting Assign Rooms Assign Rooms astra demo - Mon, 04/02/2018, 04:00 PM to 04:30 PM	5
		5
x x	astra demo - Mon, 04/02/2018, 04:00 PM to 04:30 PM	5

9. CLICK ON ASSIGN ROOM

Assign Room			0	Assign Roon	1					
Filter Show Current Filter Custom	Q Search	Name	ad astra demo 7/17/2018-7/21/2018 TWRFS 12:30-1:00pm	Filter Clear All Custom	Q Search		Room	astra demo 4/2/2018 Mon 4:00-4:30pm	astra demo 4/9/2018 Mon 4:30-5:00pm	
Room Options		Music Education Lab 102	Available				LIB LTC4	Unavailable	Unavailable	
Show Only Available Roo	oms	Galiano Conference Roo Quigley Art Gallery 1550	Conflicts(1 of 5) Available		NS Available Rooms		ADM Board Room	Available	Available	
Capacity: Between	\$	Wahlert Atrium	Conflicts(1 of 5)				LIB LTC2	Available	Available	
and	÷	Jansen Music Hall	Conflicts(1 of 5)	Capacity: Between	20		LIB IOWA	Selected	Available	
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		Stoltz House		Room Type	+ 0		MJH R.OTOOLE	Available	Available	
		Student Activity Center	-	Feature	+ 0		ATR Atrium	Available	Available	
		ТВА					ATR JMH	Available	Available	
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	u, 07/19/2016, 12.	WEB				\ll	< Page 1 of 1 > >>			
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🗙 Sat,	; 07/21/2018, 12:3	C.								

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 Meeting	Assign Rooms
Add Meeting astra demo - Mon, 04/02/2018, 04:00 PM to 04:30 PM, Nicholas	
	J. Shrupp Library IOWA
x astra demo - Mon, 04/02/2018, 04:00 PM to 04:30 PM, Nicholas	J. Shrupp Library IOWA



🔥 Home 🏥 Calendars 🞓 Academics 🛷 Events 睯 Reporting 🎤 Settings

Thank you for choosing Clarke University to host your event. Please allow us one (1) business day to process your request. You will receive an email confirmation regarding approval of your event shortly. If you have any additional questions or concerns, please contact: Mary Kay Hurm: marykay.hurm@clarke.edu

Done

12. THE CONFIRMATION PAGE WILL APPEAR.

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

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	,					Last Day to Withdraw Intersession		2p Men's Basketball vs. Bethel	Fri 31					
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				5:30p Women's Basketball vs. Grand View 7:30p Men's Basketball vs. Grand View	v					2p Women's Basketba 4p Men's Basketball v				
	9	9 10	11		1:	2	13	Today	10:48 am	4p Men's Dasketball v	s. MidAmerica Naza	15		
1		DNP Classes Begin		5:30p Women's Basketball vs. William Per	nn			MSW Weekend Hybrid Classes Begin						
		7p Women's Varsity Reserve Basketball vs. Luther		7:30p Men's Basketball vs. William Penn				12p Welcome back meal						
	10	6 17			19		20		21			22		
	5p Sunday Mass		All Classes Begin 10a "Chalk it Up"- Written Conversations about the life	12:20p Midday Prayer 5:30p Women's Basketball vs. Graceland		12:20p Daily Mass 6p Men's Varsity Reserve Basketball vs. Coe	College	Last Day to add/drop Session I		12p Women's Baskett University	oall vs. Central Meth	odist		
			of MLK	7:30p Men's Basketball vs. Graceland		op men's varsity Reserve Baskeiban vs. Coe	College			2p Men's Basketball v	s. Central Methodis	t		
			12:20p Daily Mass							3:30p MLK Half Day o	f Service			
			7:30p CAB: Welcome Back Bingo			、	27		28			00		
	5p Sunday Mass	3 24 12:20p Midday Prayer	25 Winter Grades Due	Last day to drop semester long course, co	20 Invertian	12:20p Daily Mass	27	3p MVB match	28	3p MVB match		29		
	7p Clarke Student Association Senate Meeting	1:30p Rosary Prayer Group	12:20p Daily Mass	incomplete grade		8p Teddy Swims - Live in Concert								
		4p President's Town Hall Meeting	7p MVB match	12:20p Midday Prayer 7p Letters from Anne & Martin										
		7p Women's Varsity Reserve Basketball vs. Loras		7p Letters from Anne & Martin		26		2	7					
	3(8p Holy Hour w/ Adoration 0 31	Feb 1			y to drop semester long course, convert an	12:20p	Daily Mass	3p MVE	3 match		5		
	5p Sunday Mass	12:20p Midday Prayer	12:20p Daily Mass	12:20p Midday Prayer		lete grade Midday Prayer	8p Tedd	y Swims - Live in Concert			all vs. Park			
		1:30p Rosary Prayer Group	6p Men's Varsity Reserve Basketball vs. Upper Iowa University	7p Edward J. & Cathy Gallagher Arts at Cl		ers from Anne & Martin					s. Park			
		7p Women's Varsity Reserve Basketball vs. Grand View		Presents: Lion's Den Session with Lyric		and Datallas Latter from								
		8p Holy Hour w/ Adoration		Event Details: Letters from Anne & Martin										
						ent Type: Student Group Event stomer: Engagement & Intercultur	al Prog	ams		vas				
	lendar Vie	ws: Activity	/ Calendar	•	7p Pre Co	ntact: Smith, Renee		501111 <i>2</i>						
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ATR JMH - Jansen Music Hall																	
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IIB LTC1 - Lingen Technology Center 1																	
IIB LTC2 - Lingen Technology Center 2																	
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IIB RBR 216 - O'Connor Rare Book Room																	
MJH 21 - Spires Room	_																
MJH G55 - Dining Center																	
MJH G55A - Top Shelf																	
MJH R.OTOOLE - Rose O'Toole Room 22																	
O SH Stoltz House																	

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.



Callie Clark Casey Tauber MaryKay Hurm Kristi Bagstad Alyson Harbaugh Emily Dalen Colin Muenster Alex Gudenkauf