AD ASTRA

Requesting an Event

Created by: Lee Anna Reuter
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Recommend using Google Chrome.
To get to Ad Astra from the Clarke website:
Quicklinks - campus calendar – Clarke user login
1. LOG IN USING YOUR CLARKE USER NAME AND PASSWORD

- In the upper right hand corner, click sign in.
- Enter your user name and password, click sign in.
2. Click on the Events tab, then request event.
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 ‘event & meeting request’.
**The ‘off campus event requests’ form is for you to use for events held off campus that you want published on the activity calendar for all to see – ex. PT fundraiser burger night at the eagle’s club.
4. CLICK NEXT
5. COMPLETE THE REQUEST FORM.
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
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).
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
8.3 RECURRING MEETING

- Select recurring
- Enter meeting start and end time
- Choose recurrence pattern
- Review summary
- Click add meeting
9. CLICK ON ASSIGN ROOM
10. ASSIGN ROOM

- Use the filters on the left to help find a location.
  - Select building click +, select building/s, click Done, then click Search.
- Click on available to select the room.
- Click OK.
11. REVIEW THE INFORMATION YOU ENTERED, AND CLICK 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.
HELPFUL TOOLS:
- Calendar – displays all campus events.
- Scheduling grid – displays meeting, classes events (depending on filter).
- You can check the scheduling grid to find your meeting. See what time events are happening on campus. And make sure your event is scheduled.
AD ASTRA
Committee

Megan Stull
Callie Clark
Casey Tauber
MaryKay Hurm
Lee Anna Reuter
Kristi Bagstad
Becky Bruxvoort
Emily Dalen
Colin Muenster
Alex Gudenkauf