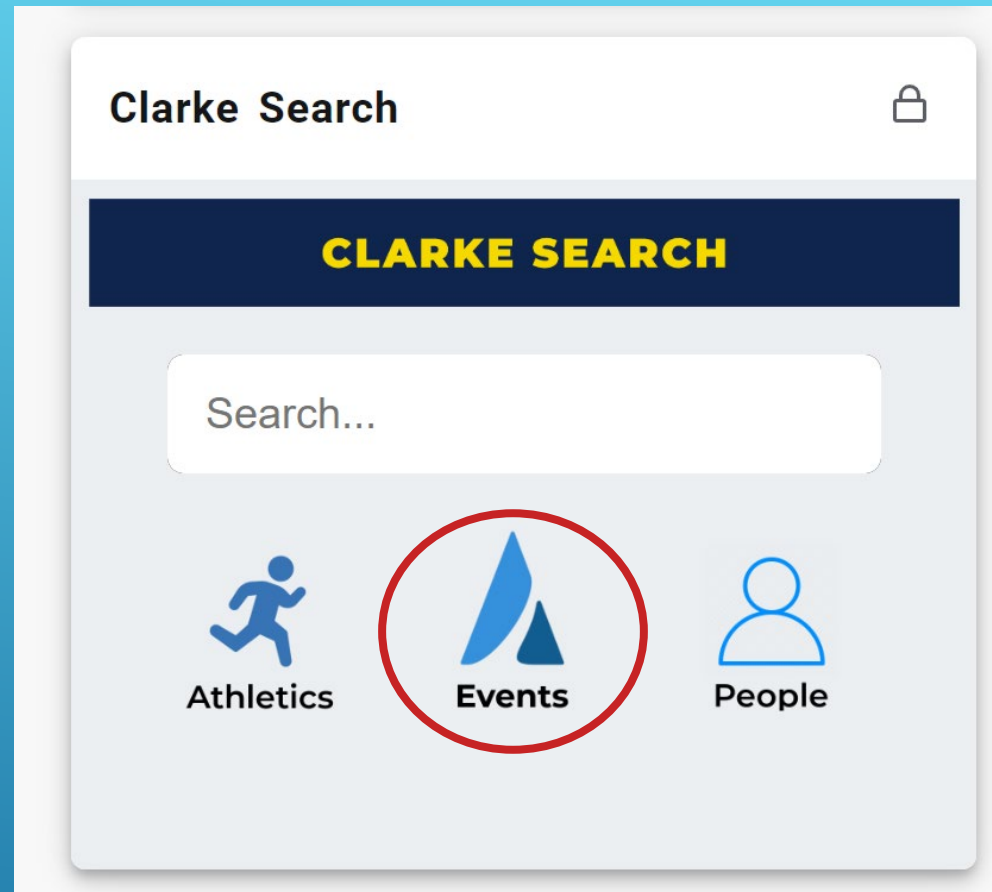


AD ASTRA

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

Updated Aug. 2024



It's recommended to use Google Chrome and access through the my.clarke.edu portal page in order to be logged in automatically.

The screenshot shows the Clarke University website's Quicklinks menu. The menu is located on the left side of the page and includes the following items:

- Quicklinks
- DINING MENU
- LIBRARY
- CAMPUS STORE
- Info For...
 - Alumni
 - Current Students
 - Faculty & Staff
- Tools
 - My Mail
 - My Info
 - Moodle
 - The Source
 - All Tools
- Dates & Calendars
 - Campus Calendar** (highlighted with a red circle)
- Directories
 - Faculty & Staff
 - Academic Department

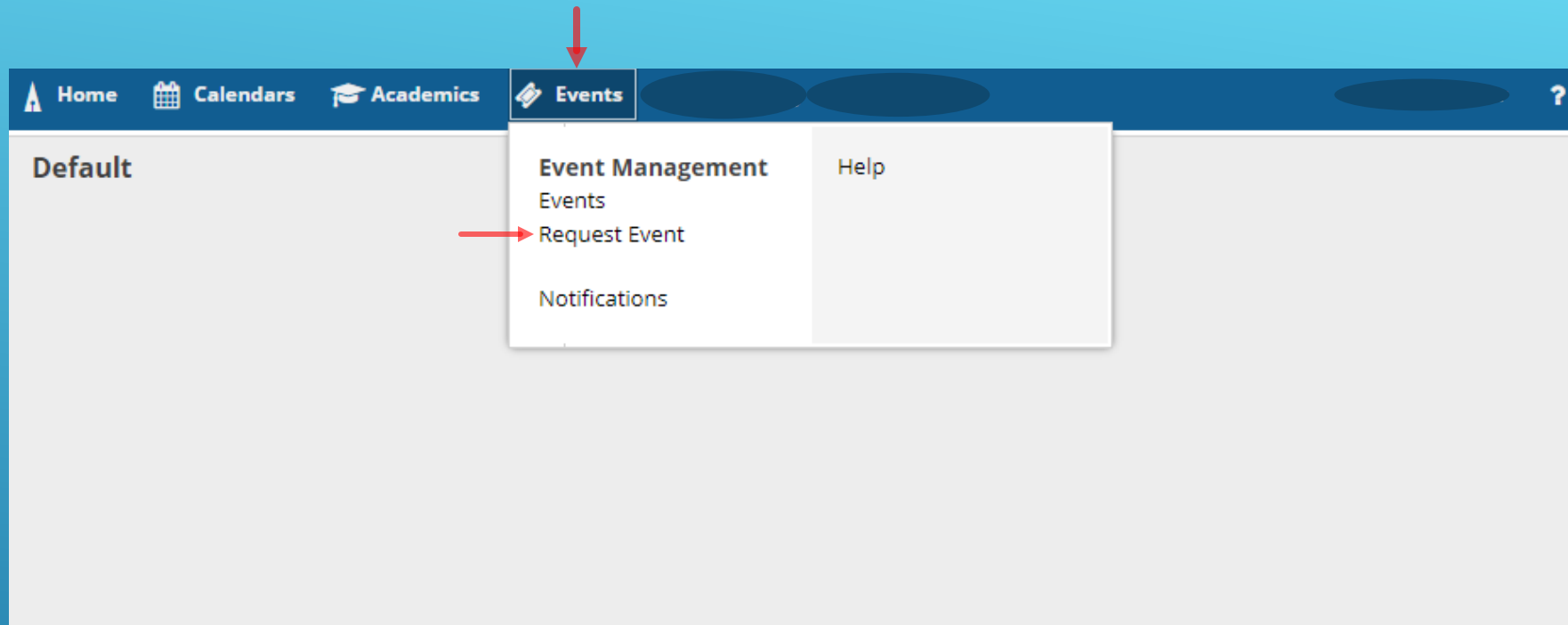
The main content area of the page shows the 'Calendar' page with the heading 'Get involved in your Clarke community' and a calendar for July 2018.

The screenshot shows the Clarke University website's Quicklinks menu. The menu is located on the right side of the page and includes the following items:

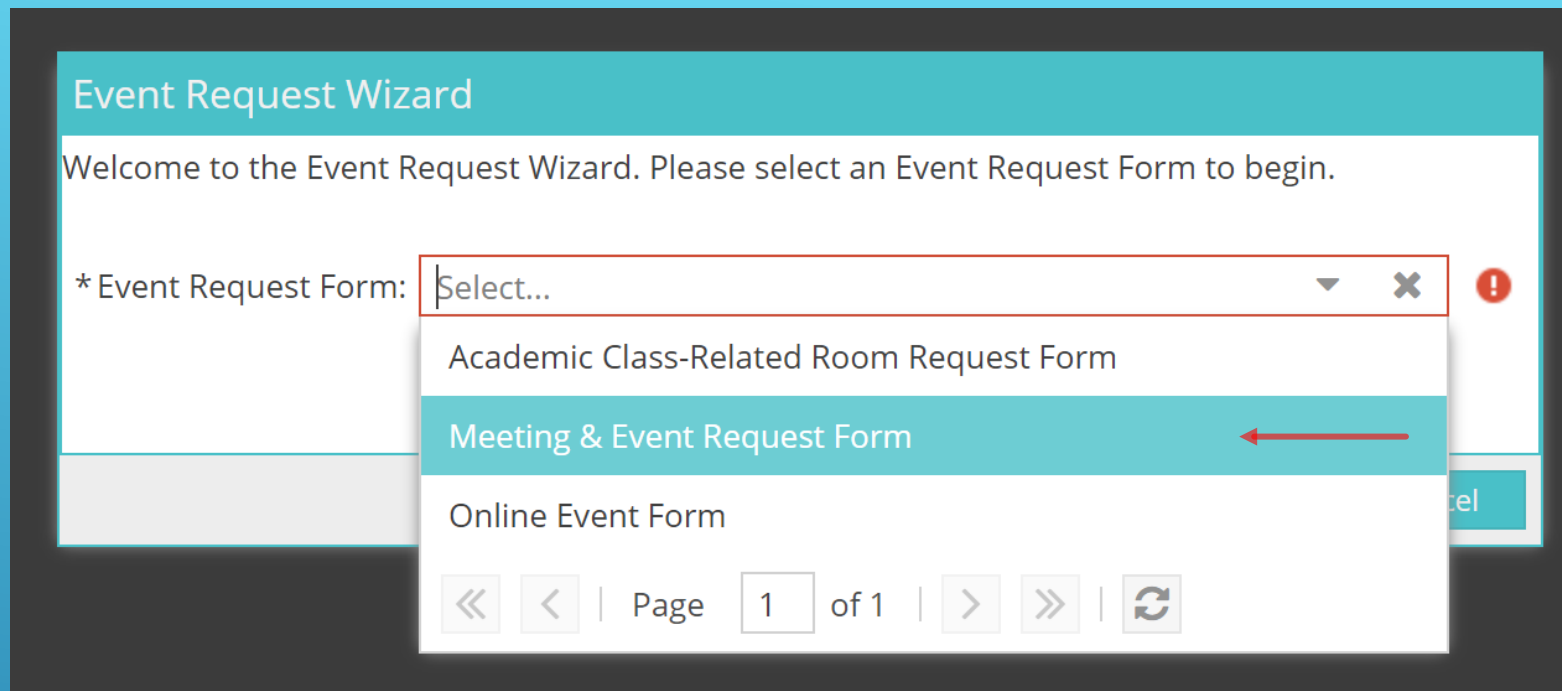
- QUICKLINKS
- MAIN MENU
- CLARKE USER LOGIN (highlighted with a red circle)

The main content area of the page shows the 'Calendar' page with the heading 'Get involved in your Clarke community!' and a calendar for July 2018.

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



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



2. SELECT THE EVENT FORM FROM THE DROP DOWN and CLICK NEXT

PLEASE USE THE APPROPRIATE REQUEST FORM FOR YOUR REQUEST!

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

***The 'Online Event Form' is for events that are exclusively accessed in an online format and do not use a campus room location; "Academic Class-Related" is intended to be one-off room reservations associated with a class instead of the regularly assigned class meeting space*

Meeting & Event 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:

Arts at Clarke

Contact Name:

Select...

Contact Email:

Contact Phone:

Event Information

* Event Name:

* Event Description:

* Estimated Guest Count

3. FILL OUT 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****



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

4. CLICK ADD MEETING

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.

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.**

4.2 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


4.3 RECURRING MEETING

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

*Add a Meeting:

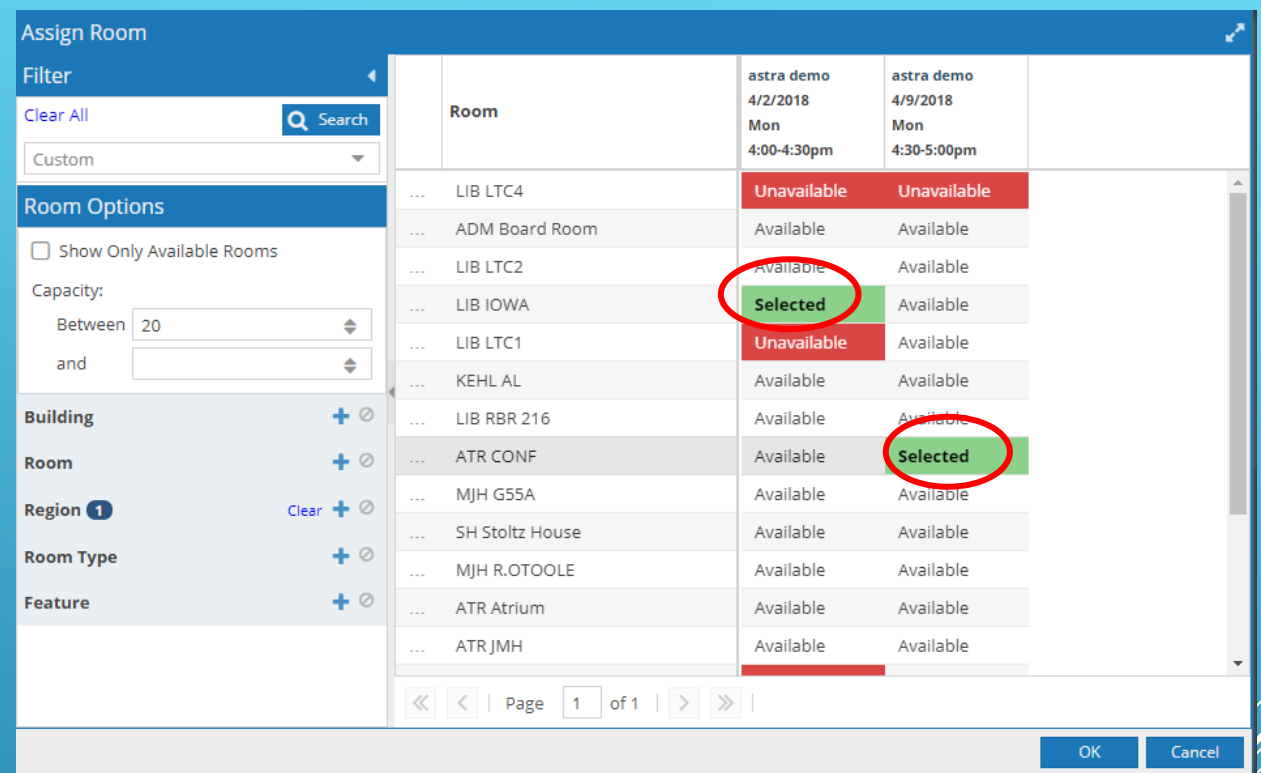
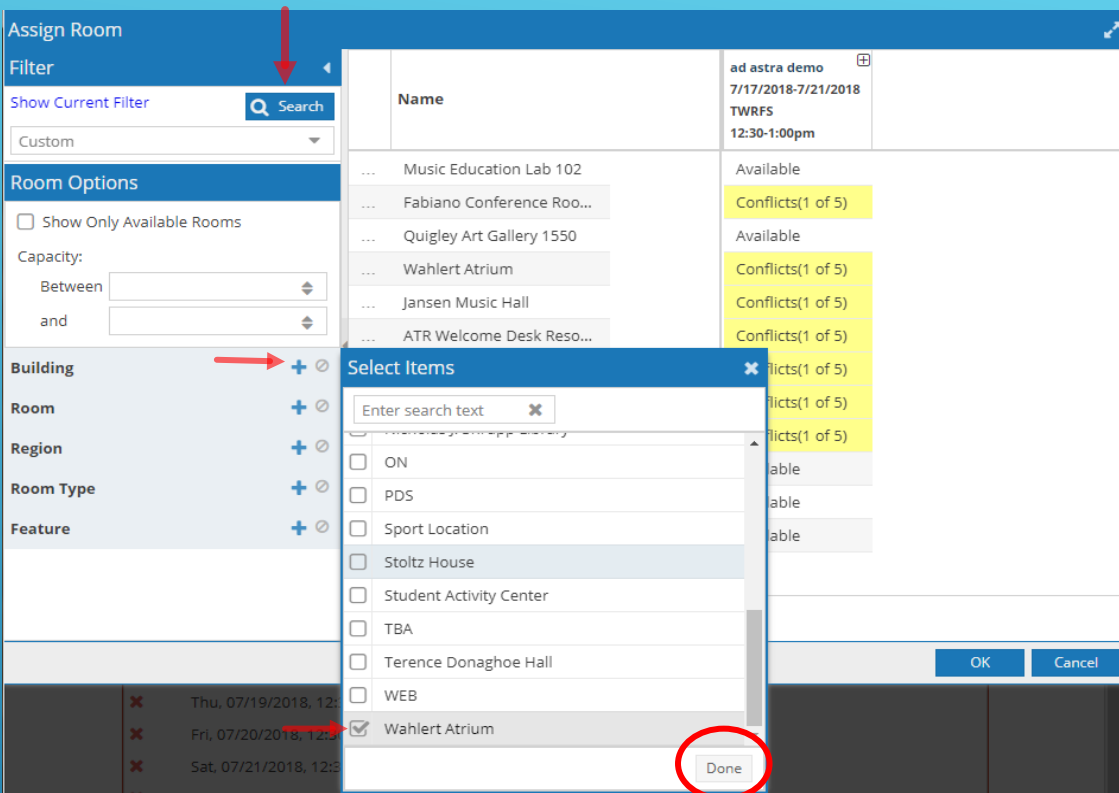
[Add Meeting](#)  [Assign Rooms](#)

 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 Meeting

Assign 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

←

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.

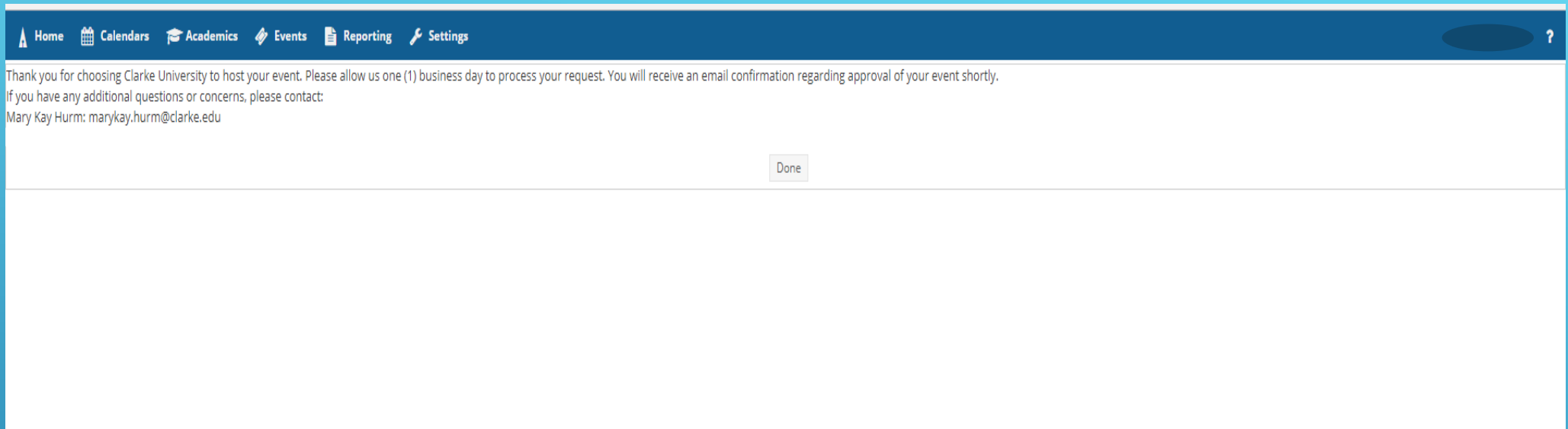
Please provide any additional comments or questions regarding your event

5. 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.



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 window with the URL `aacloud.com/ClarkeU/Calendars/GuestCalendar.aspx`. The page title is "Activity Calendar" and the user is logged in as "callie clark". The calendar is for January 2022, with navigation options for "List", "Day", "Week", and "Month". The calendar grid shows events for each day, including basketball games, classes, and religious services. A pop-up window titled "Event Details: Letters from Anne & Martin" is open over the event on January 26th.

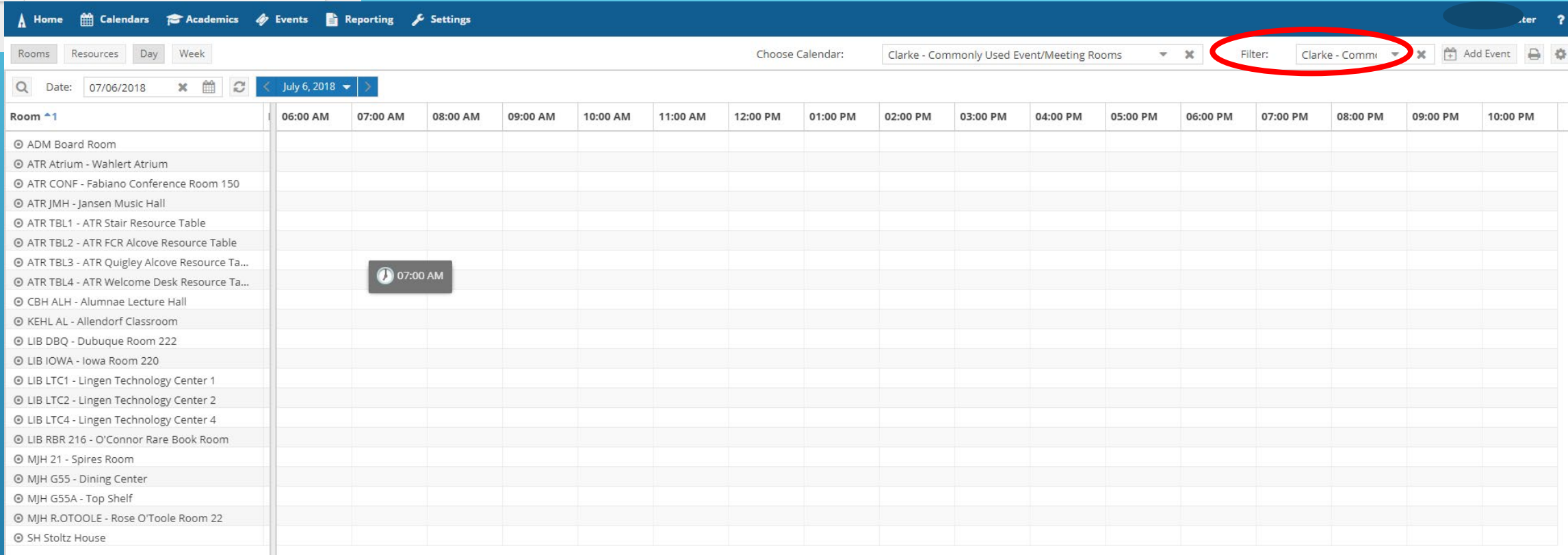
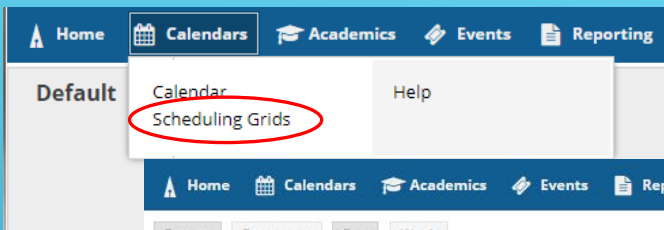
Event Details: Letters from Anne & Martin

- 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

Callie Clark, Student Engagement

Casey Tauber, Athletics

Kristi Bagstad, Registrars Office

Alyson Harbaugh, Registrars Office

Alex Gudenkauf, Information Technology

Brent Barklow, Conference & Events

