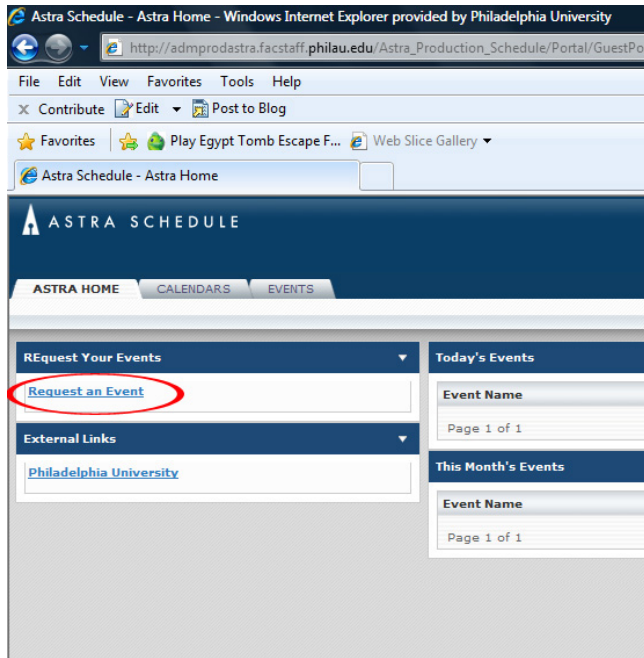


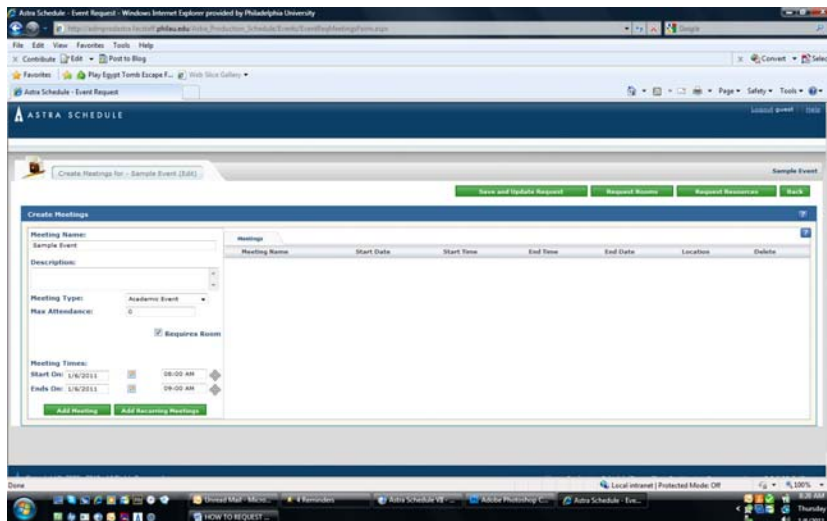
## HOW TO REQUEST A SPACE ON AD ASTRA:

1. Go to the Room Reservations Home Page, which is [www.PhilaU.edu/Reservations](http://www.PhilaU.edu/Reservations)
2. Click on the Ad Astra icon in the top right-hand portion of the page.
3. The log-in portion of this page is for administrative purposes only. There is no need to log-in.
4. Click on “Request An Event”.

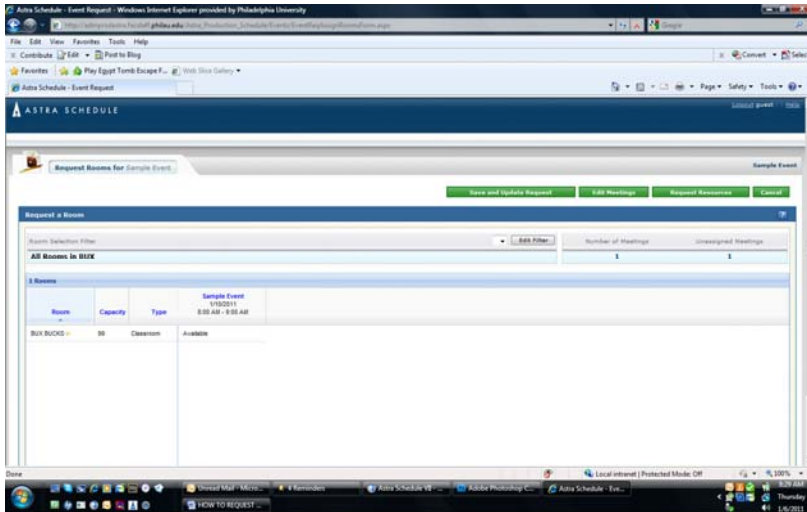


5. Fill in the name of your event.
6. Click on “Next”.
7. Under both **Event Information** and **Requestor Information**, complete all fields.

8. Go back to **Event Information** and click on “Add/Remove Meetings”.
9. Please complete a brief description of the event. If it is a meeting you may leave this area blank.  
You will see this screen:

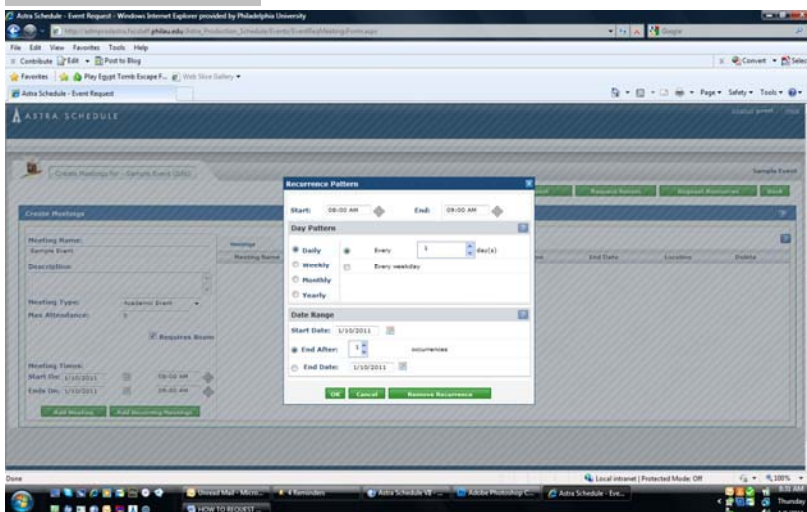


10. In the drop-down box choose a “Event Type”:
  - a. Academic Event- Any event not a meeting planned by an academic office.
  - b. Administrative Event- Any event not a meeting planned by an administrative office.
  - c. Extra-Curricular Event- Any event not a meeting planned by clubs or organizations.
  - d. Gallery- Use of Gallery.
  - e. Maintenance- Maintenance including equipment repair, technology upgrades, etc.
  - f. Meeting- Meeting
  - g. Student Life Event- Any event not a meeting planned by a Student Life department.
  - h. Testing- Academic Testing
  - i. Vending- Use of vending tables in Kanbar and/or Hayward.
11. Complete the “Max Attendance” field.
12. Complete the “Start On” and “Ends On” fields. This can be done by entering the dates directly into the field or by using the calendar option to the right of the fields. **NOTE: Rooms cannot be scheduled online if the lead time is not a minimum of 2 days or a maximum of 120 days. All inquiries outside of those parameters must be directly requested through the Campus Reservationist for consideration.**
13. Fill in the starting and ending times. This can be done by entering the times directly into the field or by using the toggle option to the right of the fields.
14. Click on “Add Meeting”.
15. **If this is a single event and you know what room you are looking for click on “Request Rooms”. You will see this screen:**



16. To see the rooms click on “Edit Filter”.
17. Using the drop-down boxes select your campus and building and click on “Search Rooms”.
18. You will see room information and availability.
19. Click on the room you wish to request.
20. Click on “Save and Update The Request”.
21. Go to the Finalizing Your Ad Astra Request in this tutorial...

**22. If you have a series of meetings that happen on a regularly scheduled pattern (weekly, monthly, every 3<sup>rd</sup> Tuesday, every 3 days, etc.) click on “Add Recurring Meetings”. You will see this screen:**



23. Set the start and end time. This can be done by entering the times directly into the field of by using the toggle option to the right of the fields.
24. Select the meeting pattern in the “Day Pattern Fields”.

25. Select your dates in the “Date Range Fields”.
26. Click “Ok”.
27. Confirm your meetings in the listing and/or delete any that you know will not be occurring.
28. Click on “Save and Update Request”.
29. Go to the Finalizing Your Ad Astra Request in this tutorial...

- ***If you have a series of meetings that happen randomly and without a pattern OR you need to request several rooms for the same event utilize the “Add Meeting” option as many times necessary.***

### **Finalizing Your Ad Astra Request:**

- Information can be edited by going to “Add / Remove Meetings”.
- Add additional meetings by clicking on “Add / Remove Meetings”.
- To change the room click on “Request Rooms”.
- Go to the “Additional Information” section for Audio Visual requests, add an event to the University Calendar, place a Physical Plant Work Order and/or request Catering.

The screenshot displays a web form for finalizing an Ad Astra request. It includes several input fields and sections:

- Sponsoring Organization/Office Name:** A text input field.
- Click here to select your date, time, and room:** A link with an **Add/Remove** button next to it.
- Setup begins at what time?:** A time selection input field.
- Teardown ends at what time?:** A time selection input field.
- Maximum Attendance:** A numerical input field.
- Requestor Information:** A section header with a dropdown arrow, containing:
  - Requestor Name:** Text input field.
  - Requestor Email:** Text input field.
  - Colleague/Student ID Number:** Text input field.
  - Contact Telephone Number:** Text input field.
- Additional Information:** A section header with a dropdown arrow, circled in red. Below it are links:
  - [Click here to request audio/visual for your event](#)
  - [Click here to add event to University Calendar](#)
  - [Click here to place a Physical Plant work order](#)

- Click on “Submit Request”.
- An email will be sent to you confirming that your request was submitted.
- An email will be sent to you when the request has been approved or denied.
- An email will be sent to you when the status of the request is changed in any way.