

Texas A&M University – Corpus Christi Office of the University Registrar Requesting an Event in Ad Astra

Instructions: This document will show how to request an event in Ad Astra.

- 1. Navigate to <u>https://www.astra.tamucc.edu</u>
 - a. Select the 'Events' tab and then 'Request Event'

		Event Management Events Repuest Event Notifications	Admin Approvals and Notifications Custom Fields Event Meeting Types Event Request Forms				
is-Thursday - 2024 SI Sessions- Thursday	Feb 22		Event Types Holidays and Announcements Help	ERSITY			
is-Thursday - 2024 SI Sessions- Thursday	Feb 22	Offic	e of the University F	 Registrar R			
is-Thursday - 2024 SI Sessions- Thursday	Feb 22		Course Scheduling				
is-Thursday - 2024 SI Sessions- Thursday	Feb 22	Your one stop and CI 22	Your one stop shop to scheduling all classroom and and CI 222 & 223). Feel free to utilize the caler schedule events on campus.				
		Our mission i	Our Mission & Resp is to support teaching, learning	onsibilities			

- 2. Select the type of request form needed and hit 'Next'
 - a. Standardly the 'Academic Facilities Request Form- Classrooms and Computer Labs' form is used unless otherwise needed



- 3. Begin to fill the selected form as applicable
- 4. Required information
 - a. Contact Information
 - b. Event Name
 - c. Number of Attendees



Texas A&M University – Corpus Christi Office of the University Registrar

Requesting an Event in Ad Astra

Contact Information	
*Your Name:	
	•
* Email Address:	
Phone Number:	
Campus Sponsor	
Sponsor Contact	
Event Information	
Event Information *Event Name:	
Event Information *Event Name:	
Event Information * Event Name: Event description:	
Event Information * Event Name: Event description:	
Event Information *Event Name: Event description:	
Event Information *Event Name: Event description:	
Event Information * Event Name: Event description: Event Type:	

d. Event Location

- i. Select 'Add Meeting'
- ii. Add meeting times and dates of event being requested
- iii. Select 'Add Meeting' again

Create Meeting	(s)						×
⊙ Single O M	Aultiple O Recurring						
Start Time:	2:00 PM	-			•		
Start Date:	02/26/2024	C 🛗	End Date:	02/26/20	24	×	Ê
* Meeting Name:				×			
Meeting Type:	Select		•	×			
Max Attendance	:			\$			
	Featured						
	Private						
	🕑 Requires Room						
					Add Meeting	Car	ncel

- e. Room
 - i. If no room is selected, we will choose room that best fits

Scheduling an Event in Ad Astra Updated February 26th, 2024



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Rooms

Select a Classroom Location

- O Bay Hall
- O Center for Instruction
- O Center for the Sciences
- O Engineering
- O Island Hall
- O O'Connor
- O Early Childhood Development Center

Preferred Classrooms

Please enter the preferred classrooms, if applicable.

- 5. Select 'Submit'
- 6. Read acknowledgment and select 'Done'

T Academics	🋷 Events	Reporting	∲ Settings
		P	lease fill out the following form as applicable.
		Events h	neld in classrooms cannot include food or beverages.
Ve are not re	esponsible f	or setups. If yo	ou have need of media equipment not already in classroom, contact Media Services.
ir event occu	urs before th	ne 12th day of	classes, it is subject to being moved if the room assigned is needed for a course se
	For infor	mation regardi	ing Campus Carry Law please visit http://campuscarry.tamuce.edu/.
			Done

- 7. Request will be sent to scheduling team for approval.
- 8. An event summary will be sent to your email with details and confirmation

		Description	Name	Start Date	End Date	Start Time	End Time	Created Date ^1	Created By
0 🗅 🚺	0	Event requested: Requesting an Event in Astra	Requesting an Even			12:00 AM	12:00 AM	02/26/2024 11:43 AM	Reese John