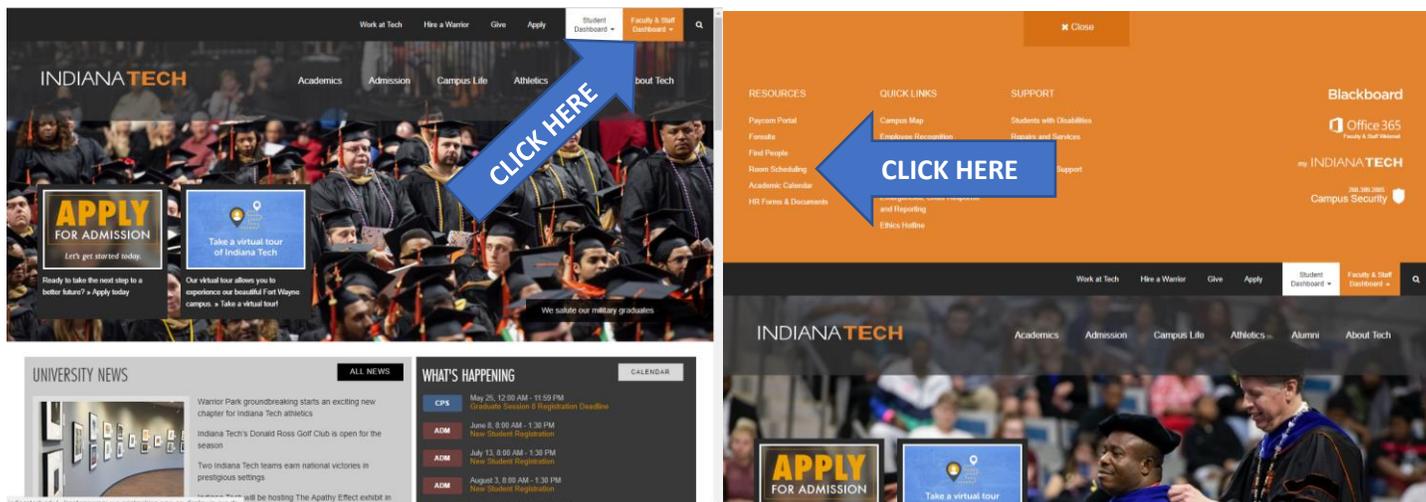


Indiana Tech Room Scheduling

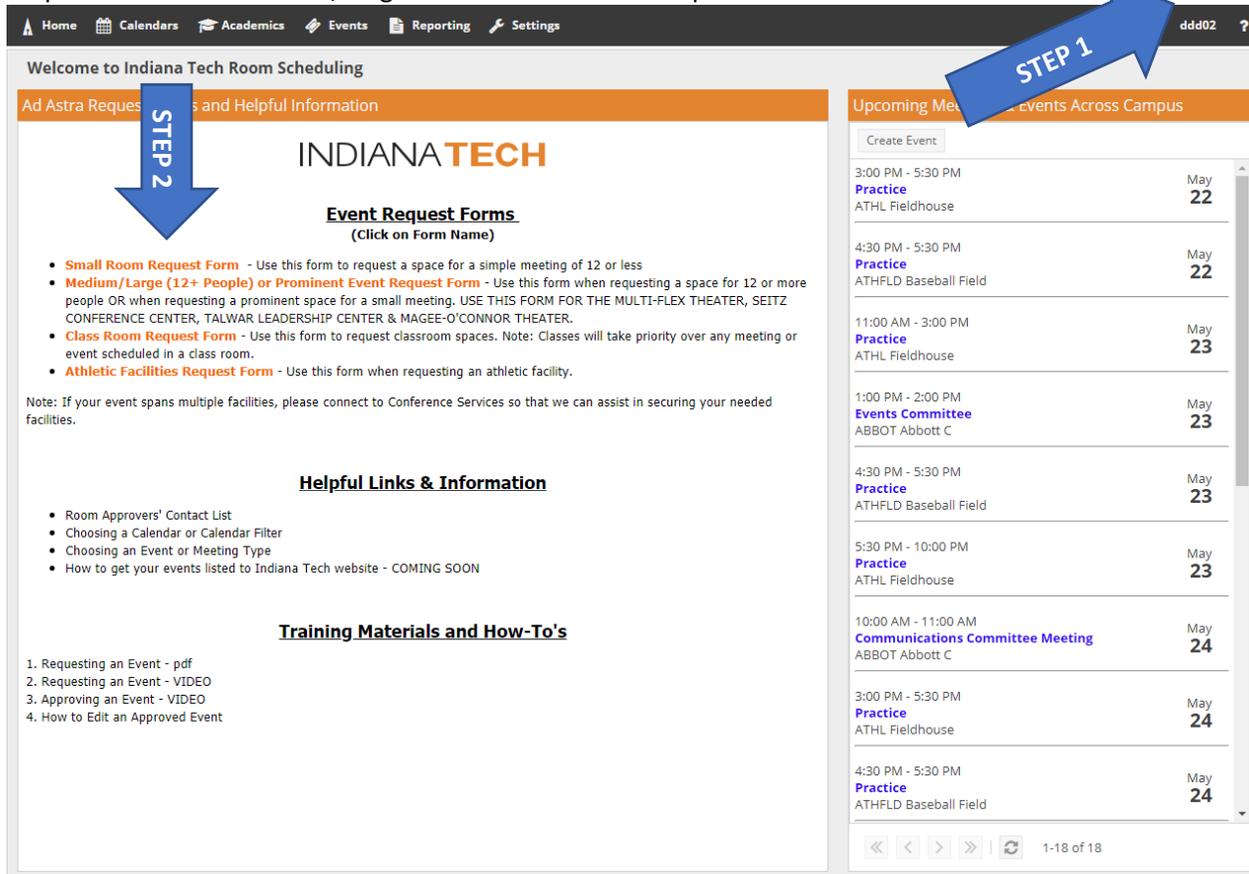
Medium/Large or Prominent Event Request Form Step by Step

This step-by-step guide will help with the scheduling of medium and large meeting/event spaces across campus that seat over 11 people. If you have questions regarding spaces and resources available in those spaces, please contact the [Point of Contact](#) for the desired space.

Step 1: Assure you are logged into Ad Astra. Your user name is the log in used to access systems files from your Indiana Tech Desktop. You can find this page by going to the Indiana Tech website (IndianaTech.edu) and selecting the “Faculty and Staff Dashboard” on the top right corner. Then click the “Room Scheduling” link in the first column.



Step 2: Select the “Medium/Large or Prominent Event Request Form.”



Step 3: Complete your contact information in the suggested fields.

Step 4: Input your event name. This is the name of which you would want you meeting to show up on the calendar, building signage, as well as on the website.

Step 5: Select an “Event Type.” For clarification of event types, please see the “Choosing an Event or Meeting Type” training material.

Step 6: Click “Add A Meeting”

The screenshot shows a web application interface for requesting a meeting. At the top, a navigation bar includes 'Home', 'Calendars', 'Academics', 'Events', 'Reporting', and 'Settings'. The main heading is 'NEW - Medium/Large (11+) or Prominent Event Request Form'. Below the heading is a paragraph explaining the form's purpose and a list of instructions. The form fields are as follows:

- Customer: Student Life
- * Contact Name: Darling, Darius
- * Contact Phone: XXX-XXX-XXXX ext. XXXX
- * Contact Email: DDDarling@indianatech.edu
- * Event Name: Darius Darling Large Meeting
- * Event Type: Student Events
- * Add a Meeting: Add Meeting (with a red exclamation mark icon)

Annotations on the screenshot indicate the following steps:

- STEP 3**: A blue oval with the number 3 is connected by a bracket to the Customer, Contact Name, Contact Phone, and Contact Email fields.
- STEP 4**: A blue arrow points to the Event Name field.
- STEP 5**: A blue arrow points to the Event Type dropdown menu.
- STEP 6**: A blue arrow points to the Add Meeting button.

At the bottom of the form, there are buttons for 'Assign Rooms' and 'Assign Resources', and a message that says 'No meetings created. Add Meeting'.

Step 7: Select your meetings frequency. Single is for a one-time meeting. Multiple is for multiple meetings with not specific meeting pattern (see page 4). Recurring is for multiple meetings with a meeting pattern (ex: every other Wednesday at 10am) (see page 5).

Step 8: Select your meeting start and end time.

Step 9: Select your meeting start date.

Step 10: Select your anticipated attendance number. Reminder this form is only used for rooms that seat up to 10 people for a meeting. If you are looking for a smaller space, please use the “Small Room Request Form”

Step 11: Click “Add Meeting”

The screenshot shows a web application interface for creating a meeting. At the top, there is a navigation bar with links for Home, Calendars, Academics, Events, Reporting, and Settings. The main heading is "Medium/Large (11+) Event Request Form". Below this, there is a paragraph explaining the form's purpose and a list of bullet points providing additional instructions. A modal window titled "Create Meeting(s)" is open, containing the following fields and options:

- Meeting Frequency: Radio buttons for Single (selected), Multiple, and Recurring. A blue arrow labeled "STEP 7" points to this section.
- Start Time: 4:30 PM (dropdown)
- End Time: 5:00 PM (dropdown)
- Start Date: 06/19/2018 (calendar icon)
- End Date: 06/19/2018 (calendar icon)
- * Meeting Name: Darius Darling Large Example Meeting (text input)
- Description: (text area)
- Max Attendance: 12 (dropdown)
- Requires Room: (checked checkbox)

At the bottom of the modal are "Add Meeting" and "Cancel" buttons. A large blue arrow labeled "STEP 11" points to the "Add Meeting" button. On the left side of the modal, three blue arrows labeled "STEP 8", "STEP 9", and "STEP 10" point to the Start Time, Start Date, and Max Attendance fields respectively. Below the modal, there is a "No meetings created. Add Meeting" message.

MULTIPLE MEETINGS

Medium/Large (11+) Event Request Form

This form is used to request medium and large spaces (11+ people) and will cover many a

Create Meeting(s)

Single Multiple Recurring

Start Time: 11:00 AM End Time: 11:30 AM

Today Clear

May 2018

S	M	T	W	T	F	S
29	30	1	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	31	1	2
3	4	5	6	7	8	9

Meetings

* Meeting Name: Darius Darling Large Example

Description:

* Max Attendance: 12

Requires Room

Add Meeting Cancel

Medium/Large (11+) Event Request Form

This form is used to request medium and large spaces (11+ people) and will cover many a

Create Meeting(s)

Single Multiple Recurring

Start Time: 11:00 AM End Time: 11:30 AM

Today Clear

May 2018

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29	30	1	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	31	1	2
3	4	5	6	7	8	9

Meetings

- Example
- Thu, 05/24/2018, 11:00 AM to 11:30 AM
- Tue, 05/29/2018, 11:00 AM to 11:30 AM

* Meeting Name: Darius Darling Large Example Meeting

Description:

* Max Attendance: 12

Requires Room

Add Meeting Cancel

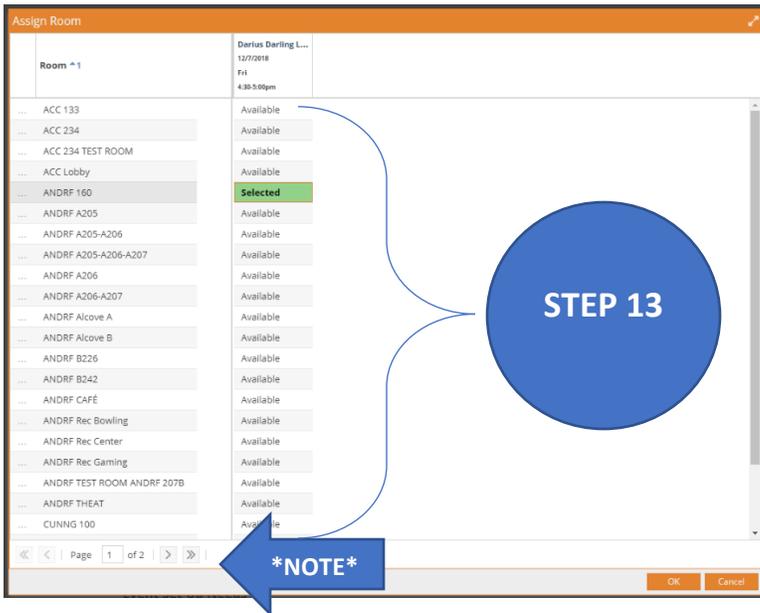
RECURRING MEETINGS

NOTE: You can select your meetings based on how many meetings you will need or until a specific date.

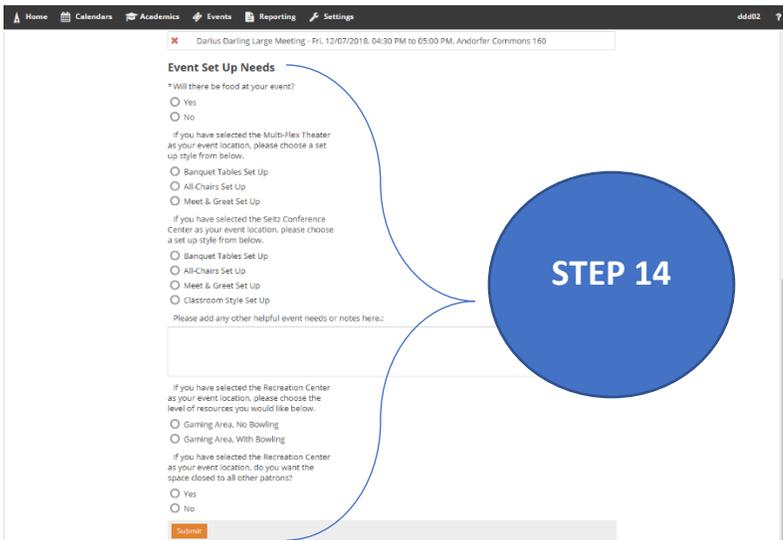
Step 12: Once your screen returns to the original page for the “Medium/Large or Prominent Event Request Form”, select “Assign Rooms.”

Step 13: Select your room choice from the list of available rooms and click “OK.” If the space is listed as unavailable (in red), there is another meeting scheduled at the time of your meeting. Please look to have your meeting in another location.

*Note: There may be multiple pages of rooms available.



Step 14: Select your answer(s) to the remaining event set up question(s) that apply to your meeting space and click “Submit” when completed.



Once you have submitted your meeting request, you will see a message that says “Thank you for your request, you should receive a response to your request within 1 business day. Requests submitted after 5pm, will not be seen until the next business day.” Please click “Done” and you will be returned to the Indiana Tech Room Scheduling Homepage.