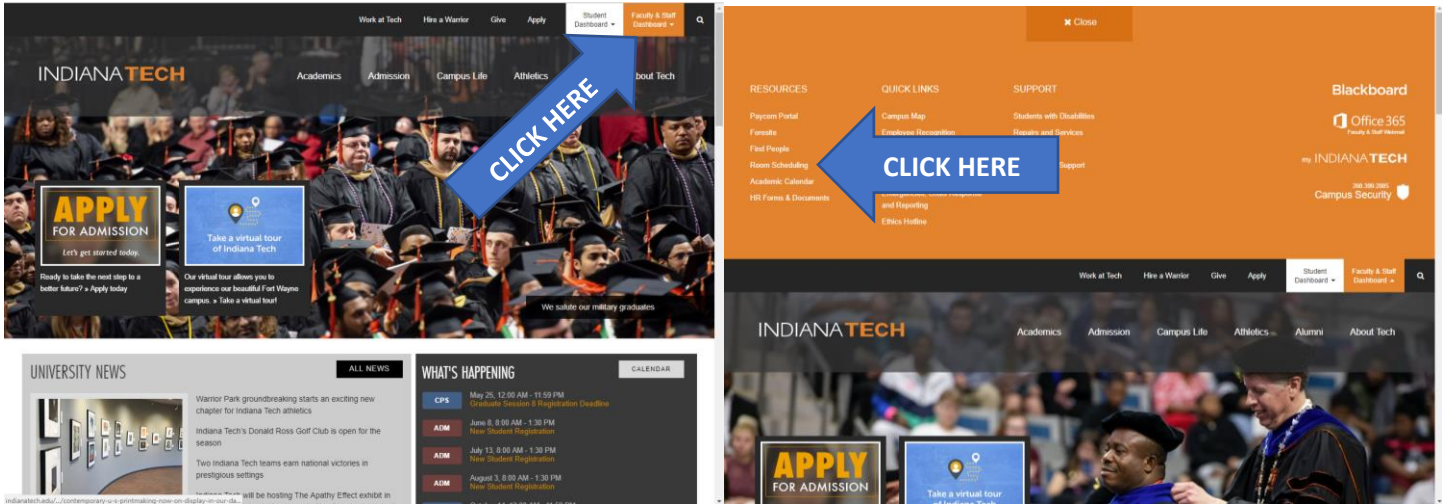


# Indiana Tech Room Scheduling

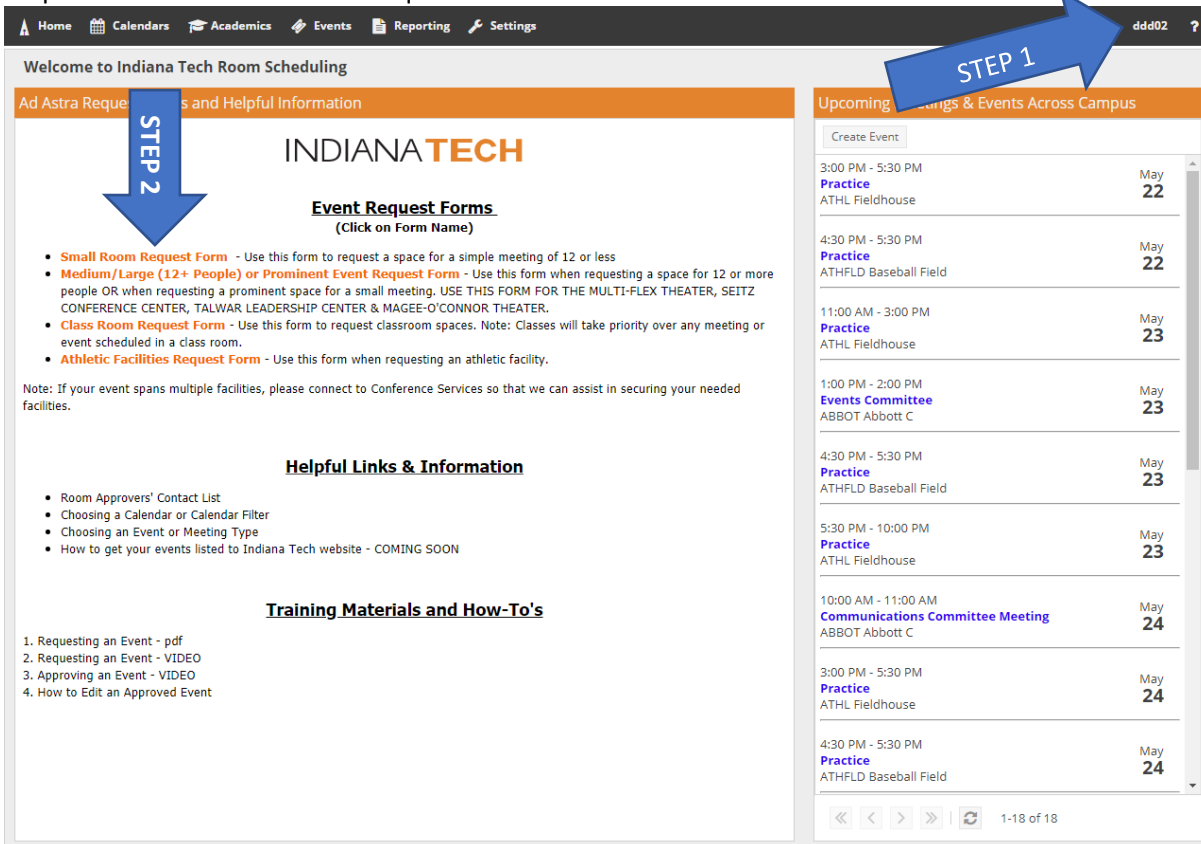
## Small Room Request Form Step by Step

This step-by-step guide will help with the scheduling of small conference rooms across campus that seat up to 10 people. If you have questions regarding spaces and resources available in those spaces, please contact the [Point of Contact](#) for that 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 Small Room 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 a meeting request form. At the top, a navigation bar includes links for Home, Calendars, Academics, Events, Reporting, and Settings. The main heading is "NEW - Small Meeting Room Request Form". Below this, a note states: "This form is used to request small spaces (1-10 people) and will cover areas most administrative meetings host. Please remember the following:" followed by a list of instructions. The form fields are as follows:

- Customer: Student Life (dropdown)
- \* Contact Name: Darling, Darius (dropdown)
- \* Contact Email: DDDarling@indianatech.edu (text)
- Campus Phone Extension or Cell for Outside Business Hours: 2317 (text)
- \* Event Name: Darius Darling Example Meeting (text)
- \* Event Type: Administrative Meetings (dropdown)
- \* Add a Meeting: Add Meeting (button), Assign Rooms (button), Assign Resources (button)

Annotations include a blue oval labeled "STEP 3" pointing to the Customer, Contact Name, and Contact Email fields. A blue arrow labeled "STEP 4" points to the Event Name field. A blue arrow labeled "STEP 5" points to the Event Type dropdown. A blue arrow labeled "STEP 6" points to the Add Meeting button. At the bottom, a grey box contains the text "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 larger space, please use the “Medium/Large or Prominent Event Request Form”

Step 11: Click “Add Meeting”

The screenshot shows a web application interface for a 'Small Meeting Room Request Form'. The main page has a dark header with navigation links: Home, Calendars, Academics, Events, Reporting, and Settings. The title is 'Small Meeting Room Request Form'. Below the title, there is a brief description and a list of instructions:

- If you submit a request with less than 24 hours notice, the approver of the space may not see your request to approve it prior to your start time.
- If you want to know who approves each space, see the following link: <https://www.indianatech.edu/faculty-staff/campus-event-scheduling/contact/>
- Do NOT use this form for the Multi-Flex Theater, Seitz Conference Center, or the Recreation Center. You MUST use the Medium-Large Meeting or Prominent Event Form to access those spaces due to their special needs.
- As a general rule, if a building is not open during the time frame of your request, the request will be denied.
- This form does not order catering, you can order catering through the following link: <https://indianatech.catertrax.com>

The 'Create Meeting(s)' modal form is overlaid on top. It has an orange header and contains the following fields and controls:

- Frequency: Radio buttons for Single (selected), Multiple, and Recurring. An arrow labeled 'STEP 7' points to this section.
- Start Time: 3:00 PM (dropdown). End Time: 3:30 PM (dropdown).
- Start Date: 05/22/2018 (calendar icon). End Date: 05/22/2018 (calendar icon).
- \* Meeting Name: Darius Darling Example Meeting (text input). An arrow labeled 'STEP 8' points to this field.
- Description: Empty text area.
- \* Max Attendance: Empty dropdown menu. An arrow labeled 'STEP 9' points to this field.
- Requires Room: Checked checkbox.
- Buttons: Add Meeting and Cancel.

Below the modal, there is a message: 'No meetings created. Add Meeting'. An arrow labeled 'STEP 10' points to the 'Add Meeting' button in the modal. Another arrow labeled 'STEP 11' points to the 'Add Meeting' button in the message area.

# MULTIPLE MEETINGS

Small Meeting Room Request Form

Create Meeting(s)

Single  Multiple  Recurring

Start Time: 12:00 PM End Time: 12:30 PM

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

Meeting Name: Darius Darling Example Meeting

Description:

\* Max Attendance:

Requires Room

Add Meeting Cancel

Small Meeting Room Request Form

Create Meeting(s)

Single  Multiple  Recurring

Start Time: 12:00 PM End Time: 12:30 PM

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

- Example
- Thu, 05/24/2018, 12:00 PM to 12:30 PM
- Tue, 05/29/2018, 12:00 PM to 12:30 PM
- Wed, 05/30/2018, 12:00 PM to 12:30 PM

\* Meeting Name: Darius Darling Example Meeting

Description:

\* Max Attendance: 4

Requires Room

Add Meeting Cancel

# RECURRING MEETINGS

Step 12: Once your screen returns to the original page for the “Small Meeting Room 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, 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.

Room	Darius Darling E... 5/22/2018 Tue 3:00-3:30pm
... ZEC Z111A	Available
... ABBOT 215	Available
... ACC 146	Available
... ANDRF 158	<b>Selected</b>
... ACC 232	Available
... ACC 008B	Available
... ABBOT Abbott C	Available
... ACC 201	Available
... CUNNG 106	Available
... CUNNG 300	Available
... ANDRF B242	Available
... ANDRF 160	Available

Step 14: Select your answer(s) to the remaining question(s) and click “Submit” when completed.

staff/campus-event-scheduling/contact/

- Do NOT use this form for the Multi-Flex Theater, Seltz Conference Center, or the Recreation Center. You MUST use the Medium-Large Meeting or Prominent Event Form to access those spaces due to their special needs.
- As a general rule, if a building is not open during the time frame of your request, the request will be denied.
- This form does not order catering, you can order catering through the following link: <https://indianatech.catertrax.com>

Customer: Student Life

\*Contact Name: Darling, Darius

\*Contact Email: DDDarling@indianatech.edu

Campus Phone Extension or Cell for Outside Business Hours: 2317

\*Event Name: Darius Darling Example Meeting

\*Event Type: Administrative Meetings

\*Add a Meeting: Add Meeting Assign Rooms Assign Resources

✖ Darius Darling Example Meeting - Tue, 05/22/2018, 03:00 PM to 03:30 PM, Andorfer Commons 158

Event Description:

Will You Be Using a Media Cart, Projectors/Screens, Conference Phone, etc. as part of your meeting? (Note: Not all spaces support all resources.)

Yes

No

Submit

Once you have submitted your meeting request, you will see a message that says “Thank you for submitting your request. Please allow 1 business day to receive approval. If urgent, please contact the Point of Contact for the space you requested.” Please click “Done” and you will be returned to the Indiana Tech Room Scheduling Homepage