AD ASTRA

HOW TO REQUEST AN EVENT
Departmental events are permitted between the hours of 6:00 a.m. and 11:00 p.m., with no day of the week restrictions.

All events in academic buildings must be scheduled through Ad Astra. Ad Astra Schedule is Texas Tech University's online building and room scheduling system, used for both academic and event scheduling.

The person making room reservations on behalf of the department is responsible for conveying the above information accurately and must be a full-time faculty or staff member.

Changes to room reservations in academic space must be processed by ODPA. Event organizers, attendees, departmental staff, or other contacts may not make relocation arrangements without the consent of ODPA.

Participants in scheduled events are expected to maintain professional behavioral protocols.

Departments found to be in violation of reservation policies may be denied access, asked to vacate the premises, subject to the loss of future reservations, or subject to other disciplinary action as deemed appropriate by ODPA.
For additional information regarding Texas Tech University’s operational policies. Please visit the following links:

- [https://www.depts.ttu.edu/opmanual/contents.php#facilities](https://www.depts.ttu.edu/opmanual/contents.php#facilities)
- [https://www.depts.ttu.edu/opmanual/OP61.02.php](https://www.depts.ttu.edu/opmanual/OP61.02.php)
- [https://www.depts.ttu.edu/opmanual/OP61.23.php](https://www.depts.ttu.edu/opmanual/OP61.23.php)
- [https://www.depts.ttu.edu/opmanual/OP61.41.php](https://www.depts.ttu.edu/opmanual/OP61.41.php)

For the academic calendar to follow when scheduling an event:

- [https://www.depts.ttu.edu/officialpublications/calendar/](https://www.depts.ttu.edu/officialpublications/calendar/)
If academic classrooms are not available to accommodate for your event, please visit TTU's "Non-Academic Spaces:"
To request an event through Ad Astra
click on the **Request Event** button from one of two areas under the heading’s **Events** tab
...or the **Activity List** on the **Home** page.
1. **Academic Events:** Use this form for events such as Reviews, Make-up Exams, Speakers, Course Related Films, Etc.

2. **Conference Rooms:** Conference rooms that are centrally scheduled through ODPA. This is NOT a comprehensive list of all conference rooms.

3. **Doak Conference Rooms:** Doak training rooms 153, 155, and 156 are scheduled through ODPA.

4. **Law School Academic Requests:** Academic requests for rooms in the Law School and Lanier must use this form.

5. **Law School Department Requests:** Departmental requests for rooms in the Law School and Lanier must use this form.

6. **Rawls College of Business Admin Reservations Only:** Used to request event in the Rawls College of Business Administration building. Requests using this form should be submitted by a full-time RCOBA faculty or staff member.

7. **Student Organizations:** Registered student organizations must use this request form.

**Here is a list of what each form handles.**
You will be redirected to the Event Request Wizard.
Click on the drop-down arrow on the right and select the event form you would like to use.
There are several forms to choose from.
The ones that you will likely use with be Academic Events, but please select the form that is best appropriate.
After you have selected the form click on the “Next” button to continue.
Event Information

Required Fields:
An asterisks (*) indicates a required field that must be completed before this form can be submitted.
*Event Name*:
Demonstration

Event Type*
Academic

*Description*:
Provide thorough details of your event for processing.

Requestor Information

*Requestor's Name*:
Operations Division

*Requestor's Department*:
Events and Instructional Space Management
Operations Division

*Requestor's Phone Number*:
(806)742-5262

*Requestor's Email Address*:
operations.events@ttu.edu

Fill out all the required fields marked with an asterisk (*) as specifically and accurately as requested in the form.
NOTE:
When you get to the Event Type under Event Information, select accordingly from the drop-down list.
NOTE:
When you get to the Furniture under Request Specifics, select accordingly from the drop-down list.
NOTE:

Review ALL check box options carefully before selecting.
Fill out the information requested in the form. Fields marked with an asterisk (*) are required fields.

In order to add a meetings, click one of the two **Add Meeting** options shown.
ADDING A SINGLE EVENT

For a single meeting click on the Single radio button.
Select the designated start and end times from the pull-down menu and the desired date from the calendar.
Verify that your meeting name is present and then click on “Requires Room.”
Double check to make sure everything is correct and then click on **Add Meeting**.
Important note to be aware of. If you select dates/times that occur on a university holiday, Independent Study Day, or Final Exam dates, a Holiday Conflicts box will display, notating which meeting(s) cannot be scheduled due to those conflicts.

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>07/04/2019</td>
<td>Independence Day Holiday</td>
</tr>
</tbody>
</table>
For special circumstances there could be a waiver through the Provost office. You can contact Operations.Events@ttu.edu to request a letter to fill out that will be sent to the Provost office.
To add multiple events, click on the Multiple radio button.
Select the designated start and end times from the pull-down menu and the desired date from the calendar. Click the **arrow icon** to the right of the calendar to add the meetings to your meeting list on the right.
You will be prompted to add a meeting group name and once you have added that name click OK.
Your meetings will appear as a collapsed group under the Meetings column on the right.
Click the **plus (+) sign icon** to expand the group and view each meeting date.
Verify that your meeting name is present, and everything is correct. Next click on Add Meeting.
TO ADD RECURRING EVENTS

If your meetings have a recurring pattern, click on the **Recurring** radio button.
Select a start and end time from the pull-down menus.
Under Recurrence Pattern, choose a pattern of Daily, Weekly, Monthly, or Yearly, and the date range.
The pattern options to the right will change based on which option you choose (i.e. days of the week, months of the year, etc.). The date range can end after a set number of occurrences, or end by a specific date.
The selected time will apply to all meetings in the pattern. Review your recurrence under Recurrence Summary and verify that your meeting name is present and click Add Meeting.
IMPORTANT:
Please list your expected attendees according to the selected room capacity you provide.

* How many attendees are expected?*
Once the meetings have been added, click on Request Rooms to request a room only for your meetings. To delete meetings, click the X icon next to the applicable meeting.
For the listed expected attendance, a list of rooms will automatically update.

Please double-check the room details for capacity and room features before selecting an available room.
To view individual room details, such as capacity, if food/drinks is allowed, technology and furniture, hover over the round icon next to the room name.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Quantity</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat Floor</td>
<td></td>
<td>Poor Type</td>
</tr>
<tr>
<td>Carpet</td>
<td></td>
<td>Flooring Material</td>
</tr>
<tr>
<td>Full-Size Lectern</td>
<td></td>
<td>Furniture</td>
</tr>
<tr>
<td>Whiteboard</td>
<td></td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Food/Drink - Allowed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADA Seating</td>
<td>1</td>
<td>Seating Options</td>
</tr>
<tr>
<td>Chairs</td>
<td>1</td>
<td>Seating Options</td>
</tr>
<tr>
<td>Stools</td>
<td>1</td>
<td>Seating Options</td>
</tr>
<tr>
<td>Tables</td>
<td>1</td>
<td>Seating Options</td>
</tr>
<tr>
<td>Tablet Arm Chairs</td>
<td>34</td>
<td>Seating Options</td>
</tr>
<tr>
<td>Movable Furniture</td>
<td></td>
<td>Seating Style</td>
</tr>
<tr>
<td>Mobility/Chair (with or without Recorder)</td>
<td></td>
<td>Technology</td>
</tr>
<tr>
<td>Ceiling-Mounted Projector</td>
<td></td>
<td>Technology</td>
</tr>
<tr>
<td>Document Camera</td>
<td></td>
<td>Technology</td>
</tr>
<tr>
<td>Laptop Connection Ports</td>
<td></td>
<td>Technology</td>
</tr>
<tr>
<td>Multimedia Equipment</td>
<td></td>
<td>Technology</td>
</tr>
<tr>
<td>PC Computer (for instructor)</td>
<td></td>
<td>Technology</td>
</tr>
<tr>
<td>Phone</td>
<td></td>
<td>Technology</td>
</tr>
<tr>
<td>Power Ports: Only students</td>
<td></td>
<td>Technology</td>
</tr>
<tr>
<td>Projection Screen or Display Surface</td>
<td></td>
<td>Technology</td>
</tr>
<tr>
<td>Speakers</td>
<td>4</td>
<td>Technology</td>
</tr>
</tbody>
</table>
The Assign Rooms screen will generate and show a list of rooms as **Available** or **Unavailable**. If a room is **Unavailable**, it cannot be selected. Conflicts will show in **red** and note how many conflicts are present.
Click on the room name or **Available** to select the room(s) preferred. The meeting will turn green and show as **Selected**.

Use the plus (+) signs on the Room, Score, and Meetings tabs for more details.
Expanding the meetings tab will also allow you to see what meetings have conflicts, if any are noted.
You can filter alphabetically by building by clicking on the word **Room** at the top of the Room column. Clicking once will sort A-Z; clicking twice will sort Z-A.
If the meeting dates and times need to be amended, you can click **Cancel** and return to the previous screen. Use the red “X” icon next to each meeting to delete. Follow steps #1-6 to add any additional meetings as needed.
After a room or set of rooms have been selected, click OK to return to the request form.
Complete any missing information as noted by an asterisk.
Click **Submit** at the bottom of the screen to submit your request.
If you attempt to submit the request without completing all required fields, you will receive an error message and the incomplete field will be underlined in red and will display a red error icon.
Once you have successfully submitted your request, a confirmation screen will display. You will also receive notification by email that your event request has been completed.
CHECKING THE STATUS OF AN EVENT REQUEST

After an event request has been submitted, details and the status of your application can be viewed by clicking on Events under the Events tab.
Select the Box “Yes” next to My Events for the desired Time Period. Click Search to populate results.
Once your event has been approved by OPDA, which can take 2-3 business days, you will receive a confirmation email which will have instructions on who to contact for room access and guidelines for the room reserved.
AD ASTRA

HOW TO VIEW THE CALENDAR GRID
### Holidays and Announcements 2022/2023

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas Holiday (campus closed)</td>
<td>12/26/2022 - 1/1/2023</td>
</tr>
<tr>
<td>MLK Jr Day Holiday (campus closed)</td>
<td>1/18/2023</td>
</tr>
<tr>
<td>Spring 2023 Term</td>
<td>1/11/2023 - 5/2/2023</td>
</tr>
<tr>
<td>Ad Astra Opens for Section Scheduling (Advanced Access) Fall 2023</td>
<td>2/23/2023</td>
</tr>
<tr>
<td>Spring Break Holiday (campus closed)</td>
<td>3/17/2023</td>
</tr>
<tr>
<td>TTU Student Spring Break</td>
<td>3/11/2023 - 3/19/2023</td>
</tr>
<tr>
<td>Ad Astra Opens for Departmental Event Requests Fall 2023</td>
<td>4/3/2023</td>
</tr>
<tr>
<td>Advanced Registration Fall 2023</td>
<td>4/3/2023</td>
</tr>
<tr>
<td>Spring Independent Study Day</td>
<td>5/3/2023</td>
</tr>
</tbody>
</table>
Click on the **Calendars** tab from the top-left corner
Here you will be able to see what is on the schedule.
You will also have options to choose from when narrowing down your search.
To search for specific buildings and/or rooms, click on the magnifying glass at the top left corner.
From the left column, a menu will appear to select the following filters.
You will use the following Filters to narrow down your search by Location, Events, Academic, and Other.
Under the Location Filter, please only select the **Campus**, **Building**, and **Room**.
In the Campus option, please make sure you always select TLB. This helps pull all buildings and rooms located on the Lubbock Campus.
In the Building option, you can either type the first few letters of the building you want to see, or you can scroll through the list to find the building you are searching for.
Once you selected the building, you can search for a particular room(s). If you want to see all the rooms in the building, you can skip this step.
Under the Event Filter, please only select “Include Events”
Under the Academic Filter, please only select “Include Academics”
Under the Other Filter, please only select “Include Holidays” and “Include Announcements”
Click the **Search** button, and your results will appear according to your selection.
NOTE:

If you want to save the building, you can select the **Save Filter** option and filter the name by the building code, or you can give it your own personal name and select **Save**.

If you select the “**set as default**,” please know that that will automatically appear when you view the Calendar Grid.