

# AD ASTRA

HOW TO REQUEST AN EVENT: STUDENT ORGANIZATIONS



TEXAS TECH UNIVERSITY  
Operations Division™

- ❖ Before submitting a Student Organization Form, make sure you are currently **active** and have met certain requirements with the Center for Campus Life.
- ❖ Registered student organizations must use this request form.
- ❖ Registered student organizations are only allowed to select a total of two different rooms.
- ❖ Registered student organizations may request the use of academic space between the hours of 6:00 a.m. and 10:00 p.m., Monday–Friday.
- ❖ Student organizations must vacate the academic space at 10:00 p.m.
- ❖ Academic buildings are not available for use by student groups on weekends or for overnight events.
- ❖ The person making room reservations on behalf of a student organization is responsible for conveying the above information to the other members of their organization.
- ❖ No department, student, or registered organization may reserve academic space or facilities on campus and then permit their use by a non-registered organization or off-campus group or person.
- ❖ An organization that does not abide by the rules governing use of academic space may be denied further access to such space.

**Here is a list of the processing requirements for Student Organizations.**

- ❖ Student Organizations may utilize the Student Union Building for events on the weekends. Please follow the link to review the Student Union Building reservation requirements: <https://www.depts.ttu.edu/sub/reservations/index.php>
- ❖ If we or you cannot find rooms to accommodate food, here is additional information to hold events that need food accommodation for guests and are not able to find availability on Ad Astra. Please follow this link: <https://www.depts.ttu.edu/odpa/SPI/EISM/index.php> and review “Non-Academic Space.”



**Additional Resources for Student Organizations.**

- ❖ 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/OP61.41.php>

<https://www.depts.ttu.edu/opmanual/OP61.23.php>

<https://www.depts.ttu.edu/opmanual/OP61.02.php>

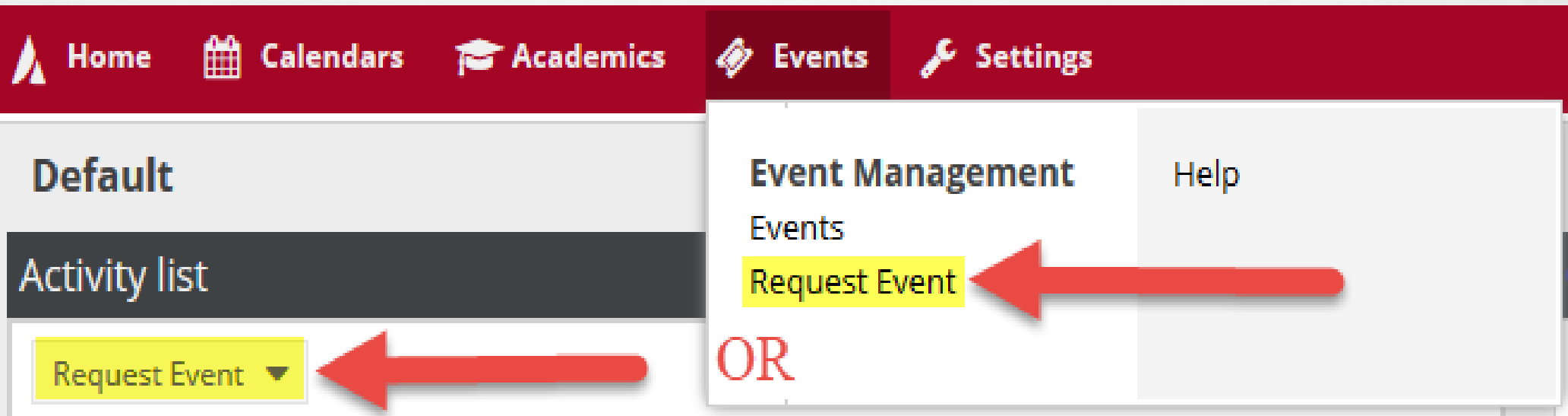
<https://www.depts.ttu.edu/dos/handbook/>



- ❖ For the academic calendar to follow when scheduling an event;

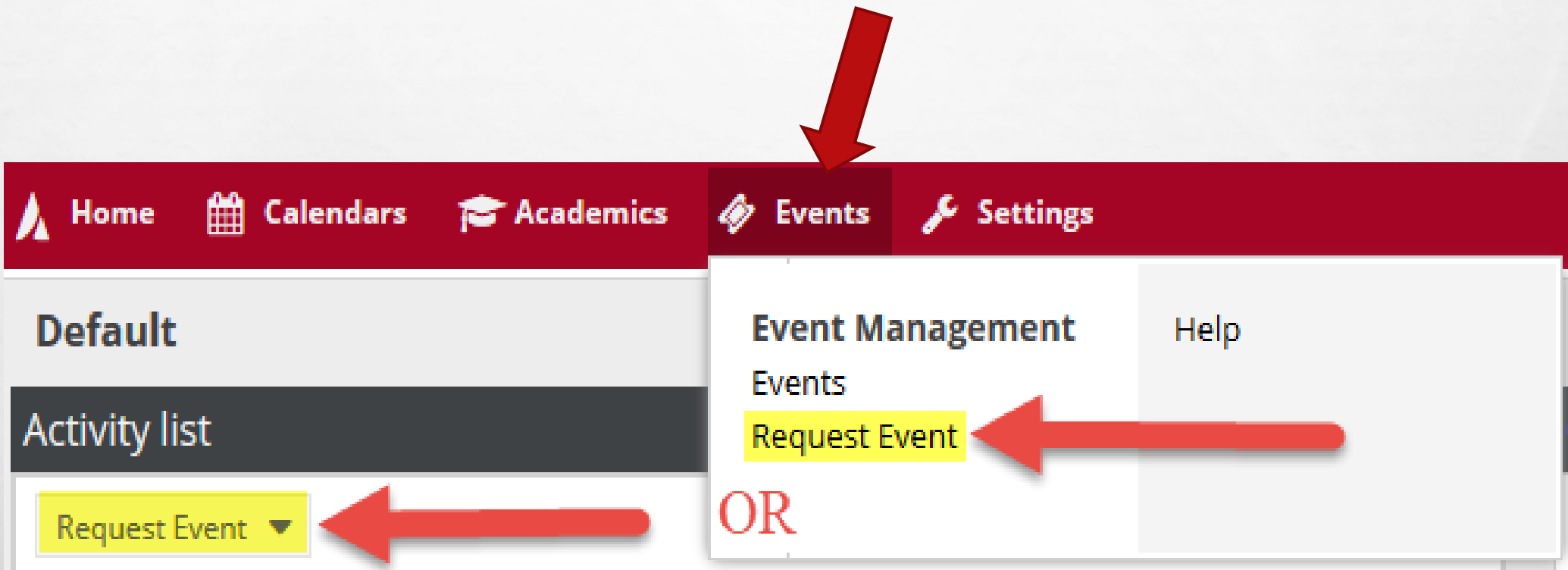
<https://www.depts.ttu.edu/officialpublications/calendar/>

**Informational links to view regarding Student Organizations.**

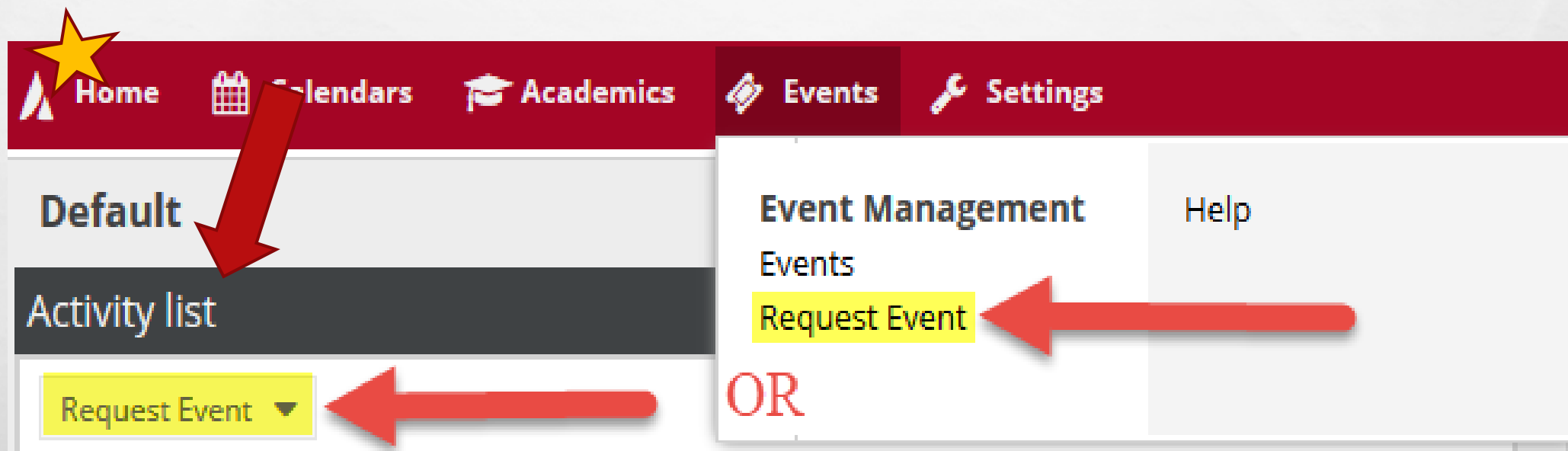


To request an event through Ad Astra





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.

## Event Request Wizard

Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

\* Event Request Form: Select...



Next

Cancel

You will be redirected to the **Event Request Wizard**.



## Event Request Wizard

Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

\* Event Request Form: Select...



Next

Cancel

Click on the drop-down arrow on the right and select the event form you would like to use.

### Event Request Wizard

Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

\* Event Request Form:

Student Organizations

Academic Events

Conference Rooms

Law School Academic Requests

Law School Department Requests

Music Events

Music Performance Request

Rawls College of Business Admin Reservations Only

Student Organizations



Page

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of 1



There are several forms to choose from. **The ones that you will use is Student Organizations.**



The image shows a screenshot of a software interface. It features a light gray background with a dark gray border. In the center, there is a white rectangular area. Inside this area, there is a horizontal bar with a white top section and a dark gray bottom section. A red arrow points from the left towards the 'Next' button. The 'Next' button is a dark gray rectangle with the word 'Next' in white text. To its right is a 'Cancel' button, also a dark gray rectangle with the word 'Cancel' in white text.

After you have selected the form click on the “Next” button to continue.

## Rules for Student Organizations

[You MUST read Rules for Student Groups; CLICK HERE](#)



\*I have read the "Rules for Student Groups"  
and:

Click on "You MUST read Rules for Student Groups; CLICK HERE."  
Then, the "Student Organization Room Reservations" pdf will show.



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## Student Organization Room Reservations

### Using Rooms in Academic Buildings

Any use of academic space by student organizations must be approved by the office of Operations Division of Planning and Administration. Registered student organizations wanting to reserve classrooms must make application in person or on-line on the following page each semester.

Academic buildings are not available for use by student groups on weekends.

Students must be able to present a student picture identification when requested by any University official.

Reservations are made on a first-come, first served basis. Recurring reservations are honored for one semester only. Student groups must furnish at least one e-mail address for reliable contact.

## Rules for Student Organizations

You MUST read Rules for Student Groups; [CLICK HERE](#)

\*I have read the "Rules for Student Groups"  
and:

Select... ▼ ✕

Agree

Disagree



You may now select "Agree" once you have read the rules for student organizations that you must adhere to.



## Organization Information

\* Organization Name (as listed with The Center for Campus Life)\* DO NOT USE ACRONYMS

[Click here to verify your organization's registration status.](#)

## President Information

\* President's Name\*

\* President's Email Address\*

\* President's Phone Number\*

Fill out all the required fields marked with an asterisk (\*) as specifically and accurately as requested in the form.

## Event Information

\* Event Name\*:

\* Event Type:

Select...



Student

Support Programs



Page

1

of 1



NOTE: When you get to the Event Type under Event Information, please select “Student” for the student organization form.

## Request Specifics

PLEASE NOTE::

You are not guaranteed the room selected. Event schedulers may change room selections based on availability or select a room better suited for your event. Do not announce event locations until you receive your confirmation/approval.

\* How many attendees are expected?\*

\* Furniture\*

None

Fixed Tables & Chairs

Tablet Arm Chairs

Moveable Tables & Chairs

Other (specify in additional comments below)



NOTE: When you get to the Furniture under Request Specifics, please select “Other (specify in additional comments below).”

Check here if you will have food at your event (please check to see if the room you have selected allows food):

☐

Check here if your event is a program for minors.

☐

[CLICK HERE for info on programs for minors on campus.](#)

Check here if you will be showing a movie/film:

☐

[CLICK HERE for info on showing movies on campus.](#)

Check here if your event will have therapy dogs in attendance:

☐

[CLICK HERE for information regarding therapy dogs on campus.](#)

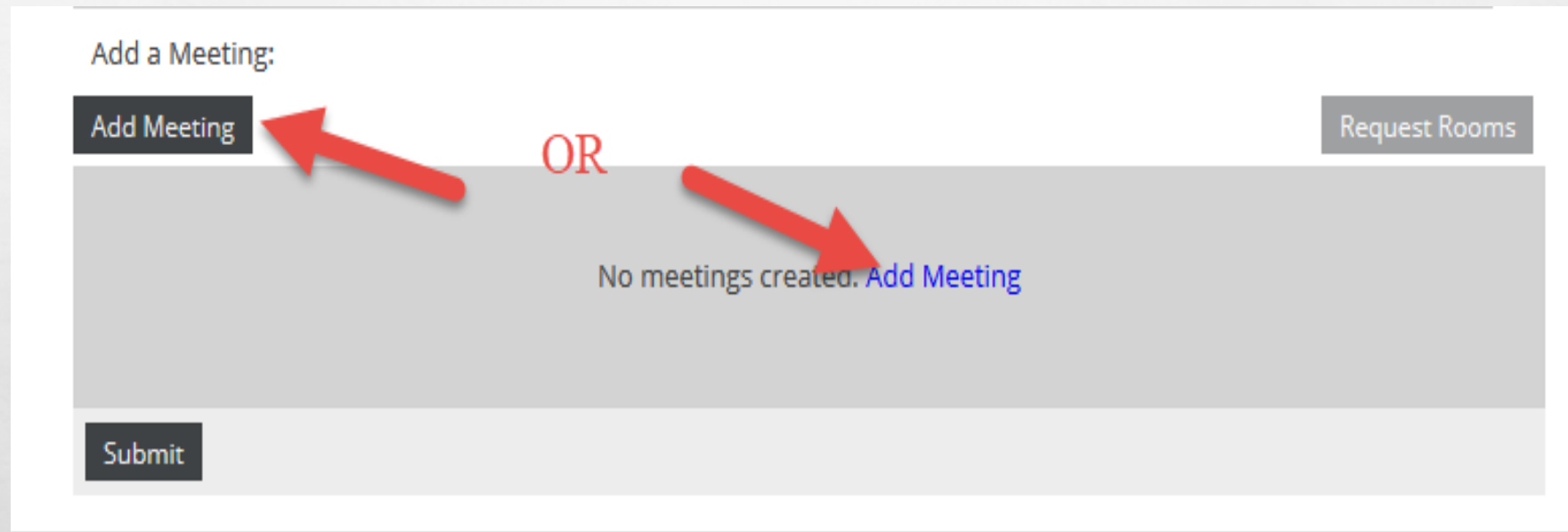
NOTE: Review ALL check box options carefully before selecting.

Add a Meeting:

[Add Meeting](#) **OR** [Request Rooms](#)

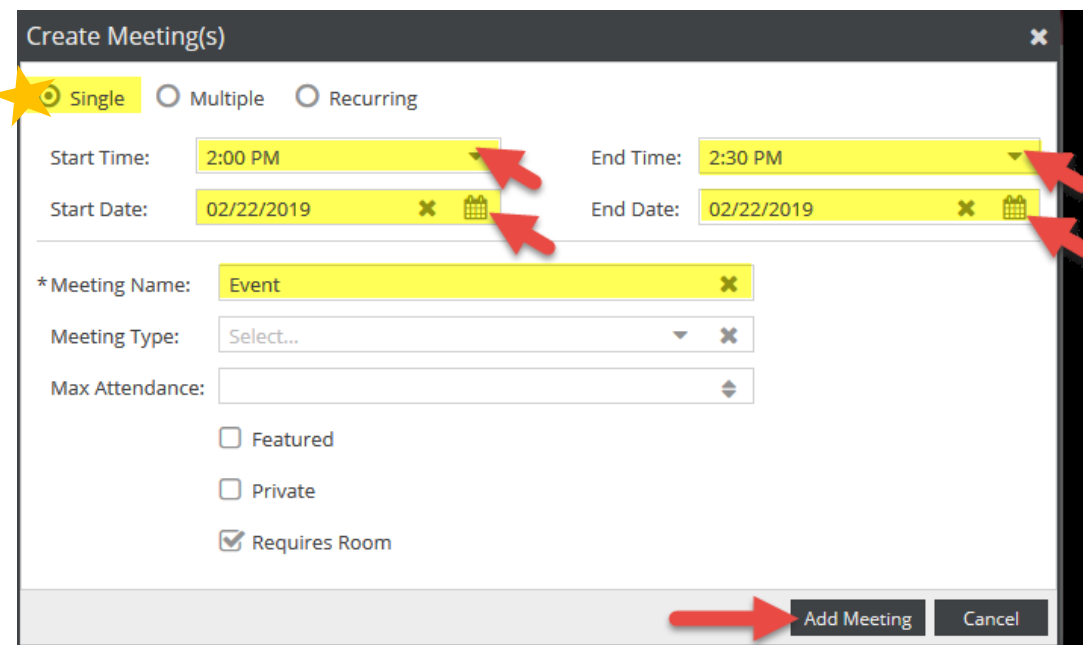
No meetings created. [Add Meeting](#)

[Submit](#)



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



The screenshot shows a 'Create Meeting(s)' dialog box with the following fields and annotations:

- Meeting Type:** Three radio buttons are present: **Single** (selected, indicated by a yellow star), **Multiple**, and **Recurring**.
- Start Time:** A dropdown menu showing '2:00 PM' with a red arrow pointing to it.
- End Time:** A dropdown menu showing '2:30 PM' with a red arrow pointing to it.
- Start Date:** A date field showing '02/22/2019' with a calendar icon and a red arrow pointing to it.
- End Date:** A date field showing '02/22/2019' with a calendar icon and a red arrow pointing to it.
- \* Meeting Name:** A text field containing 'Event' with a red 'X' icon on the right.
- Meeting Type:** A dropdown menu showing 'Select...' with a red 'X' icon on the right.
- Max Attendance:** A text field with a red 'X' icon on the right.
- Options:** Three checkboxes are listed: ☐ **Featured**, ☐ **Private**, and ☒ **Requires Room**.
- Buttons:** At the bottom right, there are two buttons: **Add Meeting** (with a red arrow pointing to it) and **Cancel**.



For a single meeting click on the **Single** radio button.



Create Meeting(s) ✕

☒ Single ☐ Multiple ☐ Recurring

Start Time: 2:00 PM ▼ End Time: 2:30 PM ▼

Start Date: 02/22/2019 ✕  End Date: 02/22/2019 ✕ 

\* Meeting Name: Event ✕

Meeting Type: Select... ▼ ✕

Max Attendance: ⬆ ⬇ ⬆

☐ Featured

☐ Private

☒ Requires Room

➔ Add Meeting Cancel

Select the designated start and end times from the pull-down menu and the desired date from the calendar.

Create Meeting(s) ✕

☒ Single ☐ Multiple ☐ Recurring

Start Time: 2:00 PM ▼ End Time: 2:30 PM ▼

Start Date: 02/22/2019 ✕ 📅 End Date: 02/22/2019 ✕ 📅


\* Meeting Name: Event ✕

Meeting Type: Select... ▼ ✕

Max Attendance: ⬆️⬆️⬆️⬆️⬆️⬆️⬆️⬆️⬆️

☐ Featured

☐ Private

 ☒ Requires Room

➡️ Add Meeting Cancel

Verify that your meeting name is present and then click on “Requires Room.”

Create Meeting(s) ✕

☒ Single ☐ Multiple ☐ Recurring

Start Time: 2:00 PM End Time: 2:30 PM

Start Date: 02/22/2019 End Date: 02/22/2019

\* Meeting Name: Event

Meeting Type: Select...

Max Attendance:

☐ Featured

☐ Private

☒ Requires Room

Add Meeting Cancel

Double check to make sure everything is correct and then click on **Add Meeting**.

## Holiday Conflicts



The following meetings were not created because they conflict with a holiday.

Name	Meeting Date	Holiday
Event	07/04/2019	Independence Day Holiday

Close

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.

# TO ADD MULTIPLE EVENTS

Create Meeting(s) ✕

☐ Single ☒ Multiple ☐ Recurring

Start Time: 4:00 PM End Time: 5:00 PM

Today Clear

February 2019

S	M	T	W	T	F	S
27	28	29	30	31	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	1	2
3	4	5	6	7	8	9

Meetings

\* Meeting Name: Event

Meeting Type: Select...

Max Attendance:

☐ Featured

☐ Private

☒ Requires Room

Add Meeting Cancel

To add multiple meetings, click on the **Multiple** radio button.

Create Meeting(s) ✕

☐ Single ☒ Multiple ☐ Recurring

Start Time: 4:00 PM ▼ End Time: 5:00 PM ▼

Today Clear

February 2019 ◀ ▶

S	M	T	W	T	F	S
27	28	29	30	31	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	1	2
3	4	5	6	7	8	9

→

Meetings

\* Meeting Name: Event ✕

Meeting Type: Select... ▼ ✕

Max Attendance: ⬆ ⬇ ⬆

☐ Featured

☐ Private

☒ Requires Room

Add Meeting Cancel

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.



Create Meeting(s)

☐ Single ☒ Multiple ☐ Recurring

Start Time: 4:00 PM End Time: 5:00 PM

Today Clear

February 2019

S	M	T	W	T	F	S
27	28	29	30	31	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
3	4	5	6			

Meeting Group Name

Please enter a meeting group name:

Event

\* Meeting Name: Event Meeting Type: Select... Max Attendance:   
 ☐ Featured ☐ Private ☒ Requires Room

Add Meeting Cancel

You will be prompted to add a meeting group name and once you have added that name click OK.

Create Meeting(s)

Single

Multiple

Recurring

Start Time:

4:00 PM

End Time:

5:00 PM

Today

Clear

February 2019

S	M	T	W	T	F	S
27	28	29	30	31	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	1	2
3	4	5	6	7	8	9

Meetings

Event

Mon, 02/04/2019, 04:00 PM to 05:00 PM

Wed, 02/13/2019, 04:00 PM to 05:00 PM

Fri, 02/22/2019, 04:00 PM to 05:00 PM

Tue, 02/26/2019, 04:00 PM to 05:00 PM

\* Meeting Name:

Event

Meeting Type:

Select...

Max Attendance:

Featured

Private

Requires Room

Add Meeting

Cancel

Your meetings will appear as a collapsed group under the Meetings column on the right.

Create Meeting(s) ✕

☐ Single ☒ Multiple ☐ Recurring

Start Time: 4:00 PM End Time: 5:00 PM


Today Clear

February 2019

S	M	T	W	T	F	S
27	28	29	30	31	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	1	2
3	4	5	6	7	8	9

→

Meetings

- ✕  Event
- ✕ Mon, 02/04/2019, 04:00 PM to 05:00 PM
- ✕ Wed, 02/13/2019, 04:00 PM to 05:00 PM
- ✕ Fri, 02/22/2019, 04:00 PM to 05:00 PM
- ✕ Tue, 02/26/2019, 04:00 PM to 05:00 PM

\* Meeting Name: Event ✕

Meeting Type: Select... ✕

Max Attendance:

☐ Featured

☐ Private

☒ Requires Room

➔ Add Meeting Cancel

Click the **plus (+) sign icon** to expand the group and view each meeting date.

Create Meeting(s)

Single

Multiple

Recurring

Start Time:

4:00 PM

End Time:

5:00 PM

Today

Clear

February 2019

S	M	T	W	T	F	S
27	28	29	30	31	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	1	2
3	4	5	6	7	8	9

Meetings

Event

Mon, 02/04/2019, 04:00 PM to 05:00 PM

Wed, 02/13/2019, 04:00 PM to 05:00 PM

Fri, 02/22/2019, 04:00 PM to 05:00 PM

Tue, 02/26/2019, 04:00 PM to 05:00 PM

\* Meeting Name:

Event

Meeting Type:

Select...

Max Attendance:

Featured

Private

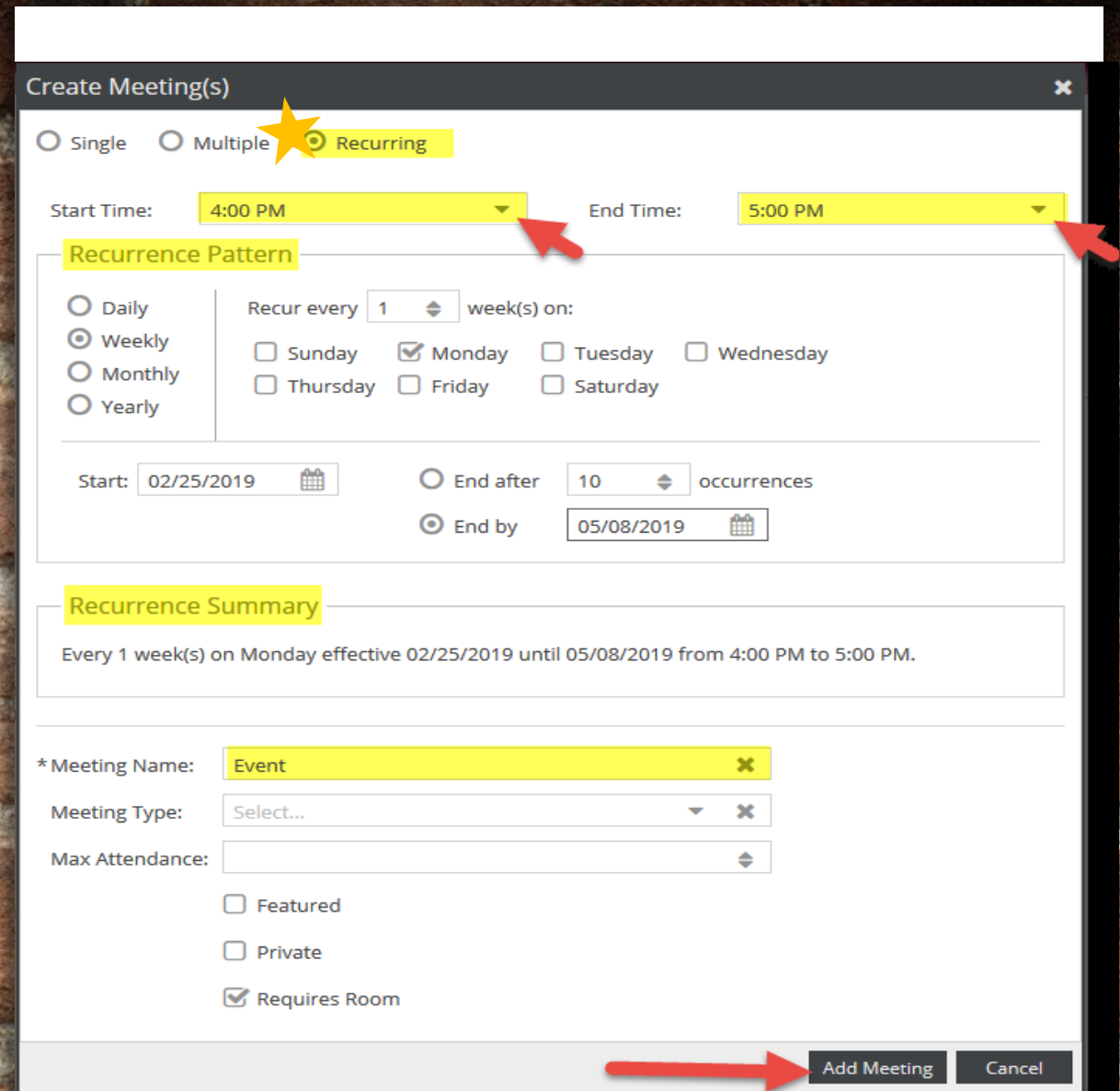
Requires Room

Add Meeting

Cancel

Verify that your meeting name is present, and everything is correct. Next click on **Add Meeting**.

# TO ADD RECURRING EVENTS



The screenshot shows the 'Create Meeting(s)' dialog box with the following elements and annotations:

- Radio Buttons:** ☐ Single, ☐ Multiple, ☒ **Recurring** (highlighted with a yellow star).
- Time Selection:** Start Time: 4:00 PM, End Time: 5:00 PM (both highlighted in yellow with red arrows pointing to the dropdown arrows).
- Recurrence Pattern:**
  - ☐ Daily, ☒ **Weekly**, ☐ Monthly, ☐ Yearly.
  - Recur every 1 week(s) on:
    - ☐ Sunday, ☒ **Monday**, ☐ Tuesday, ☐ Wednesday
    - ☐ Thursday, ☐ Friday, ☐ Saturday
- End Conditions:**
  - ☐ End after 10 occurrences
  - ☒ **End by** 05/08/2019
- Recurrence Summary:** Every 1 week(s) on Monday effective 02/25/2019 until 05/08/2019 from 4:00 PM to 5:00 PM.
- Meeting Details:**
  - \* Meeting Name: Event
  - Meeting Type: Select...
  - Max Attendance: [dropdown]
  - ☐ Featured
  - ☐ Private
  - ☒ **Requires Room**
- Buttons:** Add Meeting, Cancel (a red arrow points to the 'Add Meeting' button).

If your meetings have a recurring pattern, click on the **Recurring** radio button.

Create Meeting(s) ✕

☐ Single ☐ Multiple ☒ Recurring

Start Time: 4:00 PM ▼ End Time: 5:00 PM ▼

**Recurrence Pattern**

☐ Daily ☒ Weekly ☐ Monthly ☐ Yearly

Recur every 1 ⬆ ⬇ week(s) on:

☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday  
☐ Thursday ☐ Friday ☐ Saturday

Start: 02/25/2019 📅 ☐ End after 10 ⬆ ⬇ occurrences  
☒ End by 05/08/2019 📅

**Recurrence Summary**

Every 1 week(s) on Monday effective 02/25/2019 until 05/08/2019 from 4:00 PM to 5:00 PM.

\* Meeting Name: Event ✕

Meeting Type: Select... ▼ ✕

Max Attendance: ⬆ ⬇ ⬆ ⬇

☐ Featured  
☐ Private  
☒ Requires Room

➡ Add Meeting Cancel

Select a start and end time from the pull-down menus.



Create Meeting(s) ✕

☐ Single ☐ Multiple ☒ Recurring

Start Time: 4:00 PM ▼ End Time: 5:00 PM ▼

**Recurrence Pattern**

☐ Daily ☒ Weekly ☐ Monthly ☐ Yearly

Recur every 1 ⬆ ⬇ week(s) on:

☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday  
☐ Thursday ☐ Friday ☐ Saturday

Start: 02/25/2019 📅 ☐ End after 10 ⬆ ⬇ occurrences  
☒ End by 05/08/2019 📅

**Recurrence Summary**

Every 1 week(s) on Monday effective 02/25/2019 until 05/08/2019 from 4:00 PM to 5:00 PM.

\* Meeting Name: Event ✕

Meeting Type: Select... ▼ ✕

Max Attendance: ⬆ ⬇ ⬆ ⬇

☐ Featured  
☐ Private  
☒ Requires Room

Add Meeting Cancel

Under Recurrence Pattern, choose a pattern of Daily, Weekly, Monthly, or Yearly, and the date range.

Create Meeting(s) ✕

☐ Single ☐ Multiple ☒ Recurring

Start Time: 4:00 PM End Time: 5:00 PM

**Recurrence Pattern**

☐ Daily ☒ Weekly ☐ Monthly ☐ Yearly

Recur every 1 week(s) on:

☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday  
☐ Thursday ☐ Friday ☐ Saturday

Start: 02/25/2019 ☐ End after 10 occurrences  
☒ End by 05/08/2019

**Recurrence Summary**

Every 1 week(s) on Monday effective 02/25/2019 until 05/08/2019 from 4:00 PM to 5:00 PM.

\* Meeting Name: Event ✕

Meeting Type: Select... ✕

Max Attendance:

☐ Featured  
☐ Private  
☒ Requires Room

Add Meeting Cancel

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.

Create Meeting(s) ✕

☐ Single ☐ Multiple ☒ Recurring

Start Time: 4:00 PM ▼ End Time: 5:00 PM ▼

**Recurrence Pattern**

☐ Daily ☒ Weekly ☐ Monthly ☐ Yearly

Recur every 1 week(s) on:

☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday  
☐ Thursday ☐ Friday ☐ Saturday

Start: 02/25/2019 📅 ☐ End after 10 occurrences  
☒ End by 05/08/2019 📅

**Recurrence Summary**

Every 1 week(s) on Monday effective 02/25/2019 until 05/08/2019 from 4:00 PM to 5:00 PM.

\* Meeting Name: Event ✕

Meeting Type: Select... ▼ ✕

Max Attendance: ⬆️⬇️⬆️

☐ Featured  
☐ Private  
☒ Requires Room

➡️ Add Meeting Cancel

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**.

## Request Specifics

PLEASE NOTE::

You are not guaranteed the room selected. Event schedulers may change room selections based on availability or select a room better suited for your event. Do not announce event locations until you receive your confirmation/approval.

\* How many attendees are expected?\*

### Create Meeting(s)

☒ Single ☐ Multiple ☐ Recurring

Start Time: 11:30 AM

End Time: 12:00 PM

Start Date: 02/07/2023

End Date: 02/07/2023

\* Meeting Name: Testing

Meeting Type: Select...

Max Attendance: 50

☐ Featured

☒ Requires Room

Add Meeting

Cancel


**IMPORTANT:**

Please list your expected attendees according to the selected room capacity you provide.

Add a Meeting:

Add Meeting

Request Rooms

✖  Event


✖ Wed, 02/13/2019, 04:00 PM to 05:00 PM

✖ Fri, 02/22/2019, 04:00 PM to 05:00 PM

✖ Tue, 02/26/2019, 04:00 PM to 05:00 PM

✖ Mon, 02/04/2019, 04:00 PM to 05:00 PM

Submit

✖  Event

✖ Wed, 02/13/2019, 04:00 PM to 05:00 PM

✖ 9, 04:00 PM to 05:00 PM

✖ Tue, 02/26/2019, 04:00 PM to 05:00 PM

✖ Mon, 02/04/2019, 04:00 PM to 05:00 PM

Delete Meeting


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.

Assign Room

Event

3/10/2020-4/3/2020

Room Details: Mathematical Sciences 00012 (Standard)



View Room Details

Room Type:

Classroom (110)

Capacity:

35

Layout:

Academic

Campus:

TLB

Description:

Feature

Quantity

Category

<input type="radio"/>	ENGCTR 00204	Conflicts(11 of ...)
<input type="radio"/>	SCIENC 00112	Conflicts(5 of 18)
<input type="radio"/>	ENGPHL 00361	Available
<input type="radio"/>	ENGPHL 00152	Available
<input type="radio"/>	CIVILE 00007	Conflicts(11 of ...)
<input type="radio"/>	ENGPHL 00310	Conflicts(11 of ...)
<input type="radio"/>	ELECE 00118	Conflicts(10 of ...)
<input checked="" type="radio"/>	MATH 00012	Selected
<input type="radio"/>	MCOM 00084	Conflicts(12 of ...)
<input type="radio"/>	HOLDEN 00073	Conflicts(2 of 18)
<input type="radio"/>	MATH 00108	Conflicts(8 of 18)
<input type="radio"/>	ENGPHL 00151	Conflicts(5 of 18)
<input type="radio"/>	MES 00207A	Conflicts(7 of 18)

For the listed expected attendance, a list of rooms will automatically populate.

Please double-check the room details for capacity and room features before selecting an available room.





Assign Room

Event  
3/10/2020-4/3/2020

**Room Details: Mathematical Sciences 00012 (Standard)**

[View Room Details](#)

**Room Type:** Classroom (110)  
**Capacity:** 35  
**Layout:** Academic  
**Campus:** TLB  
**Description:**

Feature	Quantity	Category
Flat Floor		Floor Type
Carpet		Flooring Material
Full-Size Lectern		Furniture
Whiteboard	3	Furniture
Food/Drink - Allowed		Miscellaneous
ADA Seating	1	Seating Options
Chairs	1	Seating Options
Stools	1	Seating Options
Tables	1	Seating Options
Tablet Arm Chairs	34	Seating Options
Moveable Furniture		Seating Style
Blu-Ray Player (with or without Recorder)		Technology
Ceiling-Mounted Projector		Technology
Document Camera		Technology
Laptop Connection Ports		Technology
Multimedia Equipment		Technology
PC Computer (for instructor)		Technology
Phone		Technology
Power Ports Only (students)		Technology
Projection Screen or Display Surface	1	Technology
Speakers	4	Technology

OK Cancel

Assign Rooms

To view individual room details, such as capacity, allowed or non-allowed food or drinks, technology and furniture, hover over the round icon next to the room name.

Assign Room



Room	Event
ENGCTR 00204	Conflicts(11 of ...)
SCIENC 00112	Conflicts(5 of 18)
ENGPLH 00361	Available
ENGPLH 00152	Available
CIVILE 00007	Conflicts(11 of ...)
ENGPLH 00310	Conflicts(11 of ...)
ELECE 00118	Conflicts(10 of ...)
MATH 00012	Selected
MCOM 00084	Conflicts(12 of ...)
HOLDEN 00073	Conflicts(2 of 18)
MATH 00108	Conflicts(8 of 18)
ENGPLH 00151	Conflicts(5 of 18)
MES 00207A	Conflicts(7 of 18)

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OKCancel

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 yellow and note how many conflicts are present.

Assign Room

	Room	Event	
		3/10/2020-4/3/2020 MTWRF 5:30-6:30pm	
<input type="radio"/>	ENGCTR 00204	Conflicts(11 of ...)	
<input type="radio"/>	SCIENC 00112	Conflicts(5 of 18)	
<input type="radio"/>	ENGPLH 00361	Available	
<input type="radio"/>	ENGPLH 00152	Available	
<input type="radio"/>	CIVILE 00007	Conflicts(11 of ...)	
<input type="radio"/>	ENGPLH 00310	Conflicts(11 of ...)	
<input type="radio"/>	ELECE 00118	Conflicts(10 of ...)	
<input type="radio"/>	MATH 00012	Selected	
<input type="radio"/>	MCOM 00084	Conflicts(12 of ...)	
<input type="radio"/>	HOLDEN 00073	Conflicts(2 of 18)	
<input type="radio"/>	MATH 00108	Conflicts(8 of 18)	
<input type="radio"/>	ENGPLH 00151	Conflicts(5 of 18)	
<input type="radio"/>	MES 00207A	Conflicts(7 of 18)	

<<

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>

>>

OK

Cancel

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.

**Assign Room**

Room	Event
	3/10/2020-4/3/2020 MTWRF 5:30-6:30pm
ENGCTR 00204	Conflicts(11 of ...)
SCIENC 00112	Conflicts(5 of 18)
ENGPLH 00361	Available
ENGPLH 00152	Available
CIVILE 00007	Conflicts(11 of ...)
ENGPLH 00310	Conflicts(11 of ...)
ELECE 00118	Conflicts(10 of ...)
MATH 00012	<b>Selected</b>
MCOM 00084	Conflicts(12 of ...)
HOLDEN 00073	Conflicts(2 of 18)
MATH 00108	Conflicts(8 of 18)
ENGPLH 00151	Conflicts(5 of 18)
MES 00207A	Conflicts(7 of 18)

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OK Cancel

Expanding the meetings tab will also allow you see what meetings have conflicts, if one is noted.

**Assign Room**

Room	Event
AFS 00101	Conflicts(10 of ...)
AFS 00102	Conflicts(13 of ...)
AFS 00102A	Conflicts(16 of ...)
AGED 00102	Conflicts(15 of ...)
AGED 00107	Conflicts(2 of 18)
AGED 00116	Conflicts(1 of 18)
AGRI 00202	Conflicts(9 of 18)
AGRI 00208	Conflicts(3 of 18)
AGRI 00214	Conflicts(15 of ...)
AGRI 00308	Available
AGRI 00311	Conflicts(1 of 18)
ARCH 00507	Conflicts(6 of 18)
ART 00B01	Conflicts(11 of ...)

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OK Cancel

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.

Assign Room

Room <sup>1</sup>	Event <sup>+</sup>
	3/10/2020-4/3/2020 MTWRF 5:30-6:30pm
⊙ AFS 00101	Conflicts(10 of ...)
⊙ AFS 00102	Conflicts(13 of ...)
⊙ AFS 00102A	Conflicts(16 of ...)
⊙ AGED 00102	Conflicts(15 of ...)
⊙ AGED 00107	Conflicts(2 of 18)
⊙ AGED 00116	Conflicts(1 of 18)
⊙ AGRI 00202	Conflicts(9 of 18)
⊙ AGRI 00208	Conflicts(3 of 18)
⊙ AGRI 00214	Conflicts(15 of ...)
⊙ AGRI 00308	Available
⊙ AGRI 00311	Conflicts(1 of 18)
⊙ ARCH 00507	Conflicts(6 of 18)
⊙ ART 00B01	Conflicts(11 of ...)

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OK Cancel

Add Meeting <sup>!</sup> Assign Rooms

✕	Event
✕	Wed, 03/11/2020, 05:30 PM to 06:30 PM
✕	Delete Meeting 020, 05:30 PM to 06:30 PM
✕	Fri, 03/13/2020, 05:30 PM to 06:30 PM
✕	Mon, 03/16/2020, 05:30 PM to 06:30 PM
✕	Tue, 03/17/2020, 05:30 PM to 06:30 PM
✕	Wed, 03/18/2020, 05:30 PM to 06:30 PM

Submit

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.



Assign Room

Room

⌵

Event

3/10/2020-4/3/2020

MTWRF

5:30-6:30pm

☒ MATH 00012

Selected

☐ CMLL 00114

Available

☐ MATH 00115

Conflicts(1 of 18)

☐ SCIENC 00204

Conflicts(3 of 18)

☐ CMLL 00118

Conflicts(3 of 18)

☐ CMLL 00116

Conflicts(6 of 18)

☐ CMLL 00112

Conflicts(1 of 18)

☐ EDUC 00153

Conflicts(6 of 18)

☐ EDUC 00302

Available

☐ CMLL 00104

Available

☐ CMLL 00102

Conflicts(8 of 18)

☐ ENGPLH 00103

Conflicts(11 of ...)

☐ ENGPLH 00300

Available

⏪ ⏩ | Page 1 of 9 | ⏴ ⏵ |

OK

Cancel

After a room or set of rooms have been selected, click **OK** to return to the request form.

Add Meeting

Assign Rooms

✖

Event

✖

Event - Wed, 03/11/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Thu, 03/12/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Fri, 03/13/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Mon, 03/16/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Tue, 03/17/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Wed, 03/18/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

Submit



Complete any missing information as noted by an asterisk.  
Click **Submit** at the bottom of the screen to submit your request.

Add Meeting

Assign Rooms

✖

Event

✖

Event - Wed, 03/11/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Thu, 03/12/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Fri, 03/13/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Mon, 03/16/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Tue, 03/17/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Wed, 03/18/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

Submit

### Event Information

Required Fields:

An asterisks (\*) indicates a required field that must be completed before this form can be submitted.

\* Event Name\*:



! Event Name\* is required

\* Description\*:



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.

Your request has been successfully submitted. All reservations are processed in the order received. You will receive an email confirmation once your request has been processed (within 1-2 business days). If you have any questions, please email our events staff at [operations.events@ttu.edu](mailto:operations.events@ttu.edu), or call our office at 806-742-5262.

To view the status of your request, click on **Events** under the Events tab.

In the events list, select "Yes" from the pull-down menu next to "My Events." Click **Search** at the bottom of the page to populate results.

Done

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

The screenshot shows a web application interface with a top navigation bar containing 'Home', 'Calendars', 'Academics', 'Events', and 'Reporting'. The 'Events' tab is selected. On the right, a sidebar titled 'Event Management' contains links for 'Events' and 'Request Event'. The main content area is titled 'Filters' and includes a search bar, a 'Show Current Filter' link, and various filter options. Red arrows point to the 'Events' tab, the 'Events' link in the sidebar, the 'Show Current Filter' link, and the 'My Events' checkbox.

**Filters**

Show Current Filter  Search

Custom

Keyword:

Time Period: This Year

From: 01/01/2020

To: 12/31/2020

Day Met: ☐ U. ☐ M. ☐ T. ☐ W. ☐ R. ☐ F. ☐ S.

Is Private: ☐

Is Featured: ☐

My Events: ☐

Event Status

Event Meeting Status

Campus

Building

Room

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

The screenshot shows a web application interface with a red navigation bar at the top containing icons and labels for Home, Calendars, Academics, Events, and Reporting. The Events menu is expanded, showing 'Event Management', 'Events', and 'Request Event'. On the left, a 'Filters' sidebar is visible. It includes a 'Show Current Filter' link and a 'Search' button. Below these are filter options: 'Custom' (with save and settings icons), 'Keyword:', 'Time Period:' (set to 'This Year'), 'From:' (01/01/2020), 'To:' (12/31/2020), 'Day Met:' (U., M., T., W., R., F., S.), 'Is Private:', 'Is Featured:', and 'My Events:'. At the bottom of the filters are expandable sections for 'Event Status', 'Event Meeting Status', 'Campus', 'Building', and 'Room'. Red arrows point to the 'Search' button, the 'Events' menu item, and the 'My Events' checkbox.

Home Calendars Academics Events Reporting

Filters

Show Current Filter Search

Custom

Keyword:

Time Period: This Year

From: 01/01/2020

To: 12/31/2020

Day Met: U. M. T. W. R. F. S.

Is Private:

Is Featured:

My Events:

Event Status

Event Meeting Status

Campus

Building

Room

Select the Box “Yes” next to **My Events** for the desired **Time Period**. Click **Search** to populate results.



**Event Information:**

**Reservation #:** 20200730-00015  
**Event Name:** Chemistry Diagnostic Exams  
**Event Type:** Academic  
**Date:** 9/12/20 - 9/12/20  
**Status:** Scheduled  
**Est. Attendance:** 25

**Customer/Contact Information:**

[Redacted]  
[Redacted]  
Chemistry & Biochemistry  
MS 1061  
  
Lubbock, TX 79409-

**Event Notes:**

<u>Meeting Name</u>	<u>Date(s)</u>	<u>Time</u>	<u>Meeting Status</u>	<u>Building</u>	<u>Room</u>	<u>Room Status</u>
Scheduled						
Chemistry Diagnostic Exams	9/12/20 - 9/12/20	8:00AM - 8:00PM	Scheduled	CHEM	00049	Scheduled

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.

