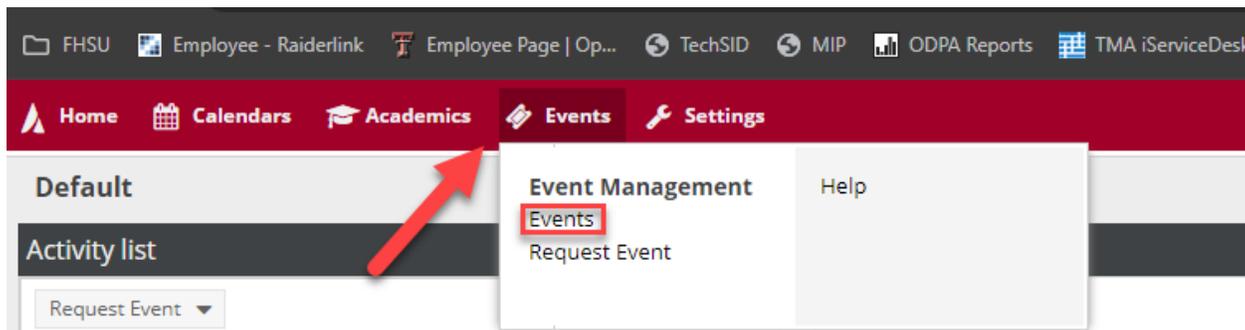


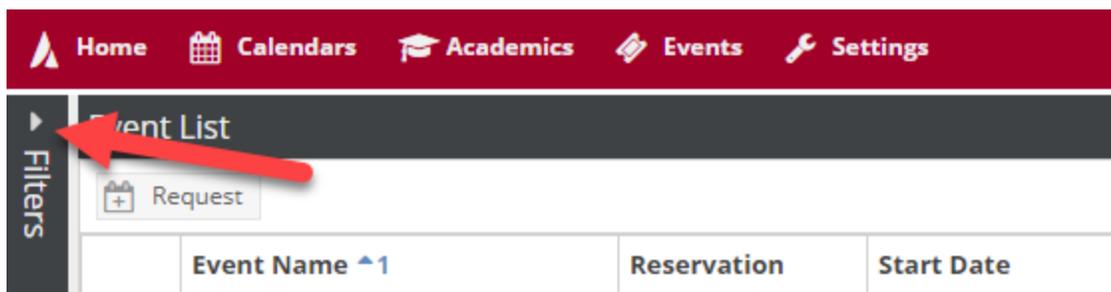
How to Check Scheduled Event

To be able to check the status or to see what events you have scheduled as an individual or as a group, the following instructions will help you see your scheduled or canceled events. Make sure you are login to Ad Astra: <https://www.aaiscloud.com/TXTechU/default.aspx>.

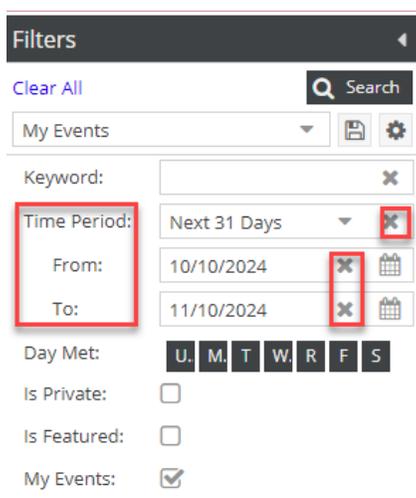
1. Under the Events tab select, “Events” from the drop-down menu.



2. From the left side of the screen, select the arrow above the word “Filters” to open the filter menu.



3. Clear the “Time Period:”, “From:” and “To:” areas of the filter by clicking on the “X” located on the right side of the boxes.



- You can search by the following methods by selecting the “+” sign for Customer and Customer Contact:
 - Keyword:** Type (do not copy and paste) in the reservation number. Example 20240915-00005
 - Customer:** Type in the first part of the name of the student organization, department or you can scroll through the list.
 - Customer Contact:** Type in the last name of the person who scheduled the event.

Filters

Show Current Filter Q Search

Custom [Save] [Settings]

Keyword:

Time Period: Custom x

From: All x [Calendar]

To: All x [Calendar]

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

Is Private:

Is Featured:

My Events:

Event Status + [Reset]

Event Meeting Status + [Reset]

Campus + [Reset]

Building + [Reset]

Room + [Reset]

Customer Group + [Reset]

Customer + [Reset]

Customer Contact + [Reset]

Event Type + [Reset]

Event Meeting Type + [Reset]

Approver + [Reset]

Scheduler + [Reset]

- Once your events have been brought up, you can select the event you are wanting to view by click on the event name. Note: You will not be able to make any changes to this event. To request changes, you will need to email, operations.events@ttu.edu.

Event List											
Event Name ^1	Reservation	Start Date	End Date	Status	Scheduler	Type	Customer	Contact	Owner	Intended Status	Estimated Att
Test	20200409-00006	04/09/2020	04/09/2020	Scheduled		Academic	Operations Divi...	Vander Haeghe...	Vander Haeghe...	5	0