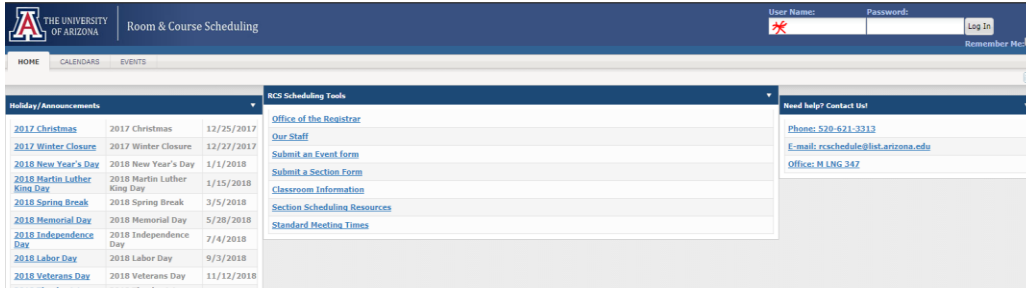


University Unit Event Request Instructions

1. Click this link to get to the Ad Astra Homepage (Bookmark in Browser):
<https://www.aaiscloud.com/UArizona/Portal/GuestPortal.aspx>

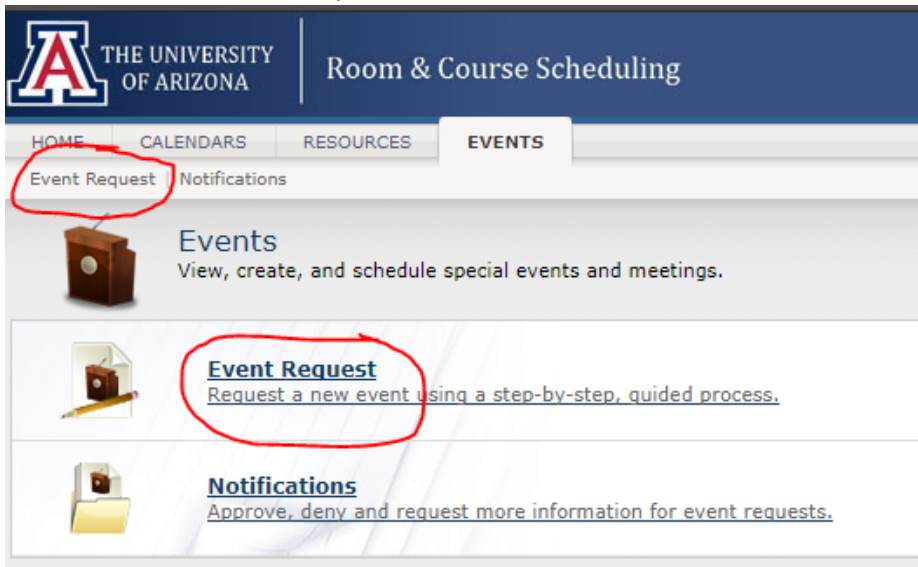
2. In the top right, enter your name and password:



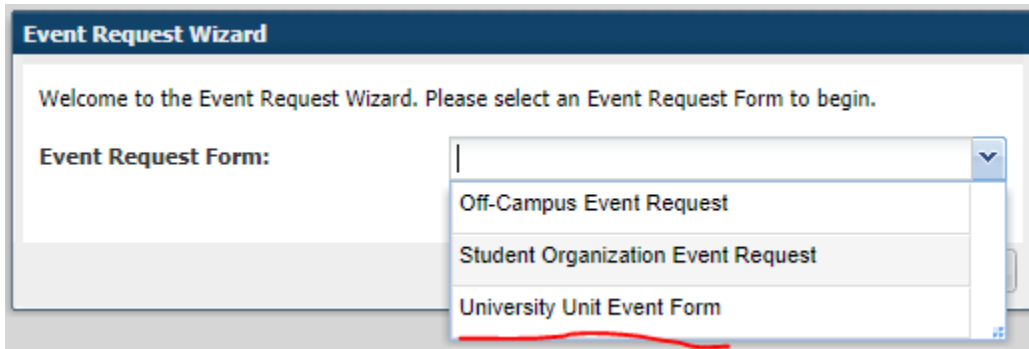
3. On the top left, click the events tab:



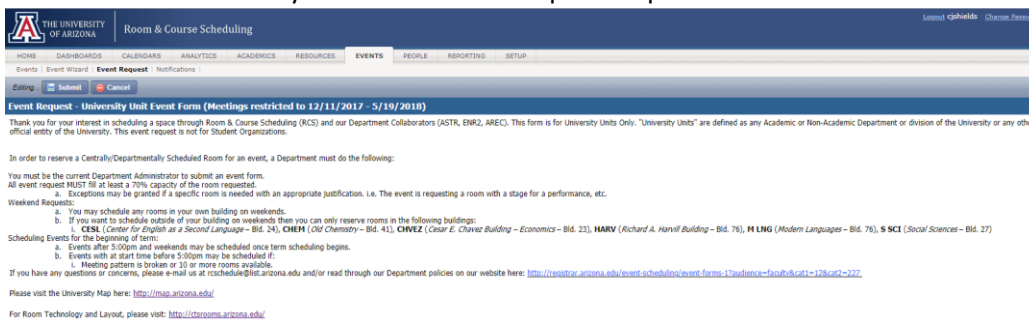
4. Click either of the Event Request links:



- In the Event Request Wizard screen, use the drop down menu triangle on the right and select University Unit Event Request:



- Please read the Centrally Scheduled Room request requirements:



- Complete the Contact Information section:

Contact Information

Contact Name*:	Shields, Cory
Department*:	Room and Course Scheduling
Contact Email*:	cjshields@email.arizona.edu
Contact Phone:	(520) 867-5309

- Please complete all Event Information sections as detailed as possible. (Event Type:

Event Information

Event Name*:	Room and Course Scheduling Summit
Event Type*:	Administrative Department
Event Estimated Attendance*:	100
Fee Charged*:	No
Event Description*:	The Room and Course Scheduling Team is pondering the effects of Existentialism. Astronomy and a reading excerpts from the book, "The Metamorphosis" by Franz Kafka will be the main focus of this meeting. There will be snacks.

- Please fill out the Event Meetings section including Max Attendance:

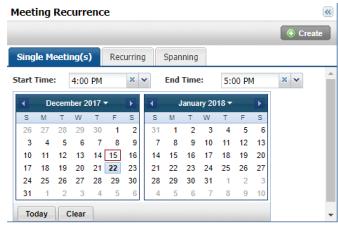
Event Meetings

Meeting Name*:	Room and Course Scheduling Summit	Max Attendance:	125
Meeting Type*:	Meeting	<input type="checkbox"/> Private	<input type="checkbox"/> Featured
Description:	One-time meeting	<input checked="" type="checkbox"/> Requires Room	

10. Meeting Recurrence:

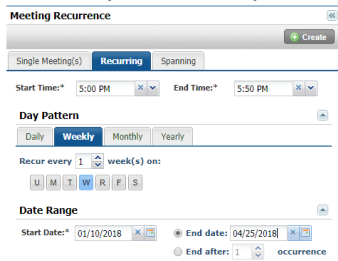
- a. Single Meeting(s) - Select your start and end time. Then click the calendar for the day(s) of the event and then click Create.

-i.e. The ABC Department has a Coordinator Meeting on Dec. 22nd from 4 pm – 5 pm:



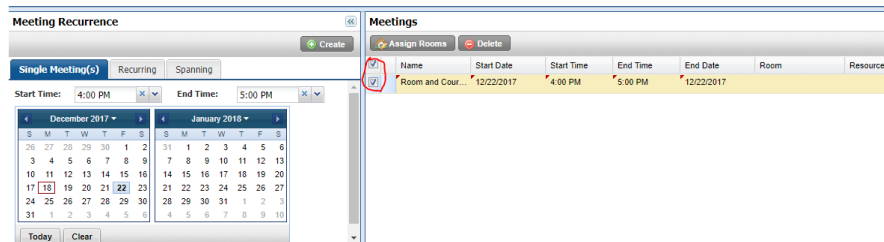
- b. Recurring – Select your start and end time, select your day pattern (Daily, Weekly, Monthly, Yearly) and then click Create.

-i.e. Every Wednesday ABC Department has a weekly club meeting for Spring 2018:

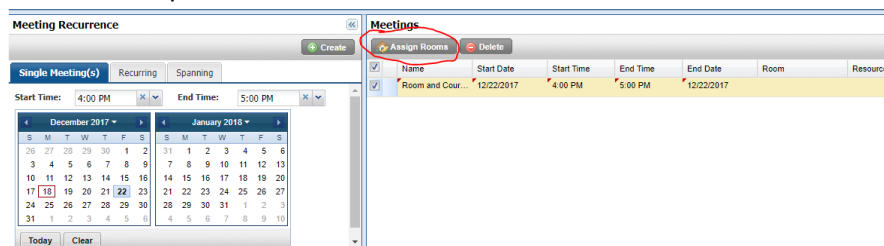


11. Meetings

- a. After clicking create, check the box under Meetings:



- b. Then click Request Rooms:



- c. Now you can see the Rooms available for the given times. You may sort by Capacity, Building, Room, Feature:

The screenshot shows the 'Assign Room' window with a list of available rooms. The columns are Room, Score, and Room and Cou... (truncated). The data is as follows:

Room	Score	Room and Cou...
WCPAR 103 - 103...	81	Available
EDUC 211 - 21...	81	Available
CCP 108 - 108...	77	Available
SO N210 - N21...	77	Available
AME S202 - S2...	76	Available
CESL 103 - 10...	76	Available
CESL 102 - 10...	76	Available
MCLND 207 - 2...	76	Available
BIO E 100 - 10...	76	Available
CHEM 111 - 11...	75	Available
ILC 120 - 120 (...)	70	Available
KOFFL 204 - 2...	70	Available
M LNG 350 - 3...	69	Available
S U 255 - Galla...	68	Available
PAS 201 - 201...	66	Available
HARV 150 - 15...	65	Available

- d. You can click the + sign in the Room Column to expand and view capacity:

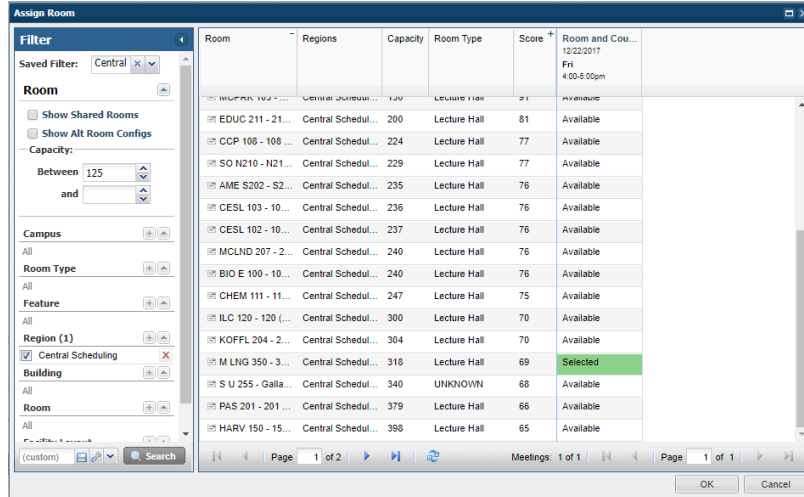
The screenshot shows the 'Assign Room' window with the '+' sign in the Room column highlighted by a red circle. The data is the same as in the previous screenshot.

- e. Now you can view capacity:

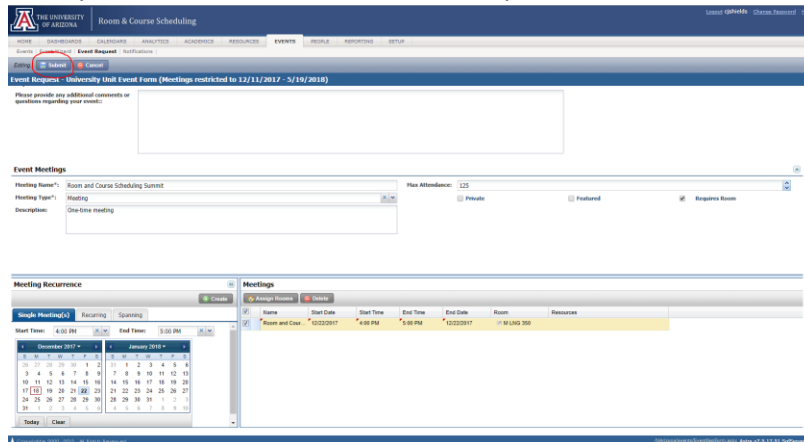
The screenshot shows the 'Assign Room' window with the 'Capacity' column expanded and highlighted by a red underline. The data is as follows:

Room	Regions	Capacity	Room Type	Score	Room and Cou...
WCPAR 103 - 103...	Central Schedul...	120	Lecture Hall	81	Available
EDUC 211 - 21...	Central Schedul...	200	Lecture Hall	81	Available
CCP 108 - 108...	Central Schedul...	224	Lecture Hall	77	Available
SO N210 - N21...	Central Schedul...	229	Lecture Hall	77	Available
AME S202 - S2...	Central Schedul...	235	Lecture Hall	76	Available
CESL 103 - 10...	Central Schedul...	236	Lecture Hall	76	Available
CESL 102 - 10...	Central Schedul...	237	Lecture Hall	76	Available
MCLND 207 - 2...	Central Schedul...	240	Lecture Hall	76	Available
BIO E 100 - 10...	Central Schedul...	240	Lecture Hall	76	Available
CHEM 111 - 11...	Central Schedul...	247	Lecture Hall	75	Available
ILC 120 - 120 (...)	Central Schedul...	300	Lecture Hall	70	Available
KOFFL 204 - 2...	Central Schedul...	304	Lecture Hall	70	Available
M LNG 350 - 3...	Central Schedul...	318	Lecture Hall	69	Available
S U 255 - Galla...	Central Schedul...	340	UNKNOWN	68	Available
PAS 201 - 201...	Central Schedul...	379	Lecture Hall	66	Available
HARV 150 - 15...	Central Schedul...	398	Lecture Hall	65	Available

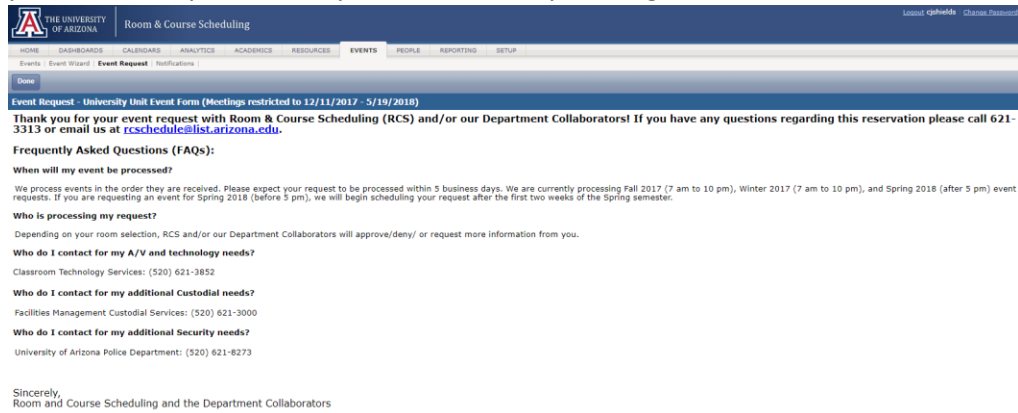
- f. Once you find the room(s) that you like, simply click on it and it will turn Green indicated it has been selected. Press *OK* when you are satisfied. Please Note: If you select more than one room or more than one time, you are required to let us know why you have made these multiple requests under the Event Information >> (Please provide any additional comments or questions regarding your event. If you do not clarify, your event will be denied):



12. Review your form and click Submit in the top left of the screen:



13. If you Successfully submitted your Event Form, you will get this confirmation below:



The screenshot shows the 'Room & Course Scheduling' interface. At the top, there is a navigation bar with the University of Arizona logo and the text 'Room & Course Scheduling'. Below this is a menu with options: HOME, DASHBOARDS, CALENDARS, ANALYTICS, ACADEMICS, RESOURCES, EVENTS (highlighted), PEOPLE, REPORTING, and SETUP. A breadcrumb trail reads 'Events > Event Wizard > Event Request > Notifications'. The main content area has a blue header with the text 'Event Request - University Unit Event Form (Meetings restricted to 12/11/2017 - 5/15/2018)'. Below this is a thank you message: 'Thank you for your event request with Room & Course Scheduling (RCS) and/or our Department Collaborators! If you have any questions regarding this reservation please call 621-3313 or email us at rccschedule@list.arizona.edu.' This is followed by a section titled 'Frequently Asked Questions (FAQs):' with three sub-sections: 'When will my event be processed?', 'Who is processing my request?', and 'Who do I contact for my A/V and technology needs?'. Each sub-section provides specific information about processing times and contact details for various services like Classroom Technology Services, Facilities Management, and the University of Arizona Police Department. The page concludes with a 'Sincerely,' and the text 'Room and Course Scheduling and the Department Collaborators'.

You have now requested an event with Room and Course Scheduling!