The purpose of this event schedule form is to request the use of centrally scheduled academic space for faculty, staff, and student co-curricular and business-related events. There are two Main Campus forms within the system:

1. Main Campus - Faculty/Staff Form: Used by faculty and staff to request using academic space for an event.
2. Main Campus - Student Organization Form: Used by chartered student organizations to request using academic space for an event.

For the Student Organization form, only chartered organizations may request an event with the form. For a list of current chartered Student Organizations please visit the Campus Activities website. The point of contact for the organization/event must be a student who is currently enrolled at NMSU.

How to Submit an Event Request?

1. Go to https://www.aaiscloud.com/NMStateU/
2. Click on the "Events" Tab
1. Under the Events tab, select the "Request Event" option (a window will open with a drop-down box to select the appropriate form).

2. Choose either the Main Campus - FACULTY/STAFF Event Request Form or the Main Campus - STUDENT ORGANIZATIONS Event Request Form.

3. Complete all the required fields and provide any information that you believe will assist in Academic Scheduling in processing your request.
   1. Please note that events need to be requested at least two business days before the date of the event.
   2. Academic Courses take priority in academic spaces, so if a class is utilizing the requested room the event will need to locate another room. Room availability can be viewed in Ad Astra, under the "Calendar" tab with the "Scheduling Grids" tool. Filters can be used to search by capacity, room equipment, building, and room.
number. (See Appendix A for detailed information on how to utilize the Scheduling Grid Tool)

3. Complete the Contact Info:

4. **Include (MA) before your event title, to identify your campus affiliation.**

5. Click on the “Add Meeting” button to select the meeting date and time for the requested event.
   1. **Single Meeting:** Select the start time, the end time and the date (must be at least two days out from the date of the request). Then select the type of meeting from the drop-down meeting type selection. Add the maximum attendance number and hit the “Add Meeting” button.
2. Multiple Meeting: For multiple meeting select the start and end times. Then select the date you want to request and hit the > arrow button in between the two columns. This will add the date to the “Meetings” column, repeat this for multiple dates. Add the Maximum attendance and hit “Add Meeting” when done.

3. Recurring Meeting: For recurring meeting select the start and end times. Then select the information for how the meeting will recur (i.e., daily, weekly, monthly, yearly, etc.) Add the Maximum attendance and hit “Add Meeting” when done.
6. If a specific room is needed, hit the “Request Rooms” button. A new window will open with Filters on the left hand side to search for a room. Hit the + sign next to the filter you wish to apply, then select the appropriate option (i.e., MA (campus), O’Donnell Hall (Building). Then hit the “Search” button. The right side of the window will display all available rooms, select the one that would like to be requested and hit “ok”

7. Check the box(es) that apply to your request and provide any other information that can assist Academic Scheduling in processing.
5. Once the form is completed, hit "Submit." You will receive an automatic response from the Ad Astra website and an email to the address provided on the form. The email will include the Reservation Number in the subject line and a PDF summarizing the request.
Processing of Event Requests:

Room requests are processed in the order they are received. The Student Records staff strive to process these requests within 3-5 business days and do not submit duplicate requests for the same event as this may cause confusion during the processing. If you need to follow-up on the original request, forward the original email with the Reservation Number in the subject line. In the event a room reservation is needed in less than two days please send the Non-Standard Request to acasched@nmsu.edu with the following information:

1. Name of the Event
2. Date/Time of the Event
3. Location of the Event (requested, depending on availability)
4. Justification for Utilizing the Non-Standard Request Process

*Please keep in mind that the Student Records staff will do their best to accommodate these types of requests, but cannot guarantee processing on short notice requests.

During processing, Academic Scheduling may request additional information from the requestor. The requestor will receive an email from adastra@nmsu.edu with a PDF attachment explaining what additional information is needed. The requestor can reply directly to that email address with the information asked for.

The requestor will receive an "Approved" email with an event summary.

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**Event Request**

Additional information is required to process your request. Please contact me with the following information:

- Will there be any off campus people attending?
- Will you be serving any food or drinks?

<table>
<thead>
<tr>
<th>Reservation Number</th>
<th>Event Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20200305-0023</td>
<td>(NA) More Information Text</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting Name</th>
<th>Date</th>
<th>Time</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>(NA) More Information Text</td>
<td>3/9/20</td>
<td>4:00PM - 4:30PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If additional changes are needed for an approved/scheduled event, please review the information below.

**How do I Change an Existing Event?**

When making changes to an existing event reservation, send an email to acasched@nmsu.edu. The following information will need to be including in an email:

1. The Reservation Number: from the subject line of the Event Summary email provided at the time the event was scheduled.

2. The changes that are being requested, this can include the date, time, and location changes. However, date and time changes may cause a change in the location of the event due to room availabilities.

The requestor will be notified, by email, when the changes have been made with a revised Event Summary depicting these changes.

**How do I Cancel an Event?**

When canceling an event reservation, send an email to acasched@nmsu.edu. The following information will need to be including in an email:

1. The Reservation Number: from the subject line of the Event Summary email provided at the time the event was scheduled.

2. A statement saying you would like to cancel this event.

6. The requestor will be notified once the event has been cancelled in Ad Astra.
APPENDIX A

Scheduling Grids User Guide

1. Click on “Sign In” in upper right corner.

2. Sign in using your NMSU username and password.

3. You will know you’re logged in because you will see your username in the upper right corner.

5. Click on “Calendars” in upper left corner and then click on “Scheduling Grids”

6. You will see a view that looks similar to below snippet.

7. In upper right corner, you can change the view you are seeing [Rooms, Resources, Day, Week]
8. In this example, we will choose “Week” and use the drop down to select the week to view.

9. You click on the drop down menu next to “Choose Calendar” and select “MA-NMSU”.

10. A “Filter” field will appear, next to the “Choose Calendar” box. Click on that drop down menu and select “MA-NMSU” again.
11. You will now be able to see all the buildings you have access to view and can filter the schedule information on the right side of the screen by clicking on the building/room in the left side of the screen. Example: by clicking on “GH 235B – Central” on the left, you can see all the classes scheduled in that room by day and time for the week of March 1 – 7, 2020.

12. You can click on the radio button next to each room to see more details about the room.
13. You can hover over the individual schedule blocks to see more details about the class/event.

14. Click on your username in the upper right corner to “Sign Out”.