

How to schedule a room in Ad Astra

Log into the Portal/Phoenix Net – <https://my.olin.edu> using your Network Credentials: Select the Campus Life tab, click on the **“Click here to access Ad Astra”** link in the **Reserve a Space... box**.

Request Events

To request a room Click on the “Request Events” link

Under Event Information enter room request details.

Event Name: name of your meeting, group or event.

Attendance: # of people who will be at meeting (**please note** the number of people you enter here will effect which rooms will be available to use; i.e. if you have a request with 15 people Ad Astra will only show rooms which hold 15 or more people).

Event Type: Choose from the drop down menu the option that closest matches the type of request you are submitting.

Privacy Level: Should always be **PUBLIC** – keeping the request public allows others to see that the room is reserved.

Customer: Select from drop down menu which descriptions best represents you.

Contact: Choose from the drop down menu the person who will be able to answer any questions pertaining to the request, this person will also receive the confirmation email. (If the name you are looking for is not on the list of Contacts please email: roomscheduling@olin.edu).

Click continue

Add Meetings

Recurring meeting: This is to be used when you have an Event/Meeting which will occur for numerous days. (i.e. every Monday in September from 4:00pm – 5:00pm)

Single: This is to be used when you have 1 single meeting; this meeting could go more than one day (i.e. you have an Event/Meeting that begins Monday morning and ends Friday afternoon).

Recurring Event

Enter Beginning and Ending Date

Attendance: Number of people in Event/Meeting (see above)

Beginning Time: Start time of Event/Meeting

Ending Time: Ending Time of Event/Meeting

Set up Time: Amount of time you will need to set up before Start of Event/Meeting (i.e. you need to set up a projector or set up a conference call and need an addition 15 minutes prior to event start)

Tear Down Time: Amount of time you will need to clean up after Ending of Event/Meeting (i.e.

you need to clean up projection and food from Room).

Days of Week: The Day(s) of week which the Event/Meeting will occur on.

Irregular Occurrence: If Event/Meeting occurs every second week of the month for the days selected check off check off “second” if it is every third week check off “third” etc.

Every Occurrence: Use if Event/Meeting is every week during the days selected for the date range entered.

Every Other Occurrence: Use if Event/Meeting is every other week during the days selected for the date range entered.

Click Submit – Verify dates and times you need have been created:

Click on Pick Rooms

Click on View All Rooms and then Continue

This will bring up a page which will show rooms available for the number of people in your Event/Meeting.

At the top of the page you can narrow selection down by building or Room Type.

Select Room you would like to use.

Verify room is correct and works for the Event/Meeting you are requesting.

Click Assign: All unassigned meetings to Building:XX Room:XXX.

Click Submit: This will send the Request to Room Scheduling.

If you have an additional Event/Meeting request you can click on Add Meetings: (either Recurring or Single) which will just add more meetings to this reservation request. Please note if you do this the Event/Meeting name and Contact info will remain the same and the Confirmation will all be on one email. However you will be able to enter different date(s), time(s) and # of people for new Event/Meeting; as well as select the room(s).

Single Meeting

Single Meetings will block the room requested from the Beginning date and Time entered until the Ending Date and Time entered. If this spans over a few days no other person will be able to book that room at all during that time frame. If you need a room numerous days for a few hours each day (i.e. Monday, Tuesday and Wednesday from 8:00 am – 4:00 pm) please use the Recurring Event Option.

Enter Beginning and Ending Date: If Event/Meeting is spanning more than one day you enter the first day as the Beginning Date and the final Day as the Ending Date. This will block the room for that entire period.

Attendance: Number of people in Event/Meeting (see above)

Beginning Time: Start time of Event/Meeting

Ending Time: Ending Time of Event/Meeting

Set up Time: Amount of time you will need to set up before Start of Event/Meeting (i.e. you need to set up a projector or set up a conference call and need an addition 15 minutes prior to

event start)

Tear Down Time: Amount of time you will need to clean up after Ending of Event/Meeting (i.e. you need to clean up projection and food from Room).

Rooms: Number of Rooms you will need for Event/Meeting

Click Submit – Verify dates and times you need have been created:

Click on Pick Rooms

Click on View All Rooms and then Continue

This will bring up a page which will show rooms available for the number of people in your Event/Meeting.

At the top of the page you can narrow selection down by building or Room Type.

Select Room you would like to use.

Verify room is correct and works for the Event/Meeting you are requesting.

Click Assign: All unassigned meetings to Building:XX Room:XXX.

Click Submit: This will send the Request to Room Scheduling.

If you have an additional Event/Meeting request you can click on Add Meetings: (either Recurring or Single) which will just add more meetings to this reservation request. Please note if you do this the Event/Meeting name and Contact info will remain the same and the Confirmation will all be on one email. However you will be able to enter different date(s), time(s) and # of people for new Event/Meeting; as well as select the room(s).

Schedules

The “**Schedules**” Link allows you to view any Events/Meetings and Classes for a specific date or time.

You can view which rooms have an **Event Status** of Scheduled, Requested, Canceled, Tentative or Declined based on the Selection Criteria you choose. To view this information, enter Date, Time and Building and choose Event Status and Click on the Apply Filter button.

Canceling Event Requests

To cancel an Event which has been requested please email RoomScheduling@olin.edu. Please do so as soon as you know you will not need that room.

You must notify Public Safety if your event is after business hours (5555)

- If you need access (after hours - keys/alarms), email buildingaccess@olin.edu
- If you need set-up/HVAC (i.e. tables and chairs, heat/ac), email workorder@olin.edu.
- If you need media equipment, email helpdesk@olin.edu
- If you need catering, email catering@olin.edu.