How to Request a Room in Ad Astra

1. Navigate to https://www.aaiscloud.com/Manhattanville.

2. Log in using your Mville credentials.

3. Click on Events in the top blue bar, then click Request Event.

4. Choose an event request form.
   - Choose Academic Request Form for academic-related events such as extra class meetings, exam prep, academic sponsored conference, etc.
   - Choose Event Request Form for non-academic related events, such as meetings for administrative departments.

5. Fill in the required fields marked with an asterisk (*).
   - If your event will be open to the public (non-Mville guests), please copy your event description as you will need to paste it into another field.

6. Toward the bottom of the page, click Add Meeting.

7. At the top of the pop-up box choose Single, Multiple, or Recurring.

   - **Single: a one-time meeting**
     - Update start time and end time, including time for set-up and tear-down if needed.
     - Change start and end date. Should be same day unless it is an overnight event.
     - Meeting Name can be different from the event name; example event is Film Series. On 2/1 the meeting name is A New Hope and on 3/1 the meeting name is The Empire Strikes Back. You can have multiple meetings nestled under one event.
     - Description: May be left blank. However, if your event is open to the general public and you want the description to be available on the Mville Events Calendar then you must type or paste the event description here.
     - Meeting Type: please select option that best describes your event
     - Max Attendance: LEAVE THIS BLANK! If you enter an enrollment that is greater than the room you want then the room WILL NOT appear as an option to select!
Featured: Only select if people outside of Manhattanville are invited to attend. For example, people from the town of Harrison and anywhere else are invited to the Spring Musical, so that is a Featured Event.

Private: Please do not select this box. If you feel your event should be private (title not viewable by the community) please contact Shaun Herrmann before submitting.

Requires Room: Do not unselect this box!

- **Multiple: event will occur more than once, but not consistently**
  - Update start time and end time, including time for set-up and tear-down if needed.
  - Click the dates on the calendar the meeting will occur.
  - Click the arrow button, you will be prompted to enter a name for that group of meetings.
  - You can then add another group of meetings on the same or different days. Example: the event is Study Group and they will meet six times in March, three mornings and three evenings. You only need to submit one event request, in Create Meetings put in the morning times 9:30 – 11:30 am and click the three days and then the arrow. Title the grouping Morning Groups. Then change the start time to the afternoon 1 – 3 pm, select the three days and click the arrow. Title this Afternoon Groups.
  - Description: May be left blank. **However, if your event is open to the general public and you want the description to be available on the Mville Events Calendar then you must type or paste the event description here.**
  - Meeting Type: please select option that best describes your event.
  - Max Attendance: LEAVE THIS BLANK! If you enter an enrollment that is greater than the room you want then the room WILL NOT appear as an option to select.
  - Featured: Only select if people outside of Manhattanville are invited to attend. For example, people from the town of Harrison and anywhere else are invited to the Spring Musical, so that is a Featured Event.
  - Private: Please do not select this box. If you feel your event should be private (title not viewable by the community) please contact Shaun Herrmann before submitting.
  - Requires Room: Do not unselect this box!

- **Recurring: Event will recur on a regular basis**
  - Update start time and end time, including time for set-up and tear-down if needed.
  - Update the recurrence pattern and review the Recurrence Summary for accuracy.

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8. Click **Add Meeting** and then click **Request Rooms**.
   - Under Filter on the left, select the area that applies to your request and click Search.
   - You can click Room to sort the list alphabetically. (optional)
   - If the room you want says **Avail (Request)** then click the room number to select, then click **OK**.
   - If the room you want says **Unavailable**, you can hover your cursor over the red Unavailable box to see what is scheduled in the room.
     - You will need to either choose a different room and click OK or
     - Click cancel and update your day or time to when the desired room is available.

9. Finish filling out the required fields, then click Submit.

10. You will receive a message that the event has been requested. **THE SPACE IS NOT RESERVED UNTIL YOU RECEIVE AN EMAIL BACK THAT YOUR EVENT IS APPROVED.**

    Please note: Should any additional ACADEMIC requests come up between time of approval and your event, adjustments may have to be made.

    When using a classroom, please be aware that chairs and furnishings cannot be removed from the rooms. If any set up changes have been made or items have been hung on the walls, the room **MUST** be returned to how the occupants found it. In addition, any writing on white boards should be cleaned before leaving the room.