

## Student Memorial Center Ad Astra Room Reservation Guide

**STEP 1:** Review reservable spaces in the Student Memorial Center on the [SMC Website](#).

When reviewing space, you should consider:

- Seating capacity of the room
- Layout of the room
- Projection/Presentation capabilities

**STEP 2:** Request user access to [Ad Astra](#). Ad Astra is the official room scheduling software utilized by Millersville University.

- When you access Ad Astra, your login information should already appear in the top right-hand corner of the screen with MU's single sign-on. However, this does not mean you have reservation permissions. You must still request user access through the request form below. Otherwise, you can view the Astra calendar, but cannot request space reservations.

**STEP 3:** Access Ad Astra at <https://www.aaiscloud.com/MillersvilleUPA/default.aspx?home>

**STEP 4:** Select a room request link. Locate the "Room Request Box" in the upper right-hand corner of the home screen and select the reservation link that corresponds to the space you wish to reserve under the Faculty and Staff Room Requests heading.

- Do NOT click links listed below the Student Room Requests heading. These links are for student organizations only.
- Only select links under the Faculty and Staff Room Request heading
- In this example, we are requesting to reserve space in the Student Memorial Center, so we will click the Student Memorial Center Meeting Rooms link under Faculty and Staff Room requests.

**Room Requests**

**Student Room Requests**  
(Must be a designated Student organization representative) (Student Life)

Caputo Hall 210 - Armstrong Auditorium  
Classrooms in Academic Buildings  
McComsey Ford Atrium  
McComsey 260 - Myers Auditorium  
South Village Great Room  
Student Memorial Center  
Winter Center

**Faculty and Staff Room Requests**  
(login help)

Virtual Event Request to publish on MU web calendar  
NEW! University Vehicle Request Form  
Caputo Hall 210 - Armstrong Auditorium  
Student Memorial Center Meeting Rooms

Use the scroll down bar to see all links listed under Faculty and Staff Room Requests

Click on Student Memorial Center Meeting Rooms

**STEP 5: Complete the Faculty & Staff SMC Request Form**

1. **REVIEW NOTES** – Review important information regarding the reservation request

## FACULTY & STAFF SMC REQUEST FORM

PLEASE NOTE: We are currently using Ad Astra to populate Millersville's online calendar. Please make sure you have an accurate name of the event, the details; including description and photos, filled out when you schedule the room.

Space reservations should be requested 24 business hours in advance to ensure reservation has been approved.

**Space reservations must be made within the operating hours of the Student Memorial Center Monday - Friday 6am - 12am and Sat/Sun 8am - 12am.**

**THIS FORM IS FOR SPACE RESERVATION REQUESTS ONLY.** ALL Audio-Visual Equipment & Setup Requests should be made on the SMC Website. Please note, the SMC website is the only way to request audio-visual setup from IT for events in the SMC. If you do not complete this form and request an alternate setup, you will be provided with the standard room setup and NO IT equipment (sound, computer, projection, etc.) Setup and IT requests should be made at least 5 days before the scheduled event.

**Click below for the SMC Event Setup and IT Request Form:**

<https://www.millersville.edu/smc/reservable-rooms/index.php>

**Click below for photos and standard layouts of SMC reservable spaces:**

<https://www.millersville.edu/smc/reservable-rooms/index.php>

*NOTE: Tech Ops (through SSI, Inc. no longer provides audio-visual support for on-campus events).*

2. **EVENT INFORMATION** – Complete all required event information

### Event Information

\* Event Title:

List Event Title as you want it to appear publicly on the Astra Calendar

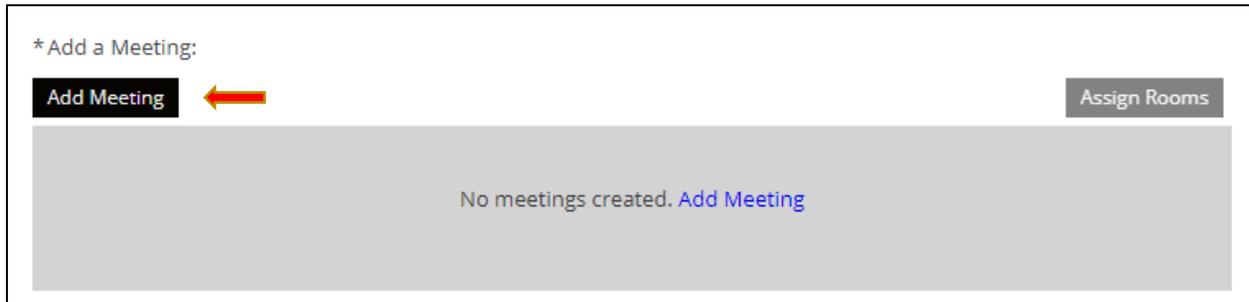
Please type any comments or additional information you feel would be helpful for the facility manager to know.:

Use this textbox to include helpful information such as a brief synopsis of the event or other pertinent event information

Are prospective/current MU students able to participate in this event?

Most events that occur in the SMC after 3PM must include the invitation of prospective/current MU students.

3. **ADD A MEETING (EVENT)** – Click on the ADD MEETING BOX



• **Complete Required Meeting (Event) Information**

- a. **Frequency:** If your meeting occurs only once select SINGLE. Select MULTIPLE if your meeting occurs more than once or RECURRING if your meeting occurs on a regular basis.
- b. **Start/End Time:** Select the time your event starts and ends. The start time indicates the time in which you will be able to access the room and the end time indicates what time you will have to vacate the room.
  - If this reservation is for an event, please consider any time you will require for event setup/teardown.
- c. **Start/End Date:** Select the dates for your meeting
- d. **Meeting Name:** Add the name of the meeting as it will appear on the calendar
- e. **Description:** Include a brief description of your event. It may be the same as the title.
- f. **Meeting Type:** If you don't want this meeting publicized to anyone select option a. Otherwise, select the audience you would like for the event to be publicized to (Alumni, Students, General Public).
- g. **Max Attendance:** Enter the maximum number of people permitted at your meeting
- h. **Add Meeting:** Once the meeting information has been entered, click on Add Meeting.

Create Meeting(s)

a.  Single  Multiple  Recurring

b. Start Time: 3:00 PM End Time: 4:00 PM

c. Start Date: 02/14/2022 End Date: 02/14/2022

d.\* Meeting Name: SMC Operations Staff Meeting

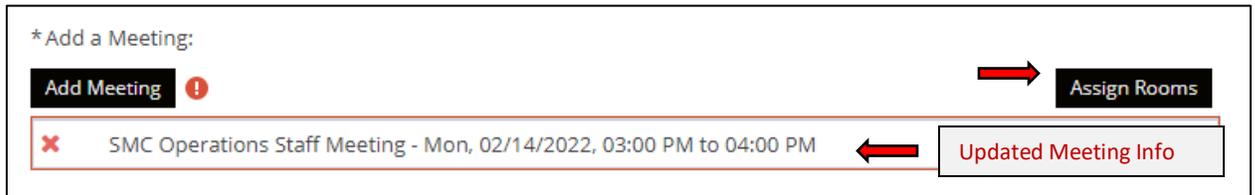
e. Description: SMC Ops Staff Meeting

f.\* Meeting Type: a. Do not post event on Web Calendar

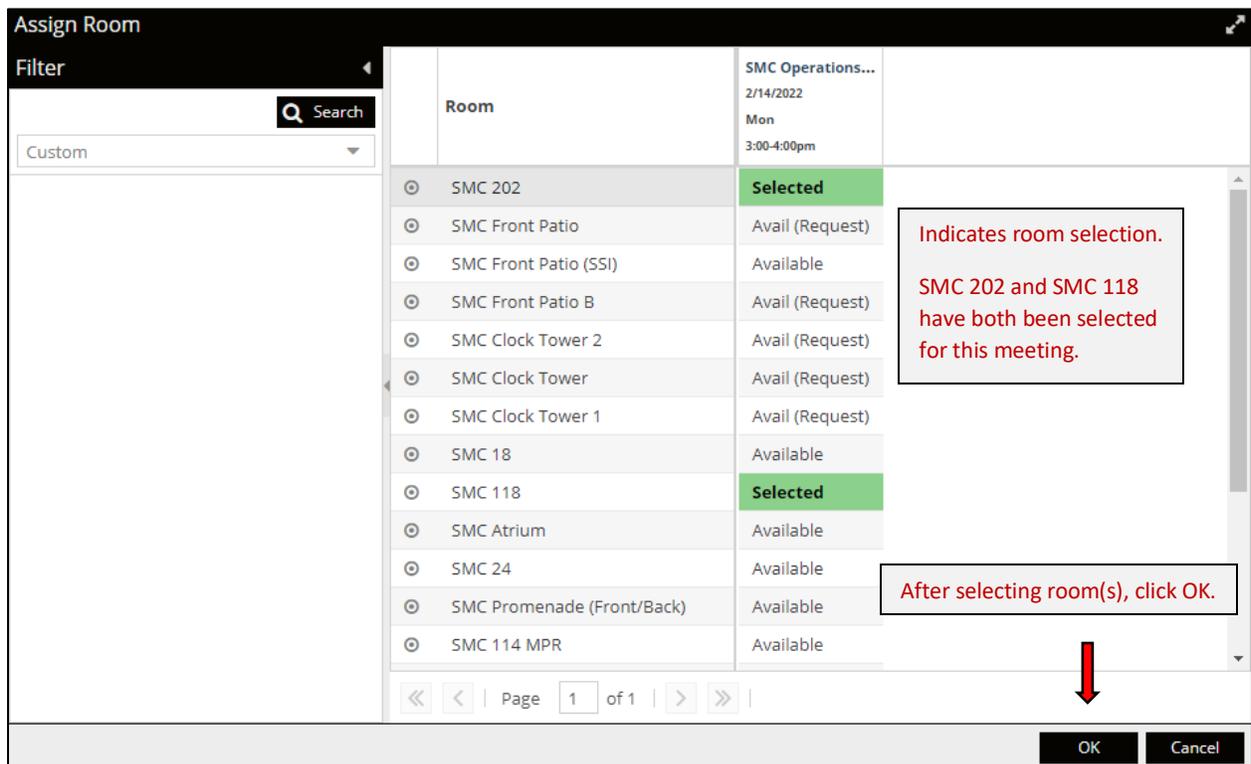
g.\* Max Attendance: 25

h. Add Meeting Cancel

- **Meeting Added:** Once you've clicked on Add Meeting, your screen should reflect the updated meeting information (Name, Date, Time)



- **Assign Rooms:** Click on the black ASSIGN ROOMS Icon as indicated above. You will be presented with a list of available rooms in the Student Memorial Center (see below) that will accommodate the max attendance you listed in your event information.
  - a. If you click on Assign Rooms and nothing appears in the popup box, contact Kate Wright at 717-871-7689.
  - b. Rooms that are available to be requested will reflect "Available" or "Avail (Request)" under your meeting information.
  - c. For meetings/events where multiple locations are required, you may select as many available spaces as needed.
  - d. To deselect a space you have already selected, simply click on the green selected icon and it will disappear.
  - e. Note: You will only see spaces found in the SMC. To access other rooms on campus, you will need to return to the original Ad Astra website and select a different link in the Room Request box.
  - f. Once you have selected your requested space, click "OK."



- g. The meeting information should now be updated to reflect your event locations.

\*Add a Meeting:

<b>Add Meeting</b>	<b>Assign Rooms</b>
<input checked="" type="checkbox"/> SMC Operations Staff Meeting - Mon, 02/14/2022, 03:00 PM to 04:00 PM, SMC 202	← Updated Meeting Information now includes locations
<input checked="" type="checkbox"/> SMC Operations Staff Meeting - Mon, 02/14/2022, 03:00 PM to 04:00 PM, SMC 118	

**4. UNIVERSITY WEB CALENDAR INFORMATION (OPTIONAL)**

- Enter relevant event information *only* if you want it to appear on the University Calendar. Otherwise, you may skip this step.

**University Web Calendar Information**

Event Description:

IMAGE: Please insert the URL Link for the appropriate Image below:

TICKETS: Please insert the URL link for the ticket or registration information:

More Information: Please insert the URL link to a website for viewers to see additional information

**5. ACKNOWLEDGE SETUP INFORMATION (REQUIRED)**

- You must acknowledge that you understand this form is a request form *only*. Any event setup or IT support must be submitted on a separate form as indicated below.

\* I understand I am requesting the room only and any additional setup and/or IT requests must be made on the SMC Event Setup & IT Request Form at <https://www.millersville.edu/smc/reservable-rooms/index.php>

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## 6. **SUBMIT MEETING REQUEST FORM**

- Click "SUBMIT"



### **CONGRATULATIONS!** Your meeting room reservation request has been submitted!

- You will receive a confirmation of your reservation request via email. Please save for your records.
- Allow 2-3 business days for review and approval.
- Once approved, you will receive an EMAIL APPROVAL NOTIFICATION. Please review reservation and save for your records.
- Please note, your space has not been successfully reserved until you have received an APPROVAL EMAIL.
- To cancel or modify the approved reservation contact [SMC@millersville.edu](mailto:SMC@millersville.edu) or X7059. You cannot cancel/modify reservations in Ad Astra.

### **ASTRA SUPPORT**

- To request setup (tables, chairs, etc.) and/or Tech Ops Support (computer, audio, visual, etc.) for SMC events, please complete the SMC Setup & IT Request Form
- For general Astra questions and inquiries, click [HERE](#)
- If you need to speak with someone directly regarding Astra, contact Kate Wright at 717-871-5934
- If you need to speak with someone regarding the Student Memorial Center specifically, contact John Hearn 717-871-7059
- If you need to contact someone in Tech Ops (IT Support) contact 717-871-7689

### **EVENT RESOURCES**

- All food and drink served within the SMC must be purchased through [MU Catering](#) or approved via [Dining's Food Waiver Form](#).
- Tablecloths are available to rent through [MU Catering](#).
- Events open to the student body are eligible for promotion on the SMC Digital Signage ([The Spot](#)).
- For large-scale events, please consider requesting additional trash bins from Facilities [HERE](#).