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 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.

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

2. **EVENT INFORMATION** – Complete all required event information
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.
• **Meeting Added:** Once you’ve clicked on Add Meeting, your screen should reflect the updated meeting information (Name, Date, Time)

![Add a Meeting](image)

**Add Meeting**

*SMC Operations Staff Meeting - Mon, 02/14/2022, 03:00 PM to 04:00 PM*

**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.”

![Assign Room](image)

Indicates room selection.

SMC 202 and SMC 118 have both been selected for this meeting.

After selecting room(s), click OK.

**Updated Meeting Info**
g. The meeting information should now be updated to reflect your event locations.

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.

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.
6. **SUBMIT MEETING REQUEST FORM**

- Click “SUBMIT”

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**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 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.