Ad Astra
External Event
Training Manual


GTCC
GUILFORD TECHNICAL COMMUNITY COLLEGE

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Welcome

Ad Astra is Guilford Technical Community College’s (GTCC) room scheduling software. This scheduling system allows the user to request the use of GTCC’s facilities to host an event:

Requesting an Event

Go to https://www.aaiscloud.com/GuilfordTechCC/Default.aspx (Mozilla Firefox is the preferred browser, also works with Google Chrome).

The system requires a 7-day minimum lead-time to create your event. If you are within this timeframe, please call the college directly.

The screen below is what will first appear when you enter the Ad Astra site. Click on the Events tab.

The Event tab will present a pop up that shows Request Event. Click the link.

A drop down Event Request Wizard will open displaying the individual campus forms. Click on the Guest Event Request Campus/Center where you would like to reserve a space, and then click Next.
You will then be taken to the appropriate Campus Activity Request Form (CARF). Check the top of the CARF to verify you have the correct campus.

**NOTE:** Information is required for all input boxes that have an asterisk (*) beside them.

1. Enter your **Contact Information** and the **Event Details**. Be sure to use drop down boxes where indicated and answer all the questions.

2. Enter your **Event Info**. Again, complete everything that has an asterisk (*).
3. Now click on **Add Meeting**.

4. The screen will default to **Single Meeting**. This is for a one-time event. Use **Multiple** for different dates. Enter the **start** and **end** time for the event add additional time if you want access to the space before your event starts. Enter the **date** for your event. Then click **Add Meeting**.

**NOTE:** The room number will be assigned by a scheduler.
5. Complete the rest of the form.

6. Click to **Accept the Terms and Conditions** for using GTCC Facilities. The **Facility Use Policy** is in the attached link.

7. Click **Submit** at the end of the form to generate your request.

8. You will receive the following message, **“We have received your form and will be contacting you shortly. Please do not consider your event confirmed until you receive an official notification.”**

In addition, you will receive an **Event Reservation** email indicating we have successfully received your request with a Reservation Number.

**Note:** This is not a confirmation. Once your request is scheduled, you will receive a confirmation via email.

~Edited January 24, 2020