

# Ad Astra External Event Training Manual

---

<https://www.aaiscloud.com/GuilfordTechCC/Default.aspx>

# GTCC

---

GUILFORD TECHNICAL  
COMMUNITY COLLEGE

---

For questions, please contact Linda Justice:

Phone 336-334-4822 ext. 50295 or email [lsjustice@gtcc.edu](mailto:lsjustice@gtcc.edu)

# Welcome

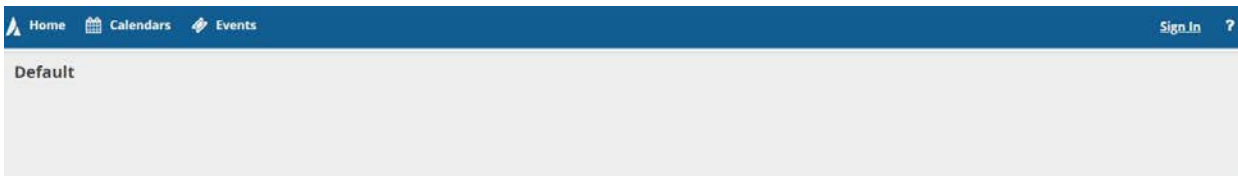
**Ad Astra** is Guilford Technical Community College's (GTCC) room scheduling software. This scheduling system allows the user to request the use of GTCC's facilities to host an event:

## Requesting an Event

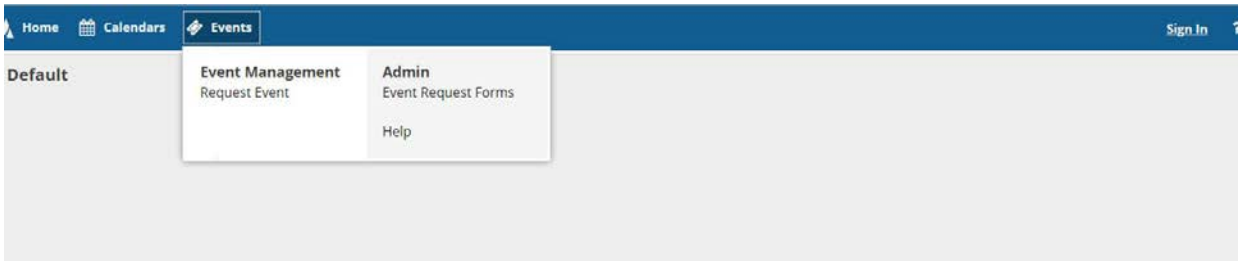
Go to <https://www.aaiscloud.com/GuilfordTechCC/Default.aspx> (**Mozilla Firefox** is the preferred browser, also works with Google Chrome).

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

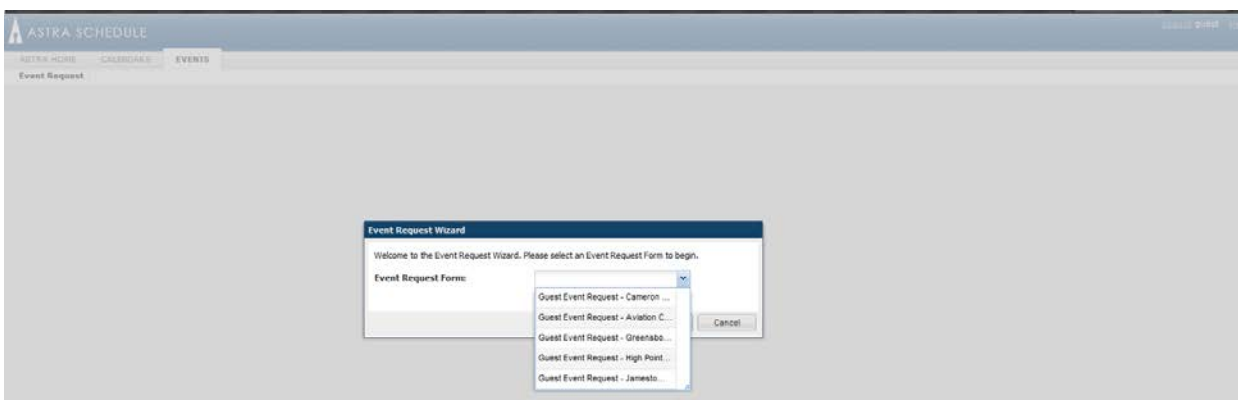
The screen below is what will first appear when you enter the Ad Astra site. Click on the **Events** tab.



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.

Home Calendars Events

### Guest Event Request - Jamestown Campus

#### Jamestown Campus

Campus Activity Request Form for Non-GTCC Groups

Please fill out the following form as applicable.

**ContactInfo**

\* Company/Organization:

\* Type of Organization  
Select...

\* Tax ID Number (Enter 0 if none)

\* Your Name:

\* Address

\* Email Address:

\* Phone Number:

2. Enter your **Event Info**. Again, complete everything that has an asterisk (\*).

**EventInfo**

\* Event Title:

\* Event description:

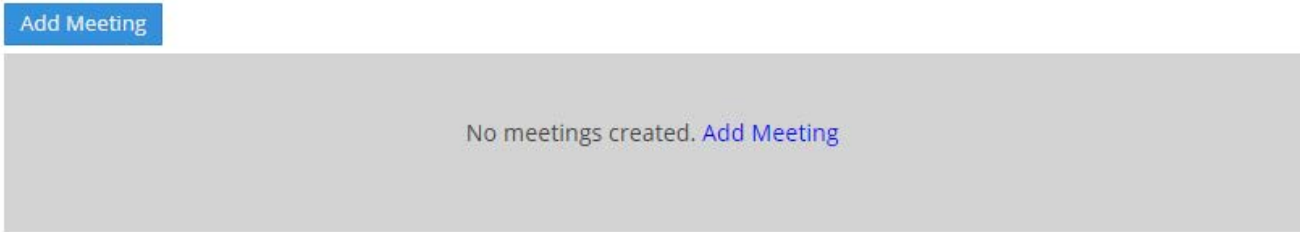
\* How many attendees are expected?

\* Will your attendees be charged an admission/registration fee?  
Select...

\* Enter amount and the purpose of the charge. Enter "0" if no fees will be charged.

\* Will food or drinks be served at your event?  
Select...

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.

A blue header bar at the top of the form reads "Create Meeting(s)" with a close icon on the right. Below the header are three radio buttons: "Single" (selected), "Multiple", and "Recurring". The form contains several input fields: "Start Time" (5:00 PM), "End Time" (5:30 PM), "Start Date" (01/21/2020), and "End Date" (01/21/2020). Below these are fields for "\* Meeting Name", "Meeting Type" (Select...), and "Max Attendance". At the bottom are three checkboxes: "Featured", "Private", and "Requires Room" (checked). At the bottom right of the form are two buttons: "Add Meeting" and "Cancel".

5. Complete the rest of the form.

### Resources

\* Will you need a podium with microphone (\$50 per day)?

### Other

\* Is this event open to the public?

Please provide any additional comments or questions regarding your event:

### Facility Use Policy

I accept the terms and conditions as stated in GTCC's Facility Use Policy

Submit

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.”**

Event Request (External - Jamestown Campus)

We have received your form and will be contacting you shortly. Please do not consider your event confirmed until you receive an official notification.

Thank you for your request.

\*\*\*GTCC is a tobacco-free campus\*\*\*

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