

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 the [Ad Astra request portal](#) (**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.

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**.
5. **NOTE:** The room number will be assigned by a scheduler.
6. Complete the rest of the form.
7. Click to **Accept the Terms and Conditions** for using GTCC Facilities. Review the [Facility Use Policy](#).
8. Click **Submit** at the end of the form to generate your request.
9. 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.

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