Procedures for NRCC Event Creation

Purpose: This document guides authorized staff using the AdAstra system to reserve a resource at either NRCC site for a meeting or event. Each reservation type will be made by the appropriate staff or backup and maintained by that staff.

Reservation Types

These types are to be reserved by Arts and Sciences Event Coordinators:
Meetings - Reservation made by faculty or staff for a single or reoccurring meeting.
Events - Reservation made by faculty or staff for an NRCC-sponsored event. NRCC-sponsored events could have outside organizations involved but will be maintained by A&S.

These types are to be reserved by Workforce Development Event Coordinators:
Outside Event – Any event that is requested and will be used by non-NRCC faculty and staff.
Workforce Training and Classes—Any class or training not captured in SIS.

These types are reserved by both Event Coordinators and VP Offices.
Boardroom Reservation – Any meeting that will be held in a Boardroom or similar.

These types are to be reserved by Help Desk Staff:
Vehicle Reservations – When anyone reserves a state vehicle from our fleet.

List of information you will need for properly adding a reservation. Use this as a guide to get all the necessary information from a requestor before scheduling an event.

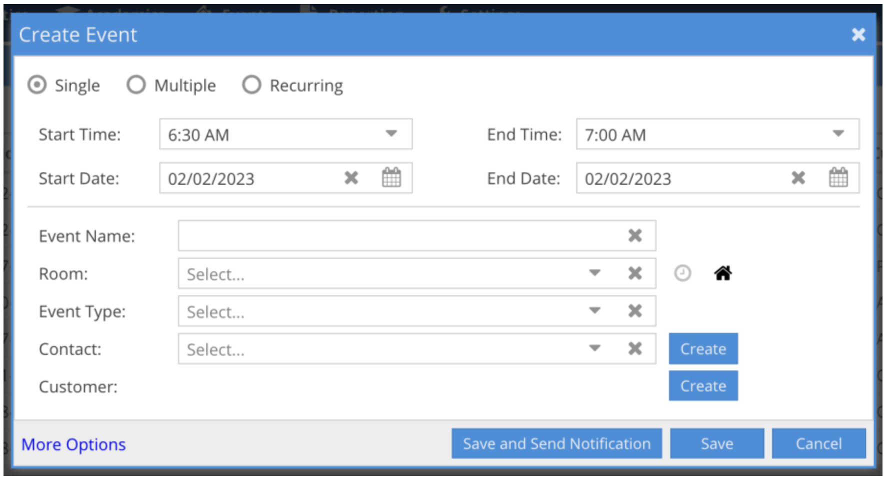
Name of Requestor:
Contact Information for Host of Event:
Name/Description of Event:
Dates and Times:
Event Start and End:
Room Requested:
Set-up Needs:
Expected Number of Attendees:
Support Services Required before, during and after the event:

> **Security, Facilities, Media, Technology, Network, Housekeeping, Signage**
> **AV Support Needs – Options (Room Type 1, Room Type 2, Room Type 3, E117**
> *(Requestor may be required to arrive during regular business hours prior to the event for training)*

Special considerations must be made if the date and time requested for the event are outside the 8:00 am to 5:00 pm workday. If support services are needed, then coverage needs to be approved by service area managers before scheduling. The proper Event Coordinator staff must receive email approval before scheduling the event to the AdAstra Calendar.

Instructions for Room Reservations

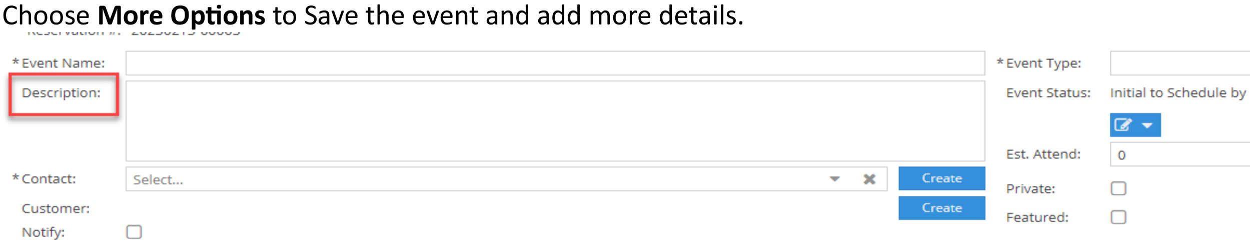
On the Events page, choose +Add to start.

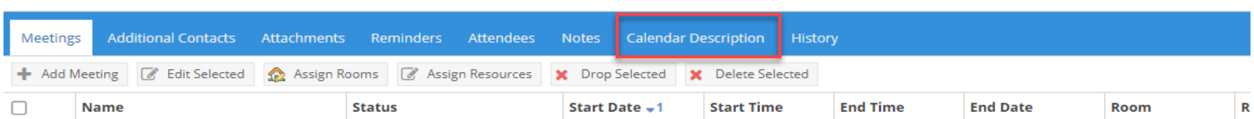


Add **Start time** and **Start Date**
Add **End Time** and **End Date**
Event Name – Please use room four-character room abbreviation followed by a – Event Name.

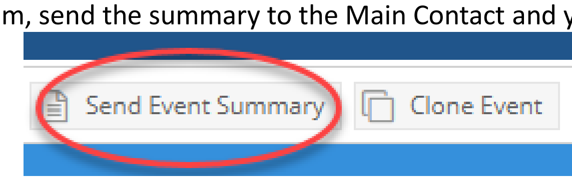
G – Godbey, **M** – Martin, **R** – Rooker, **E** – Edwards, **C** – Christiansburg Mall Site
Examples G060 – Faculty Meeting, M125 – Student Luncheon, C109 – SAT Testing

Room – Choose the area being requested from the list.
Event Type – Choose the Event type based on the department that needs it.
Contact – Choose the person who will be using the room. (See Adding New Contact to AdAstra)
Choose **More Options** to Save the event and add more details.





Add details to **Description** – These show up in the Main Event list.
Copy those details to the **Calendar Description** in the lower menu. These are in Web Preview View
Add other details or settings as necessary and available, and save the event.
After the event is saved in the system, send the summary to the Main Contact and yourself.



Send the emailed event summary to the Help Desk event queue. helpdesk-event-setup@nr.edu

Send Event Information to the Help Desk

3 Items to be included in Help Desk Event/Meeting Request

1. **AdAstra Event Name and Reservation Number. You can forward the Event Summary along with the other information listed below. An email response will be generated by the ticketing system.**

2. **Each request should always include one of the following two items. Having this in the Description and the Calendar Description of AdAstra would also be helpful.**

   Room only - NO SUPPORT NEEDED

   OR

   Security: NA or Short Description
   Facilities Services: NA or Short Description
   Media Services: NA or Short Description
   Technology Services: NA or Short Description
   Network Services: NA or Short Description
   Housekeeping: NA or Short Description
   Signage: NA or Short Description

3. **Main Contact for Help Desk Service**

Help Desk staff will create a ticket for each requested service not marked with NA.

Help Desk staff will reference the **AdAstra Event Name and Reservation Number** in each corresponding ticket. Help Desk staff will add the assigned **Main Contact** as the requestor for all related services.

Changes and Cancelations to Events

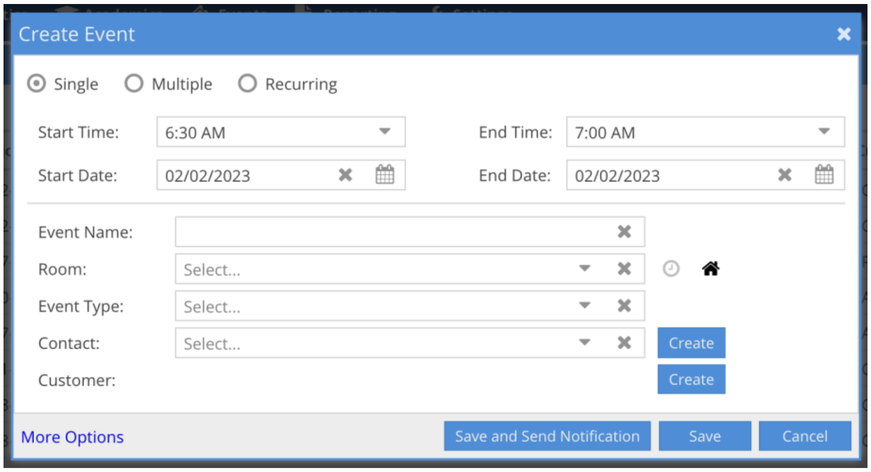
Cancellations - The Main Contact/Requestor will be responsible for canceling the resource usage and the requested services.

1. The Main Contact/Requestor will inform the appropriate Event Coordinator that the resource will be available and no longer reserved.
2. Main Contact/Requestor will notify the Help Desk that any requested service tickets can be closed. Notifying the Service Manager by email to close the ticket is also acceptable.

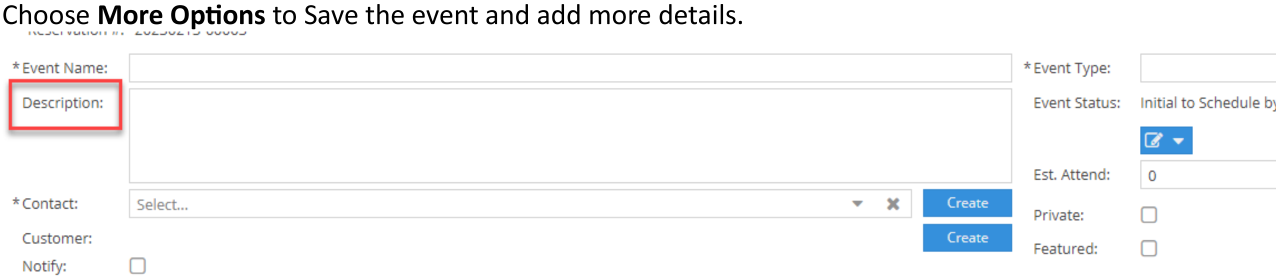
Changes - The Main Contact/Requestor will notify the Service departments of changes through the Service Manager or the Help Desk. It will not be the responsibility of the Event Coordinator to translate the necessary changes to the Help Desk or Service Managers.

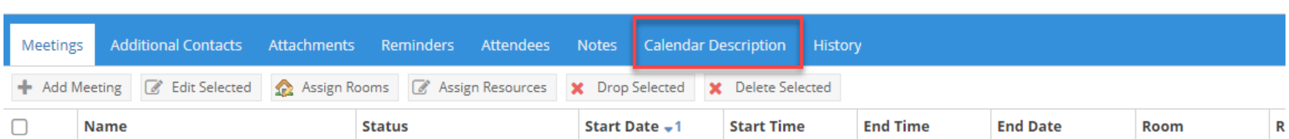
<u>Instructions for Vehicle reservation</u>

Only the Help Desk staff will be responsible for making vehicle reservations.
On the Events page, choose +Add to start adding a vehicle reservation.



Add **Start time** and **Start Date**
Add **End Time** and **End Date**
Event Name – Please use Vehicle Name followed by the individual using it.
Example: Toyota Highlander – Jane Doe, Ford Focus – John Smith
Room – Choose the State Vehicle being requested from the list.
Event Type – Choose Vehicle Reservation.
Contact – Choose the person who will be using the vehicle. (See Adding New Contact to AdAstra)
Choose **More Options** to Save the event and add more details.

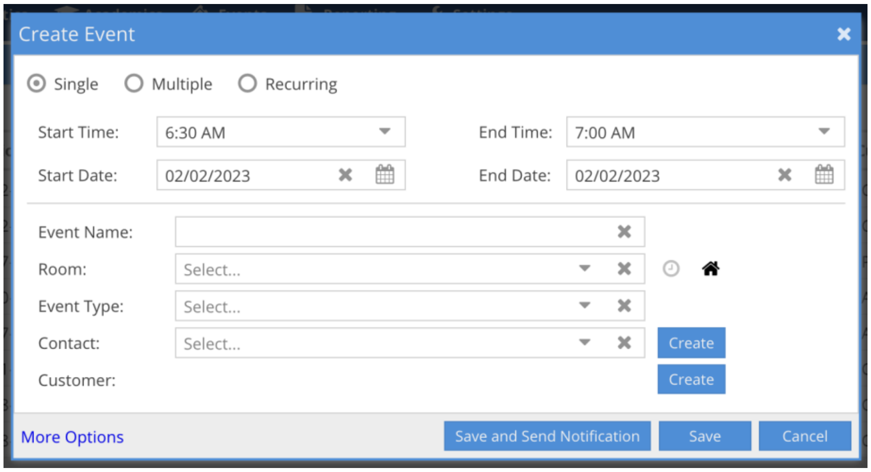




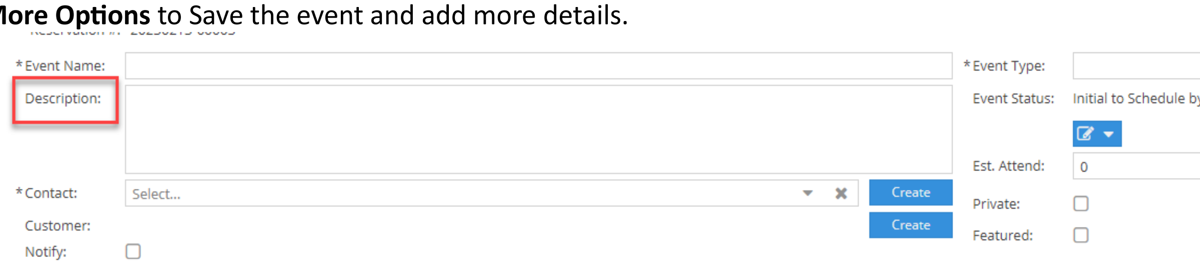
Add details to **Description** – These show up in the Main Event list.
Copy those details to the **Calendar Description** in the lower menu. These are in Web Preview View
Add other details or settings as necessary and available about the travel.
No Help Desk ticket will be added for Vehicle Reservations.

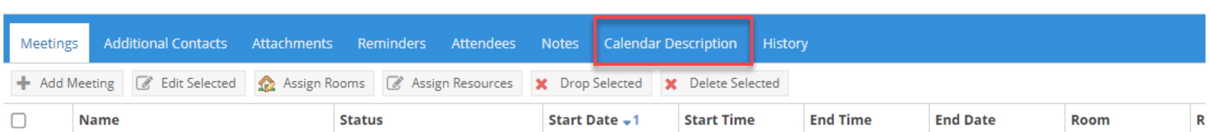
Instructions for Boardroom reservation

On the Events page, choose +Add to start.

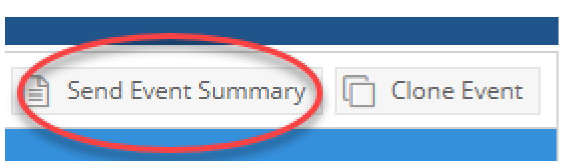


Add **Start time** and **Start Date**
Add **End Time** and **End Date**
Event Name – Please use the boardroom name followed by the individual using it.
Example: Edwards Boardroom – Jane Doe, Martin 225A – John Smith
Room – Choose the area being requested from the list.
Event Type – Choose Boardroom Reservation as the event type.
Contact – Choose the person who will be using the room. (See Adding New Contact to AdAstra)
Choose **More Options** to Save the event and add more details.





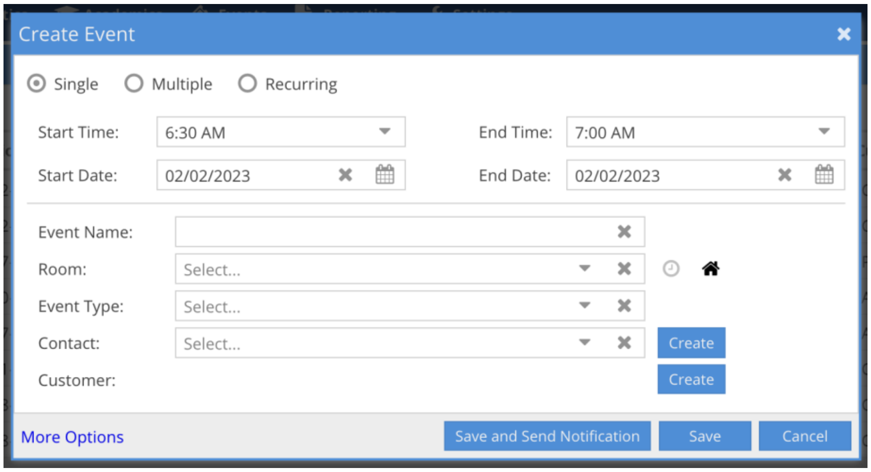
Add details to **Description** – These show up in the Main Event list.
Copy those details to the **Calendar Description** in the lower menu. These are in Web Preview View
Add other details or settings as necessary and available about the travel.
After the event is saved in the system, send the summary to the Main Contact and yourself.



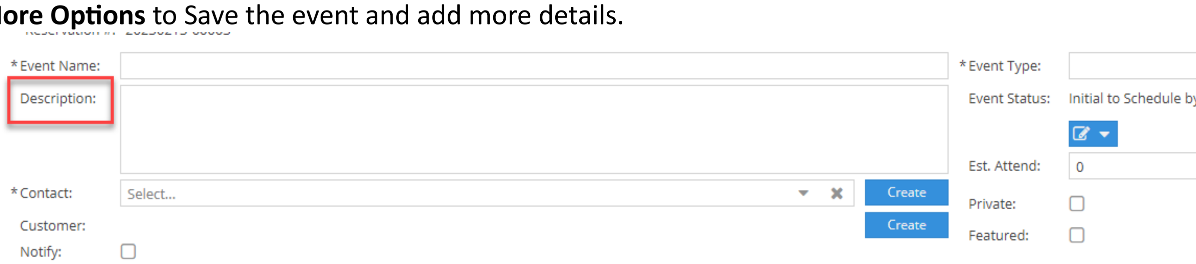
Send the emailed event summary to the Help Desk event queue. helpdesk-event-setup@nr.edu

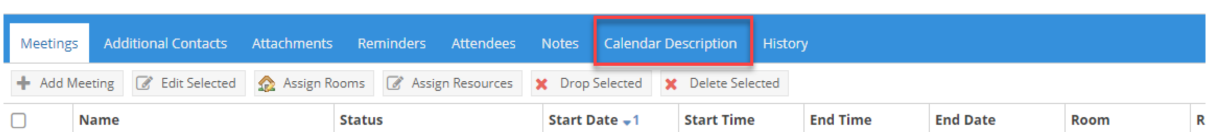
Instructions for Mall Site Reservation

On the Events page, choose +Add to start.

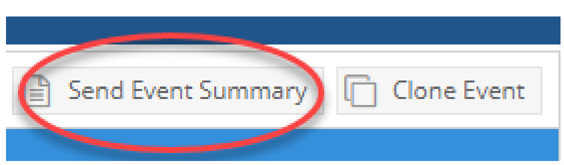


Add **Start time** and **Start Date**
Add **End Time** and **End Date**
Event Name – Please use room four-character room abbreviation followed by a – Event Name.
C – Christiansburg Mall Site - Examples C108 – Faculty Meeting, C125 – Student Luncheon
Room – Choose the area being requested from the list.
Event Type – Choose Mall Reservation as the event type.
Contact – Choose the person who will be using the room. (See Adding New Contact to AdAstra)
Choose **More Options** to Save the event and add more details.





Add details to **Description** – These show up in the Main Event list.
Copy those details to the **Calendar Description** in the lower menu. These are in Web Preview View
Add other details or settings as necessary and available about the travel.
After the event is saved in the system, send the summary to the Main Contact and yourself.



Room Type Details

Room Type 1 = Standard classroom without lecture capture cam.

- Locations – E208, C142, C143, C148
- Equipment - PC, Laptop VGA/HDMI, Doc Cam, standard Microphone, Standard Speakers, Standard Laser Projector
- No Training is required, but tutorials will be available.

Room Type 2 = Standard classroom with lecture capture cam.

- Locations – All others not listed
- Equipment - PC, Laptop VGA/HDMI, Doc Cam, standard Microphone, Standard Speakers, Lecture Capture Cam, Standard Laser Projector
- No Training is required, but tutorials will be available.

Room Type 3 = Hybrid or HyFlex Classroom

- Locations – G160, R253 (coming soon - G162A, G164, E123, M242, C149, C150)
- Equipment - PC, Laptop HDMI, Doc Cam, Beamforming Microphone, Standard Speakers, Lecture Capture Cam, Student Capture Cam, remote student display, Standard Laser Projector, or Large Venue Laser Projector
- Training might be required to use the full HyFlex hybrid capabilities.

Feature Event Spaces

Edwards 117

- Location – Edwards 117
- Equipment - Media cart with PC, Laptop HDMI, Doc Cam, Dual Blended Display Projectors with a windowing processor, Full Pro Audio with an array of Microphones (wireless handheld SM58s or SM58 beta microphones and/or lapel microphones, wired SM57s, SM58s, 2 wired choral condenser microphones, 12 condenser podium microphones, etc.), house lights, spotlights, customizable stage lighting, Full 4 camera production system with redundant recording, etc.
- *Any event requiring Media Service in E117 must be discussed with the Media Services Staff for confirmation and approval. This includes any sound, projection, lighting, or video services. *

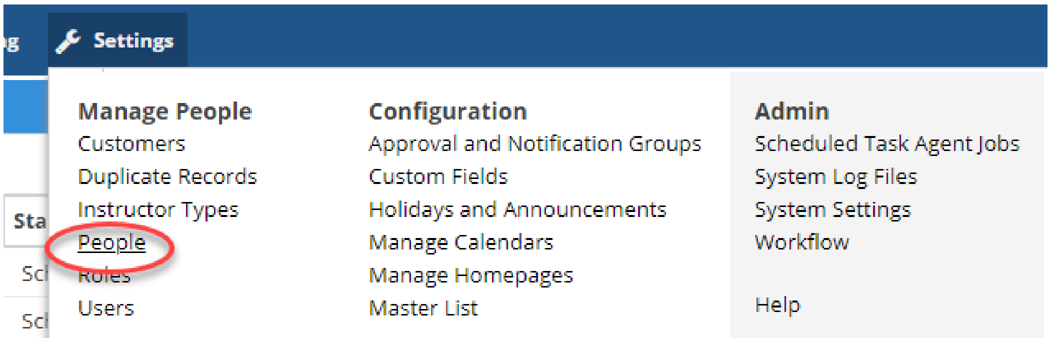
Richardson Auditorium

- Location – Richardson Auditorium
- Equipment –Media Cart with PC, Laptop HDMI, Doc Cam, Projector, Pro Audio 1 wireless handheld SM58 mic, 1 wireless lapel mic, 2 wired mics, house lights, customizable stage lighting
- *Any event requiring Media Service in E117 must be discussed with the Media Services Staff for confirmation and approval. This includes any sound, projection, lighting, or video services. *

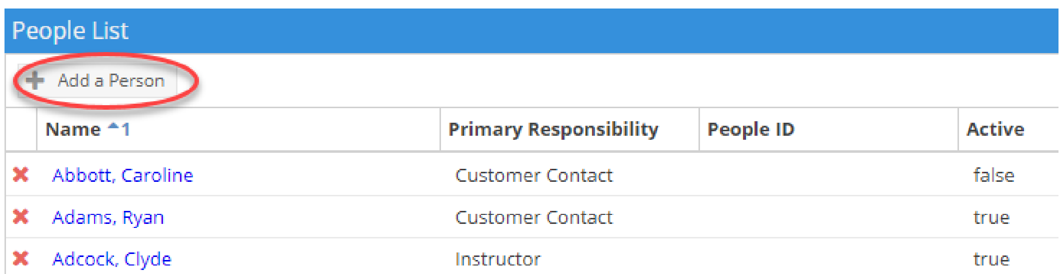
Adding New Contacts to AdAstra

Use this guide if you schedule an event in AdAstra and the proper Contact is not listed. You should follow this procedure to add missing Contacts before scheduling any event. Creating and assigning an event to a temporary person is not advised and will result in unnecessary notifications.

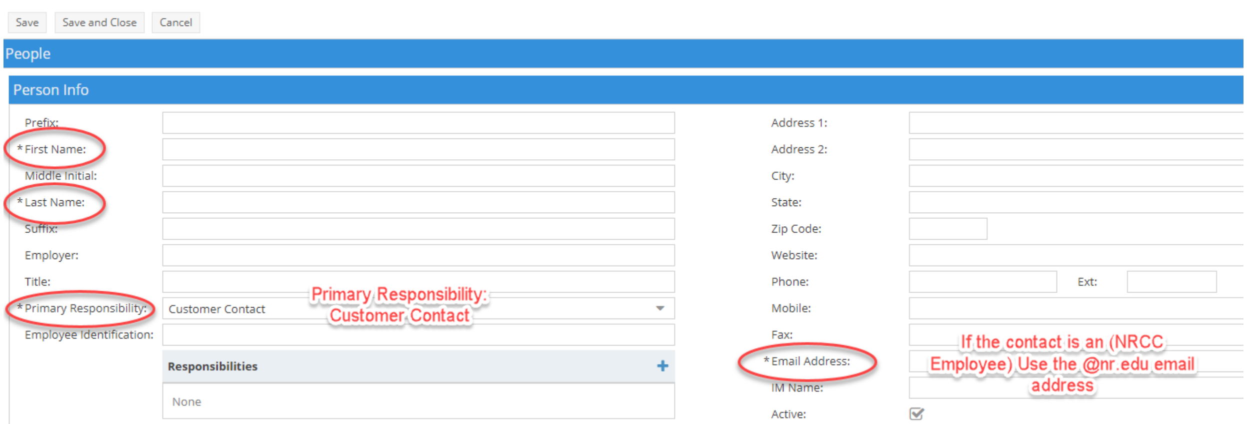
1. Select “Settings” and then “People” from the top navigation menu.



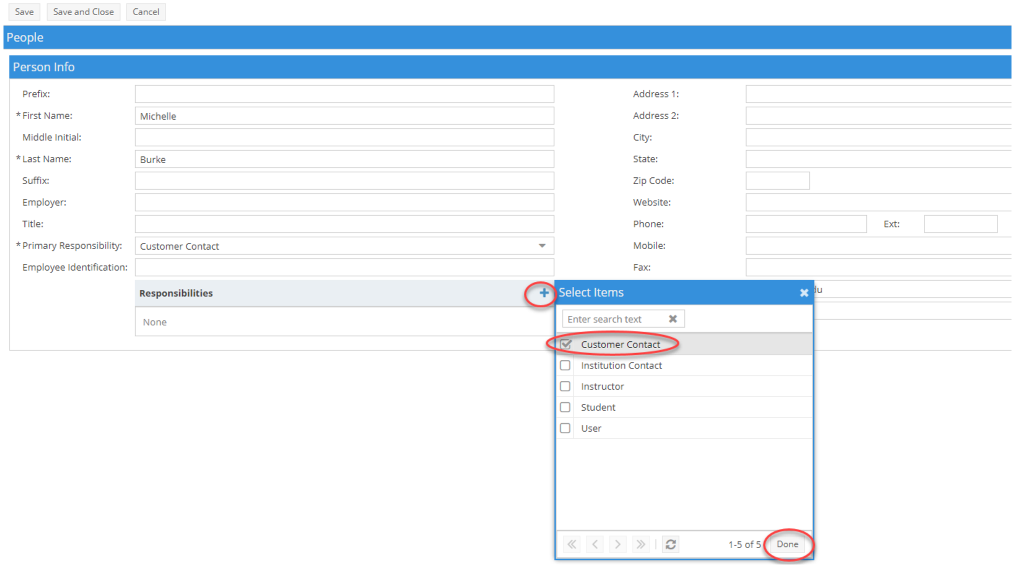
2. Select “Add a Person”



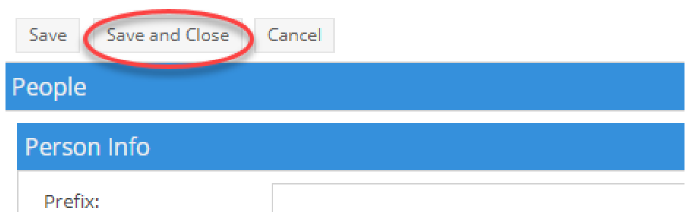
3. Enter the contact information. This can be an NRCC or outside user.



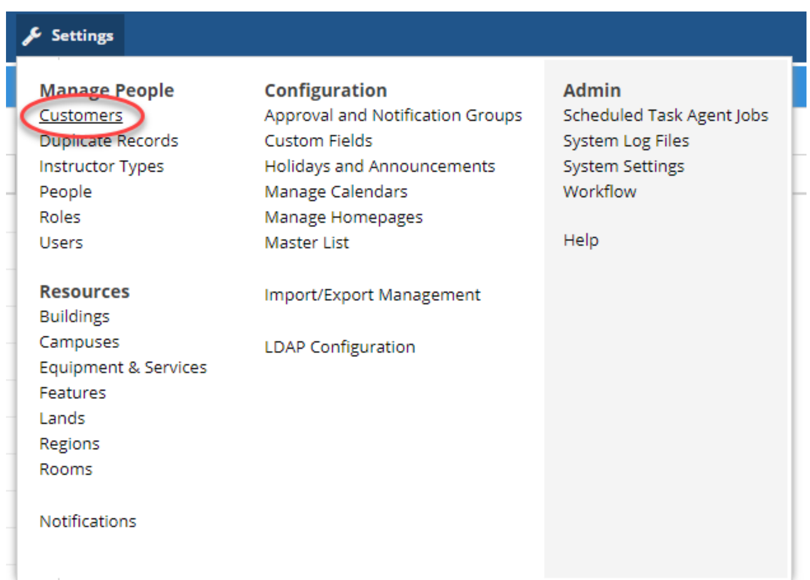
4. Select the "+" beside the Responsibilities information. Place check beside "Customer Contact."



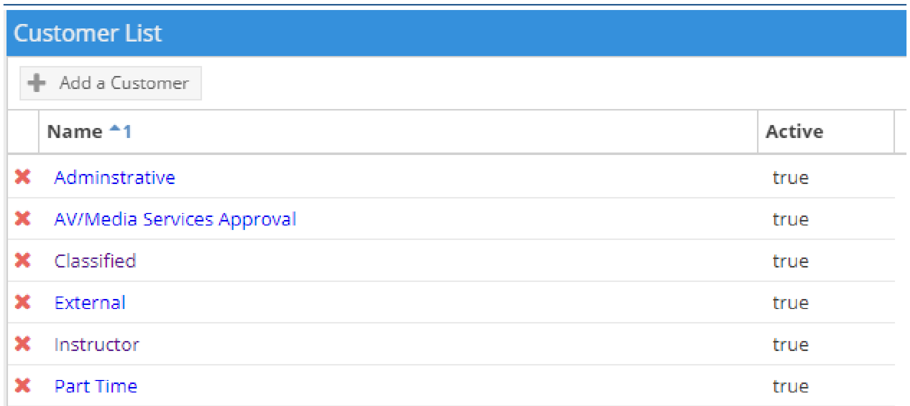
5. Choose "Save and Close."



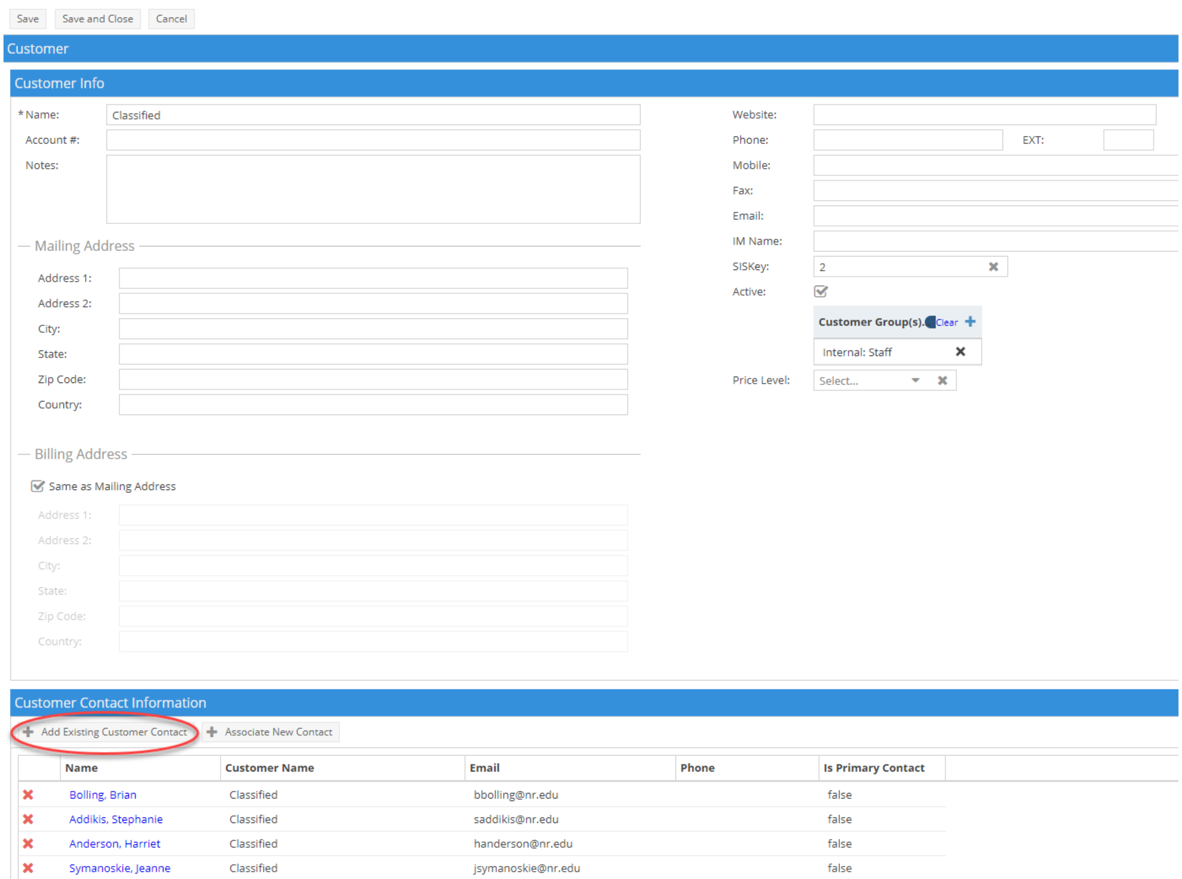
6. After a Customer Contact is created, it will need to be assigned to a group:
Select "Settings" and then "Customers."



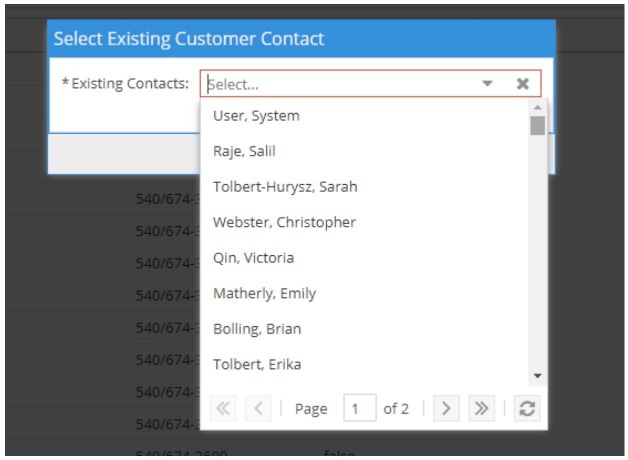
7. Select the correct group for the Customer Contact.



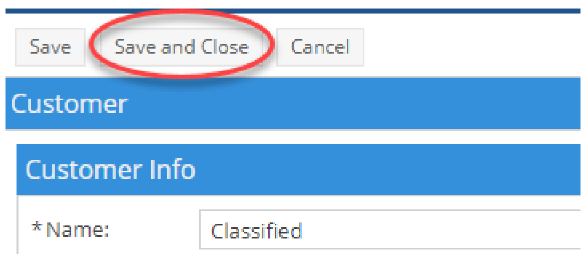
8. After selecting the group, this page will populate: Select "+ Add Existing Customer Contact."



9. Select the Contact you created from the list of all contacts.



10. Choose "Save and Close."



11. The new Contact will now be available in the New Event creation menu.