

How to request space in Ad Astra.

Visit the Space Reservation page by selecting Room Reservation under Quick Links on the A&M-SA website.

TEXAS A&M UNIVERSITY
SAN ANTONIO

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Connect
f t i y l

Tools

- JagWire
- University Library
- Blackboard
- Student Email
- Bookstore
- A-Z Index
- Faculty & Staff Resources**
- Faculty & Staff Directory

Quick Links

- Employment Opportunities
- Campus Police
- Directory
- IT Services
- File a Report
- Find a Course
- Syllabi & CVs
- Mental Health Services
- EIR Accessibility

Online Resources

- Blackboard
- Faculty/Staff Directory
- Faculty Senate
- Strategic Plan
- A&M Software Store
- Single Sign On
- Webmail
- Staff Council
- e-portfolio Digication
- JagWire
- Heritage Months site
- Open Enrollment
- Wellness Program
- MyEvide
- Room Reservation Ad Astra**

1) Sign in with your network credentials and once on the Home Page, to request a room reservation, either click the Create Event button under the words Events on Campus, or choose Events>Request Event.

Home Dashboards Calendars Analytics Academics **Events** Reporting Settings JGuevara ?

Default

Events on Campus

Create Event

Welcome!

Welcome to Astra Schedule
Link to institutions website

TEXAS A&M UNIVERSITY
SAN ANTONIO

Academic List

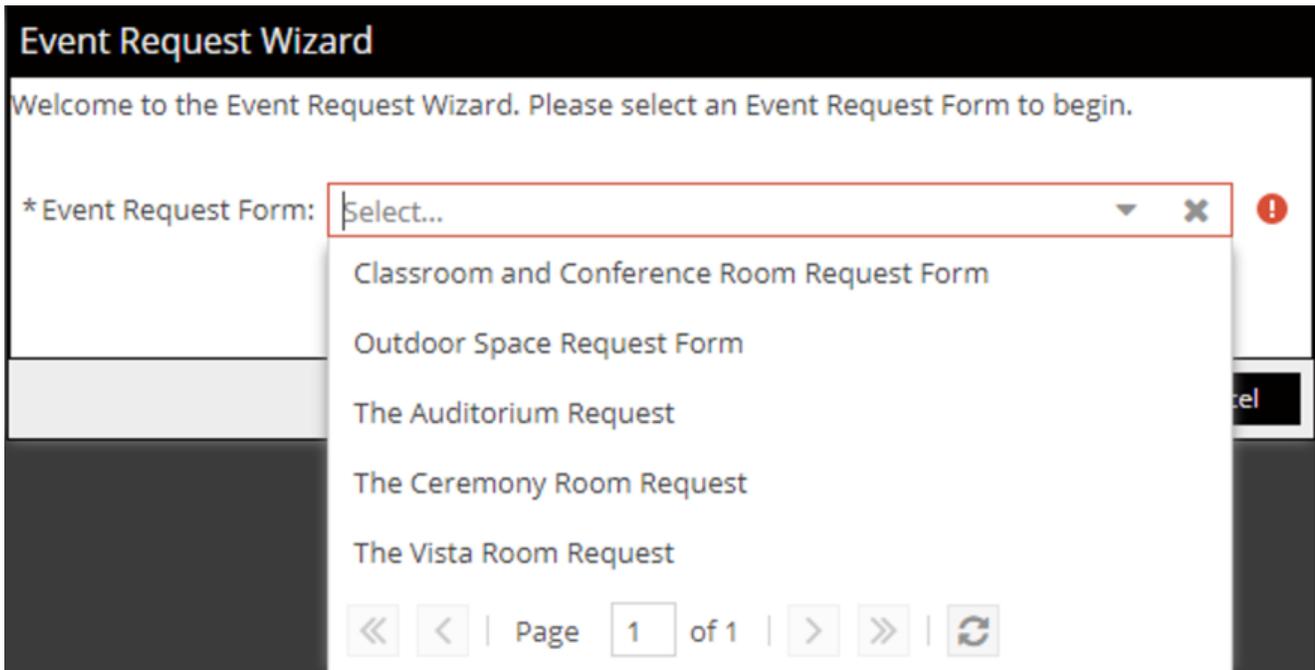
Create Event

08:00 AM - 10:45 AM	R	BIOL 1107/111 - General Biology II - Lab	Feb 4
Main Campus STEC 371 Guerra, Daniel			
08:00 AM - 09:15 AM	TR	BIOL 3409/600 - Cellular Physiology	Feb 4
Main Campus Mares, Chris			
08:00 AM - 09:15 AM	R	BIOL 4425/02L - Ornithology Lab	Feb 4
Main Campus CAB 310 Phillips, Jennifer			
08:00 AM - 09:15 AM	TR	BIOL 1306/603 - Gen Biology I-Attr Living Sys	Feb 4
Main Campus Miller, Carolyn			
08:00 AM - 10:50 AM	R	CHEM 2125/01L - Organic Chemistry II Lab	Feb 4
Main Campus STEC 327 Bhatta, Ram			
08:00 AM - 10:45 AM	R	CHEM 2125/11L - Organic Chemistry II Lab	Feb 4
Main Campus STEC 327 Bhatta, Ram			
08:00 AM - 10:45 AM	R	CHEM 1112/02L - General Chemistry Lab II	Feb 4
Main Campus STEC 321 Elguezabal, Gerardo			
08:00 AM - 10:45 AM	R	CHEM 1112/12L - General Chemistry Lab II	Feb 4
Main Campus STEC 321 Elguezabal, Gerardo			
08:00 AM - 10:45 AM	R	BIOL 1107/95L - General Biology II - Lab	Feb 4
Main Campus STEC 371 Guerra, Daniel			
08:00 AM - 09:15 AM	TR	BIOL 2421/601 - Introduction to Microbiology	Feb

No results

1-20 of 215

- 2) Then select the appropriate Event Request form based on the space in which you are trying to request:

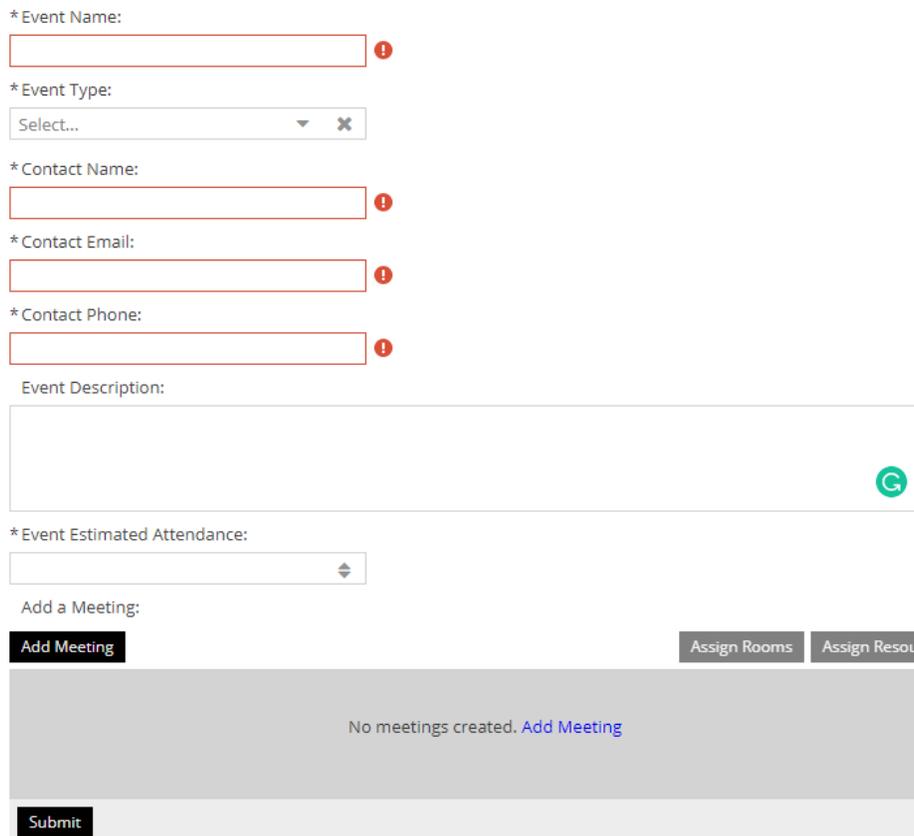


The screenshot shows the 'Event Request Wizard' interface. At the top, it says 'Welcome to the Event Request Wizard. Please select an Event Request Form to begin.' Below this, there is a label '* Event Request Form:' followed by a dropdown menu. The dropdown menu is open, showing five options: 'Classroom and Conference Room Request Form', 'Outdoor Space Request Form', 'The Auditorium Request', 'The Ceremony Room Request', and 'The Vista Room Request'. At the bottom of the wizard, there are navigation buttons: '<<', '<', 'Page 1 of 1', '>', '>>', and a refresh icon.

- 3) Once you pull up the appropriate form, complete all the required information (indicated with *), then click **Add Meeting** to specify a date and time for your request.

Classroom and Conference Room Request Form

The purpose of this form is to request classroom space. Classrooms have an academic priority and are not available until after Census Date per semester.



The screenshot shows the 'Classroom and Conference Room Request Form'. It contains several required fields marked with an asterisk (*): '* Event Name:', '* Event Type:', '* Contact Name:', '* Contact Email:', and '* Contact Phone:'. Each of these fields has a red border and a red exclamation mark icon to its right, indicating they are required. Below these fields is an 'Event Description:' field with a green circular icon to its right. Further down is '* Event Estimated Attendance:' with a dropdown arrow. At the bottom, there is an 'Add a Meeting:' section with a red arrow pointing to the 'Add Meeting' button. To the right of this button are 'Assign Rooms' and 'Assign Resources' buttons. Below the 'Add Meeting' button, there is a grey box with the text 'No meetings created. [Add Meeting](#)'. At the very bottom is a 'Submit' button.

4) Complete the Create Meeting(s) form then click Add Meeting.

Create Meeting(s)

Single Multiple Recurring

Start Time: 10:30 PM End Time: 11:00 PM

Start Date: 02/04/2021 End Date: 02/04/2021

* Meeting Name: TEST

Add Meeting Cancel

5) After you have added a meeting click the Assign Rooms button to request a specific room.

Classroom and Conference Room Request Form

The purpose of this form is to request classroom space. Classrooms have an academic priority and are not available until after Census Date per semester.

* Event Name:

* Event Type:

Select... x

* Contact Name:

* Contact Email:

* Contact Phone:

Event Description:

* Event Estimated Attendance:

Add a Meeting:

Add Meeting Assign Rooms Assign Resources

No meetings created. Add Meeting

Submit

- 6) Only available rooms will display. Click a room to select it and you will see a green Selected icon. Once you have selected the room, click OK.

The screenshot shows the 'Assign Room' dialog box. On the left, there is a 'Filter' section with a search bar and a dropdown menu set to 'Class & Conference Space Request'. The main area is a table with columns for 'Room', 'test', and '2/4/2021 Thu 10:30-11:00pm'. The 'Room' column is expanded to show a list of rooms. 'CAB 218' is selected, indicated by a green background and the word 'Selected'. Other rooms listed include CAB 219, CAB 223, CAB 324, CAB 333, CAB 334, CAB 337, CAB 419, CAB 424, CASA 103, HALL 102, HALL 110, and HALL 201, all with an 'Available' status. At the bottom, there are navigation arrows, a page indicator 'Page 1 of 4', and 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button.

- 7) To request resources for event setup such as A/V or furniture, select Assign Resources and choose from the list provided, then press OK.

The screenshot shows the 'Add Resource' dialog box. On the left, there is a 'Filter' section with a search bar and a dropdown menu set to 'Class & Conference Resource Request'. The main area is a table with columns for 'Resources', 'Qty', and '- TEST 2/26/2021 Fri 11:00-11:30am'. The 'Resources' column is expanded to show a list of resources. The resources listed are: 6ft Table (Qty: 40, Status: 40 Available), A/V (Qty: 0, Status: Available), Advise of Event for Custodial Clean Up (Qty: 0, Status: Available), Advise of Event (Qty: 0, Status: Available), Close Partition (Qty: 1, Status: Available), Computer Log-In (EXTERNAL ONLY) (Qty: 1, Status: Available), Event Chairs (Qty: 125, Status: 125 Available), Laptop (Qty: 1, Status: Available), Lock Room (Qty: 1, Status: Available), Open Partition (Qty: 1, Status: Available), Open Room (Qty: 0, Status: Available), Sanitize & Disinfect Space (Qty: 50, Status: 50 Available), and Technical Support Associate (Qty: 1, Status: Available). At the bottom, there are navigation arrows, a page indicator 'Page 1 of 1', and 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button.

7) Once you have completed all required fields (designated by an *, you can submit the request by clicking the Submit button on the bottom of the page:

Add Meeting	Assign Rooms	Assign Resources
No meetings created. Add Meeting		
Submit		