

# Ad Astra Training

updated 3.17.15

## QUESTION

## How can I get my EVENTS listed on the main Niagara University Web page?

• Please note that Public Relations still has the final approval for all events posted to the Niagara University website.

#### **ANSWER**

Use Ad Astra and follow the directions below.



Follow these simple directions and, if approved, it should be posted shortly after approval.

- If you do not know how to access or work within Ad Astra please contact Mike Jeswald (<u>mjeswald@niagara.edu</u> or x8704) and sign up for an upcoming training.
- Please note that submitting an event to the website calendar does not guarantee posting to the Web. Please contact Public Relations for any questions.

# 1. Log into Ad Astra

2. Check the calendar first to see if your event date and room is available

3.	Select	a Request	<b>Event Form</b>
----	--------	-----------	-------------------

P Pandora Radio - Listen to Fre X Niagara University   Educatio X	M Astra Schedule - Event Requ. ×	
https://schedule.niagara.edu/AstraProd/Events/EventRegIntroForm.aspx?Retu	urnURL=%2FAstraProd%2FPort 🗢 😋 🔍 Search	(金) (白) ↓ (白) 目
IAGARAUNIVERSITT		
STRA HOME CALENDARS ACADEMICS RESOURCES EVENT	S REPORTING	
vents   Event Wizard   Event Request   Notification List		
Event Request Wizard		
Event Request Wizard Welcome to the Event Request t	Wzard, Please select an Event Request Form to begin.	
Event Request Wirzerd Welcome to the Event Request Event Request Form:	Ward. Please select an Event Request Form to begin.	
Event Request Wizard Welcome to the Event Request V Event Request Form:	Mitard. Please select an Event Request Form to begin.	
Event Request Wizard Welcome to the Event Request V Event Request Form:	Ward. Plesse select an Event Request Form to begin. Academic Complex Meeting S A Alumni Chapel	
Event Request Wizard Welcome to the Event Request to Event Request Form:	Ward. Please select an Event Request Form to begin. Academic Complex Meeting S Alumni Chapel B. Golisano Complex	
Event Request Wizard Welcome to the Event Request to Event Request Form:	Ward. Please select an Event Request Form to begin.	
Event Request Wizard Welcome to the Event Request 1 Event Request Form:	Ward. Please select an Event Request Form to begin.	
Event Request Wizard Welcome to the Event Request 1 Event Request Form:	Mizard, Please select an Event Request Form to begin. Academic Complex Meeting S Alumni Chapel B. Golisano Complex Bisgrove Hall primary meeting Castellari Art Mizeum Event Classroom Space	
Event Request Wirzerd Welcome to the Event Request 1 Event Request Form:	Mizard. Please select an Event Request Form to begin. Academic Complex Meeting S A Alumni Chapel B. Golisano Complex Bisgrove Hall primary meeting Castellani Art Museum Event Classiform Space Clet Hall	
Event Request Wizard Welcome to the Event Request 1 Event Request Form:	Ward. Please select an Event Request Form to begin. Academic Complex Meeting S Alumni Chapel B. Golizano Complex Biggove Hall primary meeting Castellani Art Museum Event Clastellani Art Museum Event Clei Hall Duninawy Hall Rm. 127	
Event Request Wizard Welcome to the Event Request 1 Event Request Form:	Witard. Please select an Event Request Form to begin. Academic Complex Meeting S Alumni Chapel B. Oolisano Complex Bingrove Hall primary meeting Classion Space Clet Hall Dunica with Hall Rm. 127 Dwyer Arena	
Event Request Wizard Welcome to the Event Request 1 Event Request Form:	Ward. Plesse select an Event Request Form to begin. Academic Complex Meeting S Alumni Chapel B. Golisano Complex Bisgrove Hall primary meeting Cancel Bisgrove Hall primary meeting Castellani Art Museum Event Classroom Space Clet Hall Dunieavy Hall Rm. 127 Dunieavy Hanla	
Event Request Wizard Wielcome to the Event Request Event Request Form:	Mizard, Please select an Event Request Form to begin. Academic Complex Meeting S. Alumni Chapel B. Golisano Complex B. Golisano Complex B. Golisano Complex Castellari Art Museum Event Classroom Space Clet Hall Dunieawy Hall Rm. 127 Dwyer Arena Gallagher Center Lower Level Gallagher Gym	
Event Request Wizard Welcome to the Event Request 1 Event Request Form:	Mizard. Please select an Event Request Form to begin. Academic Complex Meeting S. Alumni Chapel B. Golizano Complex Bisgrove Hall primary meeting Castellani Art Museum Event Classroom Space Clet Hall Dunicaavy Hall Rm. 127 Dwyer Arena Gallagher Center Lower Level Gallagher Complex Space	

4. Fill out the request form and click YES for the question

"Would you like this posted to the NU website calendar? PR must approve this"

					111	
distant distant						
https://schedule.niagara.edu/AstraProd/events/Ev	ventReqForm.aspx?id=19548450-3b	20-4e99-a6c9-0ai 💎 🕻	Search		贫自少	û 😕
garaUniversity						Logout js
TRA HOME CALENDARS ACADEMICS	RESOURCES EVENTS	REPORTING				
nts   Event Wizard   <b>Event Request</b>   Notification Lis	st					
ıg 🔄 Submit 🥯 Gancel						
t Request (St. Vincent's Hall 4th floor me	eting space)					
minors be attending this event?:*			~			
you require the use of the atrium ide 405/406?:*			*			
Please select from one of the preapproved diagrams for your event?:*			~			
se provide the name of the person who be the main contact during the event responsible for all setups? :*	1					
ld you like this posted to the NU website ndar? PR must approve this.:*			~			
es, web description/contact info UIRED:						
Incent Hall Approved Setup Diagrams						
nt Meetings						
ting Name*:		Max Attendance:	0			~
ting Type*:		•	🗌 Private	Featured	🔽 Requi	res Room
ription:						

#### 5. **NEW** – Fill out the EVENT description

- Descriptions should be short, to the point, and direct people to your department for more information (website, phone, contact person)
- "For more information please contact XYZ123 and visit our website at 123XYZ"
- Add http:// before your web address to make the link clickable. Example: http://www.niagara.edu/ce instead of www.niagara.edu/ce

#### You must add

a. Event is for Niagara University students and employees only. or

Éile Edit View F	Hi <u>s</u> tory <u>B</u> ookmarks <u>T</u> ools <u>H</u> elp					+ + +		- 6	P ×
N Niagara Uni	iversity   Educatio 🗙 🛛 N Log in   Niagar	a University 🗙 🗙	🕢 Astra Schedule - Event R	зди × +					
A https://s	chedule.niagara.edu/AstraProd/events/Eventi	RegForm.aspx?id=80503	8ee1-7c25-4bd7-9b80-c37ffd16	5 TC Q Search					
No. Standard									
							Logo	ut js	Help
NIAGARAL	JNIVERSITY								
ASTRA HOME	CALENDARS ACADEMICS RE	SOURCES EVENT	S REPORTING						
Events   Event V	Wizard   Event Request   Notification List								
Editing 🔄 Subr	mit 🤤 Gancel			_					
Event Request	(Dunleavy Hall Rm. 127)								
Meeting Name*:	<u></u>		Max Attendance:	0				<u>^</u>	-
Meeting Type*:				Private	☐ Featured	R	Requires Room	×	
Description:	Event is for Niagara University students and	employees only.							
Meeting Recu	rrence	<u>(w)</u>	Meetings					_	
		📀 Greate	🏠 Assign Rooms 📗 🤤 De	lete					
Single Meeting	g(s) Recurring Spanning		Nama	Start Date	Start Time	End Time	End Date	R	(c
Start Time: 4:0	00 PM × × End Time: 5:00 PM	× ~	TONE						
February	2015 -								
S M T W	1 T F S 4 5 6 7								
8 9 10 1	1 12 13 14								
15 16 17 17	8 19 20 21 5 26 27 28								
					/AstraProd/events/Event	RegFarm.aspx <u>/</u>	Astra v7.5.7.237 :	SqlServ	ier 📗
😂 Start 🛛 📃 🕻	3 🖂 🚳 🖾 💟 🧕 🔮 🔍	🕘 Astra Sche	edul 0 2 Microsoft Ou	+ 👔 GEM- CCAF	Getting Ever	nts 🚺	8 <b>0</b> % 🕄 🔿	) 3:52	PM

b. Event is open to the community.

# 6. Fill out the rest of the form and click SUBMIT

If you have any questions please contact one of the Ad Astra Core team members: Michael Jeswald, Jay Stockslader, Elaine Moyer, Jason Hoover and Lynn Lombardo