

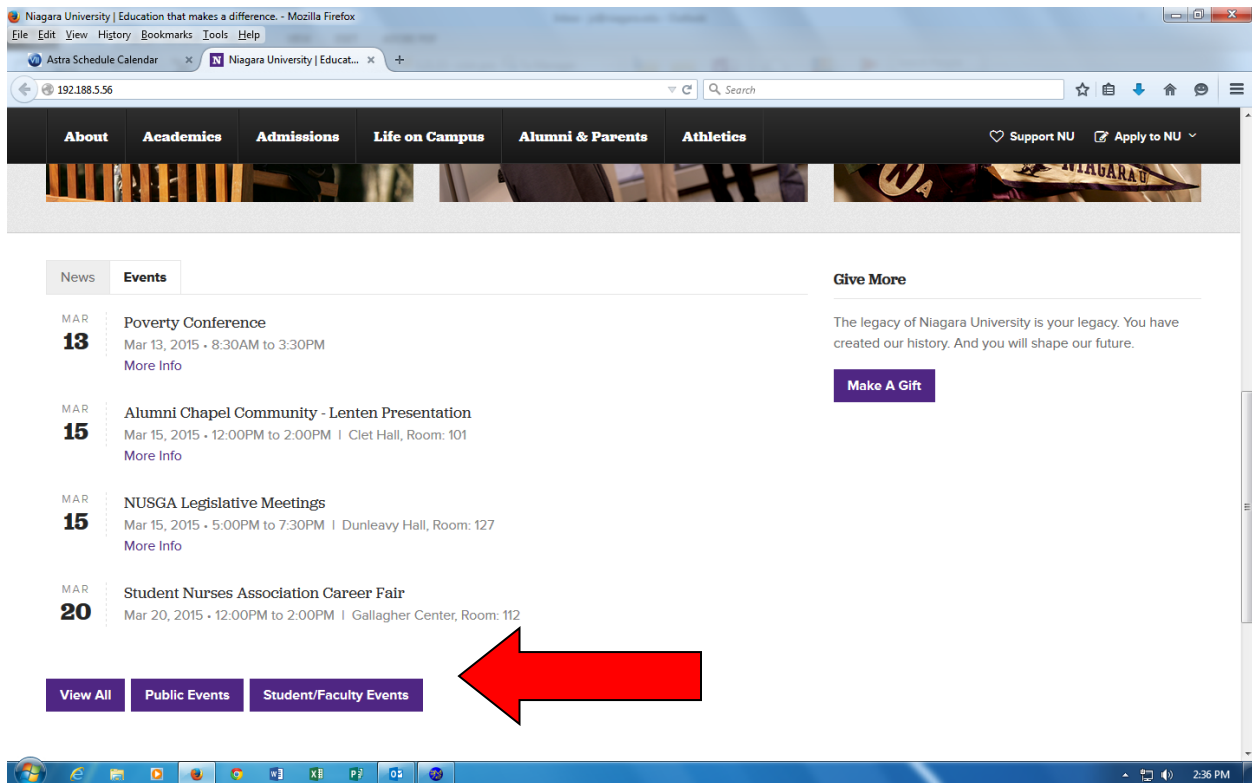
**QUESTION**

**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**

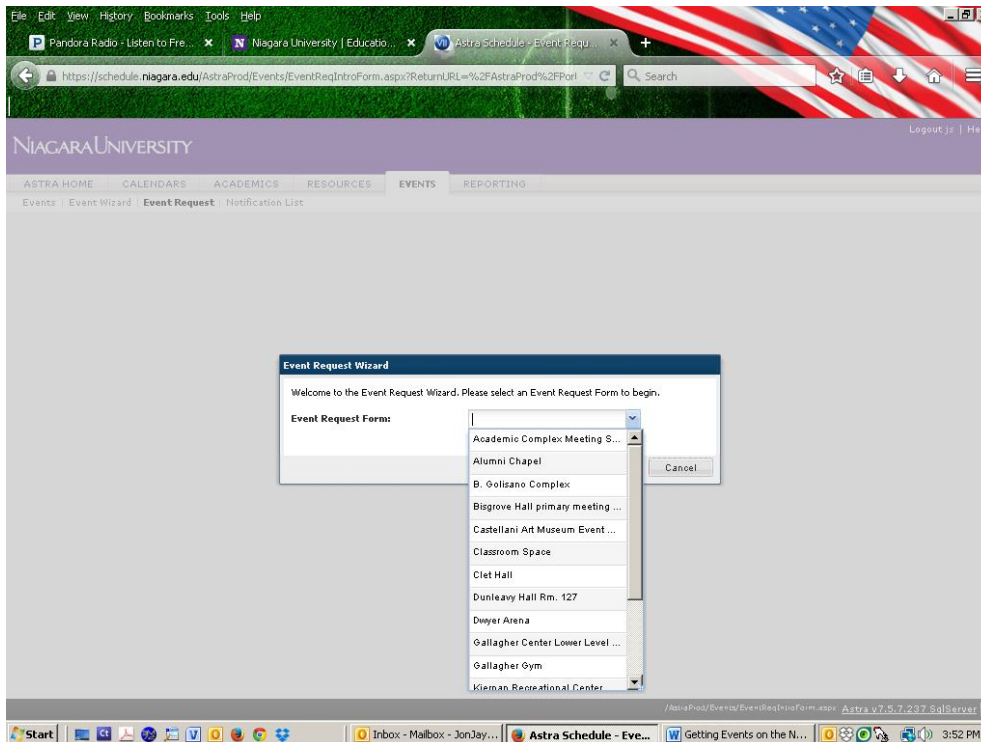
**Use Ad Astra and follow the directions below.**



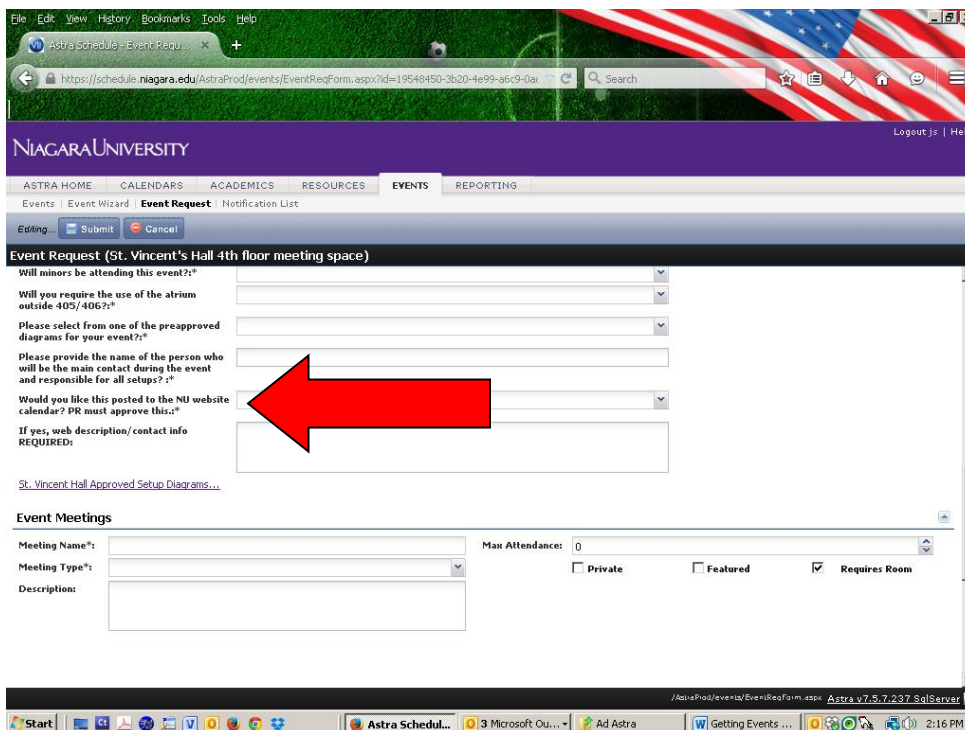
**Follow these simple directions and, if approved, it should be posted shortly after approval.**

- If you do not know how to access or work within Ad Astra please contact Mike Jeswald ([mjeswald@niagara.edu](mailto:mjeswald@niagara.edu) 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 Event Form



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"



## 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](http://www.niagara.edu/ce)

### You must add

- a. Event is for Niagara University students and employees only.  
or
- b. Event is open to the community.

Meeting Name\*:  Max Attendance: 0

Meeting Type\*:   Private  Featured  Requires Room

Description: Event is for Niagara University students and employees only.  
or  
Event is open to the community.

Meeting Recurrence: Single Meeting(s) Recurring Spanning

Start Time: 4:00 PM End Time: 5:00 PM

February 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Name	Start Date	Start Time	End Time	End Date	Re
None					

## 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