Room and Course Scheduling

University Unit Event Request Instructions

This is a step-by-step instruction guide for University of Arizona University Units (Academic or Administrative Departments) to schedule centrally scheduled rooms for events through Room and Course Scheduling.

1. **E-mail** [rcshelp@email.arizona.edu](mailto:rcshelp@email.arizona.edu) to set up your UA NetID to use Room and Course Scheduling’s (RCS) Scheduling Software called Ad Astra.

2. Once you have received confirmation that your NetID is active, click this link to arrive at our cloud scheduling software: [https://www.aaiscloud.com/UArizona/Default.aspx](https://www.aaiscloud.com/UArizona/Default.aspx)

3. **Sign-in** is located on the top right-hand of the screen. Click the Sign-in button:
4. Enter your User Name (UA NetID) and Temporary Password assigned to you by RCS.

5. On the top left, click the Submit your form here:
6. In the Event Request screen, use the drop-down menu triangle on the right and select University Unit Event Request:

7. Please read the Centrally Scheduled Room request instructions.

8. Please complete all required items in the form. The required items are marked with an *. Please by as detailed as possible to help us process your event. If we have questions about your event, we will request more information to the e-mail you have provided.

9. Event Type
   i. Academic Department: A University Unit which offers courses
   ii. Administrative Department: A University Unit that does not offer courses i.e. RCS, Admissions, Eller Undergraduate, etc.
   iii. Student Organization: An ASUA & RCS Approved student group i.e. Publicly approved Club, Fraternity, Sorority, etc.
   iv. Off-Campus Organization – Non-University entity looking to request space
10. Select Add Meeting:

11. Using your desired Building and timeframe from the First Browser Tab, enter your request here. 3 Options can be used here (Single, Multiple, and Recurring). Select the one that is right for you:

a. **Single Meeting** - Simply fill out the form as stated:
   i. Start/End Time & Date, Meeting Name, Meeting Type (Always “Meeting”, never “Meeting+”), & Max Attendance. Click Add Meeting:
      - *e.g.* The ABC Department has a Coordinator Meeting on Dec. 22nd from 4 pm – 5 pm:
b. **Multiple**: Select meeting times, multiple dates and hit the arrow to the right of the calendar to name the group as a set of meetings:
c. Use the following Meetings “+” sign to clarify chosen dates. Click add meeting:
d. **Recurring** – Select your Start/End Times, Recurrence Pattern, Recurrence (Days, Weeks, Months, etc.), Start Date, End After/End-by Date. Review the Recurrence Summary. Meeting name should Auto-populate, Meeting type is again always Meeting (*Never Meeting*), and your Max Attendance. Click Add meeting:
12. For this example, we will use the Single Meeting Pattern and click Add Meeting, then Request Rooms:

13. An Assign Room window will open giving you the options that fit your request as well as options that are unavailable due to conflicts:
14. Select the room(s) that work for you and click OK:

![Assign Room screenshot](image)

a. Once you find the room(s) that you like, simply click on it and it will turn Green indicated it has been selected. Press OK when you are satisfied.

*Please Note: If you select more than one room or more than one time, you are required to let us know why you have made these multiple requests under the Event Information >> (Please provide any additional comments or questions regarding your event. If you do not justify your need, **your event will be denied**).

15. Review your form and click Submit in the bottom left of the screen:

![Review form screenshot](image)
16. If you Successfully submitted your Event Form, you will get this confirmation below:

You have now requested an event with Room and Course Scheduling!