



## Room and Course Scheduling

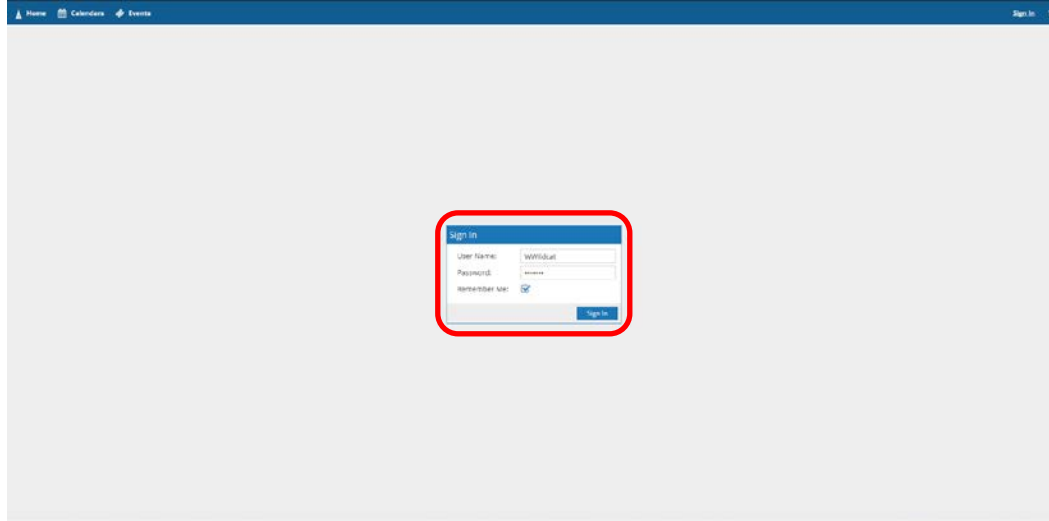
### University Unit Event Request Instructions

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.

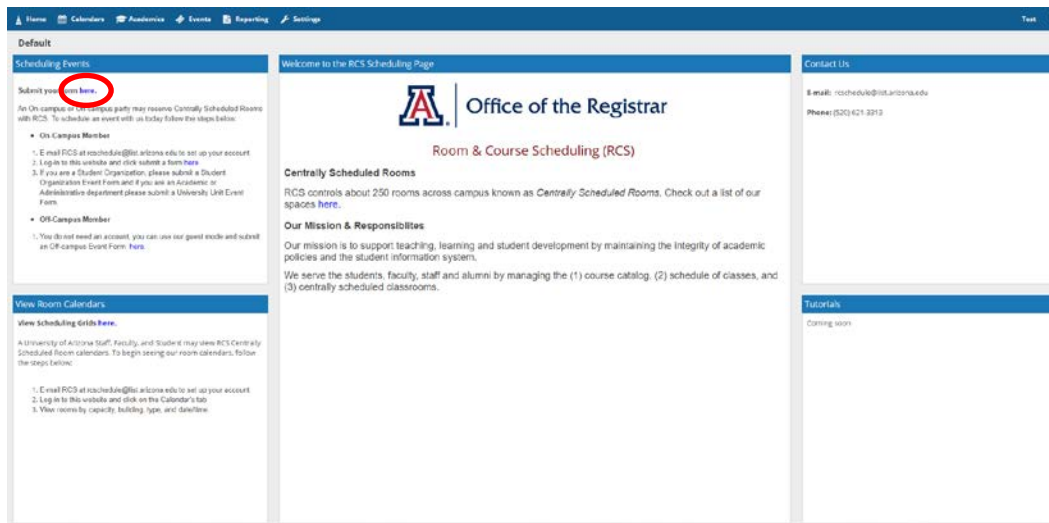
1. E-mail [rcschedule@list.arizona.edu](mailto:rcschedule@list.arizona.edu) to set up your UA NetID to use Room and Course Scheduling's (RCS) Scheduling Software called Ad Astra.
2. Once you have received confirmation that your NetID is active, click this link to arrive at our cloud scheduling software: <https://www.aaiscloud.com/UAArizona/Default.aspx>
3. Sign-in is located on the top right-hand of the screen. Click the Sign-in button:

The screenshot shows the RCS Scheduling Page interface. At the top, there is a navigation bar with 'Home', 'Calendars', and 'Events' tabs. On the far right of this bar, a 'Sign In' button with a question mark icon is circled in red. Below the navigation bar, the page is divided into three main columns. The left column is titled 'Scheduling Events' and contains instructions for submitting forms, with sub-sections for 'On-Campus Member' and 'Off-Campus Member'. The middle column is titled 'Welcome to the RCS Scheduling Page' and features the University of Arizona logo, the text 'Office of the Registrar', and 'Room & Course Scheduling (RCS)'. It also includes sections for 'Centrally Scheduled Rooms' and 'Our Mission & Responsibilities'. The right column is titled 'Contact Us' and lists the email address 'rcschedule@list.arizona.edu' and the phone number '(520) 621-3313'. At the bottom of the right column, there is a 'Tutorials' section with the text 'Coming soon'.

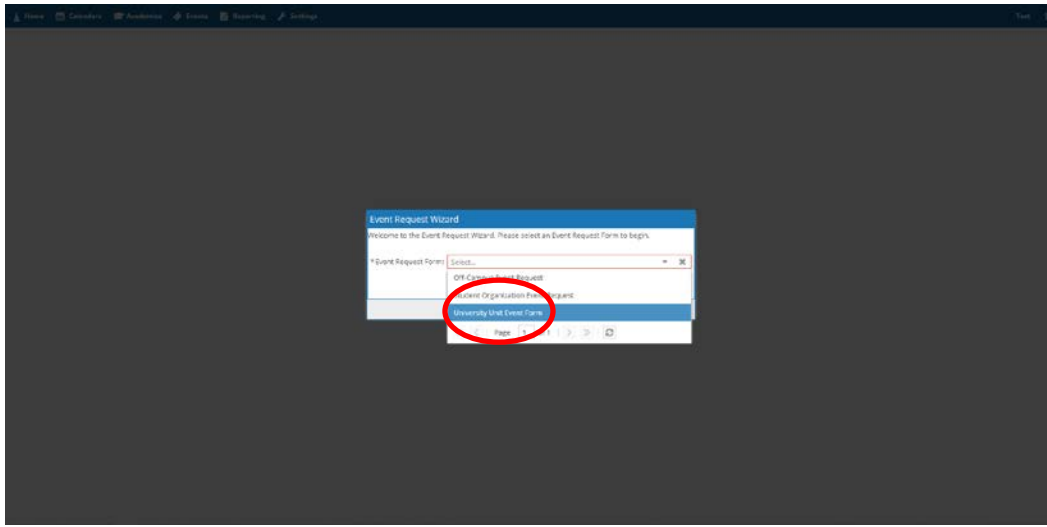
4. Enter your User Name (UA NetID) and Temporary Password assigned to you by RCS.



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 be 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:

The screenshot shows a web application interface with a blue header bar containing navigation links: Home, Calendar, Academics, Events, Reporting, and Settings. The main content area is titled 'Add Meeting' and contains the following fields:

- Contact Phone: (252) 367-5339
- Event Information section:
  - \*Event Name: Room and Course Wildcat Training
  - \*Event Type: Administrative Department
  - \*Event Estimated Attendance: 25
  - \*Fee Charged: Yes
  - \*Event Description: (empty text area)
- Additional instructions: 'Please describe your room needs, or suggest a specific room if known. Computer and near a restroom please.' and 'Please provide any additional comments or questions regarding your event:'
- Buttons: 'Add Meeting' (highlighted with a red box), 'Requires Room', and 'Submit'.

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:

-i.e. The ABC Department has a Coordinator Meeting on Dec. 22<sup>nd</sup> from 4 pm – 5 pm:

The screenshot shows a 'Create Meeting(s)' dialog box with the following details:

- Radio buttons:  Single,  Multiple,  Recurring (The 'Single' button is highlighted with a red box).
- Start Time: 4:30 PM
- End Time: 5:00 PM
- Start Date: 01/09/2018
- End Date: 01/09/2018
- \*Meeting Name: Room and Course Wildcat Training
- Meeting Type: Meeting
- Max Attendance: 25
- Options:  Featured,  Private,  Requires Room
- Buttons: 'Add Meeting' (highlighted with a red box) and 'Cancel'.

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:

The image shows a 'Create Meeting(s)' dialog box with the following elements:

- Radio buttons for 'Single', 'Multiple' (selected), and 'Recurring'.
- Start Time: 4:30 PM, End Time: 5:00 PM.
- A calendar for January 2018 with dates 9, 12, 25, and 30 selected. A right-pointing arrow button is also highlighted.
- Meeting Name: Room and Course Wildcat Training.
- Meeting Type: Meeting.
- Max Attendance: 25.
- Options: 'Requires Room' is checked.

A secondary 'Meeting Group Name' dialog box is shown, containing the text 'Please enter a meeting group name:' and a text input field with 'Wildcat Days' entered. 'OK' and 'Cancel' buttons are at the bottom.

c. Use the following Meetings “+” sign to clarify chosen dates. Click add meeting:

**Create Meeting(s)**

Single  Multiple  Recurring

Start Time: 4:30 PM End Time: 5:00 PM

Today Clear

January 2018

S	M	T	W	T	F	S
31	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	29	30	31	1	2	3
4	5	6	7	8	9	10

Meetings

- Wildcat Days
- Fri, 01/12/2018, 04:30 PM to 05:00 PM
- Thu, 01/25/2018, 04:30 PM to 05:00 PM
- Tue, 01/30/2018, 04:30 PM to 05:00 PM

\* Meeting Name: Room and Course Wildcat Training

Meeting Type: Meeting

Max Attendance: 25

Featured  
 Private  
 Requires Room

Add Meeting Cancel

- 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:

The screenshot shows the 'Create Meeting(s)' dialog box with the following settings:

- Meeting Type:** Recurring (highlighted with a red box)
- Start Time:** 4:30 PM
- End Time:** 5:00 PM
- Recurrence Pattern:**
  - Frequency:** Weekly
  - Recur every:** 1 week(s)
  - Days:** Tuesday (checked)
- Start Date:** 01/09/2018
- End Date:** 05/01/2018 (checked)
- Recurrence Summary:** Every 1 week(s) on Tuesday effective 01/09/2018 until 05/01/2018 from 4:30 PM to 5:00 PM.
- \* Meeting Name:** Room and Course Wildcat Training
- Meeting Type:** Meeting
- Max Attendance:** 25
- Options:** Requires Room (checked)

The **Add Meeting** button at the bottom right is highlighted with a red box.

12. For this example, we will use the Single Meeting Pattern and click Add Meeting, then Request Rooms:

Contact Email: ng-smched@central.arkansas.edu  
Contact Phone: (501) 857-5309

**Event Information**

\*Event Name: Room and Course Without Training  
\*Event Type: Administrative Department: X  
\*Event Estimated Attendance: 25  
\*Fee Charged: Yes X  
\*Event Description: We're learning how to be Wildcard

Please describe your room needs or suggest a specific room if known:  
Computer and near a restroom please.

Please provide any additional comments or questions regarding your event:

\*Add a Meeting:  
**Request Rooms**  
Room and Course Without Training - Tue, 01/09/2018, 05:00 PM to 05:30 PM  
Submit

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:

Assign Room

Filter  
Show Current Filter Search  
Custom

Show Alt Room Configs

Capacity:  
Between 25 and

Campus 1 Clear +  
Building +  
Room +  
Region 3 Clear +  
Room Type +  
All  
Feature +  
Facility Layout +

Room	Room and Cour...
...	1/9/2018 Tue 5:00-5:30pm
... BIO E 314	Avail (Request)
... PSYCH 309	Avail (Request)
... EDUC 341	Avail (Request)
... CHVEZ 305	Avail (Request)
... EDUC 331	Avail (Request)
... FORBS 206	Avail (Request)
... CHVEZ 302	Avail (Request)
... MINES 221	Avail (Request)
... HARV 232	Avail (Request)
... S SCI 118	Avail (Request)
... ILC 135	Avail (Request)
... ILC 117	Avail (Request)
... ILC 145	Unavailable

Page 1 of 9

OK Cancel



14. Select the room(s) that work for you and click OK:

The screenshot shows the 'Assign Room' dialog box. On the left, there is a filter section with a search bar and various filters like 'Show Alt Room Configs', 'Capacity', 'Campus', 'Building', 'Room', 'Region', 'Room Type', 'Feature', and 'Facility Layout'. The main area is a table with columns: 'Room', 'Room and Cour...', and 'Avail (Request)'. The table lists several rooms, with 'M LNG 306' highlighted in green and labeled 'Selected' with a red box and arrow. The 'OK' button at the bottom right is also highlighted with a red box.

Room	Room and Cour...	Avail (Request)
... HARV 452	1/9/2018	Tue
... SAGHA 223	5:00-5:30pm	Avail (Request)
... M LNG 306		Selected
... M LNG 505		Avail (Request)
... HARV 234		Avail (Request)
... M LNG 301		Avail (Request)
... M LNG 506		Avail (Request)
... M LNG 402		Avail (Request)
... M LNG 404		Avail (Request)
... M LNG 406		Avail (Request)
... M LNG 405		Avail (Request)
... M LNG 401		Avail (Request)
... M LNG 302		Avail (Request)
M LNG 201		Avail (Request)

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:

The screenshot shows the 'Event Information' form. It includes fields for 'Contact Email', 'Contact Phone', 'Event Name', 'Event Type', 'Administrative Department', 'Event Estimated Attendance', 'Fee Charged', and 'Event Description'. The 'Submit' button at the bottom left is highlighted with a red box.

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!