VWCC AD ASTRA USER GUIDE

GENERAL USERS

CONTENTS

USING THE CALENDAR

LOGGING IN TO THE CALENDAR

You will need to be logged in to the calendar administration in order to:

- Request a reservation on the Faculty & Staff or Campus Events calendars.

- Make a state vehicle reservation.

- Review events for approval (if authorized).

Login is through the MyVWCC interface and will follow your normal two-factor authentication requirements.

Direct URL: https://vccs.aaiscloud.com/VirginiaWesternCC/

IMPORTANT: After you log in for the first time, you must contact the calendar administrator (Jaime Shetrone – jshetrone@virginiawestern.edu) to be given the proper security permissions. **Include your MyVWCC username**. Until this happens, you will not have access to any Event Request forms, nor will you be able to approve events (if authorized).

SUBMITTING EVENTS

Before you submit an event, it is important that you know which calendar it belongs on and what category to choose. Events that are not categorized correctly will not show in the right place or to the right people.

AVAILABLE CALENDARS

Virginia Western currently has three calendars in use:

Campus Events: This calendar is for events that are for students and/or the public. Events on this category are publicly visible.

Faculty/Staff Calendar: This calendar is for events that are for VWCC faculty and staff and any other room reservations that should not be available for the public to view. You can think of this as a VWCC internal calendar. This calendar is only viewable by faculty and staff users who have logged in with their MyVWCC username.

State Vehicle Reservations: This calendar is for state vehicle reservations. It is only viewable by faculty and staff users who have logged in with their MyVWCC username.

EVENT CATEGORIES/EVENT TYPES

Become familiar with these categories to be sure you are using them correctly. If you have any questions about where your event should go, contact Jaime Shetrone (jshetrone@virginiawestern.edu).

CAMPUS EVENTS CALENDAR

Community: Events that are open to the general public and are not VWCC-student-focused.

Student Event: General student events that do not fit into the categories below. This can also include events that are open to the general public if they are VWCC-student-focused.

Student Event\Career Services: Events from the Hall Associates Career Center

Student Event\Club Meetings: Student club meetings

Student Event\College Visit: Visits from other colleges and universities, usually for transfer information.

Student Event\Fitness Center: Events from Student Life that are fitness- or recreation-related.

FACULTY/STAFF CALENDAR

Faculty & Staff Event: Campus events/meetings exclusively for VWCC faculty & staff

Class-Related Meetings: Room reservations for classes not scheduled in SIS or class-related meetings outside of the normal schedule

Room Reservations & Office Hours: Reservations for meetings, office hours, and other non-public usage.

SUBMITTING AN EVENT FOR THE CAMPUS EVENTS OR FACULTY/STAFF CALENDARS

Use the following instructions to request reservations on either the Campus Events or Faculty/Staff calendars. **NOTE:** Your event is not officially on the calendar, and you **do not** have the space reserved, until you receive a final approval email. Please plan accordingly.

CHOOSE A FORM

1. Access the event request forms by going to **Events** -> **Event Requests** or by clicking the **+ Request Event** button on the top right of the calendar.

2. Choose the Event Request form that is appropriate for your event.

ENTER YOUR EVENT

1. Enter an **Event Title**.

2. Choose the **Event Category** appropriate for your event. For descriptions of each category see the Event Categories section above.

3. Enter your **Event Description**. If this is an event for public view, please include the location and any contact information in your description. If you need special formatting for your description or would like to add an image, please contact the approver for the appropriate calendar (Campus Events – Natasha Lee nlee@virginiawestern.edu; Faculty & Staff – Jaime Shetrone jshetrone@virginiawestern.edu).

4. Click the **Add Meeting** button. The Create Meeting(s) window will appear.

Create Meeting(s)	✖
⦿ Single ○ Multiple ○ Recurring	
Start Time: 8:30 PM ▾	End Time: 9:00 PM ▾
Start Date: 07/22/2022 ✖ 🗓	End Date: 07/22/2022 ✖ 🗓
*Meeting Name: VCU College of Health Professions On-Campus Visit ✖	
	Add Meeting **Cancel**

a. **For a single-occurrence meeting:**

  i. Choose your **Start Time** and **End Time**.

  ii. Choose your **Start Date** and **End Date**.

  iii. The meeting name will automatically populate with your event title, but you may change it if you wish.

  iv. Click **Add Meeting**.

b. **For a meeting with multiple occurrences (multiple dates/times, without a pattern):**

  i. Choose your **Start Time** and **End Time** for your first meeting.

  ii. Click on the date of your first meeting, then use the blue arrow to add it to the **Meetings** box.

  iii. Repeat for each meeting time and date.

> iv.   Click **Add Meeting**.

c. **For a recurring meeting (multiple dates/times, with a pattern):**

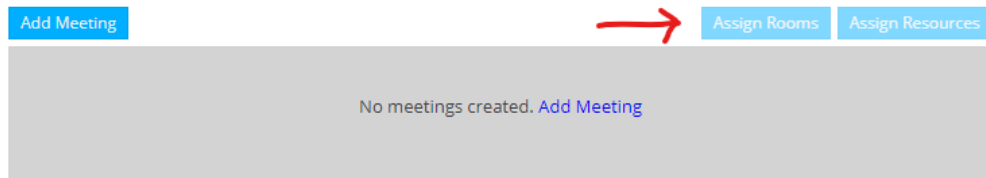> i.   Choose your **Start Time** and **End Time**.

> ii. Select your recurrence pattern.

> iii. Select a **Start Date** for your pattern, and then either the number of occurrences, or an **End Date**.

> iv. Click **Add Meeting**.

5. Add a room to your event.

a. Click the **Assign Rooms** button.

The Assign Room window will appear. You can adjust which rooms you see with the filters on the left (click **Search** for the filter to take affect) and can adjust the room information you see by clicking the arrow in the Room header (hover over it) and choosing the columns you want. You can also resize the window to see all the information. **NOTE:** Because room numbers are sometimes not descriptive of a space, we recommend adding the **Name** column to your view.
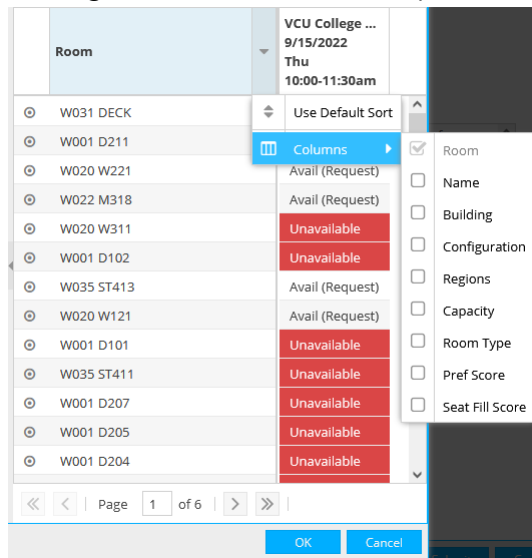
b. Once you find the available room(s) or event space(s) you are looking for, click where it says **Avail (Request)** or **Available** (if you are an approver for that space). The block will turn green. If needed, you can choose more than one location. Click **OK**. If you have multiple meetings, you will need to do this for each meeting occurance. Clicking on the room on the left side of the window will select that room for all meeting dates and times.

6. If you need Media Geeks assistance with your event, click the **Assign Resources** button. Choose **Media Geeks Assistance** by clicking where it says "Available" and clicking OK. **NOTE:** Media Geeks assistance is automatically included in any request for the Whitman Auditorium (M106). You do not need to add Media Geeks Assistance to reservations in that space.
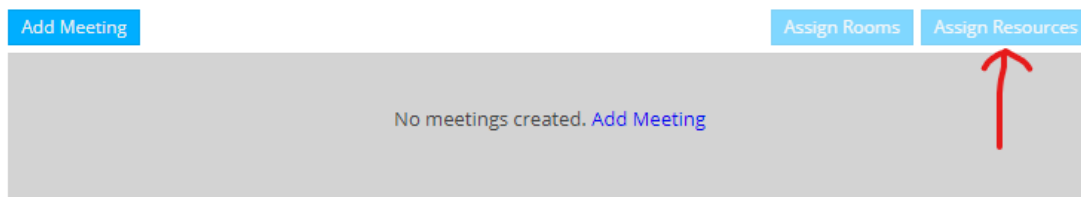
7. If you need extra time in the room for setup or cleaning up, enter that information.

8. Enter your **Full Name**, **Phone**, and **Email**.

9. Click **Submit**. If you click Submit and nothing happens, scroll up the page to make sure you have assigned rooms to your meetings and that all other required fields are complete.

Once the event is submitted, a notification is generated for the proper event approver, and an email is sent to the contact listed in the event. **NOTE**: If you are requesting an event on someone else's behalf, **they** will receive the email confirmations. You will not receive a copy.

You can go to **Events -> Events** and use the **My Events** checkbox in the Filter to see all the events you've submitted and their status.

MAKING A STATE VEHICLE RESERVATION

In order to reserve a state vehicle, you must make a reservation through the calendar.

1. Click here to access the State Vehicle Reservations Calendar.

   • If you are not seeing vehicle reservations, check the dropdowns in the upper right and make sure **State Vehicle Reservations** and **All Reservations** are selected.

2. Find the date you are making a request for to check for conflicting reservations.

3. Access the request forms by going to **Events** -> **Event Requests.** NOTE: If you use the + **Request Event** button on the top right side of the calendar, there is sometimes a bug that prevents you from assigning a vehicle to your request.

4. In the pop-up box, choose **State Vehicle Request Form** and click Next.

5. Enter your **Reservation Title** in the format **(Your) Name – Destination – Vehicle Name**. The available vehicles are:

   - Car #1

   - Van #1 (Dodge Caravan)

   - Van #2 (Dodge Caravan)

6. Chose the State Vehicle Reservation **Category**.

7. If you need to provide more detail about your request, complete the **Summary** field.

8. Click the **Add Meeting** button. The Create Meeting(s) window will appear.

   - **For a single-occurrence reservation:**

     i. Choose your **Start Time** and **End Time**.

     ii. Choose your **Start Date** and **End Date**.

     iii. The meeting name will automatically populate with your reservation title, but you may change it if you wish.

     iv. Click **Add Meeting**.

   - **For a reservation with multiple occurrences (multiple dates/times, without a pattern):**

   i. Choose your **Start Time** and **End Time** for your first meeting.

ii. Click on the date of your first meeting, then use the blue arrow to add it to the **Meetings** box.

iii. Repeat for each meeting time and date.

iv. Click **Add Meeting**.

- **For a recurring reservation (multiple dates/times, with a pattern):**

    i. Choose your **Start Time** and **End Time**.

    ii. Select your recurrence pattern.

    iii. Select a **Start Date** for your pattern, and then either the number of occurrences, or an **End Date**.

    iv. Click **Add Meeting**.

9. Add a car to your reservation.

- Click the **Assign Rooms** button.
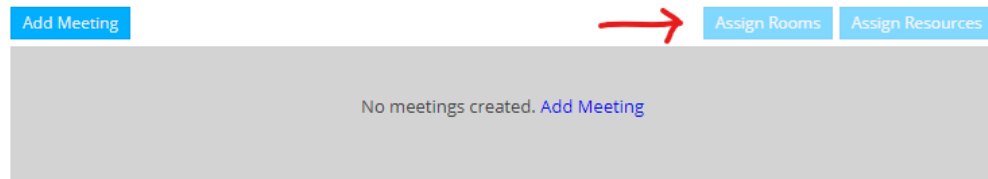
The Assign Room window will appear. Find the vehicle you are requesting and click **Avail (Request)**. The block will turn green. If needed, you can choose more than one vehicle. Click **OK**. If you have multiple reservation dates, you will need to do this for each reservation. Clicking the car name on the left side of the window will select that vehicle for every meeting occurance.

10. Complete the **Contact Information** section. If you are logged in, your name and email address will autofill. Then click **Submit**.

11. You will receive a confirmation message. Click **Done** to close the window.

Once the reservation is submitted, a notification is generated for vehicle reservation approver, and an email is sent to the contact listed in the reservation. **NOTE**: If you are requesting a reservation on someone else's behalf, **they** will receive the email confirmations. You will not receive a copy.

You can go to **Events -> Events** and use the **My Events** checkbox in the Filter to see all the reservations you've submitted and their status.

VIEWING YOUR EVENTS/RESERVATIONS

To see a list of all events/reservations you have submitted:

1. In the top menu, go to **Events -> Events**.

2. If there are items in the filter, click **Clear All** at the top.

3. Check the box next to **My Events** and click **Search**.

This will show you all events that you are the contact for. If you are an approver, you will also see the events you have approved. You can also use the filter panel to find your event.