Welcome

Ad Astra is Guilford Technical Community College’s (GTCC) new room scheduling software. This scheduling system allows the user to request the use of GTCC’s facilities to host an event:

Requesting an Event

Mozilla Firefox is the preferred browser.

The screen below is what will first appear when you enter the Ad Astra site. Click on the Request an Event tab.

The link will take you directly to the guest portal page. See screen below.

Click on the drop down box to view the various GTCC campuses. Click on the “Guest Event Request” campus/center where you would like to reserve a space, and then click “Next.”
You will then be taken to the appropriate Campus Activity Request Form (CARF). Check the top of the CARF to verify the correct campus is listed.

**NOTE:** Information is required for all input boxes that have an asterisk (*) beside them.

1. Enter your **Contact Information** and the **Event Details**. Be sure to use drop down boxes where indicated and answer all the questions.

   **NOTE:** Please make sure all the arrow keys to the far right side are pointing up.
2. Enter your **Meeting Name, Type and Description** and retype your **Max Attendance**

3. Go to the **Meeting Recurrence** area. Make sure the **Single Meeting(s)** tab is highlighted. Input the time and duration of your event. Use the arrows to select the month and year that you are looking to reserve a space. For multiple dates click on the dates you are requesting. Once you've chosen the information, review to verify the times, date/s and year is correct. Click “**Create**” in the upper right corner. Your meeting request will populate to the right under **Meetings**.

**Note:** If the meeting does not populate. Scroll up to make sure all required information is completed on the form. If additional information is needed the areas will be highlighted in red.

4. To request a particular room place a checkmark in the box beside the requested event located under **Meetings**, and click “**Request Rooms**”. Use your filters to determine what space you want. See the following screen shots:
The following screen will appear:

5. On the left hand filter bar at the top you will see **Saved Filter**, check to verify the campus is correct. If not, click “X” in the upper right hand corner of the box to exit out then click on “**Astra Home**” to return to the **Request an Event** page to select a different campus. Check the **Capacity** to verify the group count. Go to **Room Type**. Click on the “+” to see the list of **Room Types** place a “√” in the box of the room type/s you are looking for. If you need to delete a certain room type/s that you do not want to search by click on the “√” to remove the selection. Next go to **Building** and click the “+” to see the list of buildings on your chosen campus. Place a “√” next to the building/s you would like to search by. If you need to delete a building/s that you do not want to search by click “√” to remove. Click **“Search”**. The spaces that match your criteria will then populate.

6. To see additional information and the capacity for each room click on the “+” in the upper right hand corner of the box labeled **Room**, the table will expand to show the capacity of the space. The **Score** indicates the percentage that the space meets your room requirements.
Click “Available” on the space you would like to request. Then click “OK”. (It may take a couple seconds to load.)
7. Once your event populates. Scroll down to **Resource Needs** and use the drop down boxes to complete the remaining information. Type any other pertinent information regarding your event into **Other Information**.

8. Agree to the **Terms and Conditions** for submitting the form.

9. Click “**Submit**” in the upper left corner to submit the event or click “**Cancel**” to start over.
10. You will receive the following message, “We have received your form and will be contacting you shortly. Please do not consider your event confirmed until you receive an official notification.”

In addition, you will receive an Event Request Received email indicating your event has been successfully submitted. Note: This is not a confirmation. Once your request is confirmed you will receive the confirmation via email.

For questions please contact Wendy Smith:

Phone 336-334-4822 ext 50028 or Email wwsmith1@gtcc.edu.