VWCC AD ASTRA USER GUIDE

GENERAL USERS

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Using

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.

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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

## ENTER YOUR EVENT

1. Enter an **Event Title**.

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

   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.
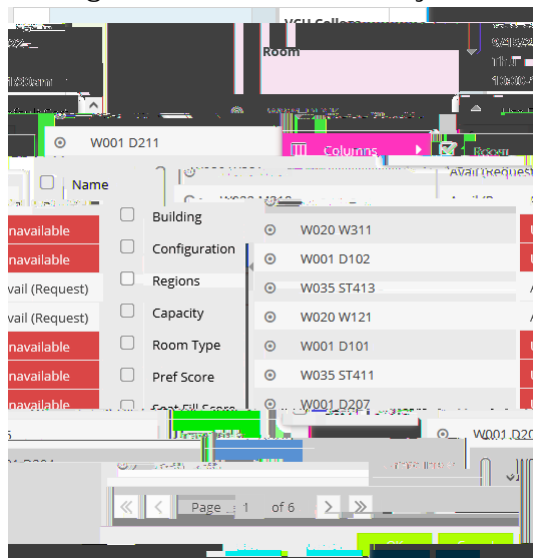
b. Once you find the available room(s) or event space(s) you are looking for, click where it says **Avail (Request)** or **Available** (if you are an approver for that space). The block will turn green. If needed, you can choose more than one location. Click **OK**. If you have multiple meetings, you 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

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**

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