



Webinar Request Guide

- Log into Ad Astra <https://www.aaiscloud.com/MonroeCC>
 - Use “Chrome” browser only. Do not use Explorer or Firefox
 - Enter your MCC email address and password when prompted
- Click Request Event and choose Webinar Request on the Event Request Wizard form.
- Fill in the Contact & Event information
- For panelists, include their full name and preferred email address
 - ex. Andrew Eggleston – aeggleston@monroecc.edu
- RSVP is not required
 - RSVP will offer the ability to check how many attendees have signed up in the days leading up to your event, produce a report after the webinar of all attendees, and can include source tracking.
(Source Tracking allows you to track what websites attendees register from)
(Standard sites: *Twitter *Facebook *LinkedIn *MCC Website *Instagram)
- Click “Add meeting” button to set the date and time of the Webinar.
 - For Meeting Type, choose Webinar.
- Click “Assign Rooms” button and select Webinar - room 1 or Webinar - room 2 (depending on expected attendance)
- Add your Event Description
- Click Submit!!!

Note: If this is your first time signing onto Ad Astra or you encounter issues accessing the webinar form, please contact a Campus Events Representative for assistance.

- Yolanda Johnson: yjohnson@monroecc.edu
- Sauntevia Major: smajor1@monroecc.edu
- Tom Winslow: twinslow@monroecc.edu