Webinar Request

For future requests for a Zoom webinar with MCC attendees only, please see below for the steps to submit an online request and assign a location to a request(s). Please make sure that you do not go in to Blackboard as Ad Astra is separate from Blackboard.

If you have never signed into Ad Astra, please contact Campus Events and Antonia Custodio prior to attempting to submit an online request.

NOTE: Use this form if you will be having internal MCC attendees only. If you will be having external guests at your meeting, you cannot use this form!! You will need to email or call the Campus Events office to make a reservation.

STEPS:

- Log into Ad Astra https://www.aaiscloud.com/MonroeCC. The best way to access the link is via the Campus Events page. Select "Ad Astra for Faculty and Staff" on the left and then go under "Where is the Link for Ad Astra?" in the body of the text.
    - Use "Chrome" browser only. Do not use Explorer or Firefox
    - Enter your MCC email address and password when prompted
    - **Do not access the system as a guest!** Once you have signed on, you should see the Ad Astra homepage. You will know you are signed in because you will see your username in the top right-hand corner of the page (see below)
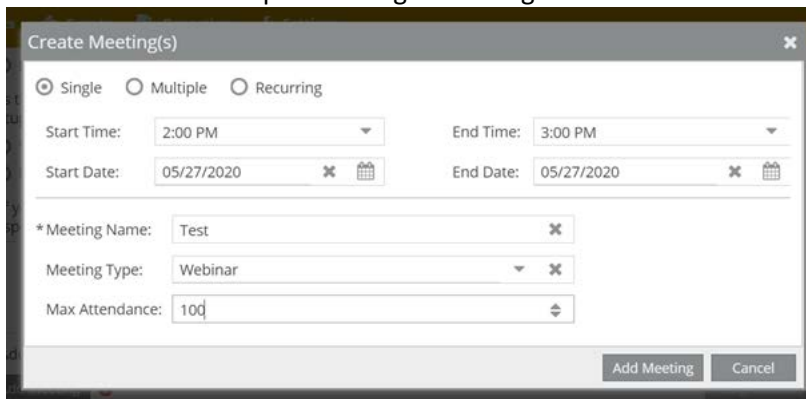

- Click "Request Event" and choose "Webinar Request" on the Event Request Wizard form.

- Fill in the Contact & Event information

- For panelists, include their full name and preferred email address
    ex. Andrew Eggleston – aeggleston@monroecc.edu

- RSVP 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 (Ex. - *Twitter, *Facebook, *LinkedIn, *MCC Website, *Instagram).
    - RSVP is not required
    - Confirmation of your reservation will come from Learning Resources
    - If you need a link to put in the Trib, that info will come from Learning Resources and not Campus Events

- Click the "Add Meeting" button to set the date and time of the Webinar.
    - For Meeting Type, choose Webinar.
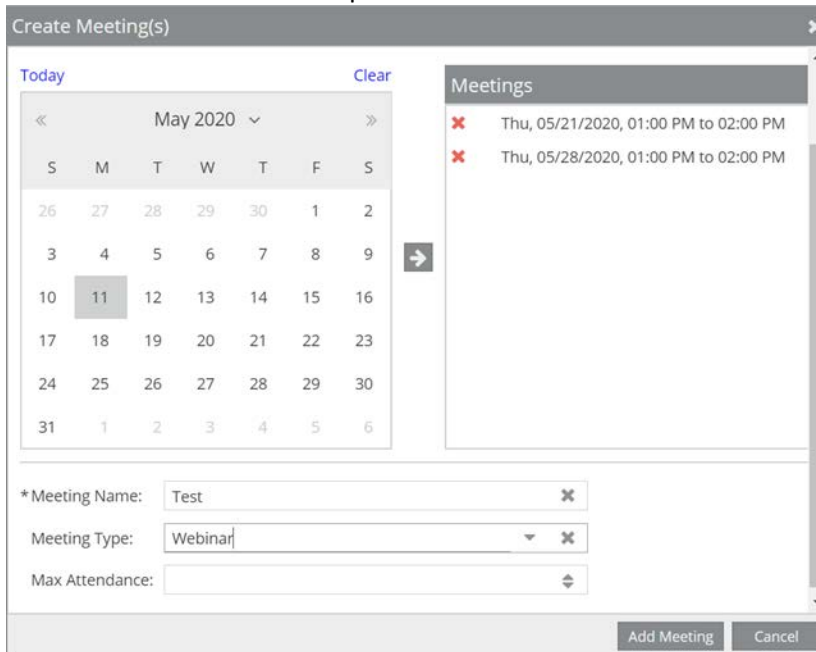
Add Meeting ❗

No meetings created. Add Meeting
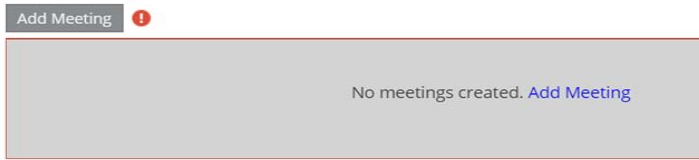
Once selected, a popup dialog section will then appear. This is where you actually create your meeting(s). Depending on what best suits your needs, you may choose to create a single meeting, multiple meetings or a recurring meeting (see below for examples). Fill in the start & end time(s), start & end date(s), webinar name, and the type of event (i.e. - Webinar) in the drop down box. Then click the "add meeting" button again when you are finished entering all information in this section.

- Example of a Single Meeting:

Create Meeting(s)   ✖

⦿ Single   ○ Multiple   ○ Recurring

| Start Time: | 2:00 PM | ▼ | End Time: | 3:00 PM | ▼ |
| Start Date: | 05/27/2020 | ✖ 📅 | End Date: | 05/27/2020 | ✖ 📅 |

*Meeting Name: Test   ✖

Meeting Type: Webinar   ▼   ✖

Max Attendance: 100   ⬍

Add Meeting   Cancel

- If you are creating more than 1 meeting on a few dates at the same or different times, select "multiple":

Create Meeting(s)   ✖

Today   Clear   **Meetings**

«   May 2020 ⌄   »   ✖ Thu, 05/21/2020, 01:00 PM to 02:00 PM
                                     ✖ Thu, 05/28/2020, 01:00 PM to 02:00 PM

S	M	T	W	T	F	S
26	27	28	29	30	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

→

*Meeting Name: Test   ✖

Meeting Type: Webinar   ▼   ✖

Max Attendance: ⬍

Add Meeting   Cancel

- If you are creating a meeting that will be held on a regular, fixed basis (i.e. – every other Tuesday), select "recurring".

After you have clicked on "Add Meeting", you will be returned to the main form page where you will see your meeting information highlighted in a red rectangle and filled out.

- Click on the "Assign Rooms" button and select Building 3, Webinar - room 1 or Webinar - room 2 (depending on expected attendance)


Once selected, you will see a dialog box where you can filter to your preferred Campus and Building. Choose the Campus (BC) and Building 3 by clicking on the plus symbols. Please be sure that your "**Capacity**" is "blank" (see arrow in RED) otherwise you will not see all available options. When you have set your filter preference, then select "Search".

Select your preferred room number (Webinar room 1 or 2) by clicking on the plus symbol and scrolling down until you can select the rooms, then click on the search button at the top left-hand side of the page. Choose an available room, then click OK which is on the bottom right-hand side of the page.

When see the room you would like (make sure it is not a department controlled or managed location), select it. The location will turn "GREEN". This is how you know you have requested a location.

At the bottom of this dialog box, click on "OK". You will then be brought back to the Ad Astra Webinar Request form main page.
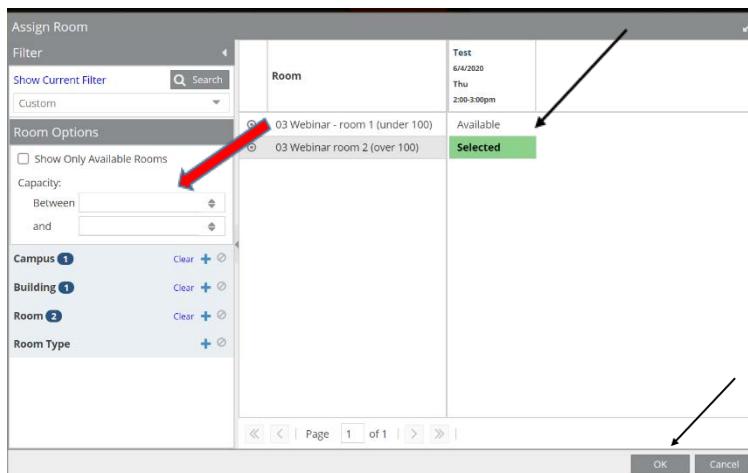
- Add your Event Description

- Click Submit. You will then see a message saying "Thank you for your request. The Campus Events office has received your form. Please allow for 72 business hours for processing the request."