



Events 101: Event Scheduling, Requesting, and Calendars

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Events in Astra Schedule

- Event Creation
- Event Request Forms
- Calendars

Event Creation

- Single, Multiple, Recurring
- Request and Schedule Events are configured via permissions
- Room request can happen without using forms
- Request/Schedule an event from:
 - Scheduling Grid
 - Event List

Event Creation in Astra Schedule 8

- Demo

Request Forms...What to consider

- Who is your Audience
- What spaces do they need to request
- Who needs to approve the use of the space

Event Request Forms

- Forms should be configured by approver groups
- One form for each approver group
- Types of forms
 - External/Conference Services
 - Classrooms/Academic Spaces
 - Student Union
 - Others???
- Examples
 - Northwest Missouri State University
 - Princeton Theological
 - University of Texas- Tyler

Event Request Form Creation

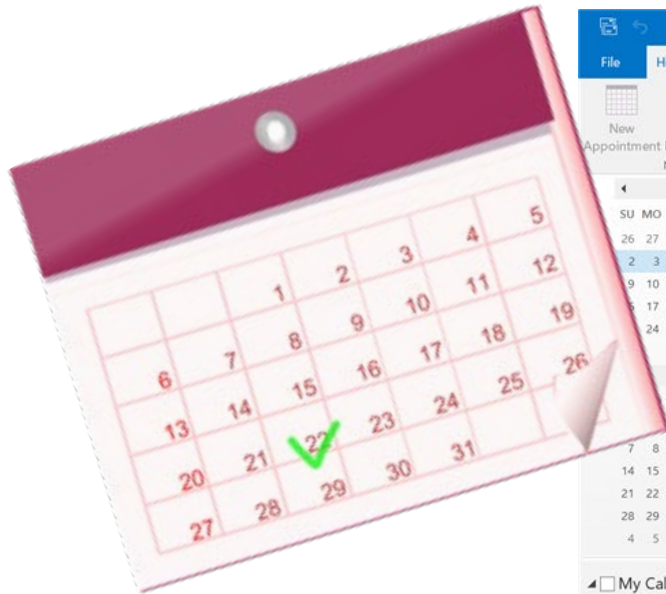
- Demo

Calendars

- What types of calendars do you need???
- Athletics
- Community/Public Events
- Performing Arts
- Student Activities
- Academics
- Internal Meetings

Where are your Calendars?

- Double Entry into Website
- Google Calendar
- Outlook



A screenshot of the Microsoft Outlook calendar interface. The window title is 'Seth Dewberry - Calendar - Outlook'. The ribbon includes 'Home', 'Send / Receive', 'Folder', 'View', and 'Tell me what you want to do'. The main area shows a weekly view for 'April 2 - 8, 2017'. The calendar grid shows various events such as 'Missi', 'Daily Sales to Onbo...', 'Block check with Seth', 'MJ Freeway Demo for EcoPen in MI', and 'Silver State Wellness - Las Vegas Releaf - NV - MJ Platform Demo'. The status bar at the bottom indicates 'Items: 43' and 'Connected'.

Things to Consider

- Who is your Audience
- What do you want to share
- Where does it need to be displayed
- When = Real time

Calendars in Astra Schedule 8

- Three different options for calendars
 - Activity Calendars
 - Scheduling Grids
 - API Calendars
- Available Rooms Tool (not really a calendar but it lives with the others 😊)

Calendar Creation

- Manage Calendars (Calendar, Sched Grid, Search)
- Roles (set defaults)
- View Calendars
- Color Selector
- Subscribe to Calendars

What is API?

- Application Program Interface (API)
- Allows customers and third-parties to interface with Astra Schedule
- Two Primary API Calls - Entity and Query API, you can get to just about any data you want
- Can query and perform complex searches, but can also update data in the Astra Database

API Resources Needed

- Software Developer to code the API
- Web Developer to make it look nice on your website

API Information

- API in Help
- http://help.aais.com/Help/80/index.html?ad_astra_api.htm
- Calendar API - paired down to calendar activity
- Example Library with code examples
- GitHub Information

What other schools have done....

- Embedded Calendars
 - <https://www.nwmissouri.edu/studentaffairs/auxiliary/unioncalendar.htm>
- API Calendars
 - <https://www.hbu.edu/news-and-events/events/>
 - <http://www.millersville.edu/calendar/events/list>
 - <http://www.wou.edu/library/rooms/>
 - <https://www.mville.edu/upcoming-events>



NORTHWEST
MISSOURI STATE UNIVERSITY



Millersville University



Western Oregon
UNIVERSITY



Questions?



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