SCHEDULING AN EVENT

MARSH    INTERMEZZO    MPAC    BENNETT    OFF-CAMPUS
STEP ONE

Event organizers/participants should meet to select potential dates for the event to take place. This should be done while logged into and searching AdAstra.
Log into AdAstra.
For your convenience, the link is now located on the music home page at www.usm.edu/music
Log in at the top right corner as you would for SOAR.
Click the **CALENDAR TAB** at the top left to access calendar.
Click **SCHEDULING CALENDAR**
to access calendar.
You must set two filters at the top right to accurately display events:

1. CALENDAR: MUSIC AND ARTS
2. FILTER: MUSIC PERFORMANCE SPACE (DEFAULT)
STEP TWO

Find potential dates using calendar.
Use the **CALENDAR ICON** to access drop down calendar and select date(s).
Hovering over a green area will reveal specific event information.
When more events occur than can be listed in calendar block, a grey area is created. Hovering over it will reveal all events for the day.
STEP THREE

Once you have potential dates that work for all participants, complete hall request form online.
Visit www.usm.edu/music and click on ABOUT US > FACILITIES
Choose the appropriate hall and click on active link to submit reservation request.
Complete reservation request noting special instructions carefully as you over over certain fields.
A receipt and copy of reservation will come to your email. 

As your digital signature, you must forward this to musicstudentservices@gmail.com
A confirmation will be sent to all listed in reservation request when event is confirmed. It will also appear online in AdAstra and publicly at www.usm.edu/music.