Hagerstown Community College

Ad Astra: Requesting an Event

2025-2026

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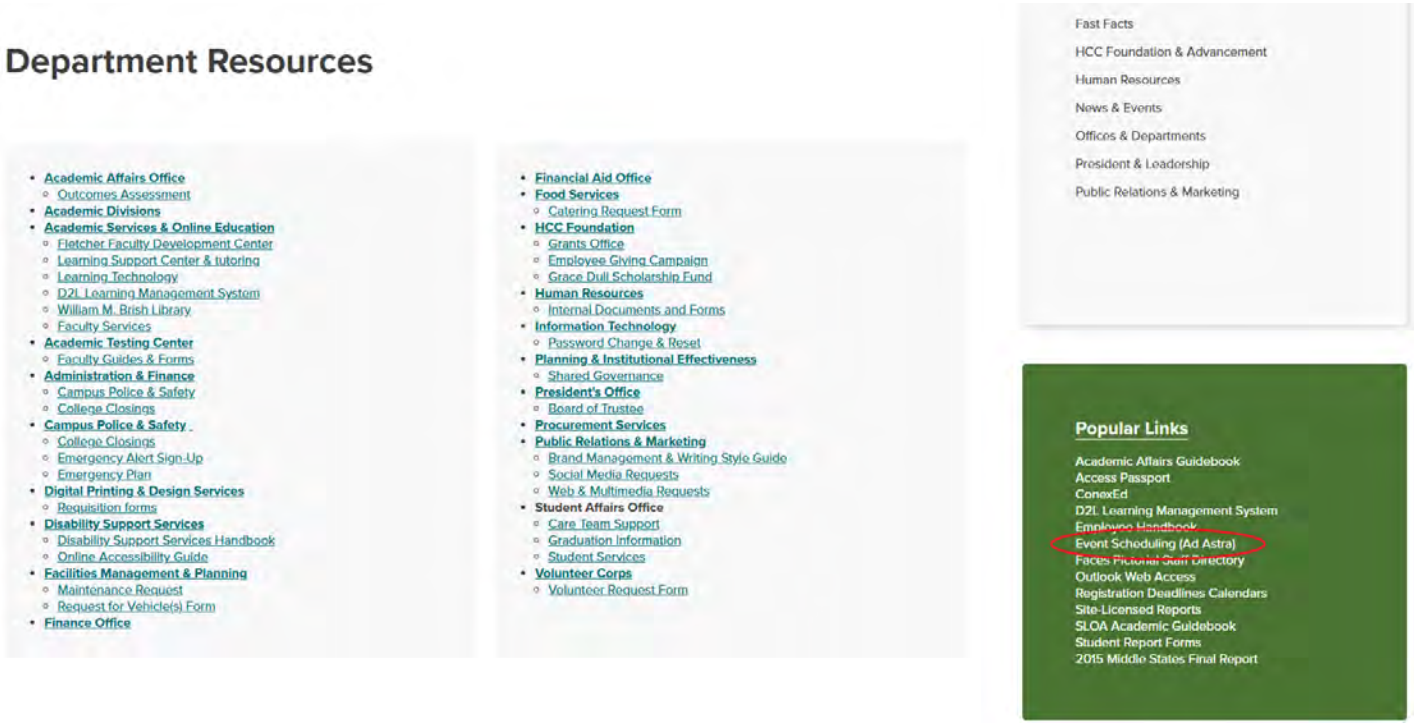
Requesting an Event

The event scheduling link will be found on the **Faculty & Staff** webpage on the Hagerstown Community College website under the **Popular Links.**

https://www.hagerstowncc.edu/faculty-staff

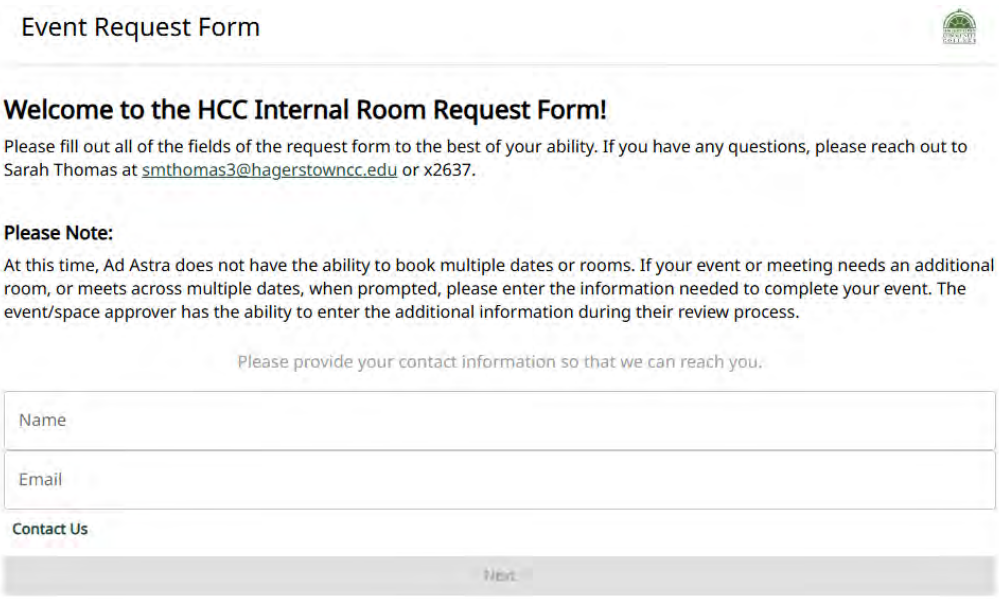


The website can also be found via this link:

https://events.adastra.live//public/92617b8c-f189-4766-8fed-53b9c7b01721/space-request

Contact Information

To start, enter your first and last name by clicking in the **Name** text box, then enter your email by clicking in the **Email** text box.

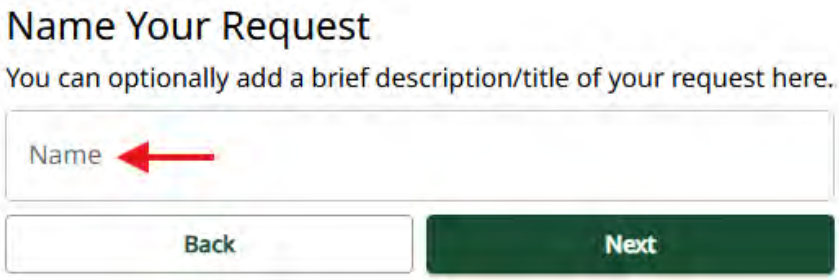


Once you enter your name and email, the **Next** button will turn green.

Click on the green **Next** button to move to the next page.

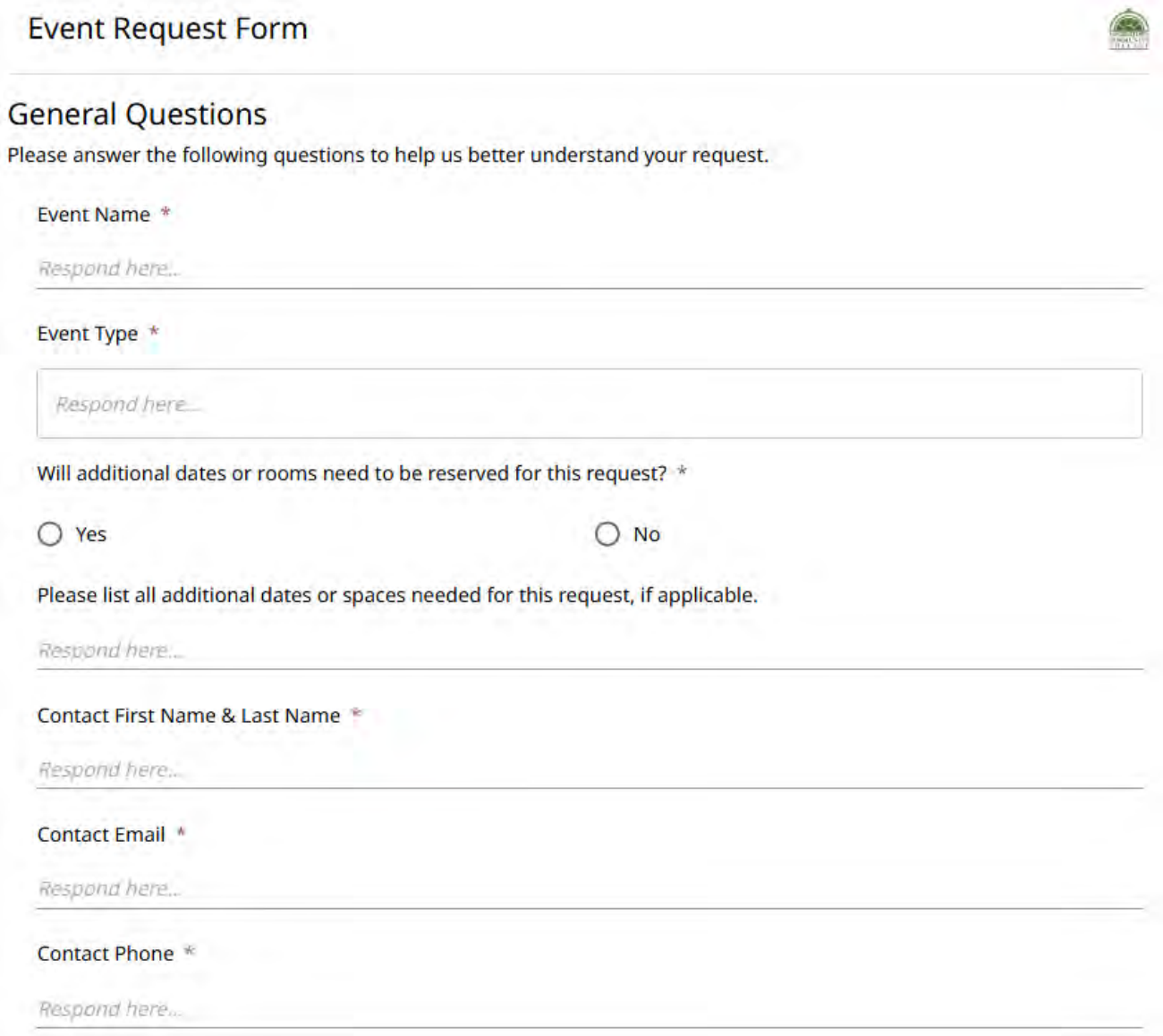
Naming the Event

Enter the name of the event/request by clicking in the box that says **Name.**
Click the green **Next** button to move to the next page.



General Questions

After selecting the date/time, event space and resources, you will be prompted to fill out the following information:



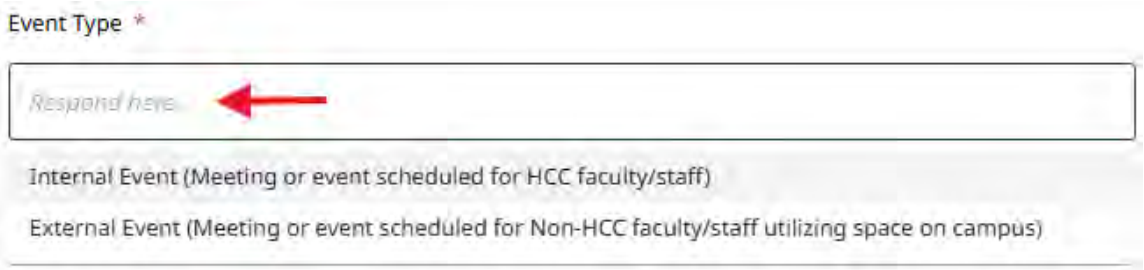
All required fields are indicated so by the red asterisk (*). You cannot submit your request without filling out these fields.

Since the “Name Your Request” field in the beginning is optional, you will need to enter the name of your event in this form.

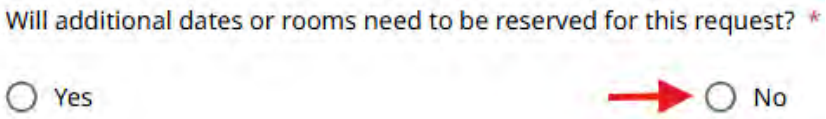
Click into the box below **Event Name** and type in the name of your event.

Click into the box below the **Event Type.** You will be prompted to choose between two event types.

Internal Event: Meetings or events scheduled for HCC faculty/staff.
External Event: Meetings or events scheduled for non-HCC faculty/staff that will be utilizing space on HCC campus.



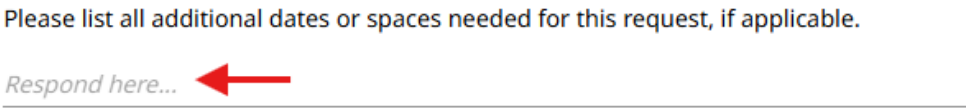
If your event requires multiple dates, rooms, or recurring meetings, select either **Yes** or **No** by clicking in the circle to the left of the choice.



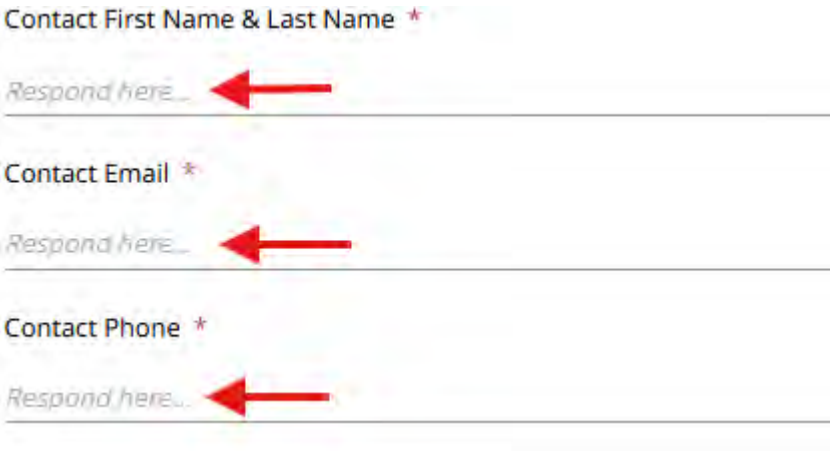
If you selected **Yes,** click into the text box to begin typing.

For **additional dates or rooms**, please note all of the dates or the rooms that would be needed for this request.

This is not a required field, so if this does not apply to you, you do not need to enter anything.



Fill in the **Contact First Name & Last Name**, **Contact Email**, and **Contact Phone.**



Click on the green **Next** button to move to the next page.

Event Attendance

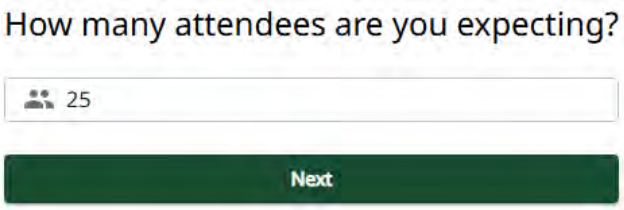
You can enter the number of expected attendees for your event here by clicking in the text box.

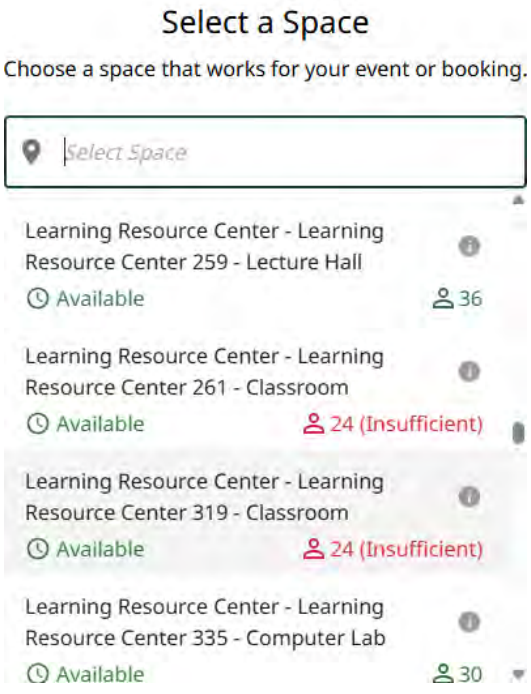
While this is not a required field, if the number of attendees is known, it would help you find a space suitable for the size of your event by looking at the capacity of the room.

Example:

24 (Insufficient) Based on the 25 expected attendees, the rooms with the red “Insufficient” are warning that your event may not be a good fit in these rooms as it would be over the room capacity.

36 The rooms with this symbol reflect that the capacity of the room is greater than the number of expected attendees for your event.

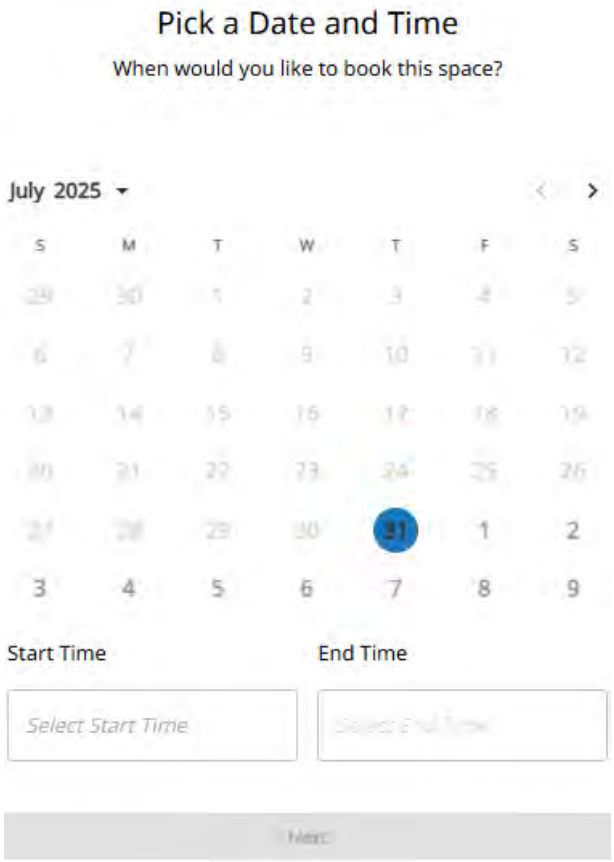




Event Date and Time

Select the date of the event by clicking the date on the calendar provided.

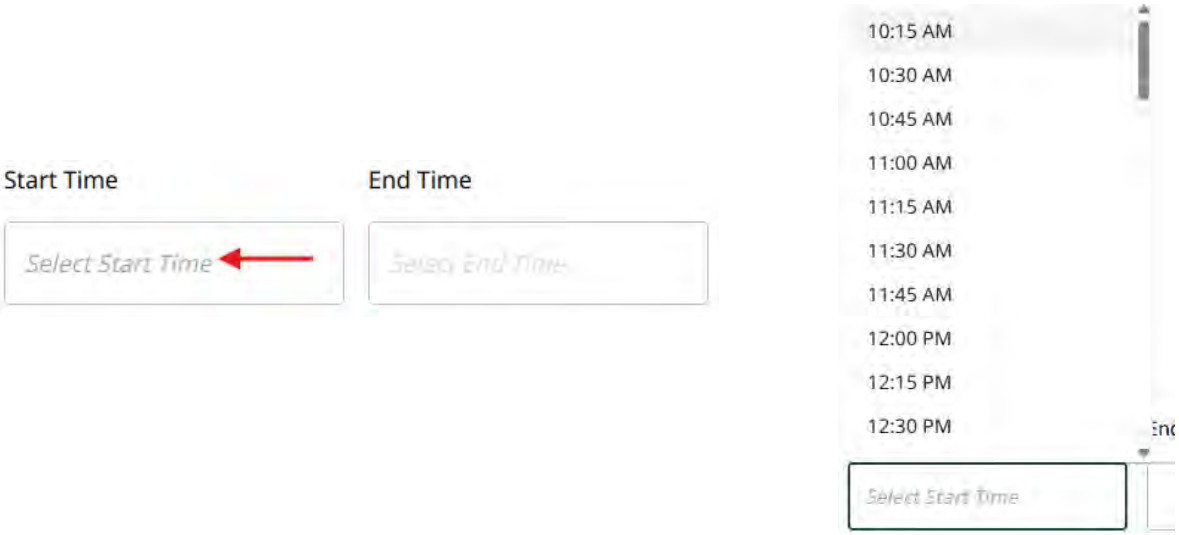
You can use the arrows on the top right above the calendar to search for a date in another month.



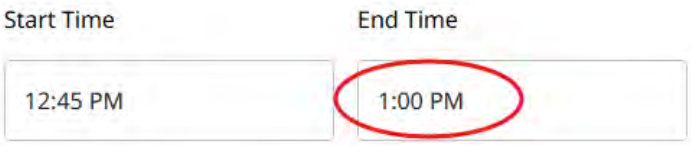
To choose a date in a different year, you can click the date to the top-left of the calendar.
Then, just select the year you are looking to book your event.

Select the month, then the day of the event.

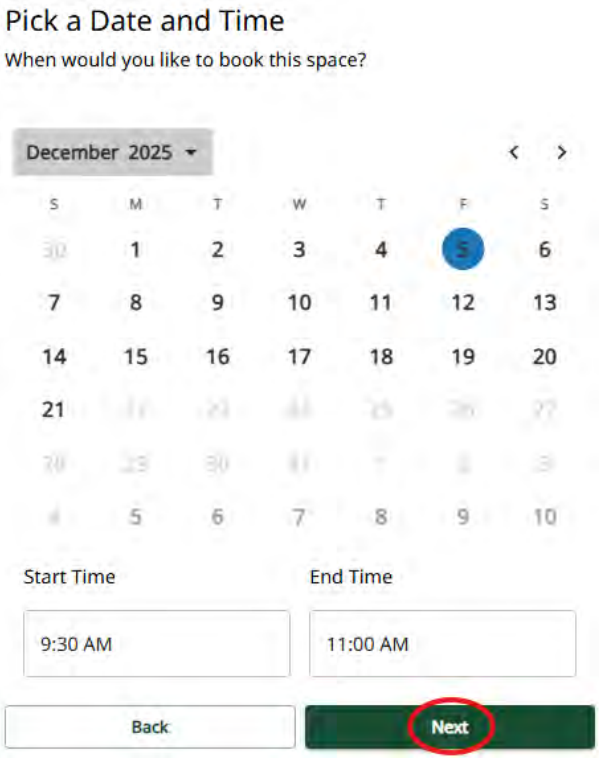
Clicking in the box that says **Select Start Time** will prompt a list of times to choose from.



After selecting your start time, the **End Time** will automatically populate a time 15 minutes *after* the start time. Just be sure to make the change to your end time if a different time is needed.



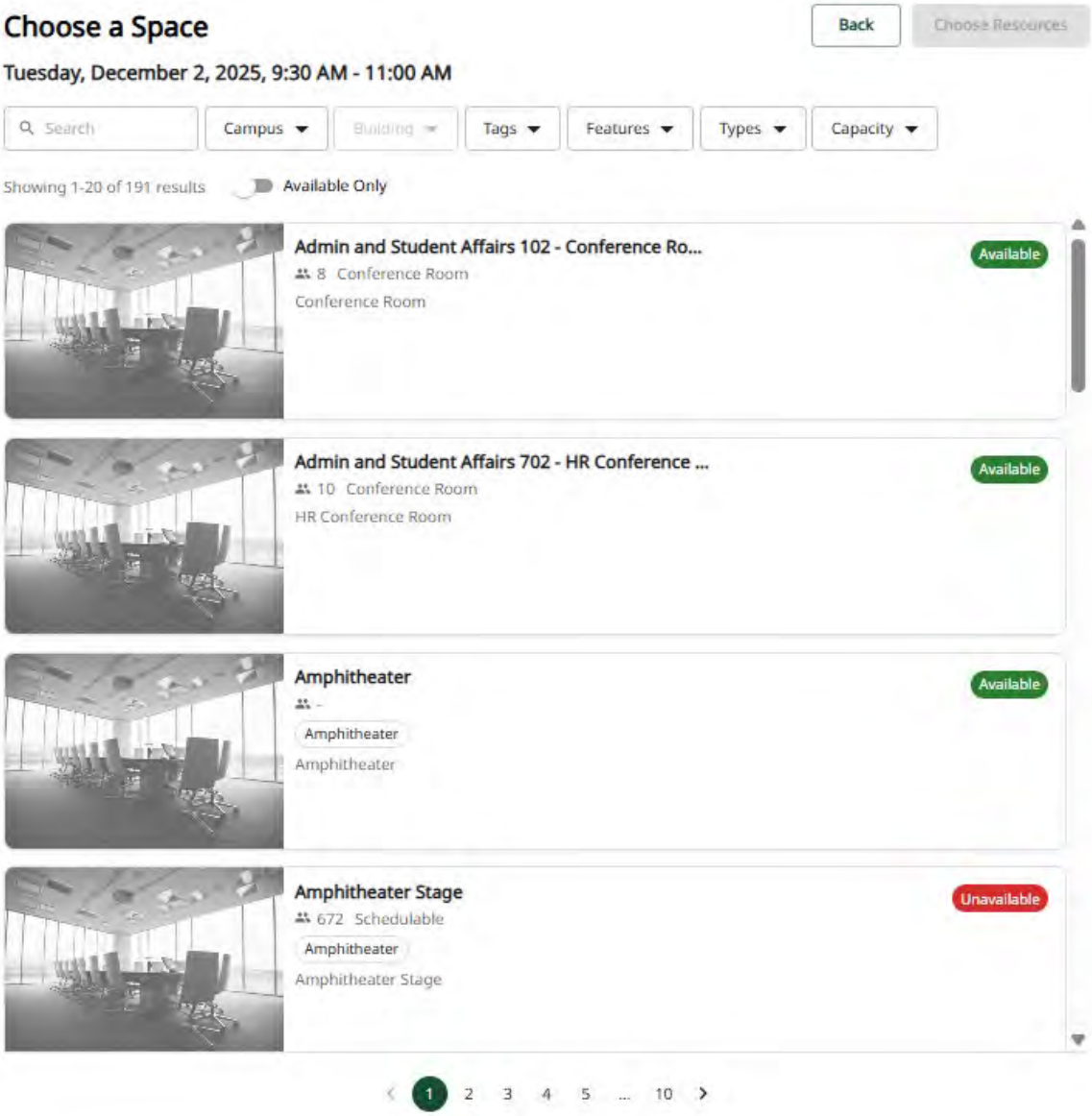
Once the day and time has been entered, the **Next** button will turn green.
Click Next to move to the next page.



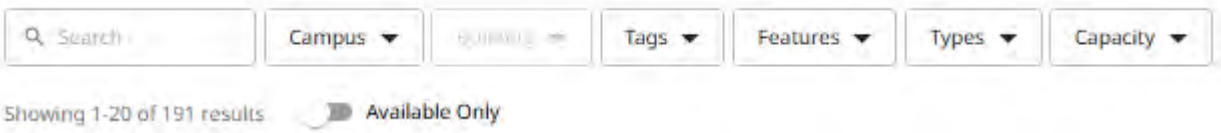
Selecting a Space

The rooms are listed by the Building name followed by the room number.

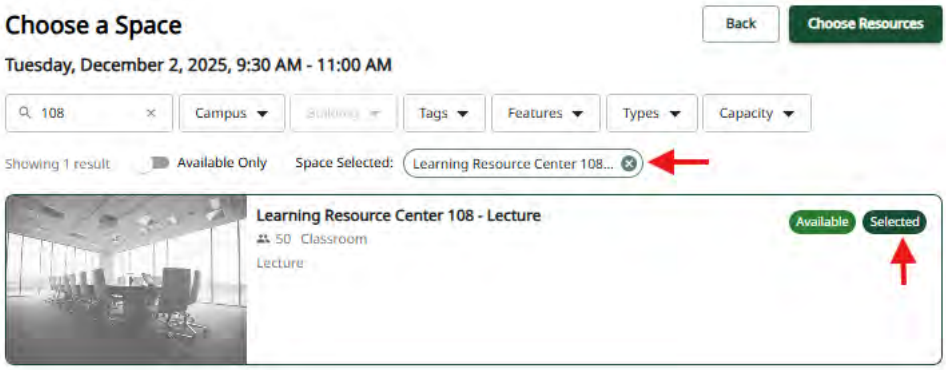
Under the room name, you can find the room's capacity and the room type.
In the top-right corner, the availability of the room will be shown.



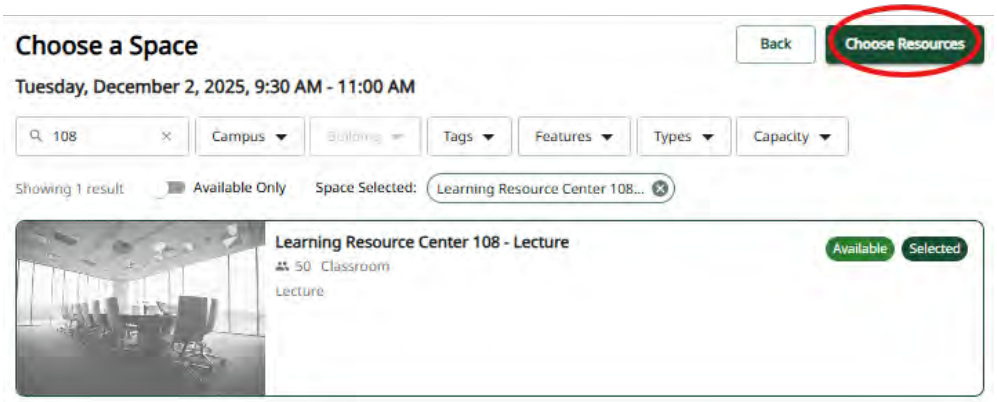
You can narrow down your search by filtering your options. You can also click in the **Search** bar and type in keywords or room numbers.



Once you find a room, click on the room to select it. A green **Selected** bubble will appear and under the filter options, you will see “Space Selected” with the room name/number.



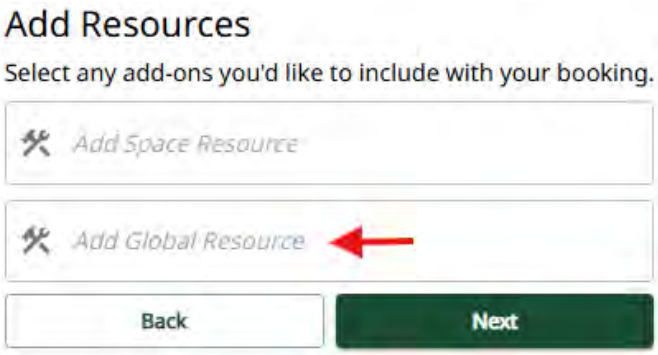
Select **Choose Resources** to move on to the next page.



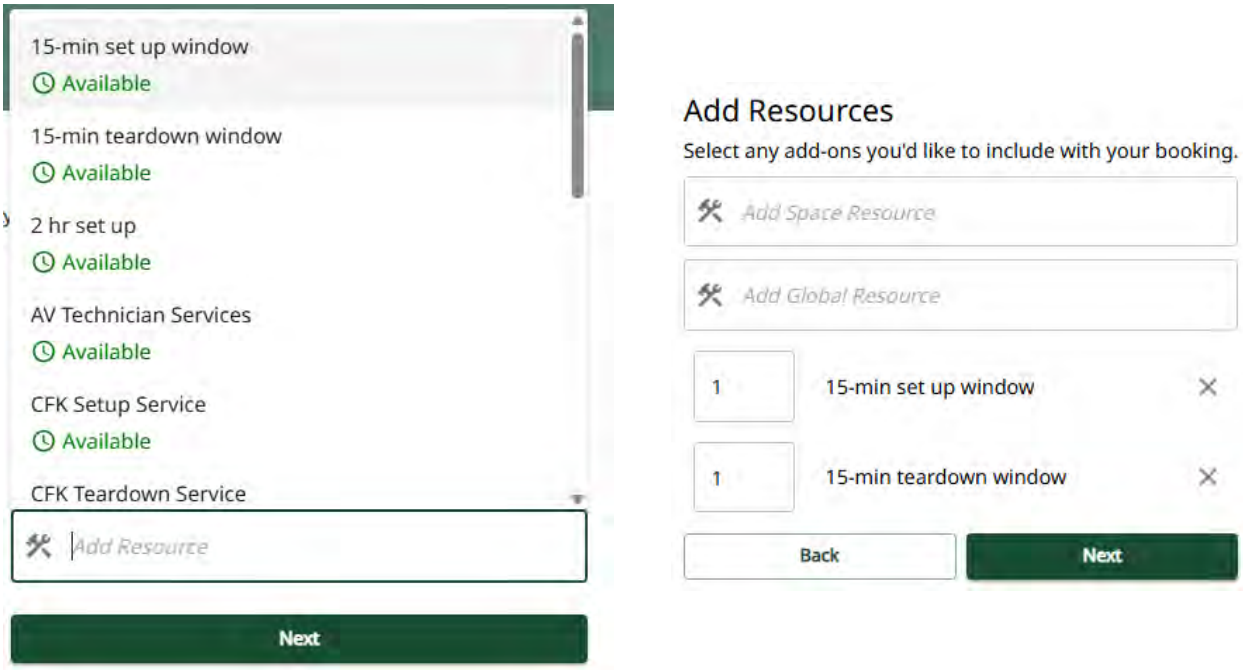
Resources

This is an optional field. If resources are not needed for your event, you can click the green **Next** button to move forward.

If resources are needed for your event, click on the **Add Global Resource** text box above the green Next button to open the menu.



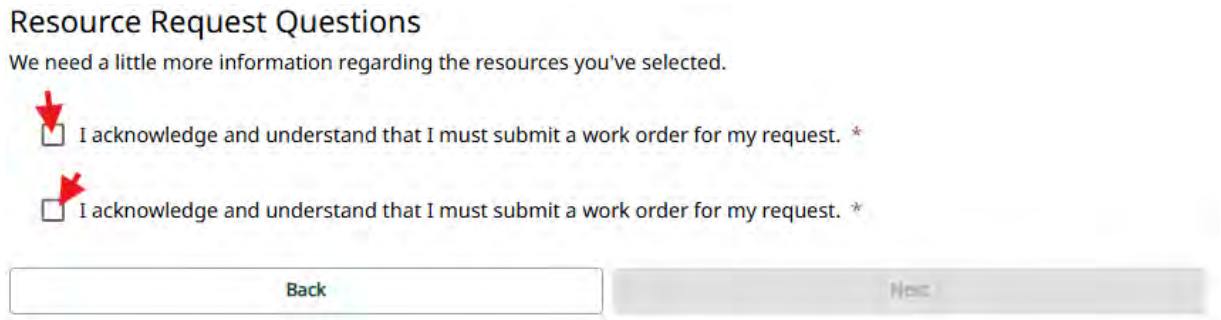
Select the resources needed for your event.
Each resource selected will be listed below the text box.



Once done, click the green **Next** button to go to the next page.

You will be prompted to acknowledge that you understand that you are responsible for submitting an official request for the resources chosen in this form.

Click the checkbox for each prompt.

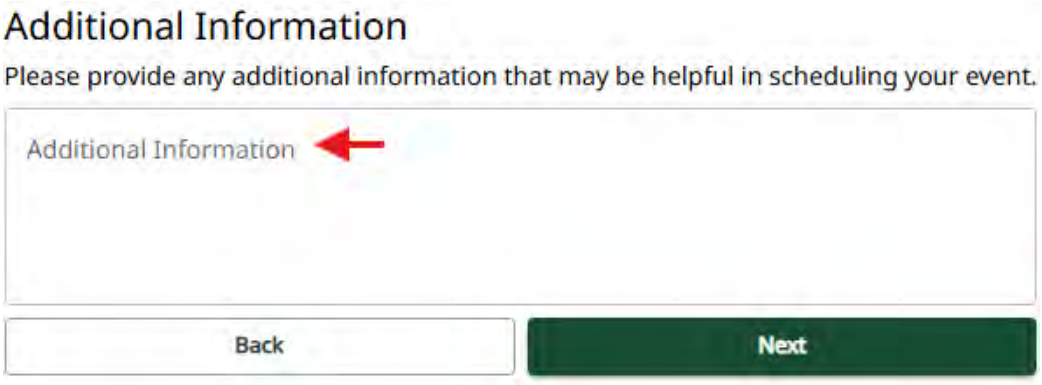


Once done, click the green **Next** button to go to the next page.

Additional Information

This is an optional field and does not need to be completed for your request.

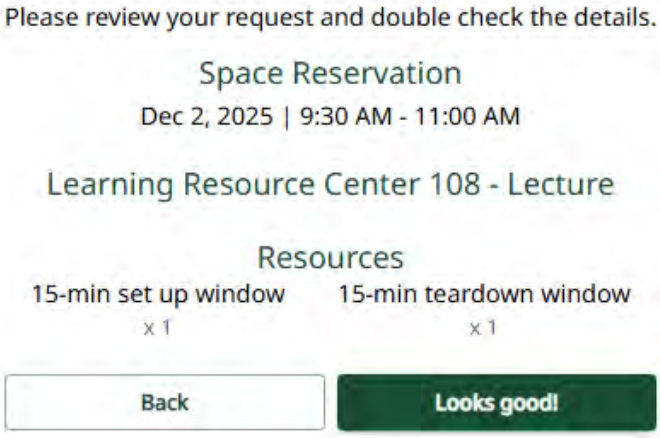
To add any additional information, just click into the text box and begin typing.



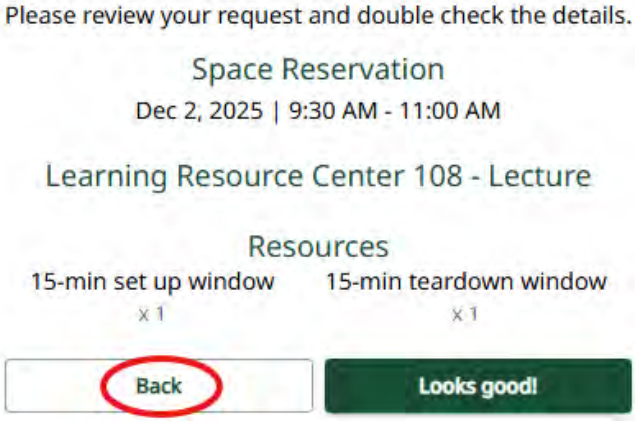
Click the green **Next** button to move onto the next page.

Confirm the Reservation

Before submitting the request, review all the information, including your event title, date and time, and space.

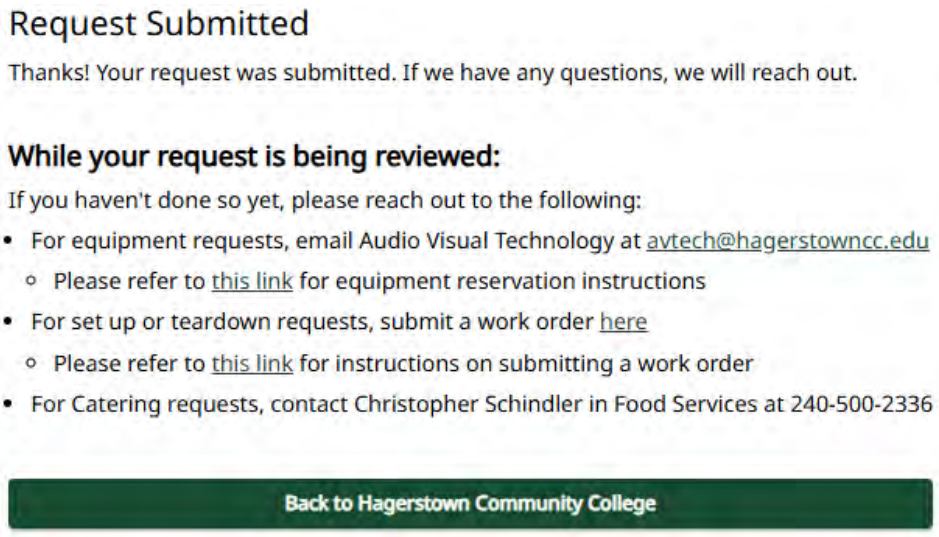


To make changes to your reservation before confirming that everything “looks good,” you can use the left arrow to go back to previous pages.



If all the information looks correct, click the green **Looks good!** button to submit your request.

Request Submitted

After clicking the green **Looks good!** button, you will see the **Request Submitted** message.

On this page, information for resource requests is provided. Links are included to the HCC sites that break down how to submit your requests and who to contact.