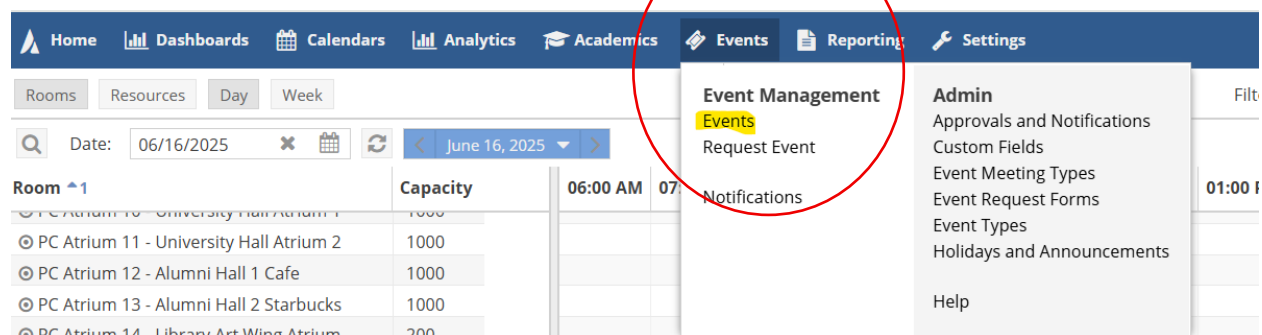


Event and Section Filters

To view a list of events or meetings scheduled, you can view these items on the **Events List** page. Click on the **Events** tab and select **Events** under **Events Management**.



A list of events is displayed under the **Events List** area. On your initial visit to this page, you must expand the Filters panel. On the far left of the Ad Astra screen, you will see a column with “Filters” vertically written and an arrow on top of filters. Click on the arrow, and a filter panel will appear.

Event List

+ Add

	Event Name ^1	Reservation	Start Date	End Date	Status
✖	Ⓞ AA/SES meeting (Meredith Wang facilitates)	20240411-00015	04/18/2024	04/18/2024	Scheduled
✖	Ⓞ 11th Annual Collin College Guitar Festival	20230216-00057	02/08/2024	02/09/2024	Scheduled
✖	Ⓞ 2024 General Election - VOTING	20230620-00023	02/12/2024	03/05/2024	Scheduled

Filters

Search

+ Add

Custom

Keyword:

Time Period: Custom

From: All

To: All

Day Met: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

	Event Name	Reservation	Start Date ^1	End Date	Status
✖	Ⓞ CONSTRUCTION NO RESERVATIONS	20250122-00111	12/28/2026	12/31/2026	Scheduled
✖	Ⓞ Carter Blood Drive	20250602-00010	11/11/2026	11/11/2026	Scheduled
✖	Ⓞ Carter Blood Drive	20250602-00009	09/09/2026	09/09/2026	Scheduled
✖	Ⓞ Carter Blood Drive	20250602-00008	06/17/2026	06/17/2026	Scheduled
✖	Ⓞ Summer Kickoff	20250604-00093	05/29/2026	05/29/2026	Scheduled

To utilize the filter panel and locate an event or meeting, type the meeting or event name inside the **Keyword:** box. To narrow your search, insert a start and end date range; click calendar across the **From:** box to insert the start date. To insert the end date, click on the calendar across the **To:** box. Click **Search**.

Filters

Clear All

Search

+ Add

Custom

Keyword: wellness

Time Period: Custom

From: 06/11/2025

To: 08/22/2025

Day Met: U M T W R F S

Event List

Event Name ^1	Reservation	Start Date	End Date
⊖ Zumba Wellness Classes	20250520-00016	05/22/2025	07/31/2025

There are several options to view the event details:

- Click on the **Event Name**
- Click on either **View Events** or **View Meetings**

Event List						
+ Add			View Events		View Meetings	
Event Name ^1	Reservation	Start Date	End Date	Status	Scl	
⊖ Zumba Wellness Classes	20250520-00016	05/22/2025	07/31/2025	Scheduled		

When you click on **Event Name**, you will go to the Event Information Record and view all the event details.

Zumba Wellness Classes (Reservation Number: 20250520-00016)

Event Information

Reservation #: 20250520-00016

* Owner: Saunders, G'Anna

* Event Name: Zumba Wellness Classes

* Event Type: Wellness

Description:

Event Status: Scheduled by GSaunders@COLLIN.EDU

Est. Attend: 0

Private: ☐

Featured: ☐

* Contact: Fair, Brandy

Customer: Collin Faculty and Staff

Notify: ☒

Create

Create

Meetings

Additional Contacts

Attachments

Reminders

Attendees

Notes

Calendar Description

History

+ Add Meeting

Edit Selected

Assign Rooms

Assign Resources

Drop Selected

Delete Selected

	Name	Status	Start Date ^1	Start Time	End Time	End Date	Room	Room Configuration
<input type="checkbox"/>	Zumba Wellness Classes (9 instances)		05:00 PM	06:00 PM				

Clicking on the **View Events** tab will only provide you with the Event Name, Reservation, Start

and End Date, Status, and Type of the event. To view all of the similar information, including the dates, times and the room of the event(s), click on the **View Meetings** tab.

View Events tab

Event List							
+ Add							
Event Name ^1	Reservation	Start Date	End Date	Status	Scheduler	Type	
⊗ Zumba Wellness Classes	20250520-00016	05/22/2025	07/31/2025	Scheduled		Wellness	

View Meetings tab

Event List									
+ Add									
Meeting Name	Reservation	Days Met	Start Date	End Date	Start Time	End Time	Status	Room	Sche
⊗ Zumba Wellness Classes	20250520-00016		06/12/2025	06/12/2025	05:00 PM	06:00 PM	Scheduled	CC C109	Saur
⊗ Zumba Wellness Classes	20250520-00016		06/19/2025	06/19/2025	05:00 PM	06:00 PM	Scheduled	CC C109	Saur
⊗ Zumba Wellness Classes	20250520-00016		07/10/2025	07/10/2025	05:00 PM	06:00 PM	Scheduled	CC C109	Saur
⊗ Zumba Wellness Classes	20250520-00016		07/17/2025	07/17/2025	05:00 PM	06:00 PM	Scheduled	CC C109	Saur
⊗ Zumba Wellness Classes	20250520-00016		07/24/2025	07/24/2025	05:00 PM	06:00 PM	Scheduled	CC C109	Saur
⊗ Zumba Wellness Classes	20250520-00016		07/31/2025	07/31/2025	05:00 PM	06:00 PM	Scheduled	CC C109	Saur

Filters

Show Current Filter

Search

Custom

Keyword:

Time Period: Custom

From: All

To: All

Day Met: U, M, T, W, R, F, S

Is Private: ☐

Is Featured: ☐

My Events: ☐

Event Status

Event Meeting Status

Campus

Building

Room

Customer Group

Customer

Customer Contact

Event Type

Event Meeting Type

Along with a keyword, or From and To date, the Filter's panel can be filtered by an **Event's Status, Campus, Building Room, Customer Group, Customer, Customer Contact, and Event Type**. To select any of these filter items, click on the + icon across from the filter. Click on **Search** at the top of the Filter panel and view your results.

Event Status

Event Meeting Status

Campus

Building

Room

Customer Group

Customer

Customer Contact

Event Type

Event Meeting Type

Approver

Select Items

Enter search text

AL

CC

CEC

CHE

CY

FVC

PC

PSC

RB

CC

1-12 of 12

Done

Event Status

Event Meeting Status

Campus

Building

Room

Customer Group

Customer

Customer Contact

Event Type

Event Meeting Type

Approver

Select Items

Enter search text

Canceled

Declined

Incomplete

Pending

Requested

Scheduled

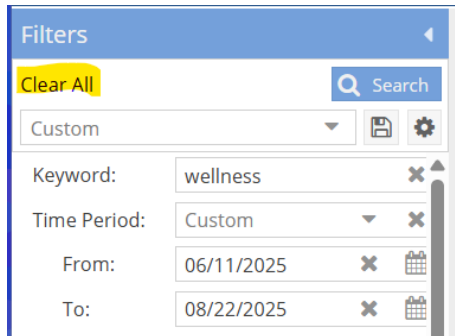
Tentative

1-7 of 7

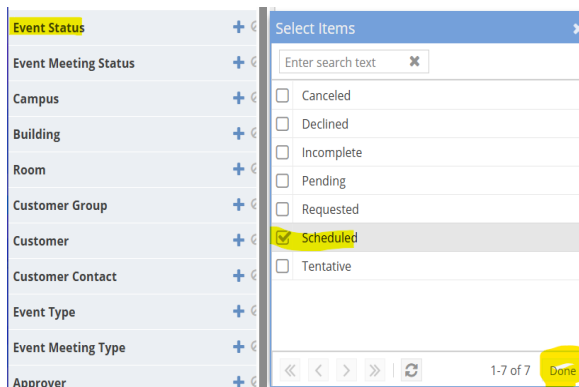
Done

A key function with the filter panel is saving a default filter; e.g., if you are located at the McKinney Campus, you would save McKinney as your default filter. Here are the steps in creating your default filter:

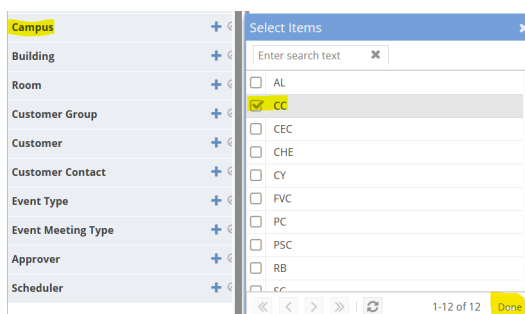
- Click on **Clear All** to remove any filter options previously selected (This ensures you have no dates saved, which allows you to insert different dates at various times).



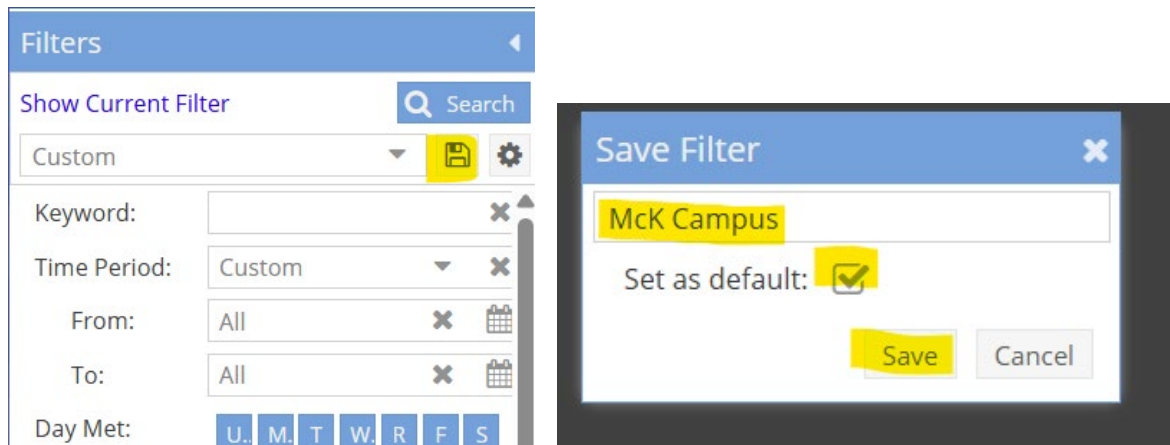
- Select **Scheduled** from the options on **Event Status** and **Scheduled** from **Event Meeting Status** (Make sure you select **Done** after selecting your options).



- Select your **Campus** in the **Campus** options (e.g., if you are at McKinney, select the McKinney Campus for both **Campus** and **Building** (again, make sure you always select **Done** when choosing an option; this saves your choice).



- Click on the **Save** icon below the **Search** button with a magnifying glass, and it will prompt you to name your filter. Place a checkmark in the **Set as Default**, and click **Save**.

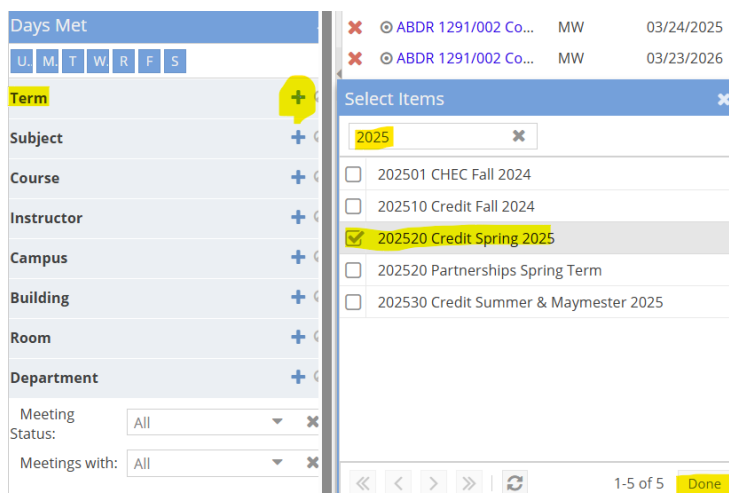


Do note that with a default filter set, you must clear your filter when looking for events or meetings at other campuses.

The **Event** and **Section** filters have common functions, except for the filter options. **Event** filters deliver event details, and **Section** filters deliver academic scheduling details (Subjects, Meeting Times and Instructional spaces). The significant difference with the **Section** filters is selecting a **Term**, **Subject**, **Campus** and **Building** for your filter. You also have the option to select a **Course**, **Instructor** or **Room**.

Section Filters

Follow the same steps above to expand your **Filter** panel. Begin your search by inserting a **Term**. Click on the + icon across **Term**, type the year of term you are searching for in the Search box, Click **Done**.



To insert a **Subject**, click the + icon, insert the subject in the **Search** box, and click **Done**.

The screenshot shows the 'Days Met' section with a calendar (U, M, T, W, R, F, S). Below it, the 'Term' is set to '1'. The 'Subject' filter is highlighted in yellow, and a '+' icon is next to it. To the right, a 'Select Items' dialog box is open, showing a search box with 'biol' and a list of items with 'BIOL' selected. At the bottom right, a 'Done' button is highlighted in yellow.

To insert a **Campus**, click the + icon, insert the campus code (locate a listing of the campus codes on the Ad Astra Event Scheduler homepage), click **Done**.

The screenshot shows the 'Days Met' section with a calendar (U, M, T, W, R, F, S). Below it, the 'Term' is set to '1'. The 'Subject' filter is set to '1'. The 'Campus' filter is highlighted in yellow, and a '+' icon is next to it. To the right, a 'Select Items' dialog box is open, showing a search box with 'Enter search text' and a list of campus codes with 'CC' selected. At the bottom right, a 'Done' button is highlighted in yellow.

Click on the **Search** button at the top to view your results.

The screenshot shows a 'Filter' section with a 'Show Current Filter' link and a 'Search' button highlighted in yellow.

Filter		Section List						
Clear All		+ Add a Section						
Custom		Course/Section ^1	Days Met	Start Date	End Date	Start Time	End Time	Room
Keyword:		✖ BIOL 1322/027 Lec...	TR	01/21/2025	05/18/2025	01:00 PM	02:15 PM	CC C221 - GPC - Fixed
Start Date:	All	✖ BIOL 1406/055 Lec...	F	01/21/2025	05/18/2025	06:00 PM	07:45 PM	CC A302 - Science Lab Biology
End Date:	All	✖ BIOL 1406/056 Lab...	S	01/21/2025	05/18/2025	09:00 AM	12:00 PM	CC A302 - Science Lab Biology
Invalid Mtg. Pattern:	All	✖ BIOL 1406/165 Lec...	MWF	01/21/2025	05/18/2025	08:00 AM	08:50 AM	CC B210 - GPC - T/C
Arranged:	All	✖ BIOL 1406/166 Lab...	M	01/21/2025	05/18/2025	10:00 AM	12:50 PM	CC A302 - Science Lab Biology
Is Exam:	All	✖ BIOL 1406/167 Lec...	MWF	01/21/2025	05/18/2025	09:00 AM	09:50 AM	CC B210 - GPC - T/C
		✖ BIOL 1406/168 Lab...	M	01/21/2025	05/18/2025	01:00 PM	03:50 PM	CC A302 - Science Lab Biology
		✖ BIOL 1406/169 Lab...	W	01/21/2025	05/18/2025	09:00 AM	11:50 AM	CC A302 - Science Lab Biology
		✖ BIOL 1406/171 Lab...	T	01/21/2025	05/18/2025	11:30 AM	02:20 PM	CC A302 - Science Lab Biology
		✖ BIOL 1406/172 Lec...	TR	01/21/2025	05/18/2025	01:00 PM	02:15 PM	CC B210 - GPC - T/C
		✖ BIOL 1406/173 Lab...	R	01/21/2025	05/18/2025	11:30 AM	02:20 PM	CC A302 - Science Lab Biology
		✖ BIOL 1406/174 Lec...	MW	01/21/2025	05/18/2025	01:00 PM	02:15 PM	CC B210 - GPC - T/C
		✖ BIOL 1406/175 Lec...	TR	01/21/2025	05/18/2025	10:00 AM	11:15 AM	CC B210 - GPC - T/C
		✖ BIOL 1406/176 Lab...	T	01/21/2025	05/18/2025	02:30 PM	05:20 PM	CC A302 - Science Lab Biology
		✖ BIOL 1406/177 Lec...	TR	01/21/2025	05/18/2025	11:30 AM	12:45 PM	CC C205 - GPC - T/C
		✖ BIOL 1406/178 Lec...	TR	01/21/2025	05/18/2025	08:30 AM	09:45 AM	CC B210 - GPC - T/C
		✖ BIOL 1406/179 Lab...	W	01/21/2025	05/18/2025	12:00 PM	02:50 PM	CC A302 - Science Lab Biology
		✖ BIOL 1406/181 Lab...	T	01/21/2025	05/18/2025	08:30 AM	11:20 AM	CC A302 - Science Lab Biology

To locate an instructor in a specific subject, it is best **not** to have a **Campus** selected. The instructor can have instructor assignments at other campuses. Click the **+** icon across **Instructor** and type the **last name** of the instructor. Select the instructor's name (if an instructor has two listings, it is best to select both).

Days Met

U. M. T W. R F S

Term 1 Clear +
Subject 1 Clear +
Course +
Instructor +
Campus +
Building +
Room +
Department +
Meeting Status: All
Meetings with: All

Select Items

cravo

<input checked="" type="checkbox"/>	Name	People Id
<input checked="" type="checkbox"/>	Cravo, Roberta	100192109
<input checked="" type="checkbox"/>	Cravo, Roberta	

1-2 of 2 Done

Click on the **Search** button to view your results. If you do not see the Instructor's name, scroll to the right of the screen to locate the Instructor's name. The columns operate like an Excel template; you can drag the Instructor's column to your preference.

Filter		Section List							
Show Current Filter		+ Add a Section							
Custom		Course/Section	Days Met	Start Date	End Date	Start Time	End Time	Instructor	Room
Keyword:		⊗ BIOL 2402/040 Lec...	TR	01/21/2025	05/18/2025	10:30 AM	11:45 AM	Cravo	CC B315 - TBL Classroom
Start Date:	All	⊗ BIOL 2402/039 Lab...	TR	01/21/2025	05/18/2025	08:30 AM	10:20 AM	Cravo	CC A309 - Science Lab AP II
End Date:	All	⊗ BIOL 2401/052 Lec...	MW	01/21/2025	05/18/2025	08:30 AM	09:45 AM	Cravo	CC B313 - GPC - Movable
Invalid Mtg. Pattern:	All	⊗ BIOL 2401/050 Lec...	MW	01/21/2025	05/18/2025	11:00 AM	12:15 PM	Cravo	CC B208 - GPC - Movable
Arranged:	All	⊗ BIOL 2401/056 Lec...	MW	01/21/2025	05/18/2025	02:30 PM	03:45 PM	Cravo	CC B308 - GPC - Movable
Is Exam:	All	⊗ BIOL 2401/061 Lec...	TR	01/21/2025	05/18/2025	01:00 PM	02:15 PM	Cravo	CC B313 - GPC - Movable
<input type="radio"/> View Sections									
<input type="radio"/> View Meetings									

You can save a **Default Filter** using the same steps as with **Events**. There are several filter options to save: By a **Term** or a **Campus**.

Term Default Filter

Select the **Term**. Click on the **Save** button, type in your Saved Filter name, check the Set as Default, and click **Save**.

Filter

Show Current Filter

Custom

Keyword:

Search

Save

Settings

Save Filter

Spring 2025

Set as default: ☒

Save

Cancel

Campus Default Filter

For best results when using a **Campus Default** filter, ensure you do not have a term selected. Click on the **Clear All** at the top of the Filter panel.

Filter

Clear All

Search

Custom

Keyword:

Start Date: All

End Date: All

Invalid Mtg. Pattern: All

Select a **Campus** and follow the exact steps above to **Save** the **Campus Default filter**.

The image displays two side-by-side screenshots of a software interface. The left screenshot shows a 'Filter' window with a blue header bar. Below the header, there is a 'Show Current Filter' link, a 'Search' button with a magnifying glass icon, and a dropdown menu currently set to 'Custom'. Below the dropdown is a 'Keyword:' label and an input field. The right screenshot shows a 'Save Filter' window with a blue header bar and a close button. It features a text input field containing 'McKinney Campus', a 'Set as default:' label with a checked checkbox, and two buttons at the bottom: 'Save' and 'Cancel'.

Important Note on Section Default Filters: With a Term Default filter, a new Term Default filter must be made at the end of each term.