



ASIMUT USER GUIDE

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Getting Started

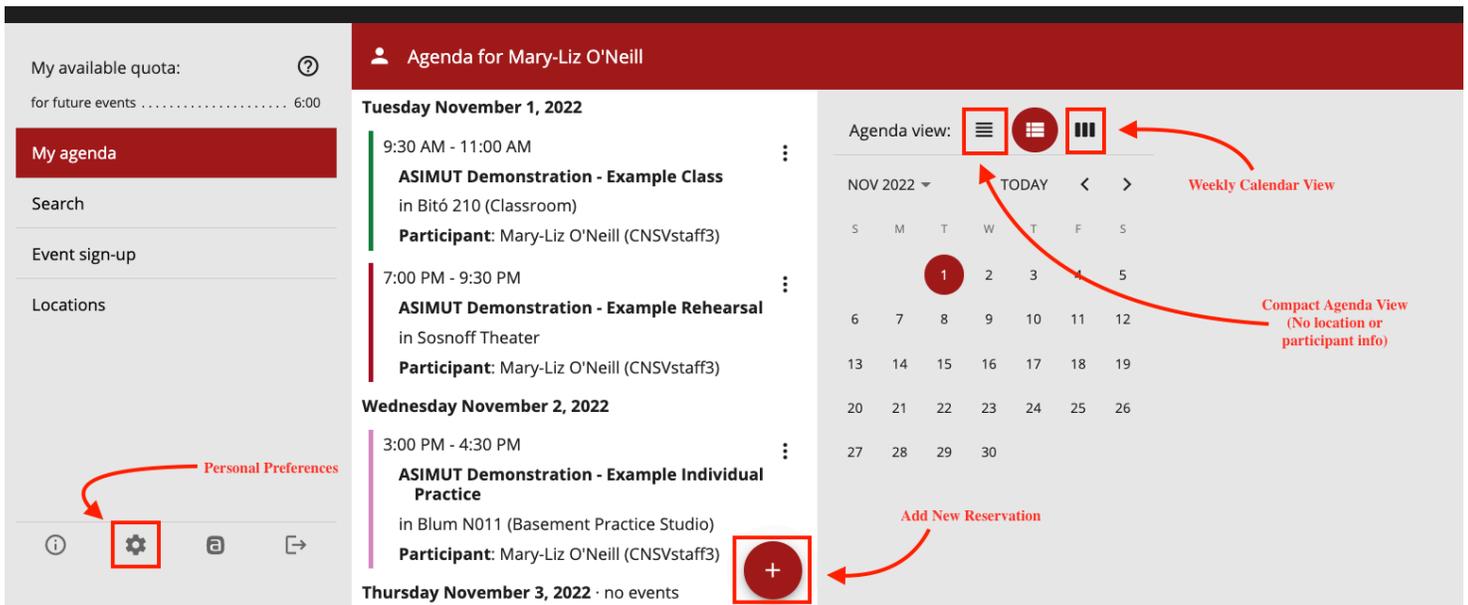
What is ASIMUT?

[ASIMUT](#) is scheduling, room booking and event management software created specifically for performing arts institutions.

How do I get started?

Go to bcom.asimut.net. You will be redirected to a single-sign on page where you will enter your bard login credentials.

You will have a personalized agenda page. This will be populated with events you create, as well as classes, rehearsals, or other events you have been assigned to. You can select from three different agenda views, as well make a new reservation using the + button.



Your Preferences

Set your language preference using the gear button.

Main Menu Functions

My Available Quota

This section shows your available booking quota for future events. Click on the question mark to view Booking Information (policies). (A quota is the maximum number of hours you are able to have booked at one time. When a room booking is made, the quota decreases by the duration of the reservation. At the time the booking is completed, the quota is recovered).

My Agenda

This is how to view your personal agenda, as pictured on page 3.

Search

Search for events, locations, or individuals from the Search screen. If you cannot find the specific room you're looking for in the Locations menu, try searching for it here.

Event Sign Up

Search for events you can sign up for. May expand over time.

The screenshot displays a user interface for event sign-up. On the left is a sidebar menu with the following items: "My available quota:" (with a question mark icon) and "for future events 6:00"; "My agenda"; "Search"; "Event sign-up" (highlighted in red); and "Locations". At the bottom of the sidebar are four icons: an information icon, a gear icon, a social media icon, and a share icon. The main content area has a red header "Event sign-up" and a white search box "Search for events that I can sign up to". Below the search box are four event categories, each with a right-pointing arrow:

- Masterclass (as Performer)**: Sign up for masterclasses, where you will perform and receive feedback.
- Masterclass (as Observer)**: Sign up to observe masterclasses.
- Private Lesson**: Sign up for your private lesson.
- Coaching**: Sign up for coaching.

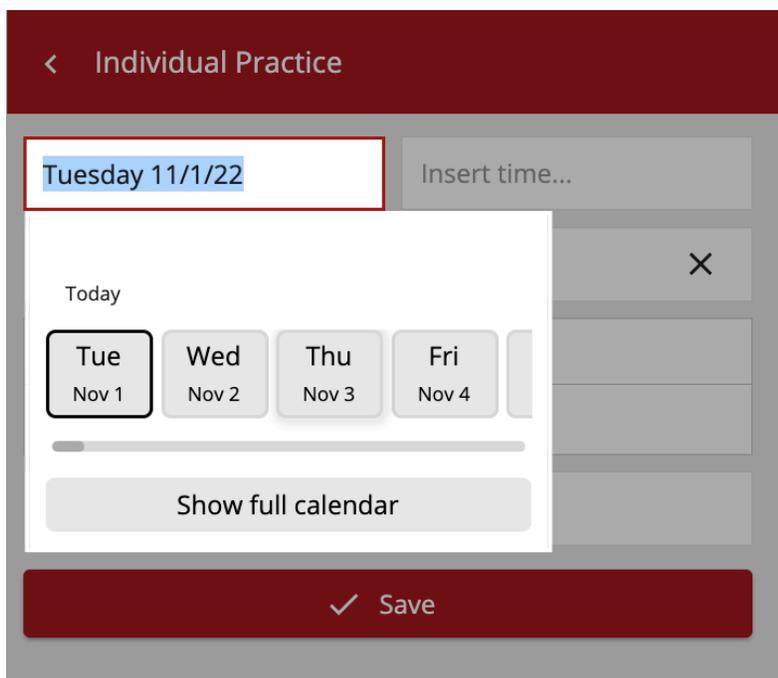
Creating a New Reservation

You can request a new reservation using the + on the agenda page or on a location page, or by clicking on a blank space in a specific room.

Clicking the + button or in the white space of a bookable venue will pull up a menu of event categories you are allowed to schedule. Not all categories are available for all users. Not all rooms are available for direct reservations.



After you select your event category, you will be taken to a screen to enter meeting details: Choose an upcoming date, or click "show full calendar" to pull up a calendar. How far in advance an event can be scheduled may depend on the room.



Click on "insert time" to select your start and end times.

Individual Practice

Tuesday 11/1/22

Insert time...

This event does not currently have a location

Select location

Description...

Participant: Mary-Liz O'Neill (C)

Save

a.m. minutes

12 1 2 3 :00

4 5 6 7 :15

8 9 10 11 :30

p.m. :45

12 1 2 3

4 5 6 7

8 9 10 11

Next, select your location. You can search for a room group, which will take you to that group's schedule on your chosen date, or search for a specific room number (i.e. Bitó 103). If your desired room has a conflict, it will be grayed out.

Individual Practice

Tuesday 11/1/22

12:00 PM - 1:30 PM

This event does not currently have a location

Select location X

Practice Rooms - All

Practice Rooms - Bitó

Practice Rooms - Blum

Bitó 102 (Faculty Studio)

Bitó 103 (Faculty Studio)

Save

A **yellow box** indicates that you are unable to create a booking in the selected space and time for a specified reason. In the screenshot below, you'll see that this booking cannot be created, because an event cannot be added on a date in the past.

A **blue box** indicates that you have a conflicting event at the time you've selected. Students are able to double book themselves. For example: your academic class in the college was canceled, and you would like to practice during that time frame.

The screenshot shows a booking interface for 'Individual Practice'. The selected date is Tuesday 11/1/22, and the time is 8:30 AM - 10:00 AM. The location is Bitó 103 (Faculty Studio). The participant is Mary-Liz O'Neill (CNSVstaff3). There are two error messages: a yellow box stating 'You are not allowed to create or modify events in the past' and a blue box stating 'You have conflicting events: 09:30 am - 11:00 am ASIMUT Demonstration - Example Class'. A 'Save' button is at the bottom.

Bitó 103 (Faculty Studio)
Lázló Z. Bitó '60 Conservatory Building

Regular opening hours

Monday	07:00 am - 11:45 pm
Tuesday	07:00 am - 11:45 pm
Wednesday	07:00 am - 11:45 pm
Thursday	07:00 am - 11:45 pm
Friday	07:00 am - 11:45 pm
Saturday	07:00 am - 11:45 pm
Sunday	07:00 am - 11:45 pm

Participant: Mary-Liz O'Neill (CNSVstaff3)

Yellow Box: You are not allowed to create or modify events in the past

Blue Box: You have conflicting events:
09:30 am - 11:00 am ASIMUT Demonstration - Example Class

Save

Ensemble Practice Bookings:

Participants can only be added to ensemble practice bookings. When you add your participants, and press save, if one or more of your participants have a conflicting event, it will strike through their name and display the conflicting time. You can choose to remove the individual with the conflict, or go back and find a different time.

Note: Conflict checking ONLY works with Conservatory affiliated events also scheduled in ASIMUT, and only if the individual is listed as a participant in another event. It will not check against personal calendars, campus events, lectures without defined participants, etc.

Questions

We are happy to help! Please contact practice@bard.edu and we will assist as soon as possible. There is also additional helpful information on the Conservatory wiki.