Student Organizations

ASTRA EVENT SCHEDULING SOFTWARE

OVERVIEW

- Links
- Website Look
- Event Variations
  - Single Event
  - Multiple Events
  - Recurring Events

- Submission/Approval
  - Duration
  - Stipulations
  - Additional Information
- Change of Plans
- Housing & Continuing Education

ASTRA NEW LINK

- Link:
https://www.aaiscloud.com/ClaytonStateU/Default.aspx

- Link can also be found on the Campus Life website:
https://www.clayton.edu/campus-life
(tab "Register Your Event")

- Link can also be found on
https://www.clayton.edu/campus-life/clubs-and-organizations
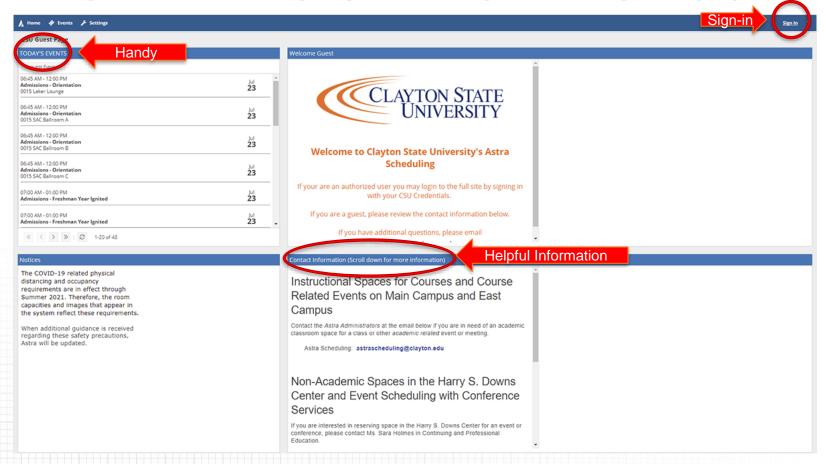(click the "Astra" link)

HELPFUL EVENT PLANNING LINKS

- **Events Information:**
  clayton.edu/campus-life/docs/events-101.pdf

- **Facilities Information:**
  clayton.edu/campus-life/docs/reset-facilities-presentation.pdf
  (Includes Campus Map)

- **Event Registration & Reservation Policy:**
  clayton.edu/campus-life/docs/Event-Registration-and-Reservation-Policy.pdf

- **Late Night & Special Event Policy:**
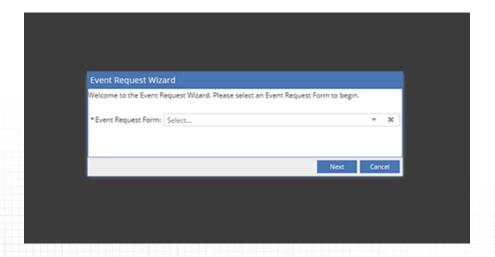 clayton.edu/campus-life/docs/Late-Night-and-Special-Event-Policy.pdf
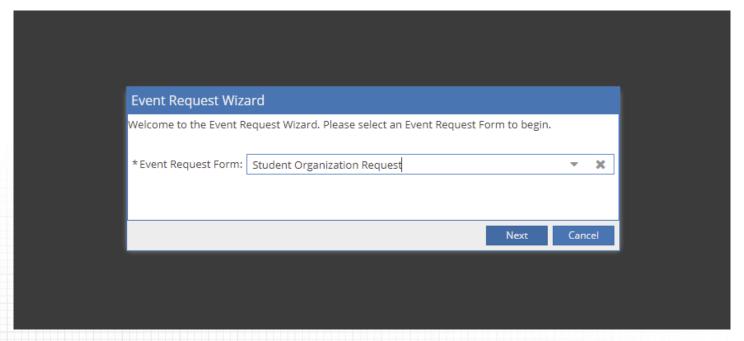
ASTRA HAS CHANGE IT'S LOOK

AFTER SIGNING IN

- From the top menu, select "Events".
- From the "**Events**" dropdown menu, select "**Request Event**" to open the "**Event Request Wizard**".
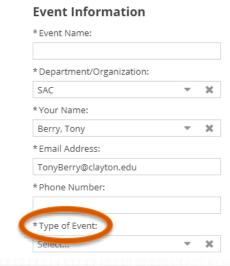

CLAYTON STATE UNIVERSITY

DREAMS. MADE REAL.

AFTER SIGNING IN

- Select option, "Student Organization Request," and then click "Next".

CLAYTON STATE UNIVERSITY

DREAMS. MADE REAL.

REQUEST

- Fill out the required information *, including "Type of Events."
  - Meeting
  - Event

Event Information

*Event Name:

*Department/Organization:

SAC

*Your Name:

Berry, Tony

*Email Address:

TonyBerry@clayton.edu

*Phone Number:

*Type of Event:

Select...

REQUEST

- Please provide a description of your event in the "Describe the event" section.
  - This information is used on the University Calendar.

* Describe the event:

Please provide a description here!

ADD MEETING – THREE OPTIONS

ADD MEETING

- Single Meeting

ADD MEETING

- Multiple Meetings

ADD MEETING

- Recurring Meetings

ADD MEETING – ASSIGN ROOMS

Event Meetings

Create Meetings and Assign Rooms:

Please select meeting dates/times and assign requested rooms. Note: If you are requesting space in Continuing Education, Nursing, or the Music Education Building, please select your request under "Other Rooms Not Listed" at the bottom of the form.
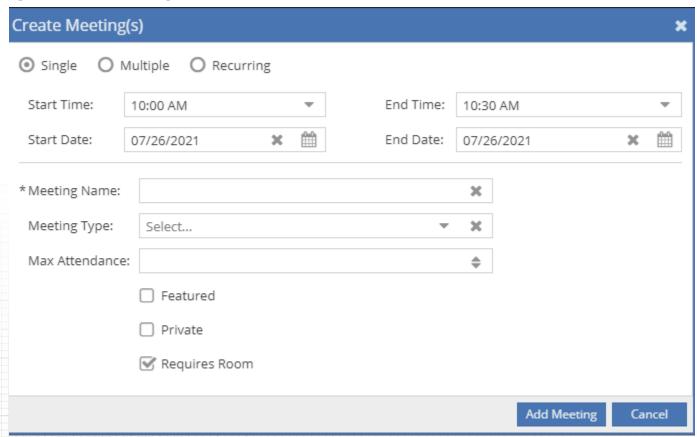
Add a Meeting:

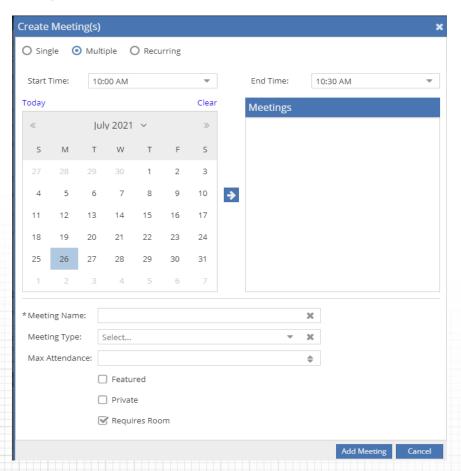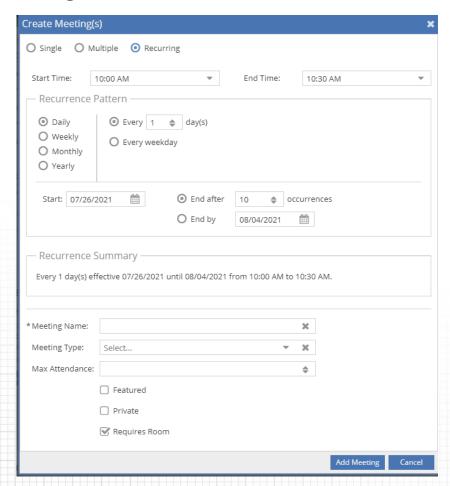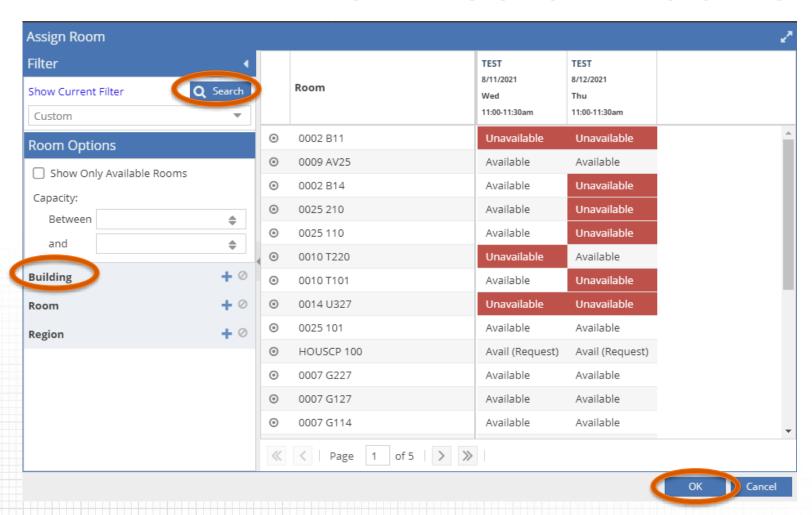Add Meeting   Assign Rooms

✗   TEST - Wed, 08/11/2021, 11:00 AM to 11:30 AM

✗   TEST - Thu, 08/12/2021, 11:00 AM to 11:30 AM

CLAYTON STATE UNIVERSITY

DREAMS. MADE REAL.

ADD MEETING – ASSIGN ROOMS

SUBMISSION/APPROVAL

- Keep in mind, Astra will not let you submit a request **less than 10 days out from the date of your request**.

- Once submitted, you should receive a confirmation of that submission
  - Please note, this is not an approval, but a confirmation that your event has been received.

- Approval Stipulations
  - Event Room Reservations will not be approved in Astra unless/until they're approved in Loch-N (powered by Presence).
  - Event Approval time can take 5-10 business days
  - Five weeks for parties or similarly large-scale events
  - Plan accordingly!

CLAYTON STATE UNIVERSITY

DREAMS. MADE REAL.

SUBMISSION/APPROVAL

- Walkthrough
  - Walkthroughs, i.e., equipment needs and setups will be conducted with the Technology and Equipment Manager for the SAC.
  - Three ways to schedule a meeting:
    - Email: TonyBerry@clayton.edu
    - Phone: (678) 466-5433
    - Presence Form
  - This meeting can be conducted in-person or via Teams
- Additional Information
  - If you have any additional information regarding your event, such as a DJ, vendor tables, external entities that will be in attendance, please don't hesitate to contact me.

CLAYTON STATE UNIVERSITY

DREAMS. MADE REAL.

CHANGE OF PLANS

- If you need to make changes to your reservation (date, time, or setup), please don't hesitate to contact me.
    - Email: TonyBerry@clayton.edu
    - Phone: (678) 466-5433
- Additional Information
    - If you have any logistical or equipment questions for me, please don't hesitate to contact me.

HOUSING/CONTINUING EDUCATION

- Astra allows you to reserve space in Laker Hall, but it does not allow you to request space in the the Harry S. Downs Continuing Education building. Both will need additional approvals from their governing entities.

- I can assist with these reservations, but please note that these incur an additional approval level that is out of my hands.

DEMONSTRATION AND QUESTIONS

HAVE A GREAT SEMESTER!

Tony Berry

Technology & Equipment Manager

Email: TonyBerry@clayton.edu

Phone: (678) 466-5433