How to Request an Event - Guests

- 1. Go to https://csuastra.clayton.edu/AstraSchedule .
- 2. Select "Request an Event" Link on the Astra Home Tab.

ASTRA HOME	RESOURCES	EVENTS		
est User Reque	st Forms (Exter	nal to Clayto	n State)	
lequest an Eve	ent			
equest an Eve				•

- 3. Select Reservation Request Form.
 - a. Choose "Continuing Education/External Client" if you're requesting space in Continuing Education or are unsure of desired space (SAC, Continuing Education, or Academic Classroom Space."
 - b. Choose "Student Activities Center" if you're requesting space in the Student Activities Center.

vent Request Wizard			
Welcome to the Event Request W	izard. Please select an Event Request Form to	begin.	
Event Request Form:		*	
	Continuing Education/External Cli		
	Student Activities Center		Cancel

4. Complete Event Information Form including "Have you booked an event with us before?"

Please fill out this form as accu	natery as possible.								
Please Read and Confirm									
Lead Time:	Event must be submitted at least ten (10) business days prior to the event.								
Processing Time:	You should allow at least 3-4 days for processing time.	You should allow at least 3-4 days for processing time.							
Click here to view event scheduling policies.									
Accept policies to continue:*									
Event Information									
Event Name:*									
Department/Organization Name:*									
Have you booked an event with us before?	*								
Your Name:*									
Email Address:*									
Phone Number:*									
Event Estimated Attendance:*	0								
Event Type:*									
Event Description:*									
Event Meetings									
Meeting Name*:		Max Atte							
Meeting Type*:	×								
Description:									

5. Make sure you read and Accept policies to continue:

Event Request (Student Organization Request)

-

Please fill out this form as completely and accurately as possible.

Please Read and Confirm	
Lead Time:	Event must be submitted at least ten (10) business days prior to the event. On- campus parties must be submitted five (5) weeks prior to the requested date.
Processing Time:	You should allow at least 3-4 days for processing time.
Click here to view event scheduling policies.	
Accept policies to continue:*	Accept

6. Fill out the event meeting fields, including max attendance. Meeting name will be the default name for the meeting and will appear on the calendar (See Step #8). <u>Please keep the name SHORT and use description to add additional details.</u>

Event Meetings	5		
Meeting Name*:	Annual Conference	Max Attendance:	50
Meeting Type*:	Meeting X V		Requires Room
Description:			

7. Choose your Meeting Recurrence (Single Meeting(s) or Recurring). Each event can have up to 100 meetings. If you have multiple meetings with the same subject, DO NOT create multiple events. Rather, create multiple meetings as outlined below.

① Create

a. **Meetings Occurring Multiple Days at the Same Time** - Create meetings that occur multiple days at the same time with one click. Select all the days and click the

Meeting Recurrence								«	Μ	leet	ings												
														🕀 Crea	ite		😑 D	elete					
Sinc	ale M	1eeti	ing(s) [Rec	urrin	a	Spar	nning						S]	Name		Start Date	Start Time	End Time	End Date
Start			12:3			×	-		Time		1:3	0 PM		××] 🖃	Annual Confe	rence	e	12:30 PM	1:30 PM	
	(Octob	er 20	14 -		F		N	oveml	per 20	014 -		T]	Annual Cor	fe	11/25/2014	12:30 PM	1:30 PM	11/25/201
S	М	т	W	т	F	S	S	М	т	w	т	F	s]	Annual Cor	fe	11/26/2014	12:30 PM	1:30 PM	11/26/201
28	29	30	1	2	3	4	26	27	28	29	30	31	1										
5	6	7	8	9	10	11	2	3	4	5	6	7	8										
12	13	14	15	16	17	18	9	10	11	12	13	14	15										
19	20	21	22	23	24	25	16	17	18	19	20	21	22										
26	27	28	29	30	31	1	23	24	25	26	27	28	29										
2	3	4	5	6	7	8	30	1	2	3	4	5	6										

b. Meetings Occurring on same day at different times or multiple days at different

times- Set the time and day for the meeting and click **Create**. Repeat for each meeting at a different time.

Once you have created all of your meetings you will use the Meetings window to request classrooms.

- 8. **VERY IMPOTANT** When you hit the create icon, Astra Schedule will ask you for a name for one meeting and/or the meeting group. The name will automatically populate the meeting name you entered.
 - a. If there is just one meeting, this will be the name of the meeting that appears on the calendar.
 - b. If you have 2 instances as shown above, you can keep the group name or change each instance by clicking in the meeting group box. The name of the two instances

will be what appears on the calendar. So, in the example below, Board Meeting would appear for the first day instead of Annual Conference.

Ме	Meetings								
O Delete									
	Name	Start Date	Start Time						
	Annual Conference		12:30 PM						
	Board Meeting	11/25/2014	12:30 PM						
	Annual Confe	11/26/2014	12:30 PM						

9. Fill out room preferences and catering information.

Room Needs & Catering								
Please describe room preferences or needs:								
Will you be serving food?:*								
Will there be alcohol served at this event?:*								
Will there be alcohol served at this event?:*								

10. Once you are satisfied with your requests, you will need to click the located under Event Request to submit your request.

Editing 🔚 Submit 🥥 Cancel						
Event Request (Continuing Education	/External Client)					
Please fill out this form as accura	ately as possible.					
Please Read and Confirm						
Lead Time:	Event must be submitted at least ten (10) busines					
Processing Time:	You should allow at least 3-4 days for processing					
Click here to view event scheduling policies.						
Accept policies to continue:*	Accept					
Event Information Event Name:*	Annual Conference					
Department/Organization Name:*	Chamber of Commerce					
Have you booked an event with us before?:*	* Yes Megan					
Your Name:*						
Email Address:*	Megan@Clayton.edu					
Phone Number:*	555-555-5555					
Event Estimated Attendance:*	27					
Event Type:*	Conferences					
Event Description:*	Annual conference.					

11. Click Done to complete the transaction.