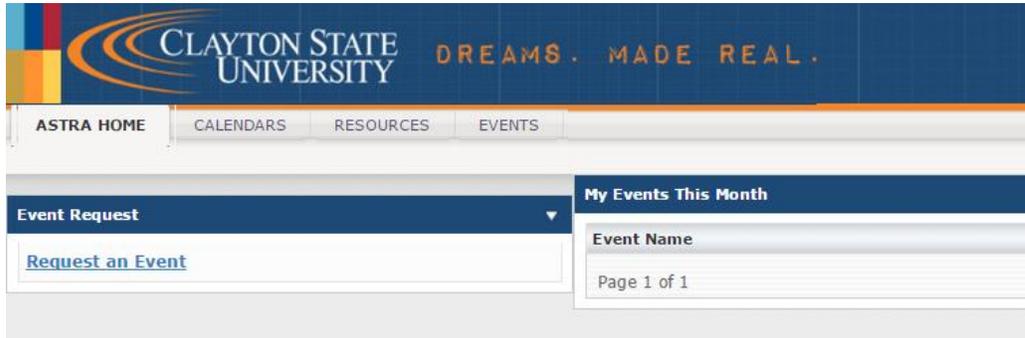


## How to Request an Event – Student Organizations

1. Go to <https://csuastra.clayton.edu/AstraSchedule> and log-in using your Clayton State network ID and Password in the upper right-hand corner if you are a student or faculty/staff member.
2. Select “Request an Event” Link on the Astra Home Tab.



3. Fill out the Student Organization Event Request Form completely

### 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.

#### Event Information

Event Name:*	<input type="text"/>
Department/Organization:*	<input type="text"/>
Your Name:*	<input type="text" value="Student, Ima"/>
Email Address:*	<input type="text" value="istudent@student.clayton.edu"/>
Phone Number:*	<input type="text"/>
Event Type:*	<input type="text"/>
Describe the event and room/resource needs:*	<input type="text"/>

#### Select Meetings and Rooms

**Create Meetings and Assign Rooms:** Please select meeting dates/times and assign requested rooms.

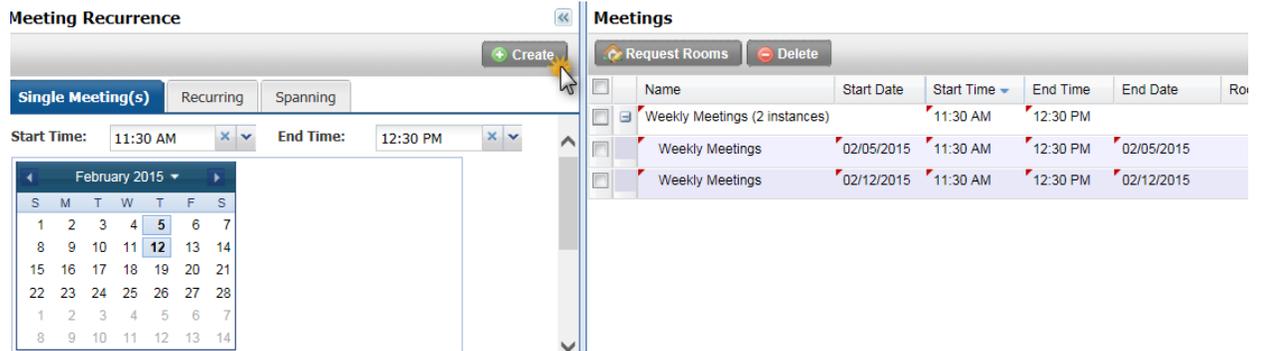
Note: If you are requesting space in Continuing Education, Nursing, or the Music Education Building, please select your request under "Other Rooms Not Listed" at the bottom of the form.

4. Fill out the event meeting fields -- **Key notes:**
  - a. Entering a Max Attendance will filter out rooms shown based on the room capacity
  - b. Meeting name will be the default name for the meeting and will appear on the calendar (See Step #9). Please keep the name SHORT and use description to add additional details.
  - c. Be sure that “Requires Room” is selected

<b>Event Meetings</b>	
Meeting Name*: Weekly Meetings	Max Attendance: 50
Meeting Type*: Meeting	<input type="checkbox"/> Private <input type="checkbox"/> Featured <input checked="" type="checkbox"/> Requires Room
Description: Describe your meeting	

5. 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.
  - 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

 button.



**Meeting Recurrence**

Single Meeting(s) Recurring Spanning

Start Time: 11:30 AM End Time: 12:30 PM

February 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14

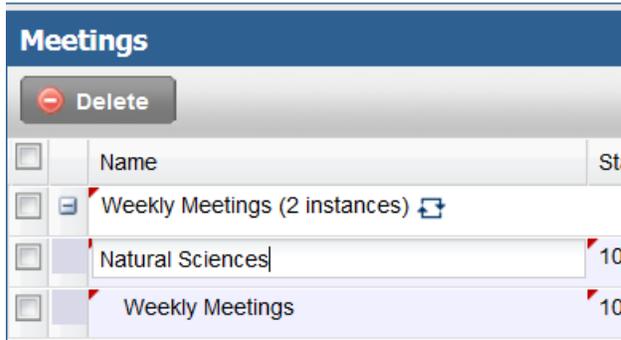
**Meetings**

Name	Start Date	Start Time	End Time	End Date	Ro
Weekly Meetings (2 instances)		11:30 AM	12:30 PM		
Weekly Meetings	02/05/2015	11:30 AM	12:30 PM	02/05/2015	
Weekly Meetings	02/12/2015	11:30 AM	12:30 PM	02/12/2015	

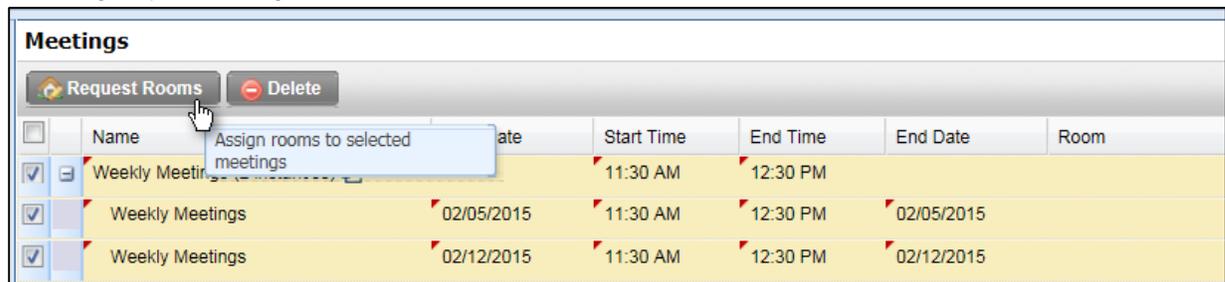
- b. **Meetings Occurring on same day at different times or multiple days at different times-** Set the time and day for the meeting and click . Repeat for each meeting at a different time.
- c. **DO NOT** create different events (Meetings, Fundraisers, Game Nights, etc.) under one event request

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

6. **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, Natural Sciences would appear instead of Weekly Meetings.



7. Select the check box next to the meeting you are trying to schedule and then  icon to select from available classrooms. Note you can select all meetings by checking the checkbox next to Name:



8. Next you will be prompted to assign a room for your meeting, you need to select a room that is Available. Rooms that are Unavailable have other classes or events already assigned to them. To enhance searching, filter by Region or Building.

**Assign Room**

**Filter**

Saved Filter: Student

**Room** Use room filters below to sort rooms.

Capacity:  
Between 50 and

**Region (3)**

- Commons
- Open Academic Space
- SAC

**Building**

All

**Room**

All

Room	Score	Weekly Meetings
0014 UC Lakes...	100	2/5/2015-2/12/2015 R 11:30am-12:30pm
0010 T112	96	Unavailable
0007 G101	91	Unavailable
0010 T220	87	Unavailable
0014 U267	87	Unavailable
0014 U265	87	Unavailable
0014 U322	83	Avail (Request)
0014 U416	83	Unavailable
0002 B11	82	Unavailable
0002 B13	82	Unavailable
0002 B10	82	Unavailable
0014 U327	80	Unavailable
0002 B12	79	Unavailable
0002 B14	77	Unavailable
0099 Quad	75	Avail (Request)
0002 Lobby	72	Avail (Request)
0000 Lawson A	60	Avail (Request)

(custom) Search Page 1 of 1 Meeting

OK Cancel

9. Hover over the icon next to the room number to see additional information.

The screenshot shows the 'Assign Room' application interface. On the left is a 'Filter' panel with a 'Saved Filter' of 'Student'. The 'Room' section includes a 'Capacity' filter set to 'Between 50 and' and a 'Region (3)' list with 'Commons', 'Open Academic Space', and 'SAC' selected. Below this is a 'Building' and 'Room' list, both currently set to 'All'. A search bar at the bottom left contains '(custom)'. The main area is a table with columns 'Room', 'Score', and 'Weekly Meetings'. A mouse cursor is hovering over a small icon next to the room '0014 U322'. A 'Room Details' popup is open for 'University Center U322 (Standard)', showing a 'No Image' placeholder and details: Room Type: Lecture Hall, Capacity: 74, Layout: Default, Campus: Main Campus, and Description: (empty). Below the details is a table with columns 'Feature', 'Quantity', and 'Category', containing one row: 'Tiered seating', 'No Category'. The popup also has 'View Room Details' and 'Meetin' buttons. The background table shows other rooms like '0014 UC Lakes...', '0010 T112', '0007 G101', '0010 T220', '0014 U267', '0014 U265', and '0002 Lobby'. The bottom of the application shows 'Page 1 of 1' and 'OK'/'Cancel' buttons.

Room	Score	Weekly Meetings
0014 UC Lakes...	100	Avail (Request)
0010 T112	96	Unavailable
0007 G101	91	Unavailable
0010 T220	87	Unavailable
0014 U267	87	Unavailable
0014 U265	87	Unavailable
0014 U322	83	Selected

Feature	Quantity	Category
Tiered seating		No Category

10. Once you have selected a classroom for your meeting click on OK to continue:

Room	Score	Weekly Meetings
0014 UC Lakes...	100	Avail (Request)
0010 T112	96	Unavailable
0007 G101	91	Unavailable
0010 T220	87	Unavailable
0014 U267	87	Unavailable
0014 U265	87	Unavailable
0014 U322	83	Selected
0014 U416	83	Unavailable
0002 B11	82	Unavailable
0002 B13	82	Unavailable
0002 B10	82	Unavailable
0014 U327	80	Unavailable
0002 B12	79	Unavailable
0002 B14	77	Unavailable
0099 Quad	75	Avail (Request)
0002 Lobby	72	Avail (Request)
0000 Lounge A	60	Avail (Request)

11. After clicking OK, you will be returned to the event request window.

Name	Start Date	Start Time	End Time	End Date	Room
Weekly Meetings (2 instances)		11:30 AM	12:30 PM		
Weekly Meetings	02/05/2015	11:30 AM	12:30 PM	02/05/2015	0014 U322
Weekly Meetings	02/12/2015	11:30 AM	12:30 PM	02/12/2015	0014 U322

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

ASTRA HOME | CALENDARS | RESOURCES | **EVENTS**

Events | **Event Request** | Notifications

Editing...

### Event Request (Student Organization Request)

Your Name:*	Student, Ima
Email Address:*	istudent@student.clayton.edu
Phone Number:*	555-555-555
Event Estimated Attendance:*	50
Event Type:	
Event Description:	

### Event Meetings

Meeting Name*:	Weekly Meetings
Meeting Type*:	Meeting

13. Click "Done" to complete the transaction. You will receive an email confirmation once your event has been scheduled.