

Student Organizations

# **ASTRA EVENT SCHEDULING SOFTWARE**

# OVERVIEW

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# WHERE TO FIND THIS PRESENTATION?



[clayton.edu/laker-life/docs/laker-life-astra.pdf](http://clayton.edu/laker-life/docs/laker-life-astra.pdf)

Laker  
*Life!*  
Division of Student Affairs

# ASTRA NEW LINK

- Link:  
<https://www.aaiscloud.com/ClaytonStateU/Default.aspx>
- Link can also be found on the Laker Life website:  
<https://www.clayton.edu/laker-life>  
(tab “Register Your Event”)
- Link can also be found on  
<https://www.clayton.edu/laker-life/clubs-and-organizations>  
(click the “Astra” link)

# HELPFUL EVENT PLANNING LINKS

- Events Information:  
[clayton.edu/laker-life/docs/events-101.pdf](https://clayton.edu/laker-life/docs/events-101.pdf)
- Facilities Information:  
[clayton.edu/laker-life/docs/reset-facilities-presentation.pdf](https://clayton.edu/laker-life/docs/reset-facilities-presentation.pdf)  
(Includes Campus Map)
- Event Registration & Reservation Policy:  
[clayton.edu/laker-life/docs/event-registration-and-reservation-policy.pdf](https://clayton.edu/laker-life/docs/event-registration-and-reservation-policy.pdf)
- Late Night & Special Event Policy:  
[clayton.edu/laker-life/docs/late-night-and-special-event-policy.pdf](https://clayton.edu/laker-life/docs/late-night-and-special-event-policy.pdf)

# ASTRA'S LOOK

- Login using your Clayton State credentials.
- You won't be able to select your location without signing in.

The screenshot shows the Astra Scheduling website interface. At the top right, there is a navigation bar with 'Home', 'Events', and 'Settings' links, and a 'Sign-in' button with a red arrow pointing to it. Below the navigation bar, the page is divided into several sections. On the left, there is a 'TODAY'S EVENTS' section with a red circle around the title and a red arrow pointing to it labeled 'Handy'. This section contains a list of events for July 23rd, including 'Admissions - Orientation' in three different SAC Ballrooms (A, B, and C) and 'Admissions - Freshman Year Ignited'. Below this is a 'Notices' section with text about COVID-19 related physical distancing and occupancy requirements. On the right, there is a 'Welcome Guest' section with the Clayton State University logo and a welcome message. Below this, there is a 'Contact Information' section with a red circle around the title and a red arrow pointing to it labeled 'Helpful Information'. This section contains information about instructional spaces, contact information for Astra Scheduling (astrascheduling@clayton.edu), and information about non-academic spaces in the Harry S. Downs Center.

Home Events Settings Sign-in Sign In

**TODAY'S EVENTS** Handy

Event	Date
06:45 AM - 12:00 PM Admissions - Orientation 0015 Laker Lounge	Jul 23
06:45 AM - 12:00 PM Admissions - Orientation 0015 SAC Ballroom A	Jul 23
06:45 AM - 12:00 PM Admissions - Orientation 0015 SAC Ballroom B	Jul 23
06:45 AM - 12:00 PM Admissions - Orientation 0015 SAC Ballroom C	Jul 23
07:00 AM - 01:00 PM Admissions - Freshman Year Ignited	Jul 23
07:00 AM - 01:00 PM Admissions - Freshman Year Ignited	Jul 23

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Welcome Guest

**CLAYTON STATE UNIVERSITY**

Welcome to Clayton State University's Astra Scheduling

If you are an authorized user you may login to the full site by signing in with your CSU Credentials.

If you are a guest, please review the contact information below.

If you have additional questions, please email

**Contact Information (Scroll down for more information)** Helpful Information

**Instructional Spaces for Courses and Course Related Events on Main Campus and East Campus**

Contact the Astra Administrators at the email below if you are in need of an academic classroom space for a class or other academic related event or meeting.

Astra Scheduling: [astrascheduling@clayton.edu](mailto:astrascheduling@clayton.edu)

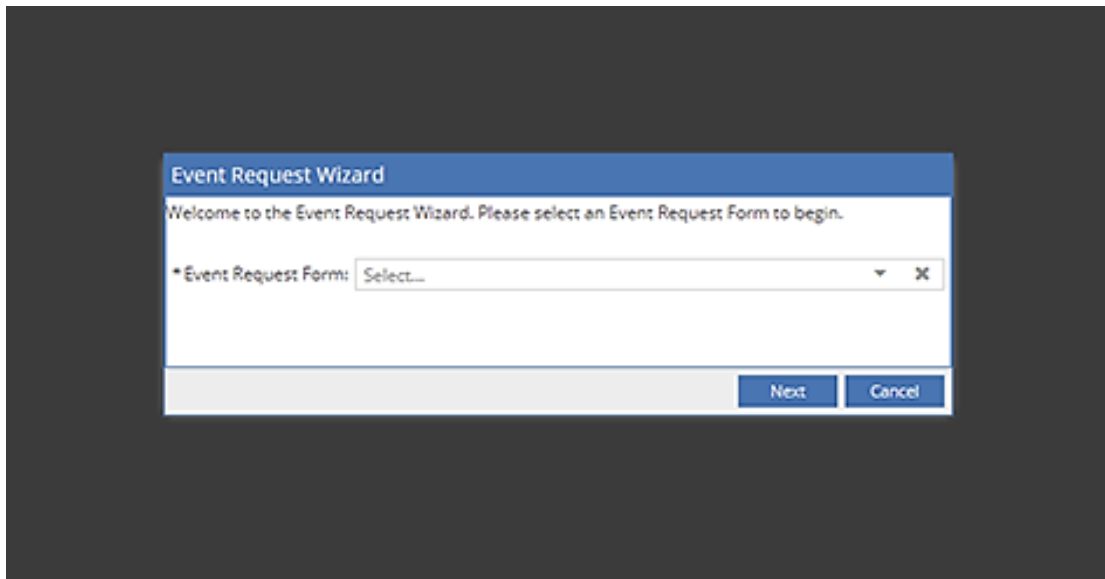
**Non-Academic Spaces in the Harry S. Downs Center and Event Scheduling with Conference Services**

If you are interested in reserving space in the Harry S. Downs Center for an event or conference, please contact Ms. Sara Holmes in Continuing and Professional Education.

# AFTER SIGNING IN

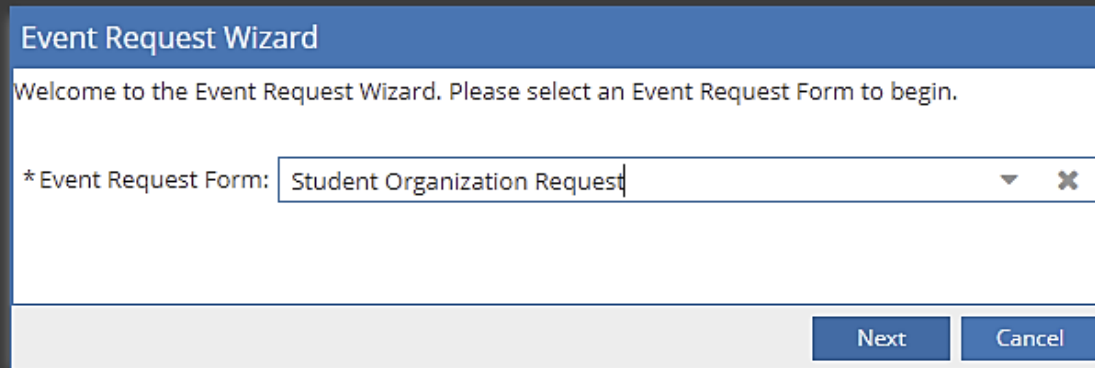
From the menu across the top of the page, select “Events”.

From the “Events” dropdown menu, select “Request Event” to open the “Event Request Wizard”.



# AFTER SIGNING IN

Select option, “**Student Organization Event Request**” or “**Student Organization Meeting Request**” (depending on need), and then click “**Next**”.



The screenshot shows a dialog box titled "Event Request Wizard". The text inside reads: "Welcome to the Event Request Wizard. Please select an Event Request Form to begin." Below this text is a dropdown menu labeled "\* Event Request Form:" with the text "Student Organization Request" selected. At the bottom right of the dialog box are two buttons: "Next" and "Cancel".

# REQUEST

Fill out the required information \*, including “**Type of Events.**”

- Meeting
- Event

## Event Information

\* Event Name:

\* Department/Organization:

\* Your Name:

\* Email Address:

\* Phone Number:

\* Type of Event:

# 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

## 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](#)

No meetings created. [Add Meeting](#)



# ADD MEETING

## Single Meeting

Create Meeting(s) ✕

Single    Multiple    Recurring

Start Time:  End Time:

Start Date:  ✕  End Date:  ✕ 

---

\* Meeting Name:  ✕

Meeting Type:  ▼ ✕

Max Attendance:  ⬆️⬆️

Featured

Private

Requires Room

# ADD MEETING

## Multiple Meetings

Create Meeting(s) ✕

Single  Multiple  Recurring

Start Time:  End Time:

Today Clear

July 2021						
S	M	T	W	T	F	S
27	28	29	30	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	29	30	31
1	2	3	4	5	6	7

Meetings

\* Meeting Name:

Meeting Type:

Max Attendance:

Featured  
 Private  
 Requires Room

# ADD MEETING

## Recurring Meetings

Create Meeting(s) ✕

Single  Multiple  Recurring

Start Time:  End Time:

Recurrence Pattern

Daily  Weekly  Monthly  Yearly

Every  day(s)  Every weekday

Start:

End after  occurrences  End by

Recurrence Summary

Every 1 day(s) effective 07/26/2021 until 08/04/2021 from 10:00 AM to 10:30 AM.

\* Meeting Name:  ✕

Meeting Type:  ✕

Max Attendance:

Featured

Private

Requires Room

# 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

# ADD MEETING – ASSIGN ROOMS

Assign Room

Filter

Show Current Filter

Room Options

Show Only Available Rooms

Capacity:

Between  and

Building

Room

Region

Room	TEST 8/11/2021 Wed 11:00-11:30am	TEST 8/12/2021 Thu 11:00-11:30am
<input type="radio"/> 0002 B11	Unavailable	Unavailable
<input type="radio"/> 0009 AV25	Available	Available
<input type="radio"/> 0002 B14	Available	Unavailable
<input type="radio"/> 0025 210	Available	Unavailable
<input type="radio"/> 0025 110	Available	Unavailable
<input type="radio"/> 0010 T220	Unavailable	Available
<input type="radio"/> 0010 T101	Available	Unavailable
<input type="radio"/> 0014 U327	Unavailable	Unavailable
<input type="radio"/> 0025 101	Available	Available
<input type="radio"/> HOUSCP 100	Avail (Request)	Avail (Request)
<input type="radio"/> 0007 G227	Available	Available
<input type="radio"/> 0007 G127	Available	Available
<input type="radio"/> 0007 G114	Available	Available

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# SUBMISSION/APPROVAL

Keep in mind, Astra will not let you submit a request **less than 10 days out from the date of your request (unless you're submitting a meeting in a classroom space).**

Once submitted, you should receive a confirmation of that submission.

Please note, this is **not an approval**, but a confirmation that your event request has been received.

# SUBMISSION/APPROVAL

## Approval Stipulations

Event/Room Requests will not be approved in **Astra** unless or until they're approved in **Presence/Involve**.

Event Approval time can take as long as **5-10 business days** (classroom meetings will take less time).

**Five weeks** for **parties** or similarly **large-scale** events.

Please plan accordingly!

# SUBMISSION/APPROVAL

## Walkthrough

Walkthroughs, i.e., equipment needs and event setups will be conducted with Laker Life.

Three ways to schedule a meeting:

Email: [TonyBerry@clayton.edu](mailto:TonyBerry@clayton.edu)

Phone: (678) 466-5433

Presence Form: [clayton.presence.io/form/event-walkthrough-request](https://clayton.presence.io/form/event-walkthrough-request)

This meeting can be conducted in-person or via Teams

# SUBMISSION/APPROVAL

## Additional Information

If you have any additional information regarding your event, such as a DJ, vendor tables, external entities who will be in attendance, please don't hesitate to contact Laker Life.

# 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](mailto:TonyBerry@clayton.edu)

Phone: (678) 466-5433

## Additional Information:

If you have any logistical or equipment questions for me (even prior to your request approval), please don't hesitate to contact me.

# HOUSING/CONTINUING EDUCATION /INNOVATION CENTER

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

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**

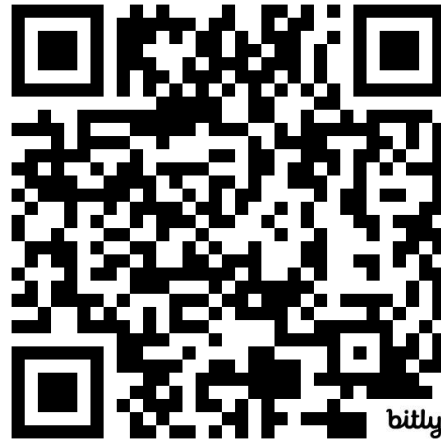
**Technology & Communications Manager**

Email: [TonyBerry@clayton.edu](mailto:TonyBerry@clayton.edu)

Phone: (678) 466-5433

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