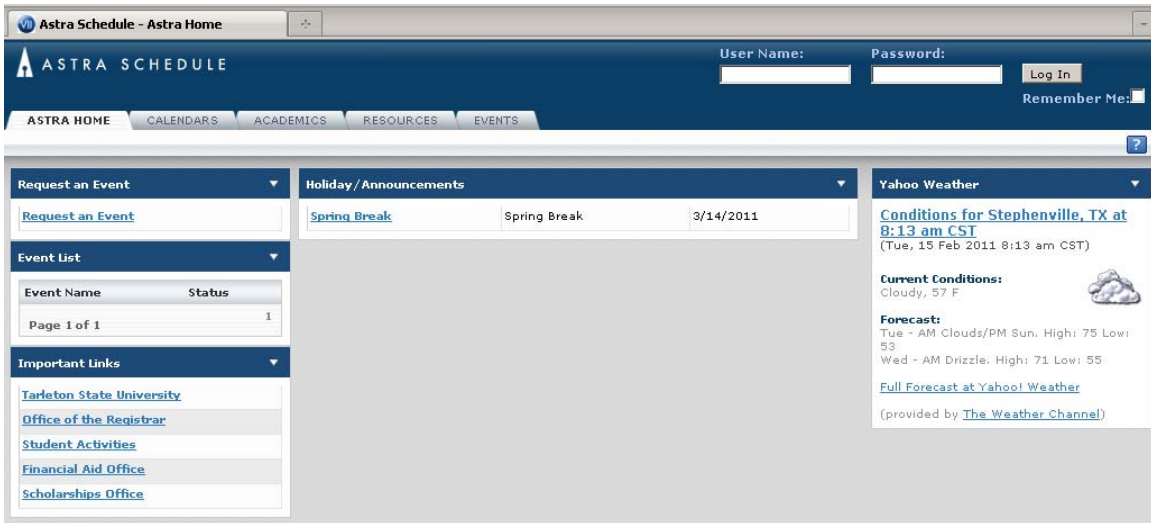


# REQUEST AN EVENT INSTRUCTIONS

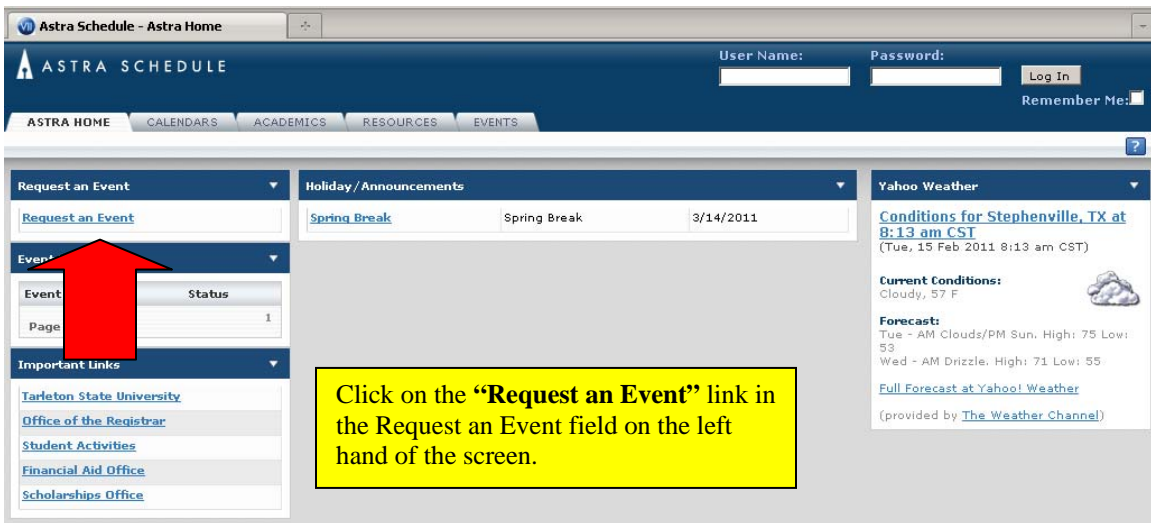
## AdAstra Faculty/Staff Event Request Form

Access Astra Schedule at <https://schedule02.tarleton.edu/AstraSchedulePROD/Portal/GuestPortal.aspx> to Request an Event.

### Astra Schedule Guest Home Page



### Request an Event for academic classrooms using the Faculty/Staff Request Form- Acad Classrooms.



## Event Request Wizard

Astra Schedule - Event Request

ASTRA SCHEDULE

Logout guest | Help

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

Events | **Event Request** | My Events | Manage Requests

Welcome to the Event Request Wizard

Enter the title of your Event

Select an Event Request Form

Faculty/Staff Request Form-Acad Classrooms

Next Cancel

- Select the “**Faculty/Staff Request Form-Acad Classrooms**” from the drop down menu.
- Enter the title of your event
- Select the “Next” icon

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## Request Form

Astra Schedule - Event Request

ASTRA SCHEDULE

Logout guest | Help

Faculty/Staff Request Form-Acad Classrooms - test event

Fill out important Contact Information

Please fill out the following form as applicable.

CONTACT INFORMATION ?

Event Name test event

Customer (Name, Dept, Organization)

Event Contact Name

ContactEmail

Contact Phone Number

## Request form, cont.

**Meeting Generator and Event Information**

Event Type:

Event Description:

Number of Participants Expected:

Meeting Gen. with Room Assignment:

Additional Notes:

Comments: Required lead time for event request (days): 3 days. Max days into the future that the event request is allowed (days): 60 days

- Select event type from the drop down menu
- Give a brief event description
- Number of participants expected
- Add additional notes
- Click the Add/Remove Meetings icon to list dates and rooms for your request using the Meeting Generator with Room Assignment.

## Meeting Generator with Room Assignment

**ASTRA SCHEDULE** [Logout guest](#) [Help](#)

Create Meetings for - TEST EVENT (Edit) TEST EVENT

**Create Meetings**

Meeting Name:

Description:

Meeting Type:

Max Attendance:

Requires Room

Meeting Times:

Start On:

Ends On:

Meeting Name	Start Date	Start Time	End Time	End Date	Location	Delete
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- Meeting name will auto-populate.
- Give a brief description of the event.
- Select a meeting type from the drop down menu.
- Enter a max attendance
- Select meeting dates using the convenient calendar to select start/end dates

Meeting Times:  
 Start On: 2/24/2011 08:00 AM  
 Ends On: February, 2011 10:00 AM

Select meeting times:  
 Tab to the time fields and enter begin/end times. (Select "A" on your keyboard to change to AM, or "P" to change to PM).

Meeting Times:  
 Start On: 2/24/2011 08:00 AM  
 Ends On: 2/24/2011 09:15 AM

Add Meeting Add Recurring Meetings

Select Add Meeting or Add Recurring Meetings

Create Meetings for - TEST EVENT (Edit) TEST EVENT

Save and Update Request Request Rooms Clear Meetings

Create Meetings

Meeting Name: TEST EVENT

Description:

Meeting Type: Committee Meetings

Max Attendance: 0

Requires Room

Meeting Times:  
 Start On: 2/15/2011 08:00 AM  
 Ends On: 2/15/2011 09:00 AM

Add Meeting Add Recurring Meetings

Meeting Name	Start Date	Start Time	End Time	End Date	Location	Delete
TEST EVENT	2/24/2011	8:00 AM	9:15 AM	2/24/2011	Unassigned	

Meeting has been added.

**Request room for meeting:**

- Click on the **Request Rooms** icon

TEST EVENT

Save and Update Request Request Rooms Clear Meetings

Request Rooms

Meeting Name	Start Date	Start Time	End Time	End Date	Location	Delete
TEST EVENT	2/24/2011	8:00 AM	9:15 AM	2/24/2011	Unassigned	

## Request a room, cont:

### ROOM FILTER

The screenshot shows the 'Request a Room' interface. At the top, there are buttons for 'Save and Update Request', 'Edit Meetings', and 'Cancel'. Below this is a 'Room Selection Filter' section with a dropdown menu and an 'Edit Filter' button. A red arrow points to the 'Edit Filter' button. To the right of the filter section, there are columns for 'Number of Meetings' and 'Unassigned Meetings', both showing the value '1'. Below the filter section is a table of rooms. The table has columns for 'Room', 'Capacity', 'Type', and 'TEST EVENT'. The 'TEST EVENT' column shows '2/24/2011' and '8:00 AM - 9:15 AM'. The table lists four rooms: MATH 108, MATH 109, MATH 112, and MATH 134. A yellow callout box with a black border contains the text: 'To filter the list of rooms, click on Edit Filter'.

Room	Capacity	Type	TEST EVENT
MATH 108	48	CLASSROOM-LE	Available
MATH 109	48	LECTURE	Available
MATH 112	48	LECTURE	Available
MATH 134	48	CLASSROOM-LE	Available

The screenshot shows the 'Request a Room' interface with a 'Room Selection Filter' dialog box open. The dialog box has a title bar 'Room Selection Filter' and a close button. It contains several fields: 'Location' with a dropdown menu set to 'S'; 'Building' with a dropdown menu set to 'MATH'; 'Room Type' with a dropdown menu set to 'MATH'; 'Options' with a dropdown menu set to 'All'; 'Capacity' with a dropdown menu set to 'All'; 'Facility Layout' with a dropdown menu set to 'All'; and 'Features' with a dropdown menu set to 'All'. At the bottom of the dialog box is a 'Search Rooms' button. A yellow callout box with a black border contains the text: 'Select desired building from the drop down menu to search, and click Search Rooms icon.' The background shows the same 'Request a Room' interface as the previous screenshot, but with a greyed-out appearance.

Select "AVAILABLE" for the room requested.  
Once selected, it will change to "SELECTED" and be highlighted green as shown below.  
*If a room is not available, it will be marked red and show "UNAVAILABLE".*

The screenshot shows the 'Request a Room' window for a 'TEST EVENT' on 2/24/2011 from 8:00 AM to 9:15 AM. The room selection filter is set to 'All Rooms in MATH'. The table below shows 14 rooms with their capacity and type. The status of each room is indicated in the 'TEST EVENT' column. A red arrow points to the 'Selected' status of MATH 112.

Room	Capacity	Type	TEST EVENT 2/24/2011 8:00 AM - 9:15 AM
MATH 108	48	CLASSROOM-LE	Selected
MATH 109	48	LECTURE	Available
MATH 112	48	LECTURE	Selected
MATH 134	48	CLASSROOM-LE	Available
MATH 135	48	CLASSROOM-LE	Selected
MATH 209	48	CLASSROOM-LE	Available
MATH 213	48	CLASSROOM-LE	Available
MATH 221	24	CLASSROOM-LE	Available
MATH 222	24	CLASSROOM-LE	Available

The screenshot shows the 'Request a Room' window for a 'TEST EVENT' on 2/24/2011 from 8:00 AM to 9:15 AM. The room selection filter is set to 'All Rooms in MATH'. The table below shows 14 rooms with their capacity and type. The status of each room is indicated in the 'TEST EVENT' column. A red arrow points to the 'Save and Update Request' button. A yellow box contains the text: 'After making room selections, click on Save and Update Request'.

Room	Capacity	Type	TEST EVENT 2/24/2011 8:00 AM - 9:15 AM
MATH 108	48	CLASSROOM-LE	Selected
MATH 109	48	LECTURE	Available
MATH 112	48	LECTURE	Selected
MATH 134	48	CLASSROOM-LE	Available
MATH 135	48	CLASSROOM-LE	Selected
MATH 209	48	CLASSROOM-LE	Available
MATH 213	48	CLASSROOM-LE	Available
MATH 221	24	CLASSROOM-LE	Available
MATH 222	24	CLASSROOM-LE	Available

Astra Schedule - Event Request

Meeting Generator and Event Information

Event Type: Department Event

Event Description: Test of the Astra Event Request System

Number of Participants Expected: 100


Meeting Gen. with Room Assignment: Add/Remove Meetings | Request Rooms

Meeting Name	Start Date	Start Time	End Time	End Date	Location	Resources
TEST EVENT	2/24/2011	8:00 AM	9:15 AM	2/24/2011	SCIEN 102	

Additional Notes: Please test.

Back Submit Request Cancel

Requested rooms are added to Event Request:



## Submit Request

Once you have completed your meeting and room request, it is time to submit your event request.

Click on the “**Submit Request**” icon to submit the event request to the Registrar’s Office.

**Submit Request**

## Event Request Completed

### Event Request Completed

Thank you for submitting your request. Your request has been submitted to the Registrar's Office for review. You will receive an email notification at the email address provided of your request being approved, denied, or if additional information is required.

Done

Click Done, and logout.