

Astra Schedule

1. Sign in with your University internet ID and password in the upper right hand corner of the screen.
2. Click on the “Request an event” link located in the upper left hand corner of the screen.
3. Choose the appropriate event request form for your location.
4. Fill out the name of your group or organization, along with your contact information and event details.

	Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input checked="" type="checkbox"/>	Astra Meeting	04/12/2013	1:30 PM	2:30 PM	04/12/2013		

5. Scroll down to “Meeting Recurrence” and select the date(s) and time(s) of your meeting(s). Then click “Create” in the top right hand corner of the box. *(The dates you select will be in bold)*
6. In the “Meetings” box, click the checkbox to select your desired meeting and then select “Request Rooms.”

7. A window will pop up with a list of available rooms. Select your desired room and then click “OK.”
8. Scroll to top of request form and click “Save” to submit your request.
9. A confirmation email will be sent to notify you that your event request was submitted successfully. *(This does not mean your room request has been confirmed but that your request has been forwarded to the appropriate scheduler.)*
10. Once your event has been approved, a confirmation email will be sent to you.

Room	Score	Astra Meeting 4/12/2013 Fri 1:30pm-2:30pm
521 8 - SpHC	89	Unavailable
521 29 - SpHC	81	Available
521 150 - SpHC	79	Unavailable
521 20 - SpHC	72	Available
590 105 - ChPk	66	Available
5001 AQUACENTE...	62	Available
521 150A - SpHC	62	Unavailable
561 25 - WWFieldH	62	Unavailable
521 92 - SpHC	61	Available