How to Request an Event – Clayton State Users

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.
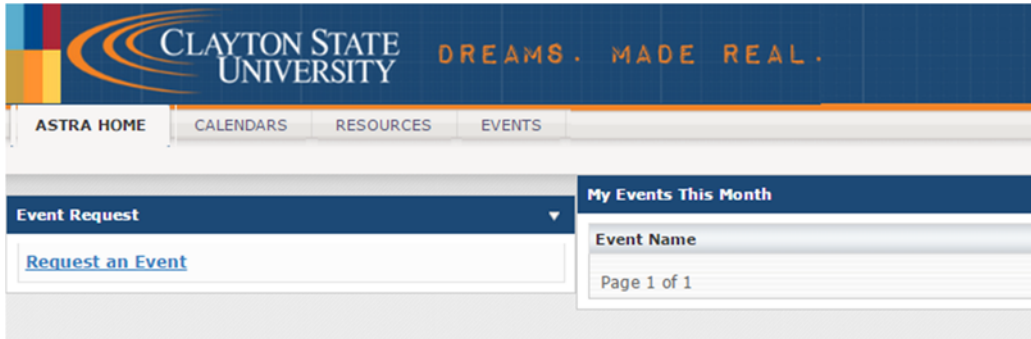
3. Fill out the University Event Request Form completely

4. Complete the event information fields.

Please fill out this form as completely and accurately as possible. Event must be submitted at least 3 business days prior to the event.

Event Information

|	
Event Name:*	
Department/Organization:*	
Your Name:*	Baker, Megan
Email Address:*	meganbaker@clayton.edu
Phone Number:*	
Event Type:*	
Event Description:*	

Event Meetings

5. Fill out the event meeting fields, including <mark>max attendance.</mark> **<u>Two key notes:</u>**
    a. Max attendance will determine the size of the classroom you select from
    b. Meeting name will be the default name for the meeting and will appear on the calendar (See Step #9). <u>Please keep the name SHORT and use description to add additional details.</u>
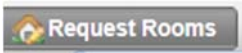
Event Meetings

Meeting Name*:	Weekly Meetings	Max Attendance:	50			
Meeting Type*:	Meeting	x ∨	☐ Private	☐ Featured	☑ Requires Room
Description:	Describe your meeting					

6. 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. Follow the guidelines below for meetings occurring multiple days at the same time and meetings occurring multiple days at different times or on the same days at different times.

7. Create meetings that occur multiple days at the same time with one click. Select all the days and click the [⊕ Create] button.
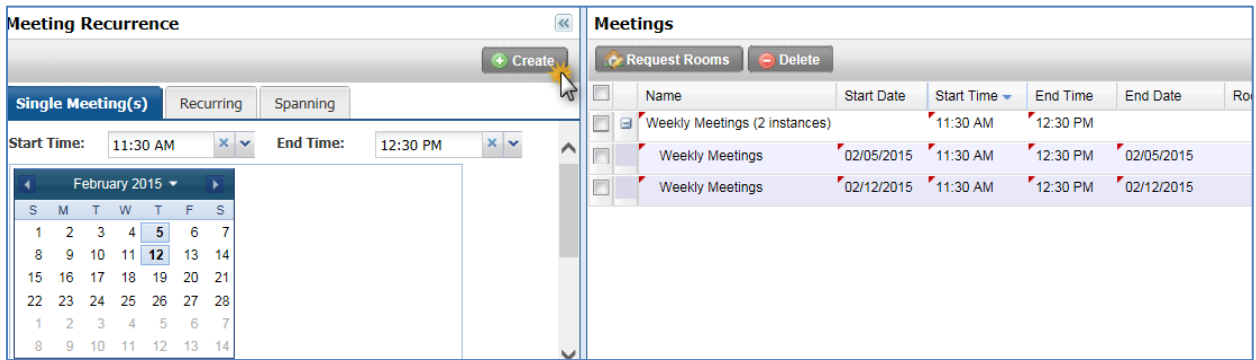
a) You cannot add another meeting until you assign rooms to the first meeting you created (see step 8).

b) The name of the meeting is what appears on the calendar. To change the name, click inside the name box and type a new name, e.g. change one of the weekly meetings to Natural Sciences.

8. Add rooms by selecting **Request Rooms** icon to select from available classrooms. Note you can select all meetings by checking the checkbox next to Name. **NOTE: You cannot add another meeting at a different time and/or day until you add rooms for the first meeting you created.**
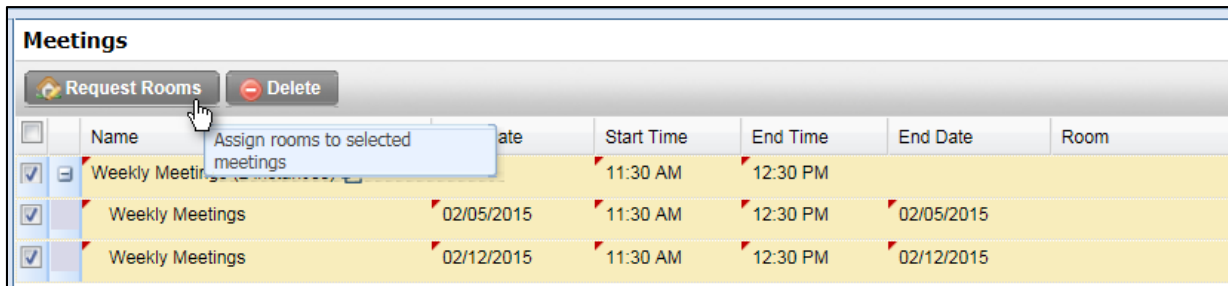
Faculty/Staff: If you're requesting SAC or CE, please scroll to the bottom of the form and select which space you're requesting and add any additional notes. Otherwise, continue to Step 9.

Students: If you're requesting to use space in Continuing Education, please scroll to the bottom of the form and select which space you're requesting and add any additional notes. Otherwise, continue to Step 9.

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

Assign Room ☐ ✕

Filter ◀	Room +	Score +	Weekly Meetings +2/5/2015-2/12/2015R11:30am-12:30pm
Saved Filter: Student ✕ ⌄			
Room ▲	📧 0014 UC Lakes...	100	Avail (Request)
Capacity:	📧 0010 T112	96	Unavailable
Between 50 ⌃⌄	📧 0007 G101	91	Unavailable
and ⌃⌄	📧 0010 T220	87	Unavailable
	📧 0014 U267	87	Unavailable
Region (3) + ▲	📧 0014 U265	87	Unavailable
☑ Commons	📧 0014 U322	83	Selected
☑ Open Academic Space			
☑ SAC			

0
] Private

Room Details: University Center U322 (Standard)

View Room Details

Room Type:	Lecture Hall
Capacity:	74
No Image **Layout:**	Default
Campus:	Main Campus
Description:	

Feature	Quantity	Category
Tiered seating		No Category

Building + ▲	
All	
Room + ▲	
All	

📧 0002 Lobby 72 Avail (Request)
📧 0000 Lawson A 60 Avail (Request)

(custom) 🔲✏⌄ 🔍 Search |◀ ◀ Page 1 of 1 ▶ ▶| 🔁 Meetin

OK   Cancel

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

Assign Room

Room	Score	Weekly Meetings 2/5/2015-2/12/2015 R 11:30am-12:30pm
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)
0099 Lawson A	60	Avail (Request)

Filter

Saved Filter: Student

Room

Capacity:
Between 50
and

Region (3)
☑ Commons
☑ Open Academic Space
☑ SAC

Building
All

Room
All

(custom) | Search | Page 1 of 1 | Meetin

OK | Cancel

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

Meetings

Request Rooms | Delete

	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.

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