How to Request an Event – Clayton State Users

1. Go to [https://csuastra.clayton.edu/AstraSchedule](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.

![Event Request Form](image.png)
4. Complete the event information fields.

5. Fill out the event meeting fields, including max attendance. Two key notes:
   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). Please keep the name SHORT and use description to add additional details.

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

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