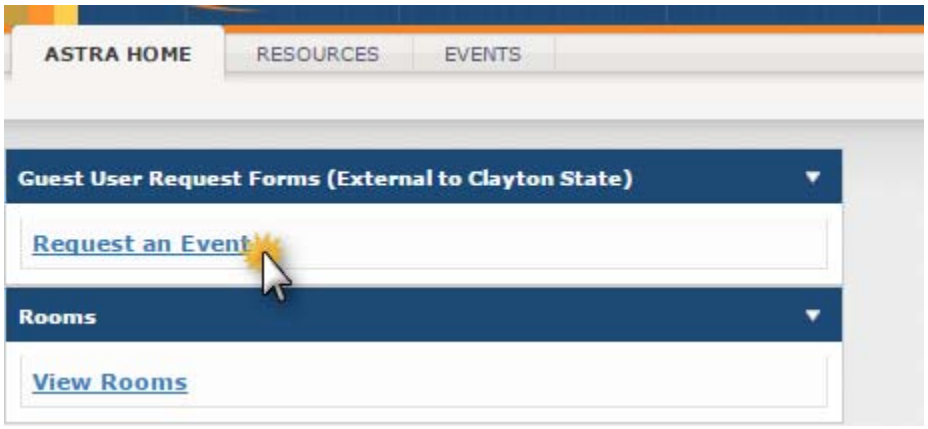
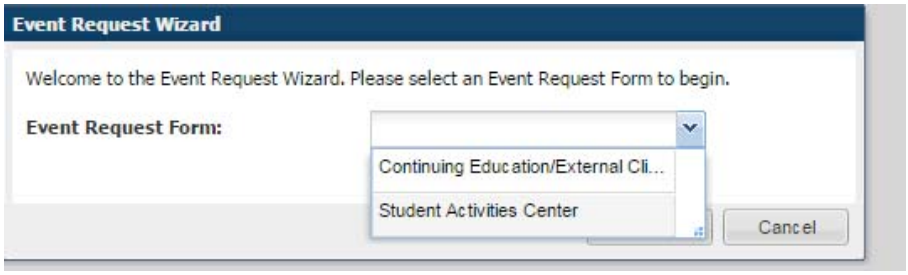
How to Request an Event - Guests

1. Go to https://csuastra.clayton.edu/AstraSchedule .

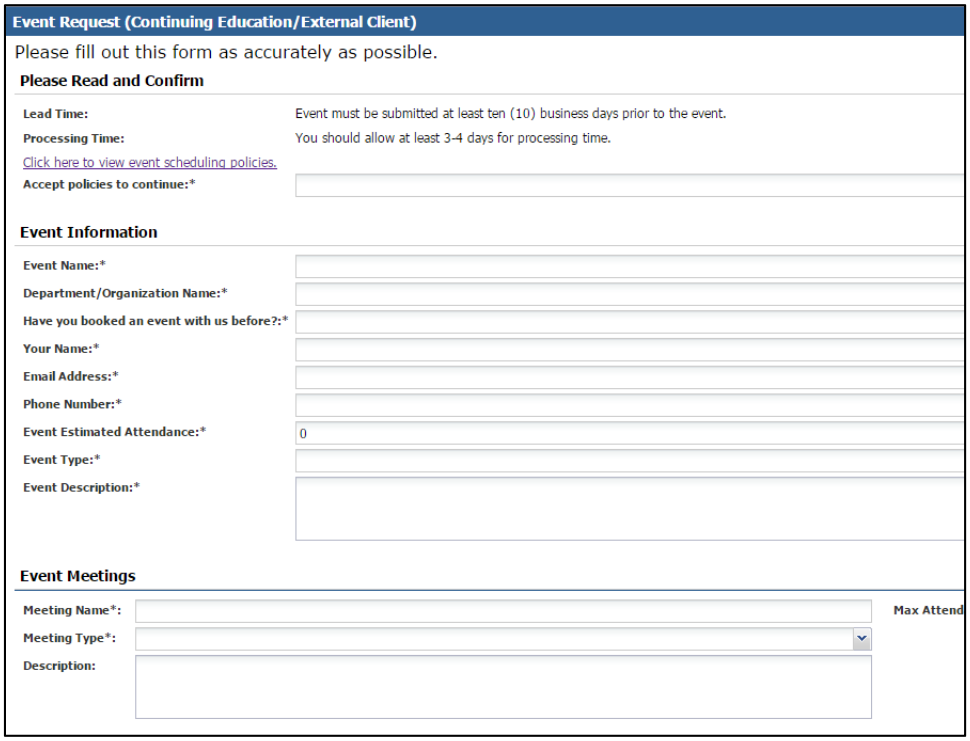
2. Select “Request an Event” Link on the Astra Home Tab.



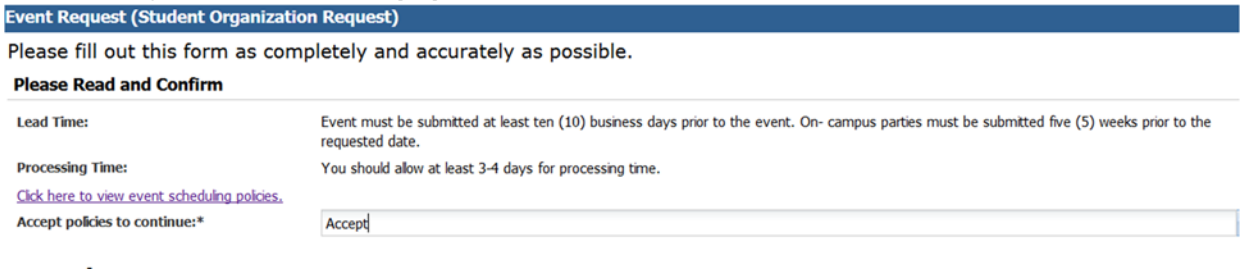
3. Select Reservation Request Form.
    a. Choose “Continuing Education/External Client” if you’re requesting space in Continuing Education or are unsure of desired space (SAC, Continuing Education, or Academic Classroom Space.”
    b. Choose “Student Activities Center” if you’re requesting space in the Student Activities Center.



4. Complete Event Information Form including “Have you booked an event with us before?”

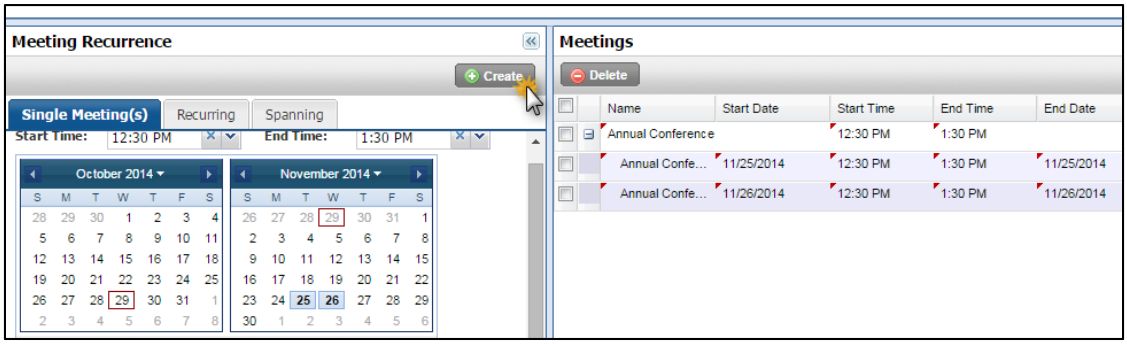


5. ***Make sure you read and Accept policies to continue:***



6. Fill out the event meeting fields, including max attendance. Meeting name will be the default name for the meeting and will appear on the calendar (See Step #8). Please keep the name SHORT and use description to add additional details.

7. 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 as outlined below.
    a. **Meetings Occurring Multiple Days at the Same Time** - Create meetings that occur multiple days at the same time with one click. Select all the days and click the Create button.

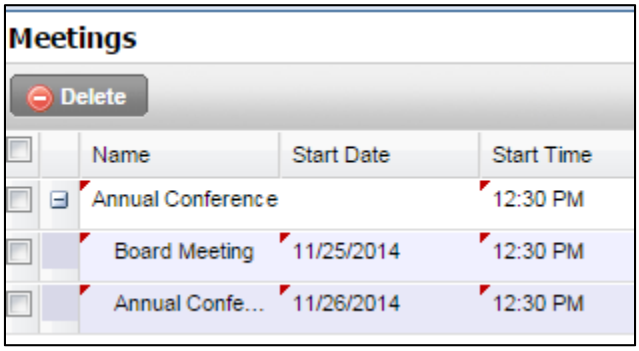


    b. **Meetings Occurring on same day at different times or multiple days at different times**- Set the time and day for the meeting and click Create. Repeat for each meeting at a different time.

Once you have created all of your meetings you will use the Meetings window to request classrooms.

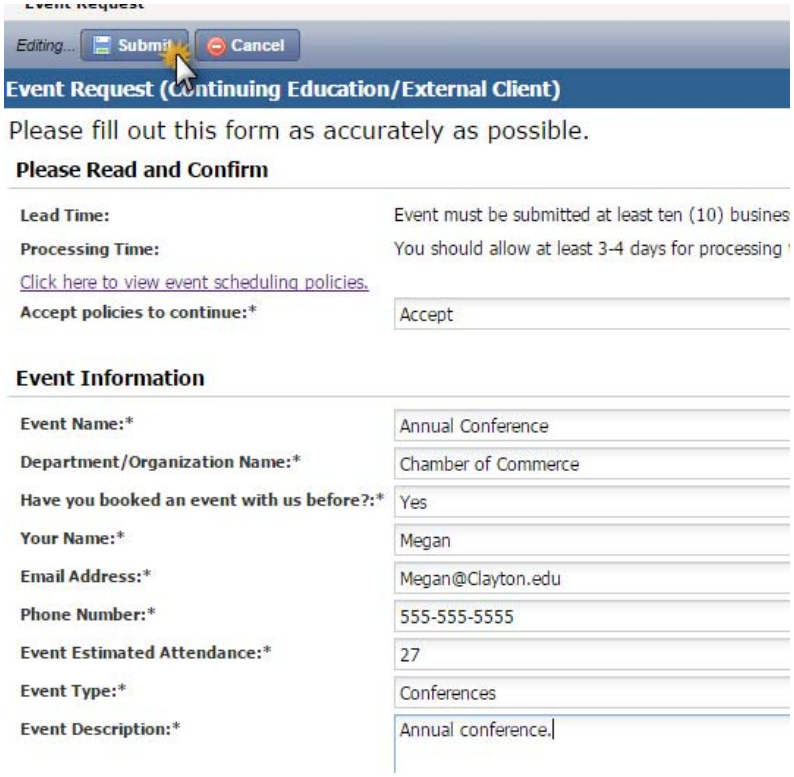
8. **VERY IMPOTANT** - When you hit the create icon, Astra Schedule will ask you for a name for one meeting and/or the meeting group. The name will automatically populate the meeting name you entered.
    a. If there is just one meeting, this will be the name of the meeting that appears on the calendar.
    b. If you have 2 instances as shown above, you can keep the group name or change each instance by clicking in the meeting group box. The name of the two instances

will be what appears on the calendar. So, in the example below, Board Meeting would appear for the first day instead of Annual Conference.



9. Fill out room preferences and catering information.

10. Once you are satisfied with your requests, you will need to click the located under Event Request to submit your request.



11. Click Done to complete the transaction.