

Student Organizations

# **ASTRA EVENT SCHEDULING SOFTWARE**

# OVERVIEW

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# ASTRA NEW LINK

- Link:  
<https://www.aaiscloud.com/ClaytonStateU/Default.aspx>
- Link can also be found on the Campus Life website:  
<https://www.clayton.edu/campus-life>  
(tab “Register Your Event”)
- Link can also be found on  
<https://www.clayton.edu/campus-life/clubs-and-organizations>  
(click the “Astra” link)

# HELPFUL EVENT PLANNING LINKS

- **Events Information:**

[clayton.edu/campus-life/docs/events-101.pdf](http://clayton.edu/campus-life/docs/events-101.pdf)

- **Facilities Information:**

[clayton.edu/campus-life/docs/reset-facilities-presentation.pdf](http://clayton.edu/campus-life/docs/reset-facilities-presentation.pdf)

**(Includes Campus Map)**

- **Event Registration & Reservation Policy:**

[clayton.edu/campus-life/docs/Event-Registration-and-Reservation-Policy.pdf](http://clayton.edu/campus-life/docs/Event-Registration-and-Reservation-Policy.pdf)

- **Late Night & Special Event Policy:**

[clayton.edu/campus-life/docs/Late-Night-and-Special-Event-Policy.pdf](http://clayton.edu/campus-life/docs/Late-Night-and-Special-Event-Policy.pdf)

# ASTRA HAS CHANGE IT'S LOOK

The screenshot shows the Astra Scheduling web application interface. At the top right, there is a navigation bar with 'Home', 'Events', and 'Settings' links, and a 'Sign-in' button circled in red with an arrow pointing to it. On the left side, a 'Guest User' profile is visible, with 'TODAY'S EVENTS' circled in red and an arrow pointing to it labeled 'Handy'. Below this is a list of events for July 23rd, including 'Admissions - Orientation' at 06:45 AM in various SAC Ballrooms and 'Admissions - Freshman Year Ignited' at 07:00 AM. A 'Notices' section contains information about COVID-19 requirements and safety precautions. The main content area features the Clayton State University logo and a welcome message. A link for 'Contact Information (Scroll down for more information)' is circled in red with an arrow pointing to it labeled 'Helpful Information'. Below this are sections for 'Instructional Spaces for Courses and Course Related Events on Main Campus and East Campus' and 'Non-Academic Spaces in the Harry S. Downs Center and Event Scheduling with Conference Services', both providing contact information for Astra Administrators.

Home Events Settings Sign-in

Guest User

**TODAY'S EVENTS** Handy

Event	Date
06:45 AM - 12:00 PM Admissions - Orientation 0015 Laker Lounge	Jul 23
06:45 AM - 12:00 PM Admissions - Orientation 0015 SAC Ballroom A	Jul 23
06:45 AM - 12:00 PM Admissions - Orientation 0015 SAC Ballroom B	Jul 23
06:45 AM - 12:00 PM Admissions - Orientation 0015 SAC Ballroom C	Jul 23
07:00 AM - 01:00 PM Admissions - Freshman Year Ignited	Jul 23
07:00 AM - 01:00 PM Admissions - Freshman Year Ignited	Jul 23

Welcome Guest

**CLAYTON STATE UNIVERSITY**

Welcome to Clayton State University's Astra Scheduling

If you are an authorized user you may login to the full site by signing in with your CSU Credentials.

If you are a guest, please review the contact information below.

If you have additional questions, please email [Contact Information \(Scroll down for more information\)](#) Helpful Information

**Instructional Spaces for Courses and Course Related Events on Main Campus and East Campus**

Contact the Astra Administrators at the email below if you are in need of an academic classroom space for a class or other academic related event or meeting.

Astra Scheduling: [astrascheduling@clayton.edu](mailto:astrascheduling@clayton.edu)

**Non-Academic Spaces in the Harry S. Downs Center and Event Scheduling with Conference Services**

If you are interested in reserving space in the Harry S. Downs Center for an event or conference, please contact Ms. Sara Holmes in Continuing and Professional Education.

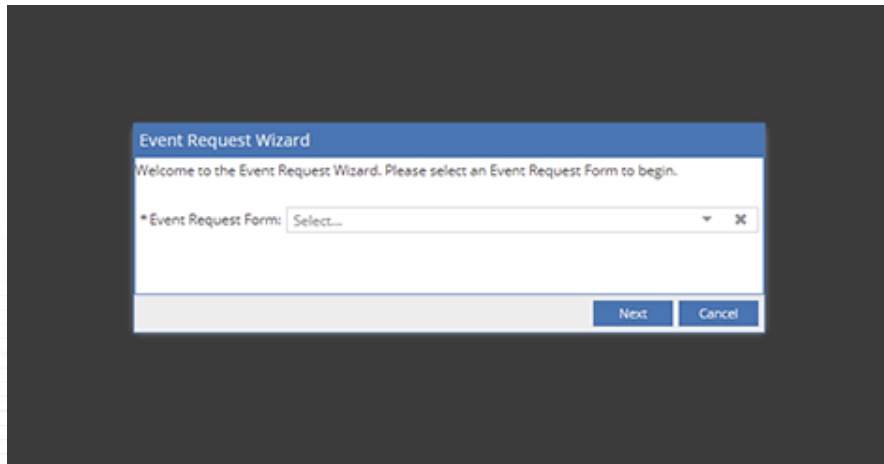
Notices

The COVID-19 related physical distancing and occupancy requirements are in effect through Summer 2021. Therefore, the room capacities and images that appear in the system reflect these requirements.

When additional guidance is received regarding these safety precautions, Astra will be updated.

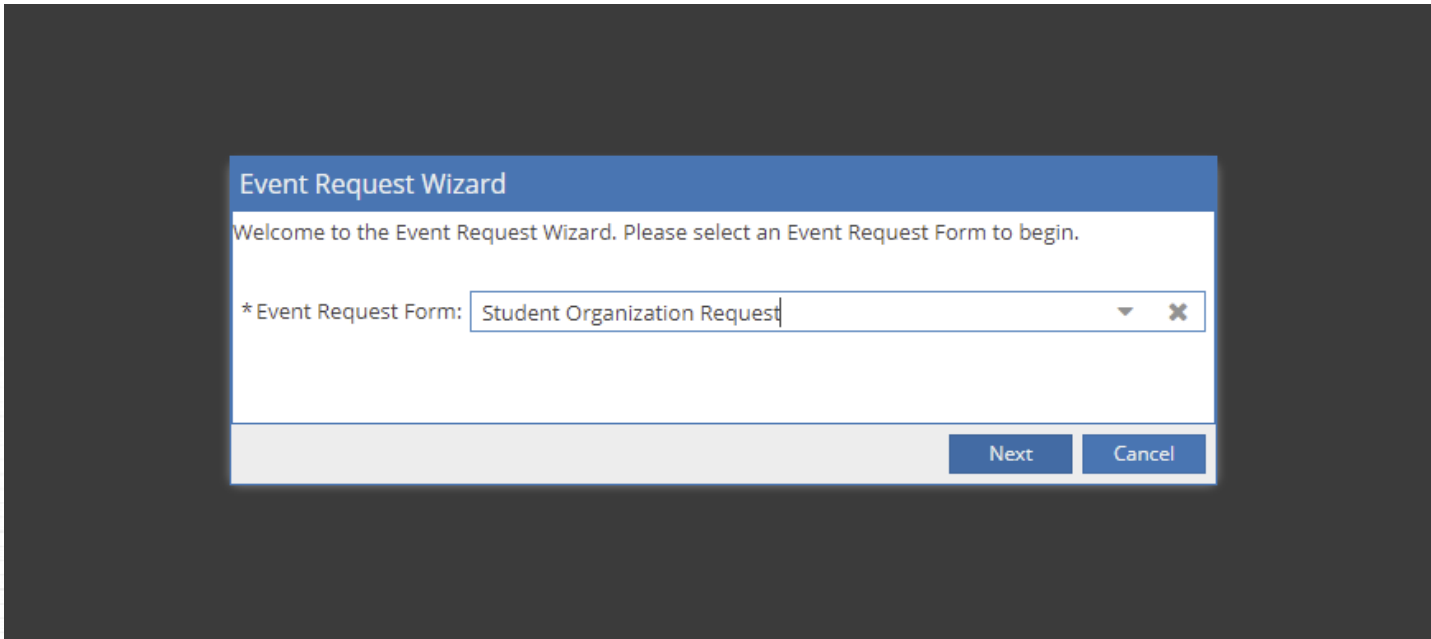
# AFTER SIGNING IN

- From the top menu, select “Events”.
- From the “**Events**” dropdown menu, select “**Request Event**” to open the “**Event Request Wizard**”.



# AFTER SIGNING IN

- Select option, “Student Organization Request,” and then click “Next”.



The screenshot shows a dialog box titled "Event Request Wizard" with a blue header. The main content area is white and contains the text: "Welcome to the Event Request Wizard. Please select an Event Request Form to begin." Below this text is a dropdown menu labeled "\* Event Request Form:" with the text "Student Organization Request" selected. To the right of the dropdown are a downward arrow and a close button (X). At the bottom right of the dialog box are two buttons: "Next" and "Cancel".

# REQUEST

- Fill out the required information \*, including “Type of Events.”
  - Meeting
  - Event

## Event Information

\* Event Name:

\* Department/Organization:

\* Your Name:

\* Email Address:

\* Phone Number:

\* Type of Event:



# REQUEST

- Please provide a description of your event in the “Describe the event” section.
  - This information is used on the University Calendar.

\* Describe the event:

Please provide a description here!

# ADD MEETING – THREE OPTIONS

## Event Meetings

Create Meetings and Assign Rooms:

Please select meeting dates/times and assign requested rooms. Note: If you are requesting space in Continuing Education, Nursing, or the Music Education Building, please select your request under "Other Rooms Not Listed" at the bottom of the form.

Add a Meeting:

Add Meeting

Assign Rooms

No meetings created. [Add Meeting](#)

# ADD MEETING

- Single Meeting

Create Meeting(s) ✕

Single  Multiple  Recurring

Start Time:  End Time:

Start Date:  End Date:

---

\* Meeting Name:

Meeting Type:

Max Attendance:

Featured

Private

Requires Room

# ADD MEETING

- Multiple Meetings

Create Meeting(s) ✕

Single  Multiple  Recurring

Start Time:  End Time:

Today Clear

« July 2021 »

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Meetings

\* Meeting Name:

Meeting Type:

Max Attendance:

Featured  
 Private  
 Requires Room

# ADD MEETING

- Recurring Meetings

Create Meeting(s) ✕

Single  Multiple  Recurring

Start Time: 10:00 AM End Time: 10:30 AM

Recurrence Pattern

Daily  Every 1 day(s)  
 Weekly  Every weekday  
 Monthly  
 Yearly

Start: 07/26/2021  End after 10 occurrences  
 End by 08/04/2021

Recurrence Summary

Every 1 day(s) effective 07/26/2021 until 08/04/2021 from 10:00 AM to 10:30 AM.

\* Meeting Name:  ✕

Meeting Type:  ✕

Max Attendance:

Featured  
 Private  
 Requires Room

# ADD MEETING – ASSIGN ROOMS

## Event meetings

Create Meetings and Assign Rooms:

Please select meeting dates/times and assign requested rooms. Note: If you are requesting space in Continuing Education, Nursing, or the Music Education Building, please select your request under "Other Rooms Not Listed" at the bottom of the form.

Add a Meeting:

Add Meeting

Assign Rooms

- ✘ TEST - Wed, 08/11/2021, 11:00 AM to 11:30 AM
- ✘ TEST - Thu, 08/12/2021, 11:00 AM to 11:30 AM

# ADD MEETING – ASSIGN ROOMS

Assign Room

Filter

Show Current Filter  Custom

Room Options

Show Only Available Rooms

Capacity:

Between  and

**Building** +

Room +

Region +

Room	TEST 8/11/2021 Wed 11:00-11:30am	TEST 8/12/2021 Thu 11:00-11:30am
<input type="radio"/> 0002 B11	Unavailable	Unavailable
<input type="radio"/> 0009 AV25	Available	Available
<input type="radio"/> 0002 B14	Available	Unavailable
<input type="radio"/> 0025 210	Available	Unavailable
<input type="radio"/> 0025 110	Available	Unavailable
<input type="radio"/> 0010 T220	Unavailable	Available
<input type="radio"/> 0010 T101	Available	Unavailable
<input type="radio"/> 0014 U327	Unavailable	Unavailable
<input type="radio"/> 0025 101	Available	Available
<input type="radio"/> HOUSCP 100	Avail (Request)	Avail (Request)
<input type="radio"/> 0007 G227	Available	Available
<input type="radio"/> 0007 G127	Available	Available
<input type="radio"/> 0007 G114	Available	Available

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OK Cancel

# SUBMISSION/APPROVAL

- Keep in mind, Astra will not let you submit a request **less than 10 days out from the date of your request.**
- Once submitted, you should receive a confirmation of that submission
  - Please note, this is not an approval, but a confirmation that your event has been received.
- Approval Stipulations
  - Event Room Reservations will not be approved in Astra unless/until they're approved in Loch-N (powered by Presence).
  - Event Approval time can take 5-10 business days
  - Five weeks for parties or similarly large-scale events
  - Plan accordingly!



# SUBMISSION/APPROVAL

- Walkthrough
  - Walkthroughs, i.e., equipment needs and setups will be conducted with the Technology and Equipment Manager for the SAC.
  - Three ways to schedule a meeting:
    - Email: TonyBerry@clayton.edu
    - Phone: (678) 466-5433
    - Presence Form
  - This meeting can be conducted in-person or via Teams
- Additional Information
  - If you have any additional information regarding your event, such as a DJ, vendor tables, external entities that will be in attendance, please don't hesitate to contact me.

# CHANGE OF PLANS

- If you need to make changes to your reservation (date, time, or setup), please don't hesitate to contact me.
  - Email: [TonyBerry@clayton.edu](mailto:TonyBerry@clayton.edu)
  - Phone: (678) 466-5433
- Additional Information
  - If you have any logistical or equipment questions for me, please don't hesitate to contact me.

# HOUSING/CONTINUING EDUCATION

- Astra allows you to reserve space in Laker Hall, but it does not allow you to request space in the the Harry S. Downs Continuing Education building. Both will need additional approvals from their governing entities.
- I can assist with these reservations, but please note that these incur an additional approval level that is out of my hands.

# DEMONSTRATION AND QUESTIONS

# HAVE A GREAT SEMESTER!

Tony Berry

Technology & Equipment Manager

Email: [TonyBerry@clayton.edu](mailto:TonyBerry@clayton.edu)

Phone: (678) 466-5433