How to Request an Event – Student Organizations

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 Student Organization Event Request Form completely

Please fill out this form as completely and accurately as possible.

Please Read and Confirm

Lead Time: Event must be submitted at least ten (10) business days prior to the event. On-campus parties must be submitted five (5) weeks prior to the requested date.
Processing Time: You should allow at least 3-4 days for processing time.

Event Information

Event Name:* 
Department/Organization:* 
Your Name:* 
Email Address:* 
Phone Number:* 
Event Type:* 
Describe the event and room/resource needs:* 

Select Meetings and Rooms

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.
4. Fill out the event meeting fields -- **Key notes:**
   a. Entering a Max Attendance will filter out rooms shown based on the room capacity
   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.
   c. Be sure that “Requires Room” is selected

5. 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 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 . Repeat for each meeting at a different time.
   c. **DO NOT** create different events (Meetings, Fundraisers, Game Nights, etc.) under one event request

Once you have created all of your meetings you will use the Meetings window to request classrooms.
6. **VERY IMPORTANT** - 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, Natural Sciences would appear instead of Weekly Meetings.

![Meetings Table](image)

7. Select the check box next to the meeting you are trying to schedule and then icon to select from available classrooms. Note you can select all meetings by checking the checkbox next to Name:

![Meetings Table](image)

8. Next you will be prompted to assign a room for your meeting, you need to select a room that is Available. Rooms that are Unavailable have other classes or events already assigned to them. To enhance searching, filter by Region or Building.
<table>
<thead>
<tr>
<th>Room</th>
<th>Score</th>
<th>Weekly Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>0014 UC Lakes...</td>
<td>100</td>
<td>Avail (Request)</td>
</tr>
<tr>
<td>0010 T112</td>
<td>96</td>
<td>Unavailable</td>
</tr>
<tr>
<td>0010 T220</td>
<td>87</td>
<td>Unavailable</td>
</tr>
<tr>
<td>0014 U257</td>
<td>87</td>
<td>Unavailable</td>
</tr>
<tr>
<td>0014 U255</td>
<td>87</td>
<td>Unavailable</td>
</tr>
<tr>
<td>0014 U322</td>
<td>83</td>
<td>Avail (Request)</td>
</tr>
<tr>
<td>0014 U416</td>
<td>83</td>
<td>Unavailable</td>
</tr>
<tr>
<td>0002 B11</td>
<td>82</td>
<td>Unavailable</td>
</tr>
<tr>
<td>0002 B13</td>
<td>82</td>
<td>Unavailable</td>
</tr>
<tr>
<td>0002 B10</td>
<td>82</td>
<td>Unavailable</td>
</tr>
<tr>
<td>0014 U327</td>
<td>80</td>
<td>Unavailable</td>
</tr>
<tr>
<td>0002 E12</td>
<td>79</td>
<td>Unavailable</td>
</tr>
<tr>
<td>0002 B14</td>
<td>77</td>
<td>Unavailable</td>
</tr>
<tr>
<td>0002 Lobby</td>
<td>72</td>
<td>Avail (Request)</td>
</tr>
<tr>
<td>0022 Lawson A</td>
<td>50</td>
<td>Avail (Request)</td>
</tr>
</tbody>
</table>

Use room filters below to sort rooms.
9. 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.

![Event Request Form]

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