No log in is necessary for the ASTRA Scheduling system. To request an event, select the Request an Event link on the left side of the screen:
That will open the Event Request Wizard:

Enter the title of your event, select the Faculty/Staff Event Request form, and hit Next:
The Event Request form will open. Fill in all appropriate information. To search for and select the room/resources for your event click the Add/Remove Meetings button:
Selecting the Add/Remove Meetings button will take you to the Create Meetings wizard. Enter the following information:

**Description:** Please provide a brief description of the event.

**Meeting Type:** From the dropdown, please select the meeting type that best matches your event.

**Max Attendance:** Please provide the number of individuals attending/participating.

**Requires Room:** If you do not require a room for this request, only catering or IT equipment, please uncheck this box. Otherwise, leave the box checked.

**Meeting Times:** Select the date(s)/time(s) of the event.

Once all appropriate information is filled in click the Add Meeting button. You will see that the meeting now appears to the right.
If your event will be recurring, select the Add Recurring Meetings button.

The Recurrence Pattern menu will appear. Select the start and end times for the meeting. The meeting can be set to happen Daily, Weekly, Monthly, or Yearly. Once the meeting pattern has been setup, select the OK button.
Select the Request Rooms button:

Select the Request Rooms button: [Image]

The Request a Room menu will appear. From here you can search through all available rooms on campus.

If you are looking for a particular room, select the Edit Filter button:

If you are looking for a particular room, select the Edit Filter button: [Image]

The Room Selection Filter will appear. Select the building the room you are looking for is in from the dropdown, click Search Rooms:

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A list of rooms within that building appears. If the room is not available during the day/time you have requested it will be highlighted in pink and say “Unavailable”:

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Type</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALK 010</td>
<td>31</td>
<td>Lecture</td>
<td>Unavailable</td>
</tr>
<tr>
<td>FALK 117</td>
<td>44</td>
<td>Lecture</td>
<td>Available</td>
</tr>
<tr>
<td>FALK 216</td>
<td>35</td>
<td>Lecture</td>
<td>Unavailable</td>
</tr>
<tr>
<td>FALK 217</td>
<td>35</td>
<td>Lecture</td>
<td>Unavailable</td>
</tr>
<tr>
<td>FALK 218</td>
<td>40</td>
<td>Lecture</td>
<td>Unavailable</td>
</tr>
<tr>
<td>FALK 219A</td>
<td>20</td>
<td>Lecture</td>
<td>Unavailable</td>
</tr>
<tr>
<td>FALK 219B</td>
<td>12</td>
<td>Seminar</td>
<td>Unavailable</td>
</tr>
<tr>
<td>FALK 220</td>
<td>35</td>
<td>Lecture</td>
<td>Unavailable</td>
</tr>
<tr>
<td>FALK LOBBY</td>
<td>10</td>
<td>Foyer-Lobby</td>
<td>Available</td>
</tr>
</tbody>
</table>

Select the available room, click the Request Resources button (if you do not require a resource for this request go straight to the Save and Update Request button):
The resources page will default to show you all available resources, catering and digital equipment. You can use the Edit Filter button on this page to show only one of those groups.

Select the resource(s) you would like and the appropriate quantity, click Save:
Once you have selected all of the appropriate resources, click the Save and Update Request button:

Fill out the rest of the request form and click Submit Request:

You will receive the below message letting you know that your event has been submitted:

You will also receive an email confirmation. You will receive an email for each item requested letting you know if it’s been approved or denied. Please be aware that just because one (room/resource) was approved that does not guarantee that the other will also be.