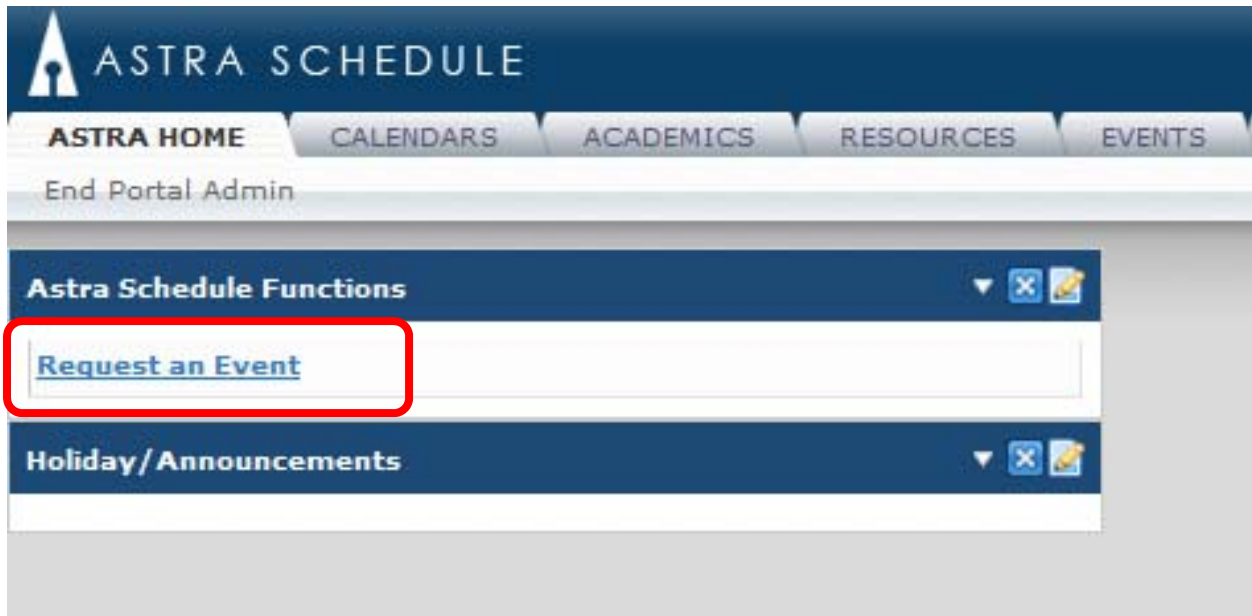


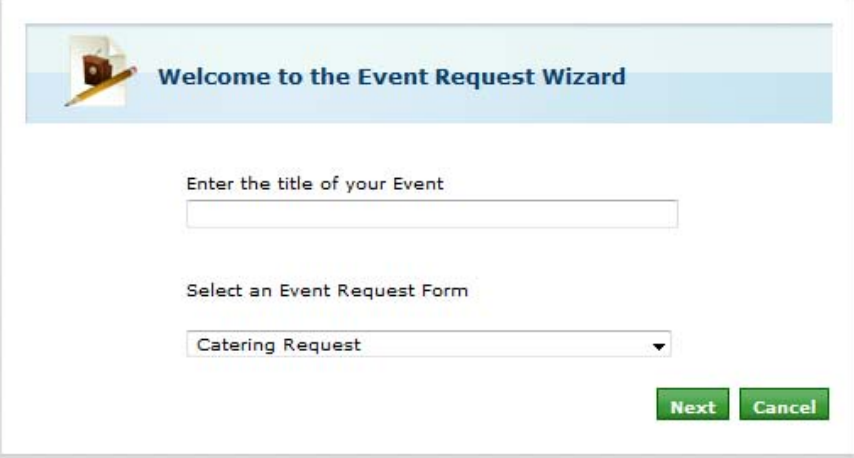
Go to MyChatham > MyMenu > ASTRA Schedule



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:



Welcome to the Event Request Wizard

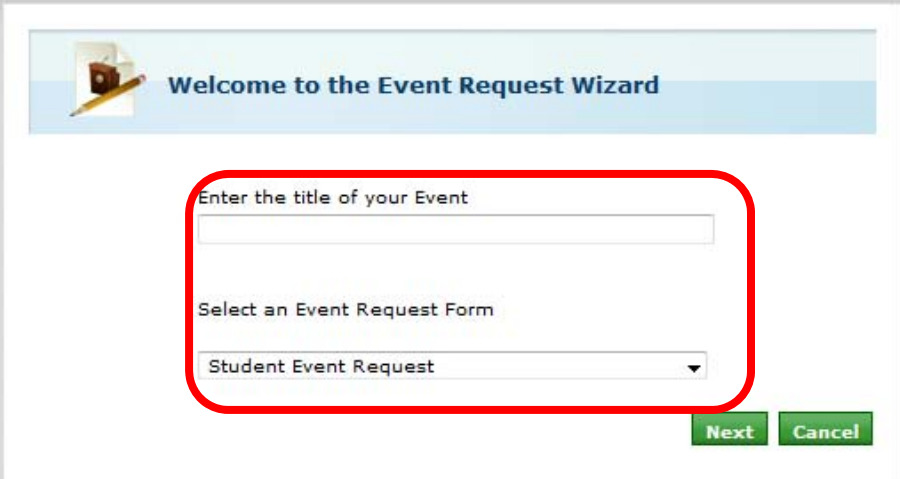
Enter the title of your Event

Select an Event Request Form

Catering Request

Next Cancel

Enter the title of your event, select the Student Event Request form, and hit Next:



Welcome to the Event Request Wizard

Enter the title of your Event

Select an Event Request Form

Student Event Request

Next Cancel

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:

Most Visited Getting Started Suggested Sites Web Slice Gallery

Event Information ▾

Contact Name (First and Last)	Susie Smith
Department	Business
Event Name/Type (Example: Meeting)	Meeting
Contact Phone	412-365-5555
Contact Email	jferguson1@chatham.edu
Please Build Your Event & Select a Room/Resource	<input type="button" value="Add/Remove Meetings"/>
Please describe your room needs:	I require a room that will hold 25 people, with long tables and chairs.
Please provide any additional comments or questions regarding your event:	

Catering Information ▾

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, 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.

The screenshot shows the 'Create Meetings' form with the following fields and values:

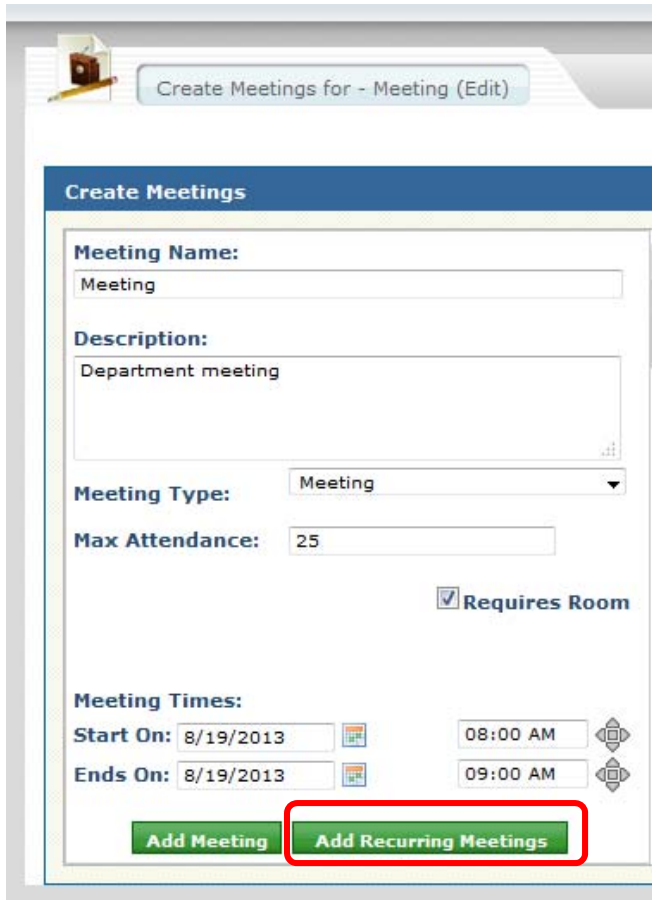
- Meeting Name:** Meeting
- Description:** Department meeting
- Meeting Type:** Meeting
- Max Attendance:** 25
- Requires Room:**
- Meeting Times:**
 - Start On:** 8/19/2013, 08:00 AM
 - Ends On:** 8/19/2013, 09:00 AM

At the bottom, there are two buttons: 'Add Meeting' (highlighted with a red box) and 'Add Recurring Meetings'.

The screenshot shows the 'Create Meetings' form with the 'Meetings' table populated with one entry. The 'Add Meeting' button is still highlighted with a red box.

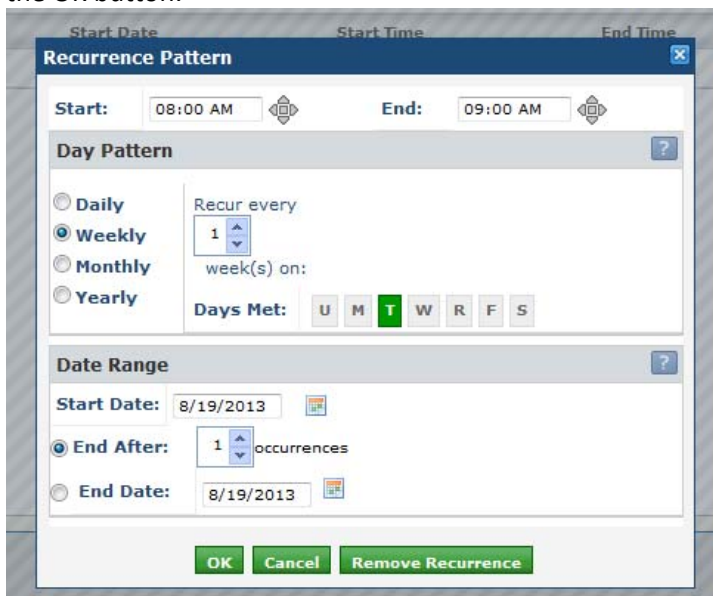
Meeting Name	Start Date	Start Time	End Time	End Date	Location	Delete
Meeting	8/19/2013	8:00 AM	9:00 AM	8/19/2013	Unassigned	

If your event will be recurring, select the Add Recurring Meetings button.



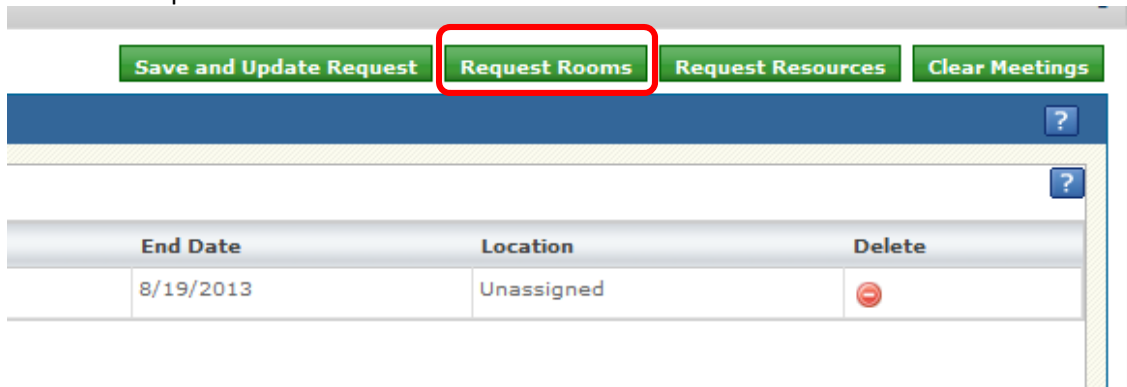
The screenshot shows a web interface for creating meetings. At the top, there is a breadcrumb trail: "Create Meetings for - Meeting (Edit)". Below this is a blue header bar with the text "Create Meetings". The main form area contains several fields: "Meeting Name:" with the value "Meeting"; "Description:" with the value "Department meeting"; "Meeting Type:" with a dropdown menu set to "Meeting"; "Max Attendance:" with the value "25"; and a checked checkbox labeled "Requires Room". Under the "Meeting Times:" section, "Start On:" is set to "8/19/2013" at "08:00 AM", and "Ends On:" is set to "8/19/2013" at "09:00 AM". At the bottom of the form, there are two green buttons: "Add Meeting" and "Add Recurring Meetings". The "Add Recurring Meetings" button is highlighted with a red rectangular border.

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.

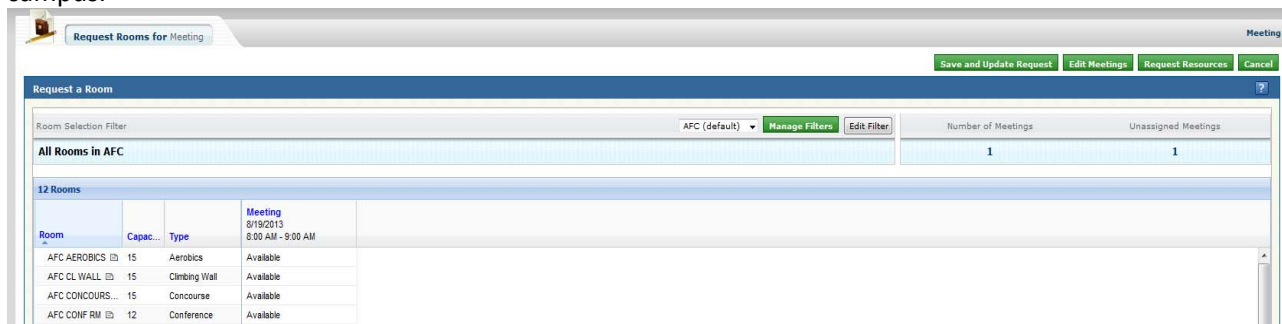


The screenshot shows a "Recurrence Pattern" dialog box. At the top, it has a title bar with "Recurrence Pattern" and a close button. Below the title bar, there are fields for "Start:" (08:00 AM) and "End:" (09:00 AM). The "Day Pattern" section has radio buttons for "Daily", "Weekly", "Monthly", and "Yearly". The "Weekly" option is selected. To the right of the "Weekly" option, there is a spinner box containing the number "1" and the text "Recur every" above it and "week(s) on:" below it. Below this, there are seven buttons representing the days of the week: "U", "M", "T", "W", "R", "F", "S". The "T" button is highlighted in green. The "Date Range" section has a "Start Date:" field with the value "8/19/2013". Below it, there are two radio buttons: "End After:" and "End Date:". The "End After:" option is selected, with a spinner box containing the number "1" and the text "occurrences" to its right. The "End Date:" field has the value "8/19/2013". At the bottom of the dialog box, there are three green buttons: "OK", "Cancel", and "Remove Recurrence".

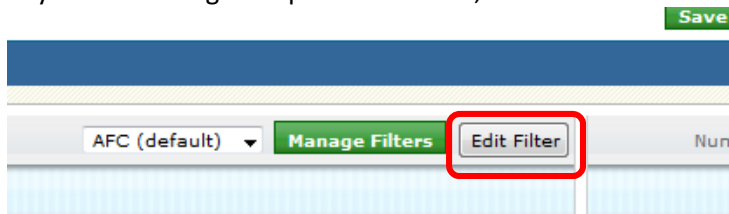
Select the Request Rooms button:



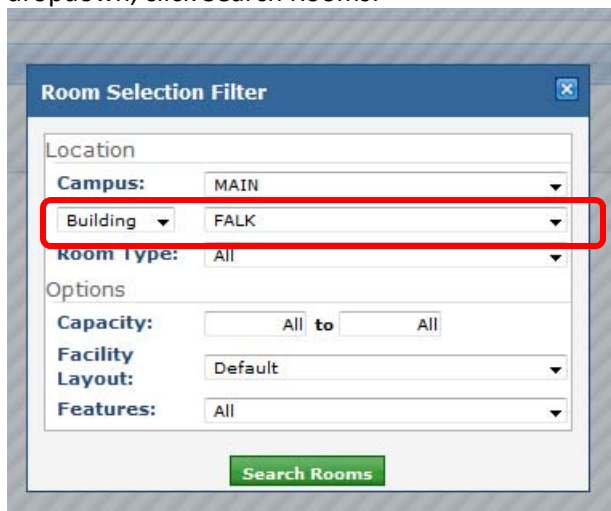
The Request a Room menu will appear. From here you can search through all available rooms on campus.



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



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



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":

Room Selection Filter				
All Rooms in FALK				
9 Rooms				
Room	Capac...	Type	Meeting	
FALK 010	31	Lecture	8/22/2013 8:00 AM - 9:00 AM	Unavailable
FALK 117	44	Lecture		Available
FALK 216	35	Lecture		Unavailable
FALK 217	35	Lecture		Unavailable
FALK 218	40	Lecture		Unavailable
FALK 219A	20	Lecture		Unavailable
FALK 219B	12	Seminar		Unavailable
FALK 220	35	Lecture		Unavailable
FALK LOBBY	10	Foyer - Lobby		Available

Select the available room, click the Request Recourses button (if you do not require a resource for this request go straight to the Save and Update Request button):

Room Selection Filter				
All Rooms in FALK				
9 Rooms				
Room	Capac...	Type	Meeting	
FALK 010	31	Lecture	8/22/2013 8:00 AM - 9:00 AM	Unavailable
FALK 117	44	Lecture		Selected
FALK 216	35	Lecture		Unavailable
FALK 217	35	Lecture		Unavailable
FALK 218	40	Lecture		Unavailable
FALK 219A	20	Lecture		Unavailable
FALK 219B	12	Seminar		Unavailable
FALK 220	35	Lecture		Unavailable
FALK LOBBY	10	Foyer - Lobby		Available

Meeting

Save and Update Request
Edit Meetings
Request Resources
Cancel

Save Filter
Edit Filter

Number of Meetings	Unassigned Meetings
1	0

The resources page will show you all available catering resources.

Request Resources for Meeting (Edit)

Create Meetings

Resource Selection Filter All (default) Manage Filters Edit Filter

All Resources in AllGroups

Resource	Type	Category	Meeting 8/22/2013 8:00 AM - 9:00 AM
Basic Boxed Lunches	Service	Catering	Available
Coffee Service	Service	Catering	Available
Continental Breakfast	Service	Catering	Available
Cookies - assorted homestyle	Service	Catering	Available
Cookies - tea	Service	Catering	Available

Select the resource(s) you would like and the appropriate quantity, click Save:

Request Resources for Meeting (Edit)

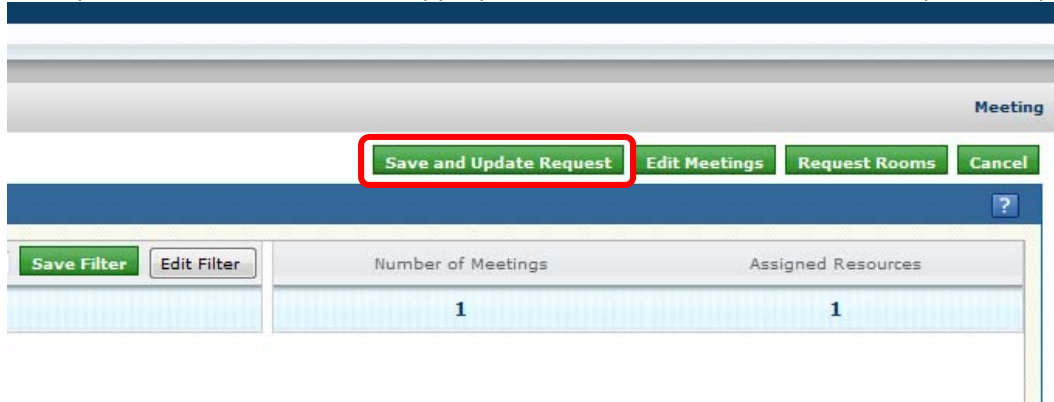
Create Meetings

Resource Selection Filter

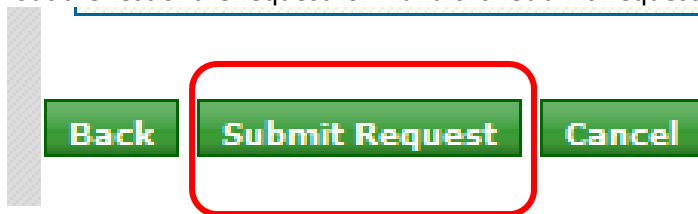
All Resources in AllGroups

Resource	Type	Category	Meeting 8/22/2013 8:00 AM - 9:00 AM
Basic Boxed Lunches	Service	Catering	25 of 1000 Save
Coffee Service	Service	Catering	Available
Continental Breakfast	Service	Catering	Available
Cookies - assorted homestyle	Service	Catering	Available
Cookies - tea	Service	Catering	Available
Deluxe Continental Breakfast	Service	Catering	Available
Domestic Cheese Tray	Service	Catering	Available
Gourmet Boxed Lunches	Service	Catering	Available
Hot Artichoke Dip	Service	Catering	Available
Make Your Own Trail Mix	Service	Catering	Available

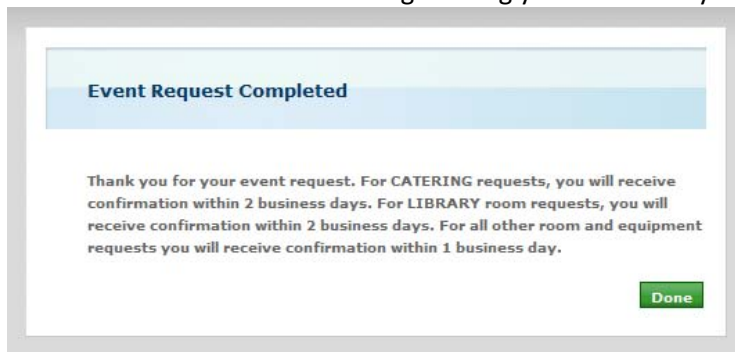
Once you have selected all of the appropriate resources, click the Save and Update Request button:



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.