

# Online Event/Room Request Instructions

1. Visit <https://astra.westminster.edu/AstraPrd> and click on “Request an Event” in the top left-hand corner of the page.

The screenshot shows the ASTRA SCHEDULE website. At the top, there is a navigation bar with the logo and the text "ASTRA SCHEDULE". To the right of the logo are fields for "User Name:" and "Password:" with a "Log In" button and a "Remember Me:" checkbox. Below the navigation bar is a menu with "ASTRA HOME", "CALENDARS", "ACADEMICS", "RESOURCES", and "EVENTS". The main content area is divided into three columns: "Request Forms", "Today's Activities", and "Holiday/Announcements".

**Request Forms:** A dropdown menu is open, showing "Request an Event" highlighted in red. Below it are "Quick Links" for "Westminster College", "My Westminster", and "Request Form Instructions".

**Today's Activities:** A table with two columns: "Event Name" and "Status". One row is visible: "Storage" with a status of "Scheduled". Below the table is "Page 1 of 1".

**This Week's Activities:** A table with two columns: "Event Name" and "Status". Four rows are visible: "Football Training Camp" (Scheduled), "Football Training Camp" (Scheduled), "Football Training Camp" (Scheduled), and "Impact Testing" (Requested). Below the table is "Page 1 of 3".

**Holiday/Announcements:** A table with two columns: "Event Name" and "Date". Rows include: "Summer Session Ends" (8/6/2012), "New Faculty Orientation" (8/22/2012), "Faculty Workshop" (8/23/2012), "Faculty Meeting" (8/24/2012), "First Year Orientation" (8/24/2012), "First Year Students Arrive" (8/24/2012), "Opening Convocation" (8/24/2012), "First Year Student Advising" (8/27/2012), "Classes Begin" (8/28/2012), "Homecoming" (9/29/2012), and "First 7-Week" (10/15/2012).

2. Select the correct request form.

The screenshot shows the "Event Request Wizard" dialog box. It has a title bar "Event Request Wizard" and a message: "Welcome to the Event Request Wizard. Please select an Event Request Form to begin." Below the message is the label "Event Request Form:" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "Academic Room Request Form" (highlighted), "AV Classroom (McKelvey 180) R...", "McKelvey Campus Center Reque...", "Mueller Theatre Request Form", and "Public Computer Lab Request Form". To the right of the dropdown menu is a "Cancel" button.

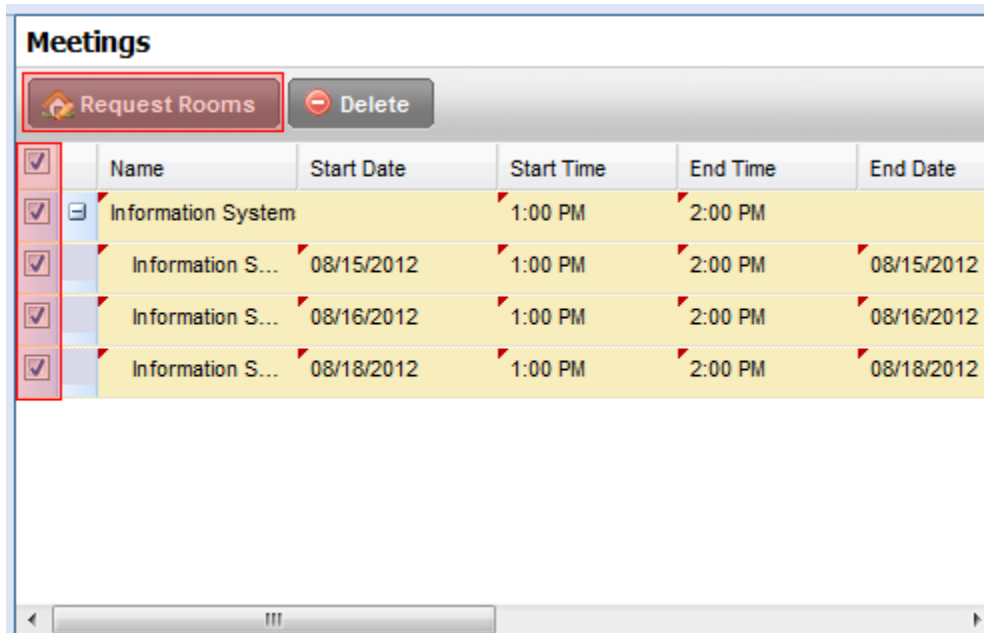
3. Complete the form.
  - a. Select your meeting day(s) and time(s) in the “Meeting Recurrence” section. You may select multiple days by clicking on the calendar, selecting the “Recurring” tab, or the

“Spanning” tab. Once you have selected the day(s)/time(s), click on the



**DON'T STOP HERE: YOU'VE ONLY SELECTED YOUR DATES, YOU STILL NEED TO RESERVE YOUR ROOM!** (It can appear that you've completed your reservation at this point and you will be able to Save the request at this point. This is deceiving. If you inadvertently click Save before reserving your room, you're event will be declined. You will receive an email that your event has been declined because you did not select a location. Please look for this message in the automate email).

- b. Once meetings are established, select the checkboxes for the meetings you wish to request rooms for and click on the  button.

A screenshot of a web application interface titled "Meetings". At the top left of the table area is a "Request Rooms" button with a house icon, and at the top right is a "Delete" button with a minus sign icon. Below these buttons is a table with six columns: a checkbox column, a "Name" column, a "Start Date" column, a "Start Time" column, an "End Time" column, and an "End Date" column. The first row of data has a checked checkbox, a name "Information System", and empty date and time fields. The following three rows have checked checkboxes, names "Information S...", and specific dates (08/15/2012, 08/16/2012, 08/18/2012) and times (1:00 PM, 2:00 PM). A scrollbar is visible at the bottom of the table area.

<input checked="" type="checkbox"/>	Name	Start Date	Start Time	End Time	End Date
<input checked="" type="checkbox"/>	Information System		1:00 PM	2:00 PM	
<input checked="" type="checkbox"/>	Information S...	08/15/2012	1:00 PM	2:00 PM	08/15/2012
<input checked="" type="checkbox"/>	Information S...	08/16/2012	1:00 PM	2:00 PM	08/16/2012
<input checked="" type="checkbox"/>	Information S...	08/18/2012	1:00 PM	2:00 PM	08/18/2012

- c. A list of rooms specific to the request form will be displayed along with their availability at the day(s)/time(s) entered.

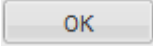

- d. Click on the table cell for the room/meeting to select the room.

The screenshot shows a window titled "Assign Room" with a filter sidebar on the left and a table of room availability on the right. The filter sidebar shows "Saved Filter: All Acade". The table has three columns: "Room", "Score", and "Information S...". The "Information S..." column contains the dates "8/15/2012-8/18/2012" and the meeting name "WRS" with the time "1:00pm-2:00pm". The table lists various rooms and their availability status. The room "PH 208" is highlighted in red and marked as "Unavailable".

Room	Score	Information S...
TC 314	96	Available
TC 210	96	Available
TC 315	94	Available
PH 108	93	Available
PH 106	93	Available
PH 110	93	Available
FH 101	91	Available
PH 210	91	Available
HSC 150	91	Available
OM 314	91	Available
OM 310	91	Available
OM 210	91	Available
OM 308	91	Available
OM 311	91	Available
PH 208	91	Unavailable
OM 307	89	Available

At the bottom of the window, there are navigation controls including "Page 1 of 2", "Page 1 of 1", and "Meetings: 0 of 3". There are also "OK" and "Cancel" buttons at the bottom right.

*NOTE: If you have multiple meetings and want to select the same room for all meetings, you can click on the room name to select that particular room for all meetings.*

4. Click the  to return to the request form.
5. Click the  button at the top of the page to submit the request form.