

# Astra Schedule Quick Reference Guide for the Information Tables

- 1) Go to the **Astra Guest Portal** page at <http://astra.nwmissouri.edu/Astra/Portal/GuestPortal.aspx>.
- 2) Click on **Request an Event** under the **Astra Schedule Functions** section on the top left side of the screen.
- 3) On **Event Request Wizard** screen, enter the title of your event and then select **Information Table Request Form (Union)** from the drop down menu. Click **Next**.
- 4) Fill out ALL of the information in the **Client Information** box.
- 5) Click the **Add/Remove Meetings** button to create meetings for the times you want to use an information table.
  - a. "Meetings" are the times you will be using the information table. You have to create a separate meeting for each day and time you want to use a table (for example, Monday from 11am to 1pm is one meeting, Tuesday from 11am to 1pm is another meeting, etc.)
- 6) Fill in all the information about each of your meetings on the left side of the screen and click the **Add Meeting** button to add each meeting to your event request. **Make sure to add separate meetings for each day and time you want to use an information table.**
  - a. You can continue adding meetings to your request for different dates/times by filling in the meeting information again and clicking the **Add Meeting** button for each subsequent meeting.
- 7) When you are finished adding meetings to your event, click on the **Request Rooms** button.
  - a. **All rooms, tables, outdoor spaces, etc. are considered "rooms" to Astra, so you will need to "request rooms" in order to request to use an information table.**
- 8) On the **Request Rooms** screen, stretch the **Room** column out so you can read everything in that column. When you find the information table that you want to use, and it shows as **Available** in your meeting's column, find that table and click the corresponding box. It will turn green and show as **Selected**.
- 9) Click the **Save and Update Request** button.
- 10) Back on the **Information Table Request Form** screen make sure all the information is correct.
- 11) When you are finished, click the **Submit Request** button at the bottom of the screen.

Congratulations on successfully submitting your event request! **Please note that this is an event request only and does not guarantee that you will be able to use the information table that you have requested. DO NOT make additional plans for your event until you have received an event confirmation email.** Within 2 business days you should get an email reply regarding the status your event. If you have questions or problems, please contact The Student Union Event Coordinator at ext. 1420 or (660)-254-0175