

# Astra Schedule Quick Reference Guide for the Outdoor Locations

## Things to remember...

- This request form is used for **non-athletic** and **non-performance** outdoor locations only
- You must have at least 7 days of lead time to request to use an outdoor location
- To request to use an outdoor location:
  - 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 **Outdoor Location Request Form** 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 outdoor location.
    - a. "Meetings" are the times you will be using the outdoor location.
    - b. 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.
    - c. 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.
  - 6) 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 reserve an outdoor location.**
  - 7) On the **Request Rooms** screen, stretch the **Room** column out so you can read everything in that column. When you find the outdoor location that you want to use, and it shows as **Available** in your meeting's column, find that location and click the corresponding box. It will turn green and show as **Selected**.
  - 8) Click the **Save and Update Request** button.
  - 9) Back on the **Outdoor Location Request Form** screen make sure all the information is correct.
  - 10) 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 outdoor location 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.