Astra Schedule Event Request Guide

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Welcome to Northwest Missouri State University's guide for using the web-based scheduling program **Astra Schedule**. This guide will take you through the room requesting process. After completing your request, you will be contacted within 2 business days via email saying that your event request has been approved, additional information about your request is needed, or that your request has been declined. Once you have received approval for your event request, please check over it, making sure the room, time, date, and needed equipment are correct. Remember to email or call the appropriate person with any additional set-up information a minimum of 2 business days prior to the event. For Student Union and Station events, confirm with Mark Hendrix at mhendrix@nwmissouri.edu or (660) 562-1420. Reservations in academic buildings do not have special set-ups to confirm but if you would like to check the status of your reservation, please contact Mark Hendrix at mhendrix@nwmissouri.edu or (660-562-1420.

1) To begin, go to the **Astra Guest Portal** page at
https://www.aaiscloud.com/NWMOStateU/Default.aspx

2) *****YOU DO NOT NEED TO LOG-IN WITH A USERNAME AND PASSWORD*****

   a. **Before you begin the event request process, it is recommended that you access the Astra Calendar to determine a) if there are any events occurring on campus that would conflict with your event and b) if the room you wish to reserve for your event is available.**

   b. To access the **Astra Calendar**, click on the **Calendar** tab on the **Astra Guest Portal** page (continue to Step 2).

   c. If you do not want to first check the **Astra Calendar**, you can jump right to the **Event Request Wizard** by clicking on the **Request an Event** link in the Helpful Links section of the **Astra Guest Portal** page (jump to Step 3).

3) On the **Astra Calendar** page, there are several features that will help you browse through events and activities occurring at Northwest.

   a. There are 3 ways to view scheduled events and activities: **Calendar** view, **Grid** view, or **List** view. Click on the corresponding buttons to view events and activities in that particular view.

   b. You can view activities by a single **Day**, a full **Week**, or an entire **Month** using the corresponding tabs.

   c. You can jump to a specific day by clicking on the **Calendar Icon** next to the date.

   d. You can filter the activities and events that you are viewing by opening up one of the pre-defined **Filters** or you can click on the **Edit Filter** button to specify which activities and events you can view.

      i. **PLEASE NOTE**: classes are referred to as **Sections** when editing your viewing filter and may be turned **off** by default. This may make it appear that some rooms are available when they in fact are

not. To view all events and classes, make sure the both the **Show Events** and **Show Sections** check-boxes are checked on the **Edit Filter** screen.

    e. Scheduled activities will show up in the **Calendar Area**. Use this to determine which events and/or activities may conflict what you are trying to schedule.

    f. For more help with the **Astra Calendar**, click on the **Help** link in the top-right corner of the page.

    g. Once you have determined that the date, time and location of your event is available, you can click the **Request Event** button to begin using the **Event Request Wizard**.

4) You will be on the **Welcome to the Event Request Wizard** screen.

    a. Enter the title of your **Event**.

        i. **Event requests** have two parts: the **Event** and the **Meeting(s)** for that event. This allows recurring meetings, multiple meetings for one event, or events that use several rooms at a time to be scheduled all at once.

            • Example: If you want to schedule weekly group meetings, your **Event** would be called

              "Weekly Group Meeting" and your **Meetings** would be "Weekly Group Meeting for 9/2/09", 'Weekly Group Meeting for 9/9/09", etc.

            • By default, **Meeting** will have the same name as the **Event** they belong to. This is standard.

    b. Click on the **Select an Event Request Form** drop down box and choose the **Student Union Event Request Form, Station Event Request Form,** or **Academic Building Event Request Form** depending on which building you wish to reserve a room in. For this tutorial, we will be using the **Student Union Event Request Form**.

    c. Click **Next** to continue to the **Event Request Form**.

5) On the **Student Union Event Request Form** page, you are **required** to fill in all the information in the **Client Information** box.

    a. In the **Client (Department, Office, Organization, Group)** box, enter your department/office/organization/group.

        i. If your event is being sponsored by a recognized Northwest department/office/organization/group, please fill in the box with that department/office/organization/group.

        ii. If your event is being sponsored by a non-University organization/group, please fill in the box with "**Non-University – Your organization/group name**".

        iii. If your even is not being sponsored by any organization/group and is a private event, please fill in the box with "**Private Event**".

    b. Enter your first and last name in the **Contact (First and Last Name)** box.

    c. Enter your email address in the **Contact Email** box.

d. Enter your phone number, including your area code in the **Contact Phone Number** box. If you are on campus, just enter your extension.

6) Below the **Client Information** box, you will see the **Event Details** box.

a. The **Event Name** box should already be filled in with the name of your event.

b. Click the **Add/Remove Meetings** button. It will take you to the **Create Meetings** screen. **Your event must contain at least 1 meeting to be approved.**

7) On the **Create Meetings** screen, you must fill in all the information about the individual meeting(s) for your event on the left side of the screen. **If you fail to complete any of the following steps, your event will be declined.**

a. In the **Meeting Name** box, you will see that the name of your event is already there. You may leave this as it is or you may change the name if you want. **This is the name that will be written outside of your room the day of your event, so change this if necessary.**

b. The **Description** section is for office use only, so **leave this blank**.

c. In the **Meeting Type** drop-down menu, specify what type of meeting you are scheduling.

d. In the **Max Attendance** box, you must fill in the maximum number of people you expect to attend your meeting. Please be as accurate as possible.

e. Leave the **Requires Room** check-box checked.

i. In the **Meeting Notes** box, you must include a brief description and any special instructions for your event, including if you request pre-access or post-access to your meeting room.

☐ **PLEASE NOTE**: the Meeting Notes section does not free you of the responsibility of contacting the Student Union Event Coordinator or Station Complex Director, regarding the final set-up for your event (see the Student Union Policies page on the Auxiliary Services website).

f. In the **Meeting Times** section, you must fill in ALL the information.

i. Unless your event runs all night, the **Start On:** and **Ends On:** dates should be the same.

ii. Make sure to check and double-check that the times you enter in the **Starts On:** and **Ends On:** lines are correct, especially the AM and PM.

g. Once all the information for your meeting is entered in correctly, you **MUST** click on the **Add Meeting** button in order to request that meeting. Only then will your meeting show up on the right side of the screen under the **Meetings** tab.

h. If you have more meetings to add for this event, repeat steps 6a through 6h, or add recurring meetings using the **Add Recurring Meetings** button.

i. After all of the **Meetings** for your **Event** have been added, click on the green **Request Rooms** button to assign your **Meeting(s)** to available **Rooms**. This will take you to the **Request a Room** screen.

8) You will now be on the **Request a Room** screen.

a. You will see all the rooms in the **Student Union** along with their numerous configurations on the left along with their maximum capacity and room type.

    i. You can filter the rooms to choose from by clicking on **Edit Filter** button. This will bring up a popup box that allows you to filter through available rooms by capacity, room configuration, etc.

        ☐ **PLEASE NOTE:** Only Student Union rooms will show up on the **Student Union Event Request form**, only Station rooms will show up on the **Station Event Request Form**, etc.

    ii. Many available rooms have multiple room configurations. These configurations are in parenthesis next to the name of the room (**example**: **Ballroom (Classroom)**, **Ballroom (Round Tables)**). Select the Rooms with the corresponding configurations that you want to assign to your Meetings. If a room does not have a configuration in parenthesis, this is the default room setup.

        ☐ **PLEASE NOTE**: some room requests may be declined if there is insufficient set-up and tear-down down time for a particular configuration.

b. Each **Meeting** you created on the **Create Meetings** screen will have its own column to the right of the list of Student Union rooms.

c. To select a room for your meeting, click on the box that says **Available** under the meeting's column and in the same row as the room and configuration you want to reserve. The box will turn green and say **Selected**.

    i. If the box says **Unavailable**, this means the room is already reserved for the date and part or all of the time of your meeting request. You will not be able to select this room and you must choose a different room that is available during that date and time.

    ii. You **can** select multiple rooms for a single meeting.

    iii. You **MUST** choose at least one room for each of your meetings. Otherwise, the meeting will be cancelled when processed for approval.

d. After you have chosen at least one room for all of your meetings…

    i. You can request equipment and furnishings for your **Meeting(s)** by clicking the **Request Resources** button. **PLEASE NOTE:** You cannot request resources in Academic buildings.

    ii. If you do not need any equipment or furnishings for your **Meeting(s)** or if you are using the **Academic Building Event Request** form click on **Save and Update Request.**

9) The **Request Resources** screen will look similar to the **Request a Room** screen.

a. You will see a list of Student Union **resources** (audio/video equipment and furnishings) on the left and each **Meeting** you created will have its own column just to the right of the resources list. The list on the left may not contain all of the resources in the Union.

    i. To view all of the resources the Union has to reserve, click on the **Edit Filter** button. Change the **Category** drop-down menu to **All** and click on **Search Resources**. You will now be able to see all of the resources the Student Union has to offer.

- **PLEASE NOTE:** You will only be able to select Student Union resources if you are using the Student Union Event Request form and Station resources if you if you are using the Station Event Request form.

  b. To select resources for your **Meeting(s)**, just click on the resource's box that says **Available** under your meeting's column. If the Student Union has multiple units of a resource, the box will turn green and ask you to specify the number of units you would like to reserve. The number to the right of that box shows you how many units are available. Enter the number of units you wish to reserve in and then click **Save**. The box will turn green and say **Selected** along with the number of units you have selected.

    i. If a resource's box says **Unavailable**, this means the resource is already reserved for another event at that time. You will not be able to select this resource for your meeting.

    ii. If a resource's box says **Restricted**, this means the resource is not available for use in the room you have chosen to hold your meeting in.

    iii. Some resources have a yellow star next to their name. If you roll over this with your mouse, a pop up box will give you a brief description of the resource.

- Example: If you roll over the yellow star next to **LCD Projector w/ AV Cart**, the pop-up box will tell you that this resource contains a **DVD/VCR Combo, LCD Projector, a Power Strip** and an **AV Cart**.

    iv. You **can** select multiple resources for a single event.

    v. It is **not** required that you choose any resources for your meeting. If you don't want to reserve any resources for your meeting rooms, push the **Cancel** button.

  c. After you have selected all of the resources you want to reserve, click on **Save and Update Request**. This will take you back to the **Student Union Event Request Form** screen.

10) You will now be back at the **Student Union Request Form** screen.
  a. You will see your newly created meetings, their requested room assignments, and resources in the **Event Details** box. Check to make sure all of the information is correct.

11) Below the **Event Details** box, you will see the **Other Information** box. **PLEASE NOTE:** This box is not on the Academic Building Request Form.

  a. If you plan to have any part of your event catered by Northwest Catering, you must check the **Will Campus Dining be catering your event?** check-box.

  b. **Astra Scheduler does NOT reserve catering service for you. If you plan to have any of your event catered, you MUST contact Campus Catering by emailing them at catering@nwmissouri.edu or by calling them at (660)-562-1252.**

12) After you have double checked all of your event's information, click the **Submit Request** button at the bottom of the screen. If your event request has been sent, you will see message telling you that your request has successfully been submitted.

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 rooms that you have requested. DO NOT make additional plans for your event until you have received an event confirmation email.** Within 1-2 business days you should get an email reply regarding the status your event. If you have questions or problems, please contact Mark Hendrix, the University Event Scheduling Coordinator at ext. 1420 or (660) 562-9092.

IF YOU RECEIVE AN ERROR MESSAGE AT ANY POINT DURING THE EVENT REQUESTING PROCESS, STOP IMMEDIATELY, COPY AND PASTE THE ERROR IN AN EMAIL TO mhendrix@nwmissouri.edu AND INCLUDE ANY AND ALL INFORMATION ABOUT YOUR EVENT SO IT CAN BE SCHEDULED MANUALLY BY THE EVENT COORDINATOR