

Astra Schedule Quick Reference Guide for the

Student Union

- 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 **Student Union Event 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 your event.
- 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.
 - 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.
- 8) On the **Request Rooms** screen, stretch the **Room** column out so you can read everything in that column. When you find the room that you want, and it shows as **Available** in your meeting's column, select a room configuration for that room and click the corresponding box. It will turn green and show as **Selected**.
 - a. To request equipment for your meetings, click the **Request Resources** button (go to Step 9).
 - b. If you do not need any equipment, click the **Save and Update Request** button (go to step 10).
- 9) On the **Request Resources** screen, find all of the equipment that you need in the **Resource** column and if it shows as **Available** for your meeting, click the corresponding box and it will turn green and say **Selected**.
 - a. You may be asked to specify how much of a particular resource you want for your meeting. Enter the number in the box and click **Save**. It will turn green and show as **Selected**.
 - b. Once you are finished requesting equipment, click **Save and Update Request** button.
- 10) Back on the **Student Union Request Form** screen, check the box next to **Are any of your Meetings a Party or Dance** if you have requested an event that is a party or dance.
- 11) Check the box in the **Catering Information** section if you plan to have Northwest Campus Dining cater your event.
- 12) Enter any additional information in the **Other Information** section
- 13) 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 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 The Student Union Event Coordinator at ext. 1420 or (660)-254-0175