

Request an Event Link/Event Request – How to Request a Reservation using the Event Request Section in Astra

1. Begin by completing the “Event Information” and “Event Meetings” sections.

Event Information

Event Name:*	TEST
Sponsoring Organization/ Office Name:*	Student Activites Office
Setup begins at what time?:*	11:00AM
Teardown ends at what time?:*	12:00PM
Maximum Attendance:*	2

Event Meetings

Meeting Name*:	TEST	Max Attendance:	0
Meeting Type*:	Student Life Event <input type="button" value="x"/> <input type="button" value="v"/>	<input type="checkbox"/> Private	<input type="checkbox"/> Fee
Description:	<input type="text"/>		

2. In order to add the event/space to your request, go under the “Meeting Recurrence” section and select the date and time that you desire. Then please click the green create button in the upper right corner of that smaller section.*

*(If you would like to schedule recurring meetings, please select the “Recurring” tab to the right of the “Single Meeting(s)” tab.)

Meeting Recurrence ⏪

➕ Create

Single Meeting(s) | Recurring | Spanning

Start Time: 11:00 AM ✕ ▾ End Time: 12:00 PM ✕ ▾

October 2013						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

November 2013						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Today Clear

Meetings

🏠 Assign Rooms 🔧 Assign Resources 🗑 Delete

<input type="checkbox"/>	Name	Start Date	Start Time	End Time	End Date	Room
	None					

Requestor Information

3. Once you do this, the meeting will populate under the “Meetings” section of the request.
4. Then, “check” the small box to the left of that created meeting and choose the “Assign Rooms” button.

Meeting Recurrence ⏪

➕ Create

Single Meeting(s) | Recurring | Spanning

Start Time: 11:00 AM ✕ ▾ End Time: 12:00 PM ✕ ▾

October 2013						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

November 2013						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Today Clear

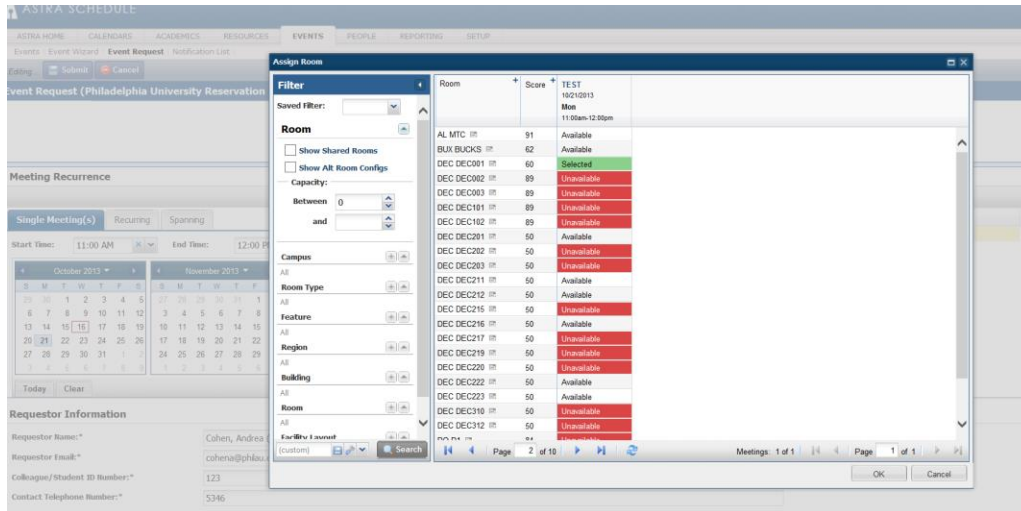
Meetings

🏠 Assign Rooms 🔧 Assign Resources 🗑 Delete

<input type="checkbox"/>	Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input checked="" type="checkbox"/>	TEST	10/21/2013	11:00 AM	12:00 PM	10/21/2013	DEC DEC001	

Requestor Information

- Once in the “Assign Rooms” screen, you can alphabetize the rooms by clicking on the header labeled “room.” Then scroll to the room you want and select it (if available). If not, select another available room.



- Before submitting, be sure you have all info on the form completed (including the “Requestor Information” section) and press the “Submit” button.

Requestor Information

Requestor Name:*	Campus Center, Kanbar (Student Activities)
Requestor Email:*	reservations@philau.edu
Colleague/Student ID Number:*	123456
Contact Telephone Number:*	123-456-7899

Editing...

 Submit

 Cancel

Event Request (Philadelphia University Reservation Request Form)

Event Information