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 Activities Office
Setup begins at what time?:* 11:00 AM
Teardown ends at what time?:* 12:00 PM
Maximum Attendance:* 2

Event Meetings
Meeting Name:* TEST
Meeting Type:* Student Life Event
Description:
```

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.)
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.
5. 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.

6. Before submitting, be sure you have all info on the form completed (including the “Requestor Information” section) and press the “Submit” button.
Event Request (Philadelphia University Reservation Request Form)

Event Information