

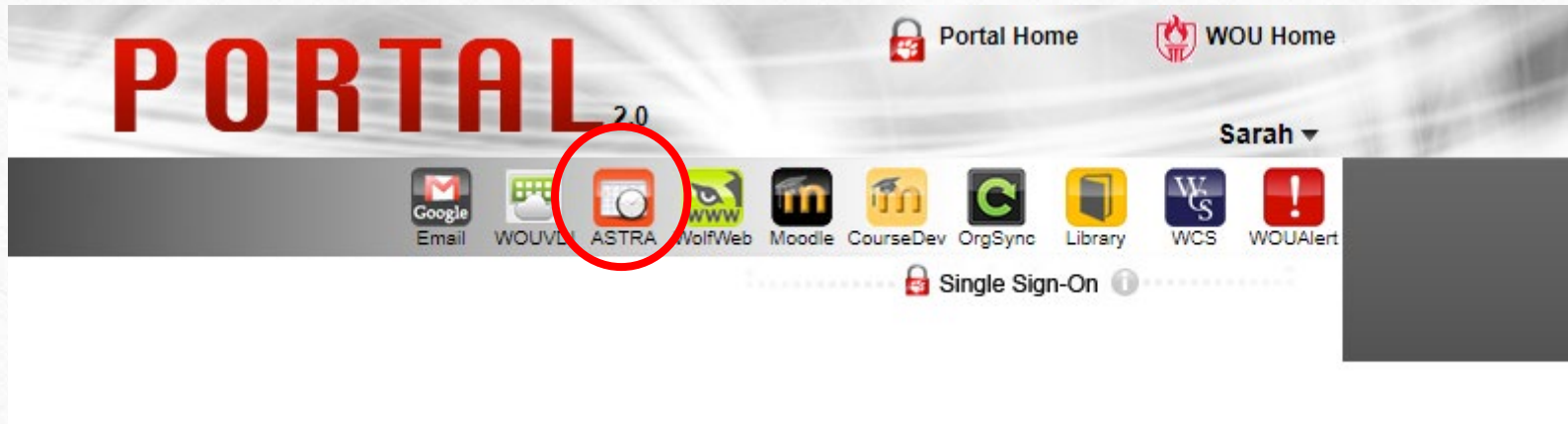
Creating an Event in ASTRA

Sarah Lockwood
Facilities Scheduling Manager
Western Oregon University

Important things to note:

- Events need to be requested between 4 – 180 days of the event date
- Weekly department meetings can be scheduled for up to one academic year at a time
- Student club/organization meetings can be scheduled one term at a time, following the 5th week of the previous term
- Long standing traditional campus events (ie. Pow Wow, Hawaiian Luau, etc) can be scheduled up to one year in advance

Finding ASTRA



Login

Use your portal login



The screenshot shows the ASTRA SCHEDULE website interface. At the top, there is a navigation bar with the logo and the text 'ASTRA SCHEDULE'. Below this is a secondary navigation bar with links for 'ASTRA HOME', 'CALENDARS', 'ACADEMICS', 'RESOURCES', and 'EVENTS'. On the right side of the top bar, there is a login section with 'User Name:' and 'Password:' labels, input fields, a 'Log In' button, and a 'Remember Me:' checkbox. A red arrow points from the top right towards the login fields. Below the navigation bars, there are three main content areas: 'Holiday/Announcements' on the left, 'External Links' in the center, and 'Weather Feed Failed to Load' on the right. The 'External Links' section is expanded to show two sub-sections: 'External Links' containing 'Reservation Policy & More' and 'Campus Food Policies', and 'Astra Schedule Functions' containing 'Request an Event'. A red arrow points to the 'Request an Event' link.

After logging in select 'Request an Event'

Fill out the request form

Event Request - Campus Event Request

Use this form to request an event in all rooms across campus except the Hamersly Library and Rice Auditorium.

Use the Hamersly Library Event Request form to reserve rooms in the Library.

Use the Rice Auditorium Event Request form to reserve the Rice Auditorium.

Online requests for rooms can not be made if the lead time is not a minimum of 4 days or a maximum of 180 days.

Event Information

Student Group/ Department/ Customer:*	<input type="text" value="Student Engagement"/>
Account / Index #:*	<input type="text" value="SEO901"/>
Contact Name:*	<input type="text" value="Lockwood, Sarah (Student Engagement)"/>
Contact Phone:*	<input type="text" value="503-838-8088"/>
Contact E-mail:*	<input type="text" value="lockwoods@wou.edu"/>
Event / Meeting Name:*	<input type="text" value="Test *Do Not Process*"/>
Number of Persons Attending Your Event:*	<input type="text" value="30"/>
Select Room Configuration (Set-up) from drop down:*	<input type="text" value="U-Shape"/>
AV Requirements:	<input type="text" value="SMART Console"/>
Catering / Beverage Service:	<input checked="" type="checkbox"/>
Please select meeting date(s) and time(s):	If you do not select meeting date(s) and time(s), we will be unable to process your request (scroll down to make selection).

Event Meetings

Meeting Name:*	<input type="text" value="Test *Do Not Process*"/>	Max Attendance:	<input type="text" value="50"/>	
Meeting Type:*	<input type="text" value="Lecture/Speaker/Presentation"/>	<input type="checkbox"/> Private	<input type="checkbox"/> Featured	<input checked="" type="checkbox"/> Requires Room
Description:	<input type="text" value="Presentation on submitting an ASTRA request"/>			

Details

Date, time, (create) assign rooms

The screenshot displays a meeting management interface with two main sections: Meeting Recurrence and Meetings.

Meeting Recurrence: This section includes a '+ Create' button and three tabs: 'Single Meeting(s)', 'Recurring', and 'Spanning'. The 'Single Meeting(s)' tab is active. Below the tabs, there are input fields for 'Start Time' (10:00 AM) and 'End Time' (2:00 PM). At the bottom, there are two calendar views for December 2018 and January 2019. The date '4' in December 2018 is highlighted with a red box. 'Today' and 'Clear' buttons are located at the bottom left of the calendar area.

Meetings: This section features 'Assign Rooms' and 'Delete' buttons. Below these is a table with the following columns: Name, Start Date, Start Time, End Time, End Date, Room, and Resources. A single meeting entry is listed:

	Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input checked="" type="checkbox"/>	Test *Do Not Pr...	12/10/2018	10:00 AM	2:00 PM	12/10/2018	WUC PACIFIC	

Add more details

You can create several meetings in one reservation request

The screenshot displays a software interface for managing meeting recurrences. On the left, the 'Meeting Recurrence' panel includes a 'Create' button and tabs for 'Single Meeting(s)', 'Recurring', and 'Spanning'. The 'Start Time' is set to 12:00 PM and the 'End Time' is 2:00 PM. Below these are two calendar views for November and December 2018, with the 4th of each month highlighted. On the right, the 'Meetings' panel features 'Assign Rooms' and 'Delete' buttons. It contains a table with columns for Name, Start Date, Start Time, End Time, End Date, Room, and Resources. The table lists several weekly recurring meetings from January to March 2019, and two specific meetings from December 2018 and March 2019.

	Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input type="checkbox"/>	TEST *Do Not Process* Weekly ...	01/31/2019	2:00 PM	3:00 PM	01/31/2019		
<input type="checkbox"/>	TEST *Do Not Process* Weekly ...	02/07/2019	2:00 PM	3:00 PM	02/07/2019		
<input type="checkbox"/>	TEST *Do Not Process* Weekly ...	02/14/2019	2:00 PM	3:00 PM	02/14/2019		
<input type="checkbox"/>	TEST *Do Not Process* Weekly ...	02/21/2019	2:00 PM	3:00 PM	02/21/2019		
<input type="checkbox"/>	TEST *Do Not Process* Weekly ...	02/28/2019	2:00 PM	3:00 PM	02/28/2019		
<input type="checkbox"/>	TEST *Do Not Process* Weekly ...	03/07/2019	2:00 PM	3:00 PM	03/07/2019		
<input type="checkbox"/>	TEST *Do Not Process* Weekly ...	03/14/2019	2:00 PM	3:00 PM	03/14/2019		
<input type="checkbox"/>	TEST *Do Not Process* Weekly ...	03/21/2019	2:00 PM	3:00 PM	03/21/2019		
<input type="checkbox"/>	Test *Do Not Process*	12/10/2018	10:00 AM	2:00 PM	12/10/2018	WUC PACIFIC	
<input checked="" type="checkbox"/>	TEST *Do Not Process* End of term...	03/22/2019	12:00 PM	2:00 PM	03/22/2019	WUC CALAPO...	

Submit

ASTRA SCHEDULE Logout: lockwoods

ASTRA HOME | CALENDARS | ACADEMICS | RESOURCES | **EVENTS** | PEOPLE | REPORTING | SETUP

Events | Event Wizard | **Event Request** | Notifications

Editing:

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Event Information

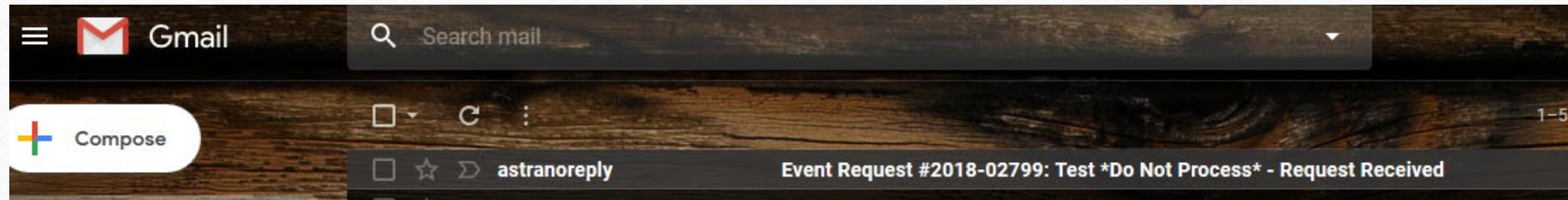
Student Group/ Department/ Customer:*	<input type="text" value="Student Engagement"/>
Account / Index #:*	<input type="text" value="SEO901"/>
Contact Name:*	<input type="text" value="Lockwood, Sarah (Student Engagement)"/>
Contact Phone:*	<input type="text" value="503-838-8088"/>
Contact E-mail:*	<input type="text" value="lockwoods@wou.edu"/>
Event / Meeting Name:*	<input type="text" value="Test *Do Not Process*"/>
Number of Persons Attending Your Event:*	<input type="text" value="30"/>
Select Room Configuration (Set-up) from drop down:*	<input type="text" value="U-Shape"/>
AV Requirements:	<input type="text" value="SMART Console"/>
Catering / Beverage Service:	<input checked="" type="checkbox"/>

Please select meeting date(s) and time(s): If you do not select meeting date(s) and time(s), we will be unable to process your request (scroll down to make selection).

Event Meetings

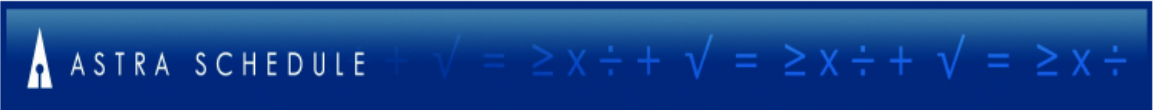
Meeting Name:*	<input type="text" value="Test *Do Not Process*"/>	Max Attendance: 50
Meeting Type:*	<input type="text" value="Lecture/Speaker/Presentation"/>	<input type="checkbox"/> Private <input type="checkbox"/> Featured <input checked="" type="checkbox"/> Requires Room
Description:	<input type="text" value="Presentation on submitting an ASTRA request"/>	

Receive a receipt in your email



Confirmation

This is only confirmation of the request!



Event Request Received 12/4/2018
9:44AM

Thank you! Your event request was successfully received and is being reviewed. You will receive an email response when further action is taken, or if more information is required.

<u>Event Name</u>	<u>Description</u>
Test *Do Not Process*	

Request Summary:

=====
Event Information
=====

Customer: Student Engagement
Account / Index # SE0901
Contact: Lockwood, Sarah
Phone: 503-838-8088
Email: lockwoods@wou.edu
Event Name: Test *Do Not Process*
Number of Persons Attending Your Event 15
Select Room Configuration (Set-up) from drop down U-Shape
AV Requirements SMART Console
Catering / Beverage Service True

Processing

- Either myself or one of my Facilities Scheduling Assistants will contact you if we need further information or your event is approved
- If outside of the WUC, we have to request permission from building manager
- If an academic space, we can only request and schedule once the class schedule has been published
- If setup is needed, we will send you a diagram to approve

Details you need to finalize

- Will your event need parking? – contact Laura Freeborn
- Will your event provide food? – contact Chris McGough or submit a Food Waiver, if necessary
- Do you need to fill out alcohol paperwork? – Submit paperwork from WOU website to the VPSA office
- Will your event need sandwich boards? – Reserve through the WUC information desk
- Will your event need AV support or go beyond building hours – contact Sarah Lockwood or Chelsee Blatner
- Will you be housing guests? – contact Lindsey Gibson
- Will you be hosting a conference that will bring in revenue or off campus guests? Contact Trina Horsey
- Would you like your event published on the:
 - WOU calendar – contact Strategic Communications & Marketing
 - ASWOU calendar – Contact Director of Public Relations

Help? Come see me!

Sarah Lockwood
Student Engagement – 210 E
Werner University Center

lockwoods@wou.edu

503-838-8088