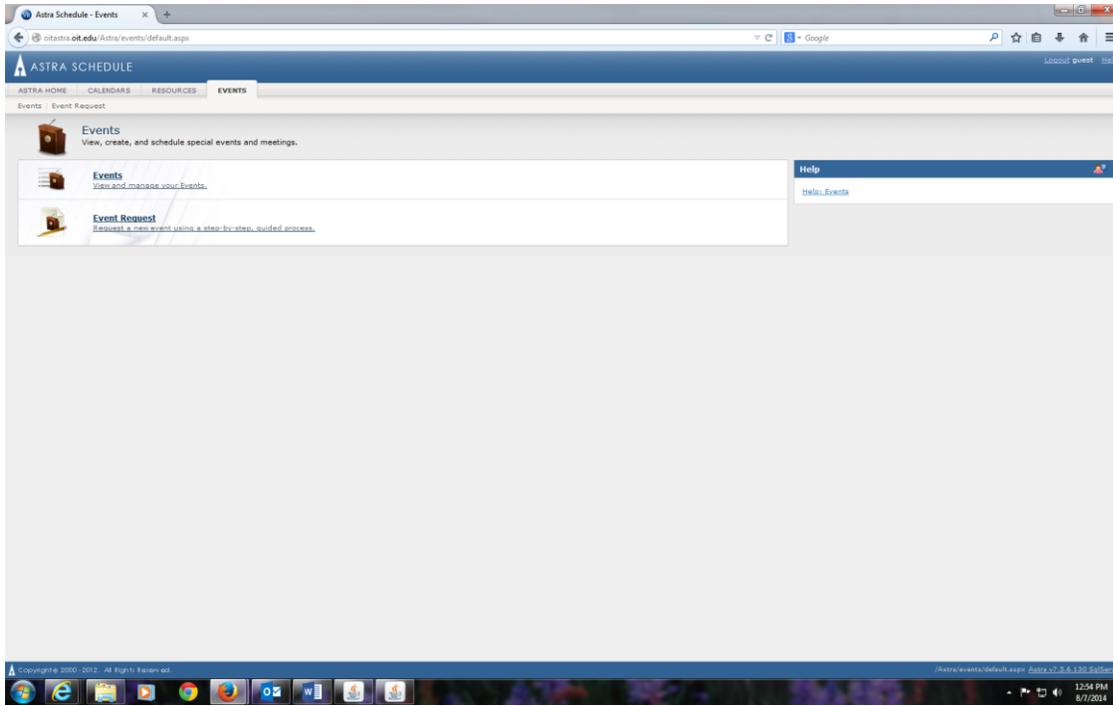


# HOW TO SUBMIT A ROOM RESERVATION REQUEST THROUGH ASTRA SCHEDULER

Login to ASTRA Scheduler

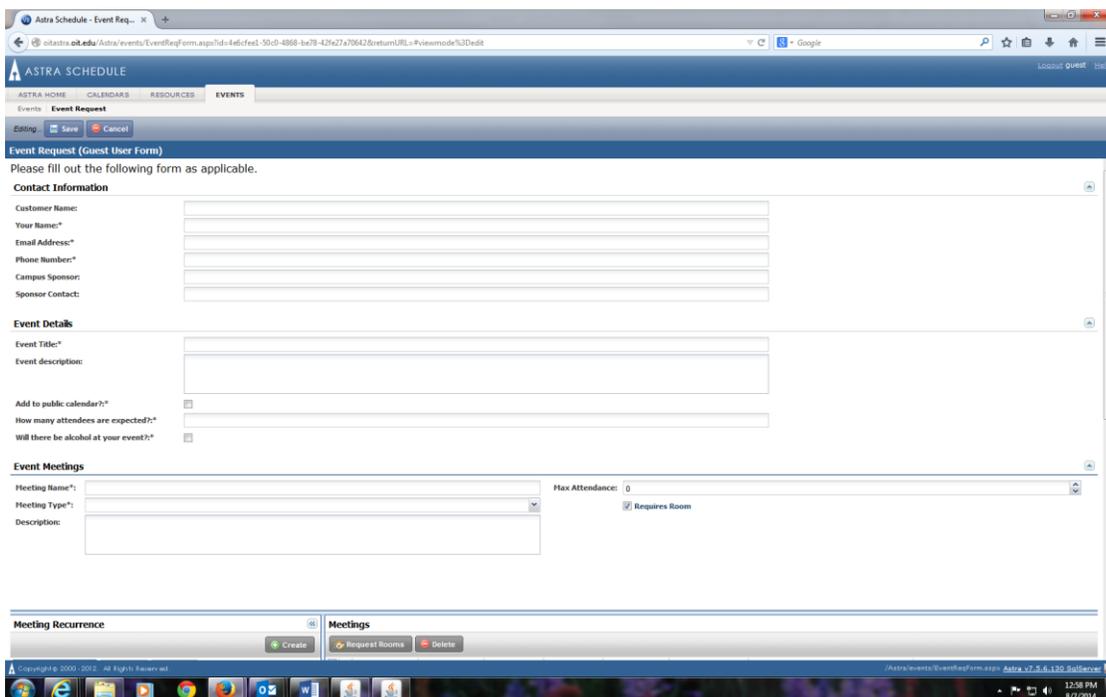
<http://oitastra.oit.edu/Astra/Portal/GuestPortal.aspx>

Click on Events tab – Events Request

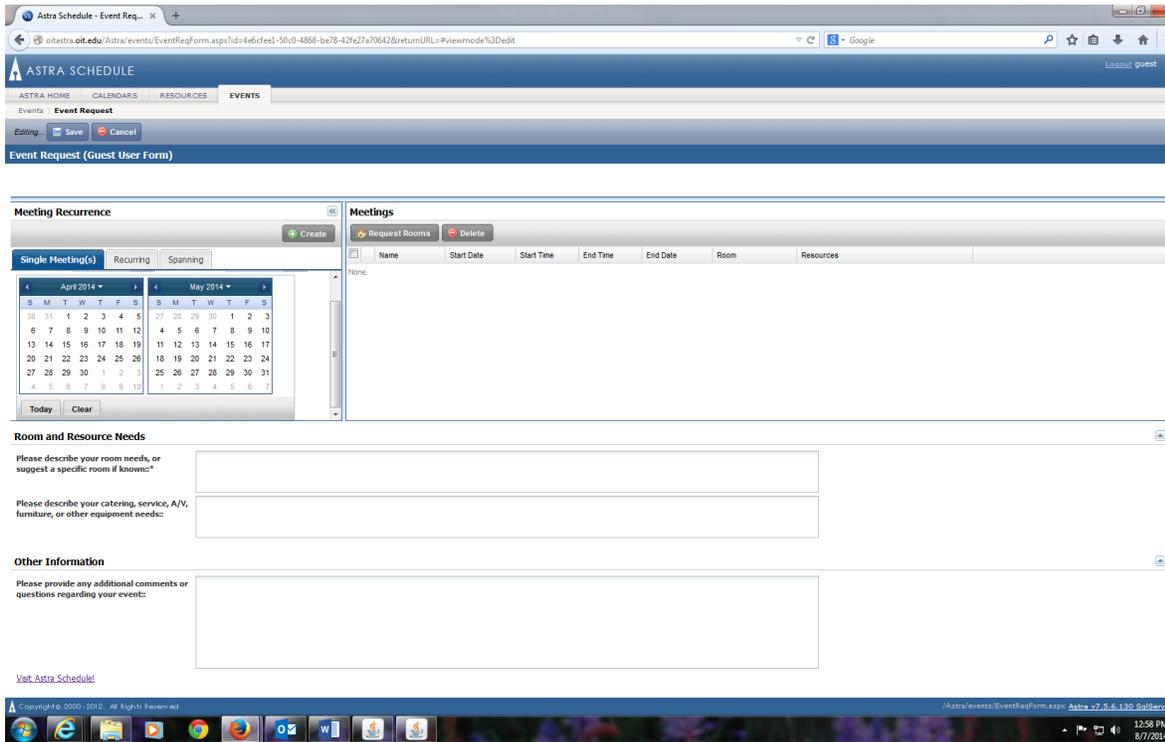


– Fill out Guest User Form (if you are not logged in)

If you are logged in select 2014 Room Request as form to fill out in drop down menu



# HOW TO SUBMIT A ROOM RESERVATION REQUEST THROUGH ASTRA SCHEDULER



Click **Save** to submit request

You will receive an email when the event/meeting has been received



## Event Request Received

**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.**

### Event Name

Volleyball film session

### **Request Summary:**

=====  
Event Specifics  
=====

## HOW TO SUBMIT A ROOM RESERVATION REQUEST THROUGH ASTRA SCHEDULER

What type of event will this be? (example: Meeting) Meeting

Please specify date and time of event 08/07/2014

Event Description: Volleyball Film

Please describe your room and configuration needs, or suggest a specific room (please give 2-3 options): OW 141, OW 205, OW 224

=====

Event Information

=====

Contact: Henry, Dana

Customer:

Email: dana.henry@oit.edu

Event Name: Volleyball film session

Please provide any additional comments or questions regarding your event:

Department

=====

Meeting

=====

Name: Volleyball Film Session

Description:

Event Meeting Type: Meeting

Start Date: 8/11/2014

End Date: 8/11/2014

Start Time: 9:30 AM

End Time: 10:30 AM

Is Room Required: True

Max Attendance: 25

Room Configuration: OW 205 - Default

Resource(s):

You will receive an email when the request has been approved and the event summary will be provided.

HOW TO SUBMIT A ROOM RESERVATION REQUEST THROUGH ASTRA SCHEDULER



**Your event request is approved. Please find the event summary below.**

**Event Information:**

**Reservation #:** 20140807-00008  
**Event Name:** Volleyball film session  
**Event Type:** Meeting  
**Date:** 8/11/14 - 8/11/14  
**Status:** Scheduled  
**Est. Attendance:** 0

**Event Notes:**

**Customer/Contact Information:**

Dana Henry  
 5-1990  
[dana.henry@oit.edu](mailto:dana.henry@oit.edu)  
 Athletics  
 Athletics  
 3201 Campus Drive  
 Klamath Falls, OR 97601-

<u>Meeting Name</u>	<u>Date</u>	<u>Time</u>	<u>Meeting Status</u>	<u>Building</u>	<u>Room</u>	<u>Room Status</u>
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**Scheduled**

Volleyball Film Session	8/11/14	9:30AM - 10:30AM	Scheduled	OW	205	Scheduled
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