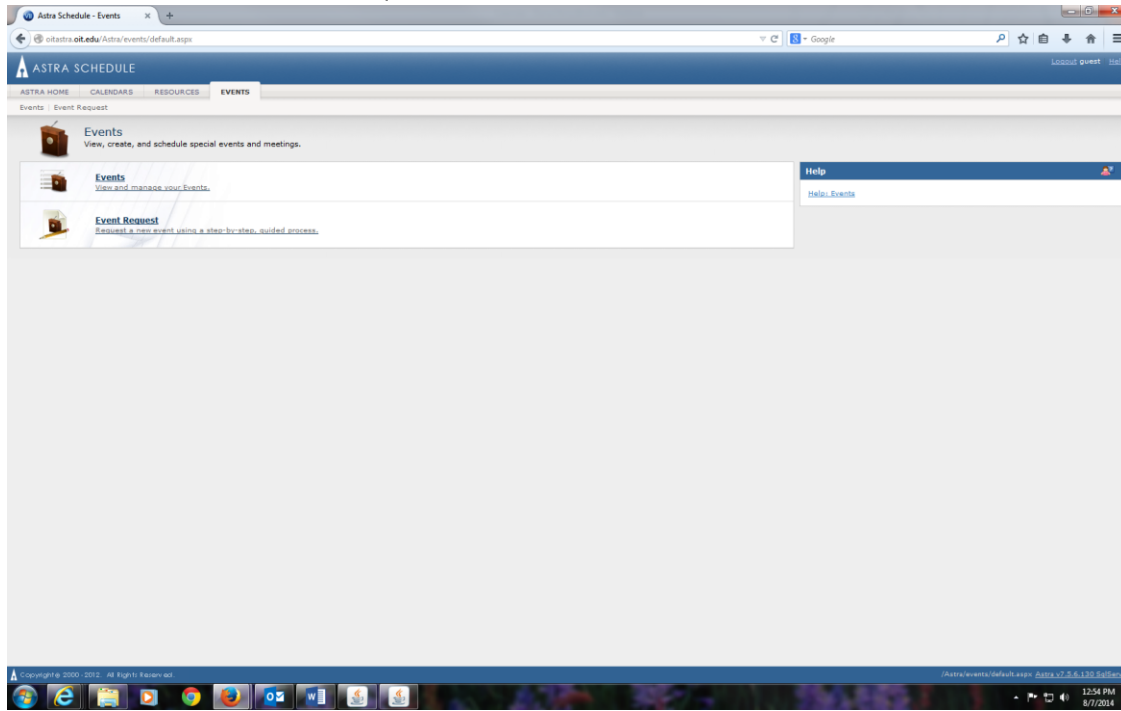


HOW TO SUBMIT A ROOM RESERVATION REQUEST THROUGH ASTRA SCHEDULER

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

A screenshot of the 'Event Request (Guest User Form)' page in the ASTRA Scheduler. The browser address bar shows a URL with a session ID. The page has a blue header with the 'ASTRA SCHEDULE' logo and navigation tabs. The 'EVENTS' tab is selected, and the 'Event Request' sub-tab is active. Below the header, there's a section titled 'Event Request (Guest User Form)' with a sub-header 'Please fill out the following form as applicable.' The form is divided into three main sections: 'Contact Information', 'Event Details', and 'Event Meetings'. The 'Contact Information' section includes fields for 'Customer Name', 'Your Name*', 'Email Address*', 'Phone Number*', 'Campus Sponsor', and 'Sponsor Contact'. The 'Event Details' section includes fields for 'Event Title*', 'Event description', 'Add to public calendar?*', 'How many attendees are expected?*', and 'Will there be alcohol at your event?*. The 'Event Meetings' section includes fields for 'Meeting Name*', 'Meeting Type*', 'Description', and 'Max Attendance: 0'. There's a checkbox labeled 'Requires Room'. At the bottom, there's a 'Meeting Recurrence' section with a 'Create' button and a 'Meetings' section with 'Request Rooms' and 'Delete' buttons. The Windows taskbar at the bottom shows the date as 6/7/2014 and the time as 12:58 PM.

HOW TO SUBMIT A ROOM RESERVATION REQUEST THROUGH ASTRA SCHEDULER

The screenshot shows the Astra Scheduler web application interface. At the top, there's a navigation bar with links for Astra Home, Calendars, Resources, and Events. Below this is a sub-navigation bar with 'Event Request' selected. The main content area is titled 'Event Request (Guest User Form)'. It features a 'Meeting Recurrence' section with tabs for 'Single Meeting(s)', 'Recurring', and 'Spanning'. The 'Single Meeting(s)' tab is active, showing a calendar for April and May 2014. To the right of the calendar is a 'Meetings' table with columns for Name, Start Date, Start Time, End Time, End Date, Room, and Resources. Below the calendar and table are three text input fields: 'Room and Resource Needs', 'Please describe your catering, service, A/V, furniture, or other equipment needs:', and 'Other Information'. At the bottom left, there's a 'Visit Astra Scheduler' link. The footer contains copyright information and the Astra logo.

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
 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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