

# Astra User Guide

## Single and Multi-Location Event Instructions

### Quick Tips

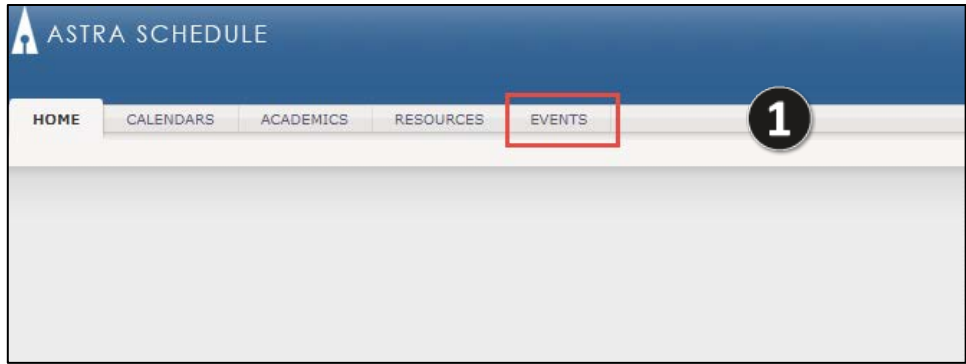
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1. Allow one-week minimum to request a space.
2. Do not send out information regarding your event space until you have approval confirmation.
3. Use Google Chrome as your browser (or anything other than Internet Explorer)
4. Do not filter too much when selecting a space (we recommend filtering just by building at the most).
5. If you are having an outside event? Do not forget to schedule a rain location at the same time!
6. By clicking on the Room column, you can organize the rooms alphanumerically.
7. By hovering over the little Notecard icon to the left of the name, you can find out more about the room (capacity, if it has computers, a pic of the room, etc)
8. A good way to check room availability without starting a request is by accessing the Scheduling Grids.
  - a. First, click on Calendars on the top menu bar.
  - b. Select Schedule Grids, from there you can filter by date and campus.

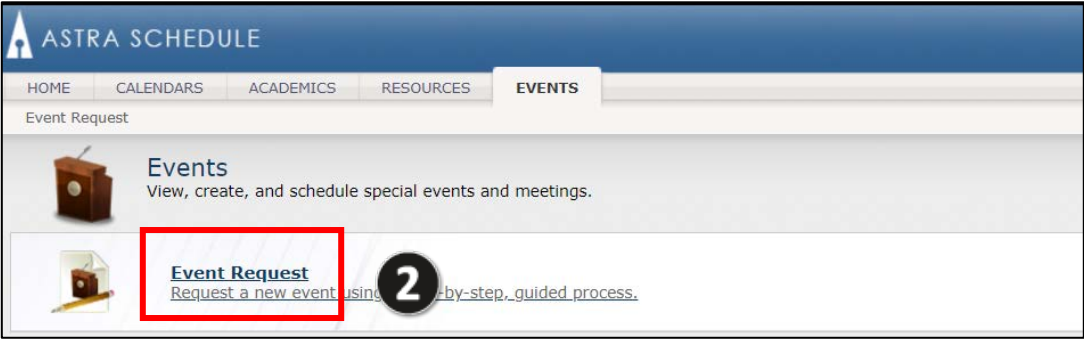
### General Instructions

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1. Go to <http://lu-astraweb.lindenwood.edu/astra>
2. **DO NOT SIGN IN!**
3. Just click on the **Events** tab. (It will log you in as "guest")



4. Click on **Event Request**



5. Fill out all required sections under **Event Information** and **Audio/Visual** (make sure that your Event Name and Event Description are as detailed as possible)

**Event Information**

Event Name:\* Astra Meeting Request

Event Description:\* Astra Meeting Request

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How many attendees are expected?:\* 10

Attendee Classification: Who will be attending your event? Check all that apply.

Fig. Event Information

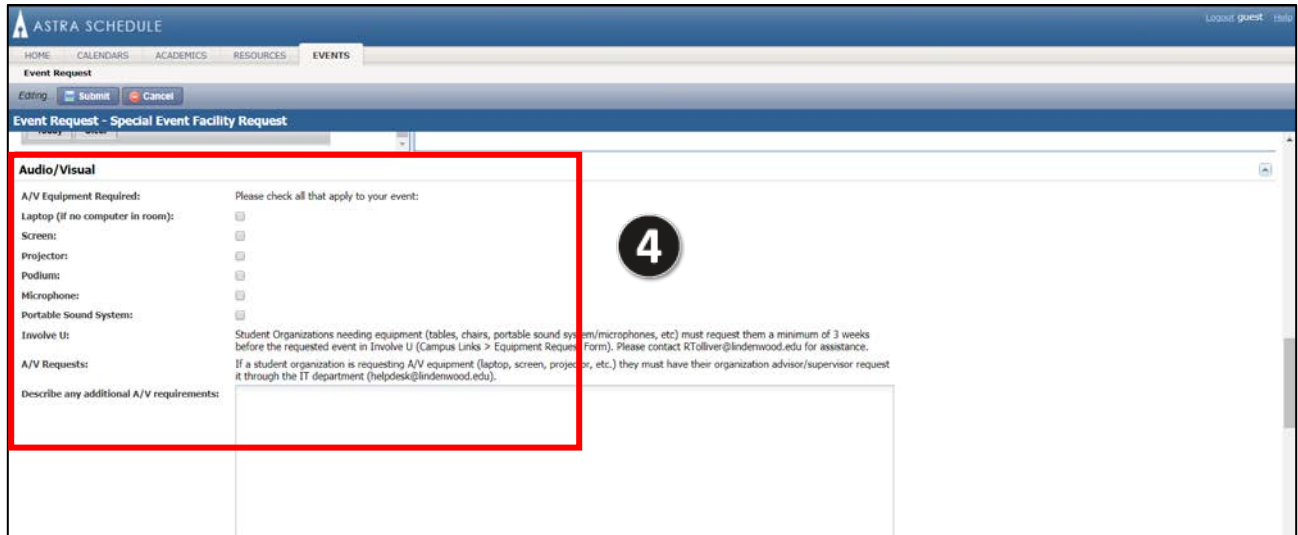


Fig. Audio/Visual Information

## Entering in Meetings/Selecting Space

1. The meeting name will automatically fill in for you, but you will need to select the **Meeting Type**

**Note:** There is no need to fill in another description here unless you are entering in multiple different meetings under one request and have different descriptions, same goes for max attendance numbers

2. Under **Meeting Recurrence** you can enter in single meetings or reoccurring meetings (change tabs as necessary)



**Meeting Recurrence** [Back]

[+ Create]

**Single Meeting(s)** | Recurring | Spanning

Start Time: 10:30 AM [X] [v] End Time: 11:30 AM [X] [v]

April 2018 | May 2018

S	M	T	W	T	F	S
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	8	9	10	11	12

Today | Clear

3. If wanting Recurring Meetings, select the **Recurring Tab** and fill out all necessary information

**Note:** When selecting rooms, click the + in the top right corner of your meetings column to show all meetings

**Meeting Recurrence** [Back]

[+ Create]

Single Meeting(s) | **Recurring** | Spanning

Start Time:\* 10:30 AM [X] [v] End Time:\* 11:30 AM [X] [v]

**Day Pattern**

**Daily** | Weekly | Monthly | Yearly

Every 1 day(s)

Every Weekday

**Date Range**

4. Click + **Create** (all meetings will show up under **Meetings** section)

**Meeting Recurrence**

Single Meeting(s) **Recurring** Spanning

Start Time:\* 10:30 AM End Time:\* 11:30 AM

**Day Pattern**

**Daily** Weekly Monthly Yearly

Every 1 day(s)

Every Weekday

**Date Range**

**Note:** For multiple meetings with different dates/times, enter in the required information and select + **create** after each meeting.

## Requesting Rooms

1. Once all meetings are entered and are listed under the **Meetings** section, check all boxes under meetings and click **Request Rooms**

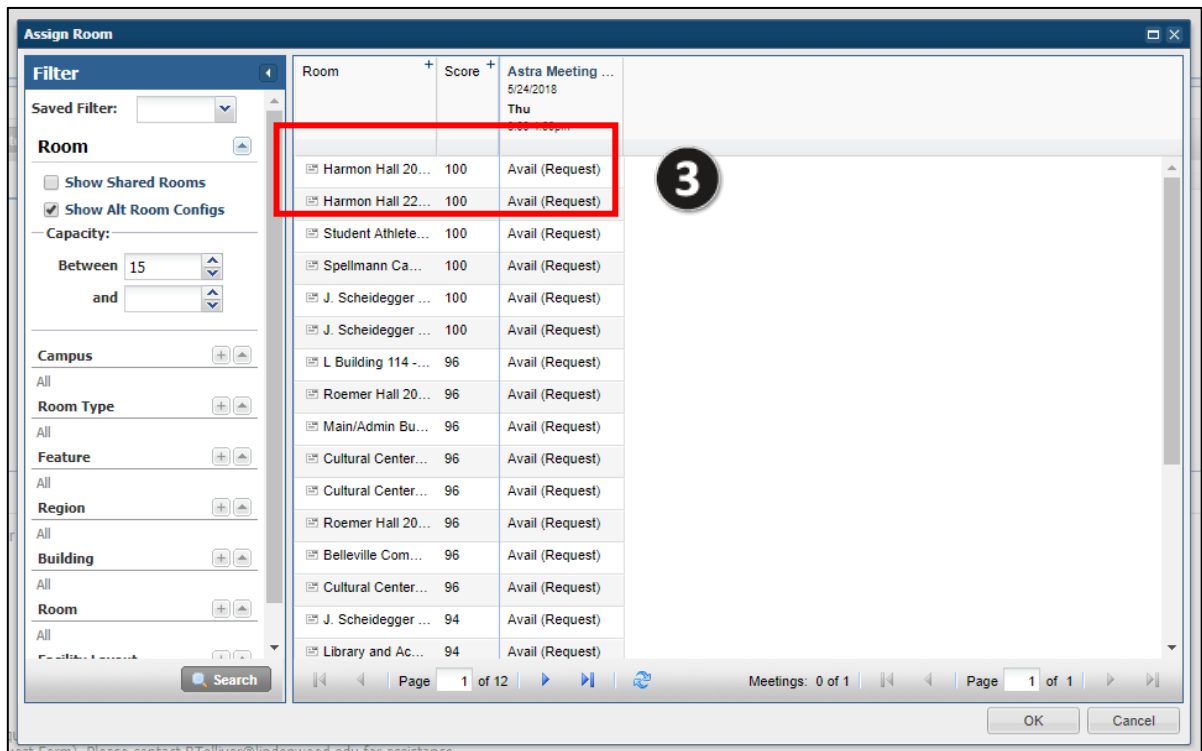
**Meetings**

**Request Rooms** Request Resources Delete

<input checked="" type="checkbox"/>	Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input checked="" type="checkbox"/>	Astra Meeting R...	05/21/2018	10:30 AM	11:30 AM	05/21/2018		

2. You can use the **Filter** section on the left if you know what building you'd like a room, or you can click the **Room** column to alphabetize all rooms on campus (clicking the + in the right corner of **Room** will show additional information such as capacity of the room)

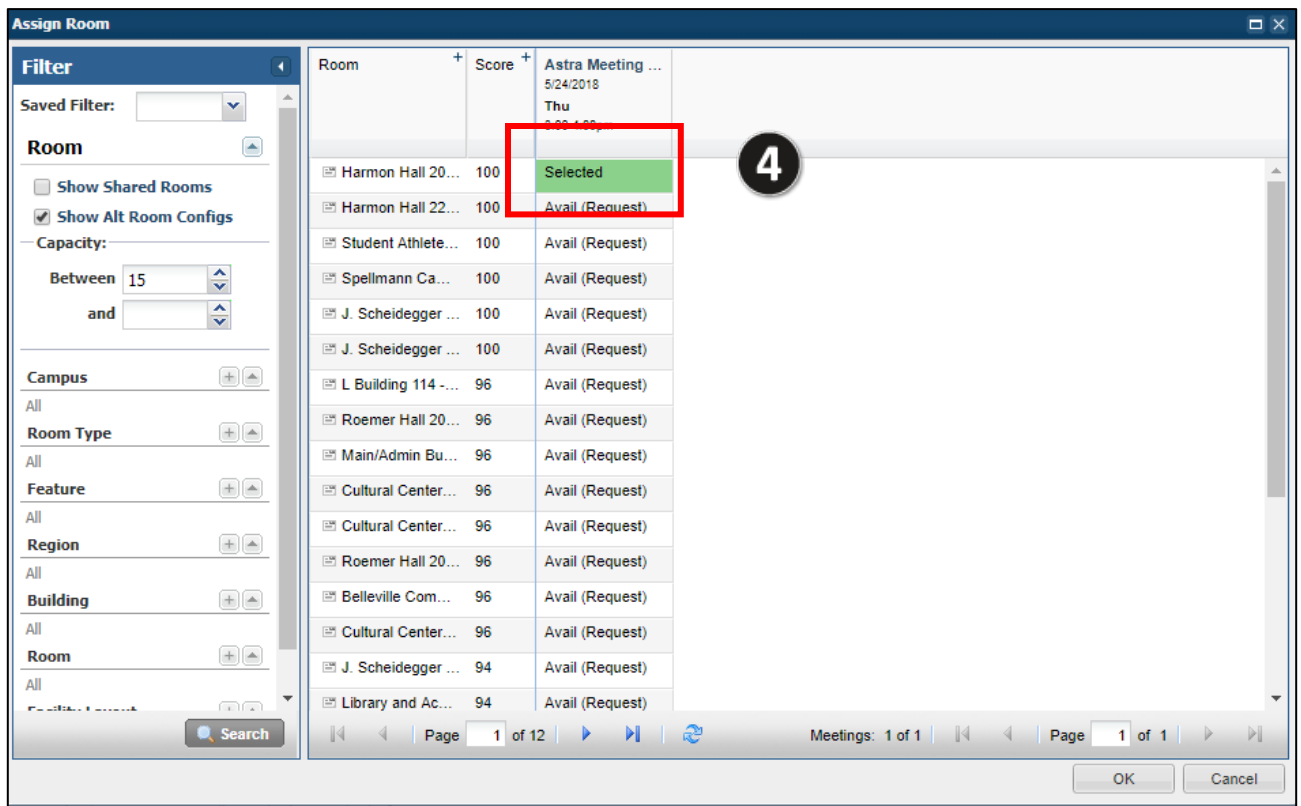
**Note:** To see the entire building/room name, you may need to slide the bar between the **Room** and **Region** or **Score** columns to the right



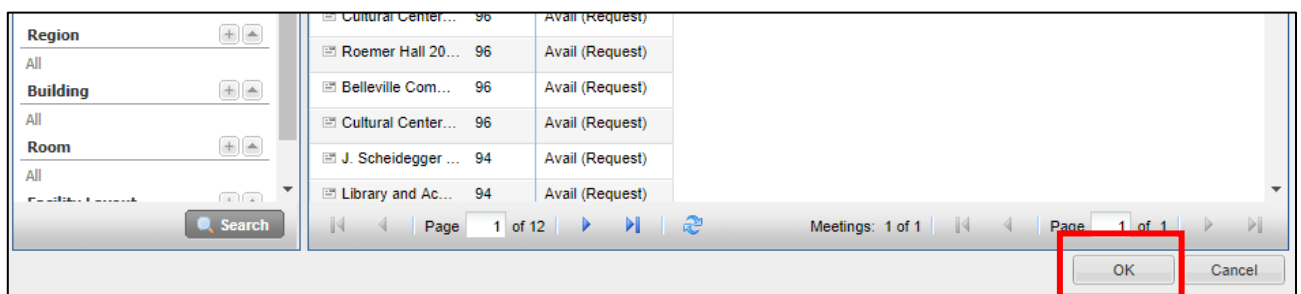
3. If the room is open, it will be white and show as **Avail (Request)** – to select it, click on the **Avail (Request)** box and if selected properly it will become green and say **Selected**

**Note:** Just because it shows as available in the system doesn't always mean that it is, so you must wait for final approval before promoting space

If the room is unavailable, it will be red and state **Unavailable** – therefore, you will need to find a different location



- Once all rooms have been selected click **ok**. This will take you back to the Event Request and the rooms selected will show up under the **Meetings** section.



- Complete the rest of the Event Request form sections: Audio/Visual, Hospitality Requirements, Additional Information and Contact Information (be sure to double check that the email you enter in here is correct as this is the email that the final confirmation of approval or denial will be sent to).
- Read all Terms/Conditions and Policies listed on the page – once everything is completed and read, at the very top left of the request page you will click the **Submit** button – if any information was left out that was required, ASTRA will not let you submit the request without completing this information.

7. If you submitted the form correctly, a confirmation email will be sent to you to let you know your request has been submitted, this does not mean that it is approved.

**Your event is NOT official until you receive an email confirming your event is APPROVED**

## **Hospitality Services**

Hospitality expenses should be targeted primarily toward prospective and current students, development opportunities, and selected recruitment activities. Daily and/or ongoing hospitality expenses (i.e., coffee, soft drinks, bottled water, and food) for the benefit of faculty and staff are inappropriate and not encouraged.

### *Process for approval:*

1. Catering requests can be initiated by contacting Pedestal Services for a quote.
2. Upon receiving the quotation, submit your request to your WorkPlace requisition creator for purchase order approval.
3. Approved requests (purchase order number) should be forwarded to the facilities coordinator and Pedestal Services for order confirmation and reservation.
4. Please allow seven business days for completing this process. Requests submitted outside of this time constraint may not be approved.

All food served to the campus community and public should be coordinated with Pedestal Services. Any exception to this policy must be approved in advance by Pedestal Services.

**Please contact Samantha Kennedy (SKennedy@lindenwood.edu) or (636) 949-4613 for any questions on your event reservation(s) or problems/questions with ASTRA**