# Astra User Guide

Recurring Event Instructions

Quick Tips

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

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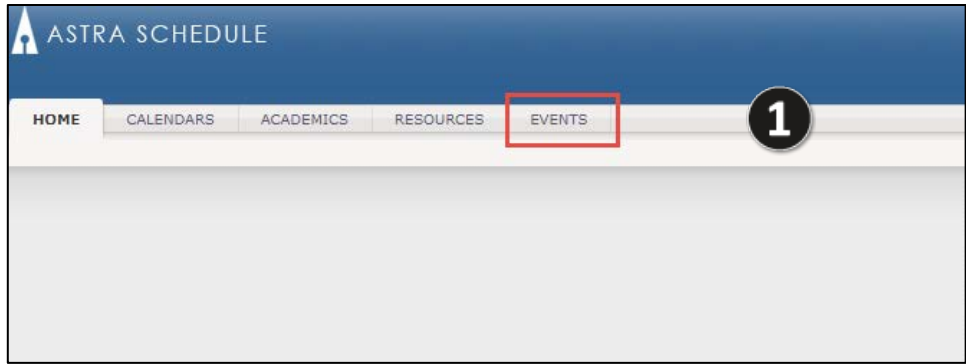
4. Click on **Event Request**
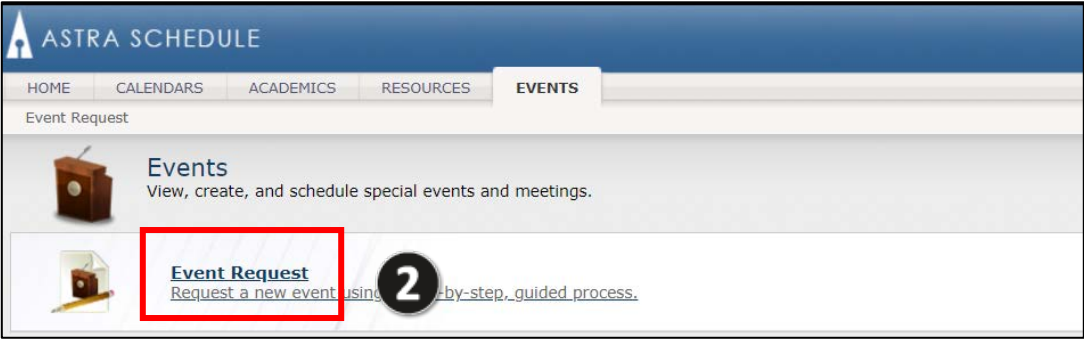
5. Fill out all required sections under **Event Information** and **Audio/Visual** (make sure that your Event Name and Event Description are as detailed as possible)
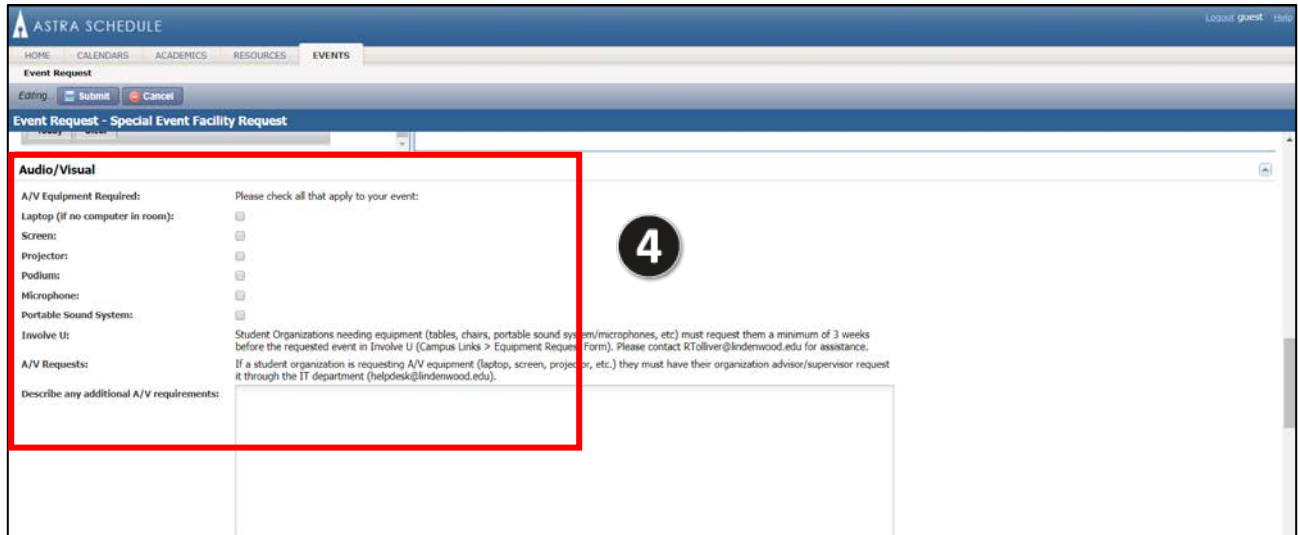

Fig. Event Information

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)

3. Enter in **Start and End Times**

4. Select dates by clicking on the date within the month selected (selected date(s) will be bold and light blue)

Note: For multiple meeting with times that are the same, you can select multiple dates first and then click **+ create** – if all meetings have separate times, make sure you unselect the previous date entered and select a new date and then click **+ create**

Requesting Rooms

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

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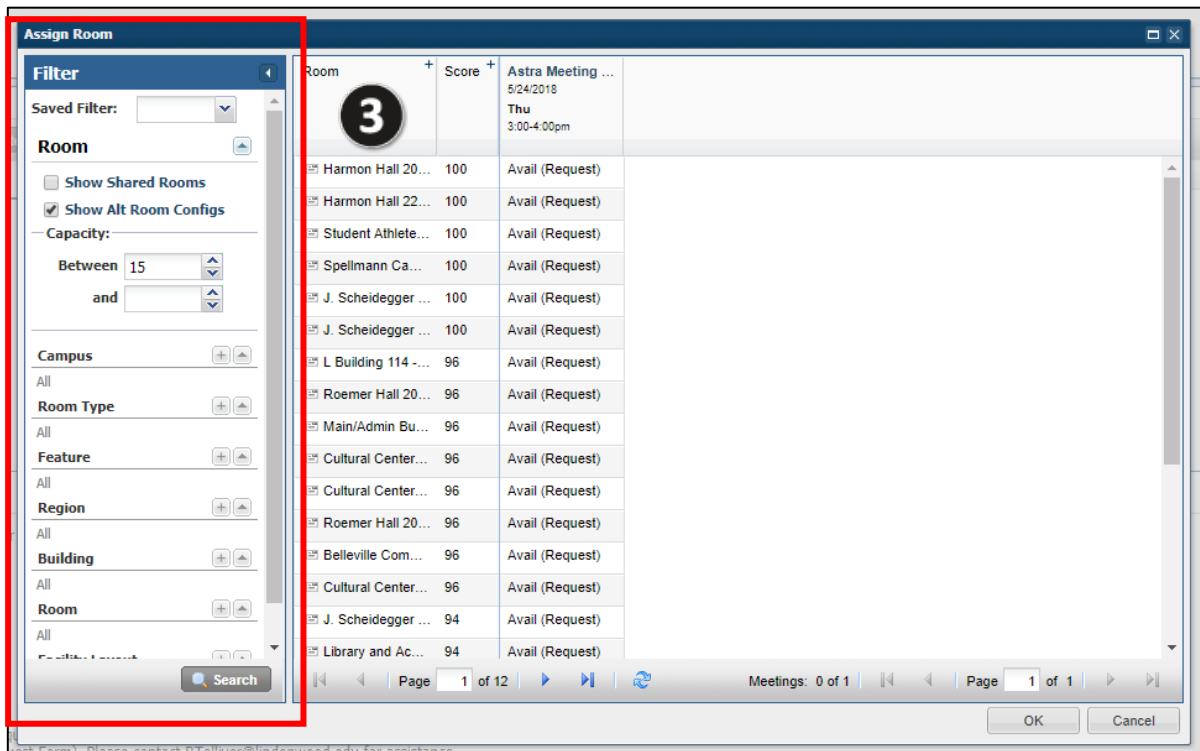
3. If the room is open, it will be white and show as **Avail (Request)** – to select it, click on the **Avail (Request)** box and if selected properly it will become green and say **Selected**

   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
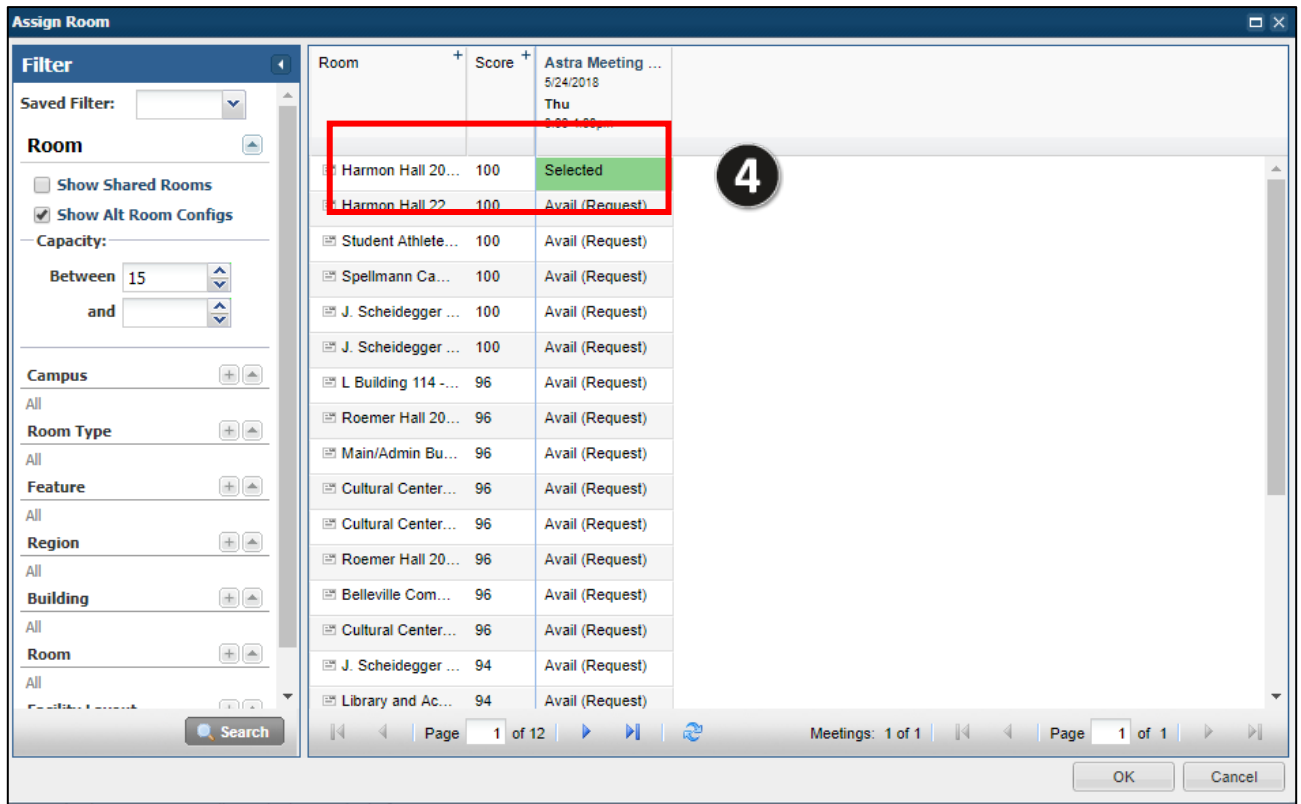
4. Once all rooms have been selected click **ok.** This will take you back to the Event Request and the rooms selected will show up under the **Meetings** section.
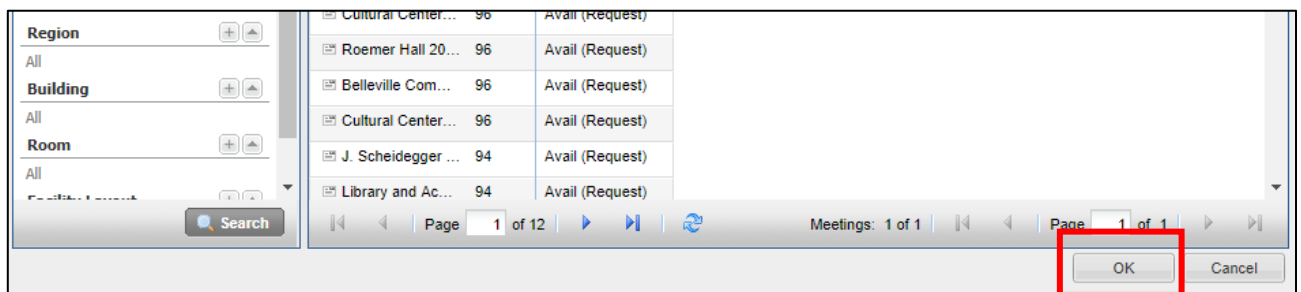
5. Complete the rest of the Event Request form sections: Audio/Visual, Hospitality Requirements, Additional Information and Contact Information (be sure to double check that the email you enter in here is correct as this is the email that the final confirmation of approval or denial will be sent to).

6. 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