# Astra User Guide

Single and Multi-Location 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

A ASTI	RA SCHEDI	JLE				
HOME	CALENDARS	SCHEDULE         CALENDARS       ACADEMICS       RESOURCES       EVENTS         ist       Events       View, create, and schedule special events and meetings.         View, create, and schedule special events and meetings.       Event Request         Event Request       Event sine       Process.				
Event Re	quest					
•	Events View, crea	ate, and schedule	special events a	nd meetings.		
	Event Reques	t <b>Request</b> and a new event us	sing 2 by-ste	<u>p, guided process.</u>		

**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	3	
		(	9
How many attendees are expected?:*	10		
Attendes Classification	Who will be attending your event? Check all t	hat apply	

Fig. Event Information

ASIKA SCHEDULE		
HOME CALENDARS ACADEMICS Event Request	RESOURCES EVENTS	
dźng. 📑 Submit 🤤 Cancel		
vent Request - Special Event Fa	:ility Request	
inter i		
udio/Visual		8
VV Equipment Required:	Please check all that apply to your event:	
aptop (if no computer in room):		
Screen:		
Projector:	• 4	
Podium:		
Microphone:		
Portable Sound System:		
Involve U:	Student Organizations needing equipment (tables, chairs, portable sound system/microphones, etc.) must request them a minimum of 3 weeks before the requested event in Involve U (Campus Links > Equipment Reques Form). Please contact RTolliver@Indenvood.edu for assistance.	
N/V Requests:	If a student organization is requesting A/V equipment (laptop, screen, projector, etc.) they must have their organization advisor/supervisor request it through the IT department (helpdesk@lindenwood.edu).	
Describe any additional A/V requirement	St.	

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

Astra Meeting Request	2
	×
Athletic Event	•
Classroom/Computer Classroom	
Committee Meeting	
Department Event	
Department Meeting	
Faculty/Staff Meeting	
Meeting	
Private Event	
Special Event	
Student Activity	_
	Astra Meeting Request Astra Meeting Request Classroom/Computer Classroom Committee Meeting Department Event Department Meeting Faculty/Staff Meeting Meeting Private Event Special Event Student Activity

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

M	eeti	ing	Rec	urre	ence	e										*
															🕀 C	reate
s	Sing	le M	eeti	ng(s	)	Rec	urrin	g	Span	ning						
St	art 1	lime	: [	10:3	0 AM	1	×	~	End	Time	::	11	:30 A	м	× •	•
	•		Apri	2018	3 🔻		F			May	2018	3 🔻		$\mathbf{F}$		
	S	М	т	W	т	F	S	S	М	т	W	т	F	S		
	1	2	3	4	5	6	7	29	30	1	2	3	4	5		
	8	9	10	11	12	13	14	6	7	8	9	10	11	12		
	15	16	17	18	19	20	21	13	14	15	16	17	18	19		
	22	23	24	25	26	27	28	20	21	22	23	24	25	26		
	29	30	1	2	3	4	5	27	28	29	30	31	1	2		
	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
	Тос	lay	) <b>C</b>	lear												+

**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	*
	• Create
Single Meeting(s) Recurring Spanning	
Start Time:* 10:30 AM × • 4. Time:* 11:30 AM	× ×
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	~
	Create
Single Meeting(s) Recurring Spanning	0
Start Time:*         10:30 AM         ×         ×         End Time:*         11:30 AM	×v
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** 

		Mee	tings							
2			Request Rooms	🖉 Request Reso	ources 🛛 🤤 Dele	te				
$\overline{}$	Т		Name	Start Date	Start Time	End Time	End Date	Room	Resources	
			Astra Meeting R	05/21/2018	10:30 AM	11:30 AM	05/21/2018			
	1		9							
			Ľ							

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

ussign Room			
Filter     Saved Filter:	Room +	Score +	Astra Meeting 5/24/2018 Thu
Room 🔿			0.00 1.000
Show Shared Rooms	Harmon Hall 20	100	Avail (Request)
Show Alt Room Configs	Harmon Hall 22	100	Avail (Request)
- Capacity:	Student Athlete	100	Avail (Request)
Between 15	Spellmann Ca	100	Avail (Request)
and 🔶	J. Scheidegger	100	Avail (Request)
	J. Scheidegger	100	Avail (Request)
Campus 🕂 🔺	🖻 L Building 114	96	Avail (Request)
	Boemer Hall 20	96	Avail (Request)
Al	🖻 Main/Admin Bu	96	Avail (Request)
Feature +	Cultural Center	96	Avail (Request)
All	Cultural Center	96	Avail (Request)
	Boemer Hall 20	96	Avail (Request)
Building 🕂 🔺	Belleville Com	96	Avail (Request)
All	Cultural Center	96	Avail (Request)
Room	J. Scheidegger	94	Avail (Request)
All	E Library and Ac	94	Avail (Request)
Search	🕅 🖣 Page	1 of 1	2

### 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

Assign Room					
Filter     Saved Filter:	Room +	Score +	Astra Meeting 5/24/2018 Thu		
Room	■ Harmon Hall 20	100	Selected	4	A
Show Alt Room Configs	Harmon Hall 22	100	Avail (Request)	•	
- Capacity:	Student Athlete	100	Avail (Request)		
Between 15	🖾 Spellmann Ca	100	Avail (Request)		
and 🗘	J. Scheidegger	100	Avail (Request)		
	J. Scheidegger	100	Avail (Request)		
Campus 🕂 🔺	🖹 L Building 114	96	Avail (Request)		
	Roemer Hall 20	96	Avail (Request)		
All	🖻 Main/Admin Bu	96	Avail (Request)		
Feature +	E Cultural Center	96	Avail (Request)		
All	E Cultural Center	96	Avail (Request)		
	E Roemer Hall 20	96	Avail (Request)		
Building 🕂 🔺	Belleville Com	96	Avail (Request)		
All	Cultural Center	96	Avail (Request)		
Room	I. Scheidegger	94	Avail (Request)		
	E Library and Ac	94	Avail (Request)		-
C Search	4 4 Page	1 of 1	2	2         Meetings: 1 of 1         I         I         I         Page         1         of 1	
				ОК	Cancel

**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.

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All		🖾 Roemer Hall 20 96	Avail (Request)						
Building	+	Belleville Com 96	Avail (Request)						
All		Cultural Center 96	Avail (Request)						
Room	+	🖻 J. Scheidegger 94	Avail (Request)						
All		E Library and Ac 94	Avail (Request)						
	C Search	A Page 1 of 1	2	2	Meetings: 1 of	1     4	4 Page	1 of 1	►
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- **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.
- Upon receiving the quotation, submit your request to your WorkPlace requisition creator for purchase order approval.
- Approved requests (purchase order number) should be forwarded to the facilities coordinator and Pedestal Services for order confirmation and reservation.
- 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