Requesting Events in Astra using the guest portal

1. Navigate to the guest portal using this link <u>http://aas.uah.edu/Prod/Portal/GuestPortal.aspx</u>

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		Page 1 of 3		
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2. Click on Request an Event in the left hand column



3. An event request wizard will appear

🕢 Astra Schedule - Event Rec 🗙		
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4. Click the drop down box and select "University Center Room Request" and then press next.



5. Fill out Event Information and Event Meeting fields.

Event Information UC					
Todays Date:*					
EventName:*					
Event Date(s):*					
Event Start Time:*					
Event End Time:					
Will Food Be Provided at this Event?:					
Number of Participants Expected:*					
Event Meetings					
Meeting Name*:		Max Attendance:	0	4	~
Meeting Type*:	v		Requires Room		
Description:					

- 6. Meeting Recurrence:
 - a. For a single event meeting choose the date on the calendar and select the correct start and end times. Click "Create" when ready to add that meeting

Meet	Aeeting Recurrence									«						
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12	13	14	15	16	17	18	9	10	11	12	13	14	15			
19	20	21	22	23	24	25	16	17	18	19	20	21	22			
26	27	28	29	30	31	1	23	24	25	26	27	28	1			
2	3	4	5	6	7	8	2	3	4	5	6	7	8			
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b. For a recurring meeting click on the "Recurring" tab and select the correct start and end times. You can now choose if you want the meeting to happen daily, weekly, monthly, or yearly. Choose the correct pattern and then enter your date range. Click "Create" when ready to add the meeting patterns. Using the recurring feature will generate all meetings for you at once.

				• Create
Single Meeting(s)	Recurring	Spanning		
Start Time:* 12:	00 PM 🛛 🗙 🔪	r End Time:*	1:00 PM	× •
Day Pattern				
Daily Weekly	/ Monthly	Yearly		
Every	1 🗘 day((s)		
• Every				
Weekday				

c. Once your meetings are generated, they will appear to the right of the Meeting Recurrence box. Click the top check box to select all the meetings and then click "Request Rooms" to start the room selection process.

Request Rooms Objecte Name Start Date End Time End Date Room Resources Tutorial 02/3/2014 8:00 AM 1:00 PM 02/3/2014	etings						
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	Tutorial	02/3/2014	8:00 AM	1:00 PM	02/3/2014		

7. The Assign Room function will automatically populate all results for the University Center.

Filter Com * Soore * Test 222014 Mon 800m-1230pm Saved Filter: University * Room * Soore * Soore * 222014 Mon 800m-1230pm Show Shared Rooms Show Alt Room Configs 65 Available Capacity: 0 000 - Complete UC Lobby IB 56 Available UC 131 - The PR IB 0 64 Available UC 000 - Complete UC Lobby IB 56 Available UC Exhibit Hall B102-8 - Exhibit Hall B102 IB 56 Available UC Exhibit Hall A102-8 - Exhibit Hall B102 IB 51 Available UC Exhibit Hall B102-8 - Exhibit Hall B102 IB 53 Available UC Exhibit Hall B102-8 - Exhibit Hall B102 IB 53 Available UC Exhibit Hall B102-8 - Exhibit Hall B102 53 Available UC Exhibit Hall B102-8 - Exhibit Hall B102 50 Available UC Exhibit Hall B102-8 - Stabit Hall B102 50 Available UC 1000 - UC Lawn IB 50 Available UC 202 - Poster Holder 24*:X86* IB 50 Available UC 000 - Complete UC Lobby ID Context IB 50 Available UC 000-UC Lobby Table IB 50 Available <th>sign Room</th> <th></th> <th></th> <th></th> <th></th>	sign Room				
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You can hover over the rectangles next to the room name to bring up a window showing the room features and a picture of the room. To schedule the room, click the name of the room or the "Available" box to the right of it. Click "OK" at the bottom of the screen to select that room for your meeting(s).

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Start Time: 8:00 AM	All	UC 205 - poster holder 24"x36"	50	Available					
	Room Type	UC Exhibit Hall 102 - Exhibit Hall 🖃	52	Available					
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8. Once you've clicked OK, confirm that the room shows up in your meetings box.

Meetings						
🟠 Request Room	s 🤤 Delete					
Name	Start Date	Start Time	End Time	End Date	Room	Resources
✓ Test	02/3/2014	8:00 AM	12:30 PM	02/3/2014	UC 131 - The Pit	t 🖻

9. Fill out "Contact Information" and "Audio Visual" requests fields.

Contact Information	
ContactName:*	
ContactEmail:*	
Contact Phone:*	
Organization/Department:*	
Are you representing a Student Group?:	
Billing Address:	
Audio Visual Information	
Audio Visual Request:	
Is Internet Access Required?	
is included stores acquireur.	
Copyright @ 2000 - 2012. All Rights Reserved.	/Prod/events/EventReqForm.aspx <u>Astra v7.5.6.130 SqlServer</u>

10. Click save at the top of the page

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ASTRA HOME	CALENDARS	ACADEMICS	RESOURCES	EVENTS			
Events Event	Request						
Editing 📜 Save	Editing 🚍 Save 😌 Cancel						
Event Request	(University C	enter Room Re	equest Form)				

Your event will then be submitted and in queue for approval. Please allow three (3) business days for approval.