Using Astra Schedule to Request Space on Campus.

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Logging into Astra Schedule
From your browser, go to the following internet address:

http://aas.uah.edu

You should now be at the Astra Schedule login page.

Login Credentials
You will not need any login credentials to request space in Astra.

Requesting a Room for an Event(s)
To request a room for an event, click on the Events Tab at the top of the page, followed by “Event Request.”

The Event Request Wizard will give you multiple options for request forms. For more information on what each request form is for, visit http://www.uah.edu/registrar/scheduling/122-es/registrar/10010-request-forms
Once you select the appropriate request form, please carefully read the information located at the top of the form.
Note: some request forms will require lead time. This means you must submit the requests 1-5 days prior to the event, depending on the request form.

Enter all the required information for the form. All required information is marked with an asterisk (*). Depending on which form you use, the information will differ. Be sure to read each form’s requirements carefully.

Once you have entered the required information, you will need to select how often this event/meeting occurs. You have the options of Single, Recurring, and Spanning.

**Single Meeting(s)**
The default meeting option when creating meetings is Single Meeting(s). Using this option you can enter a time, browse dates on the calendars, and quickly select one or more meeting dates. Using this option you can create single date meetings, or multi-select dates to create a meeting “group.”

Select **Single Meeting** and (1) select date, (2) start and end times and (3) click on Create.
Meeting groups are displayed as a single row in lists and can be expanded to view individual dates if desired. When creating multiple meeting dates as a group, the system will prompt you for a group name. This name is displayed for the roll-up event meeting row in lists.

Notice in the example below that 5 dates were selected, resulting in a meeting group that can be expanded to reveal the 5 instances.

Note: If you only want single meeting instances, be sure to clear the calendar selection before creating additional meetings.
Your meeting will now show up in the Meetings section. To **select a room**, click on the box next to the meeting you would like to schedule, and click on the “Request Rooms” button.

The Assign Room window will pop up and give you options to choose rooms. You can narrow down to a specific room by utilizing the filters on the left. Once you’ve selected your building, click on “Search.”

**Note:** You can click on the “Room” column header to sort the rooms numerically.

Once you have selected the room you want to request, click “OK” to close the window.

To submit your request, click on “Submit” at the top of the request form.
Recurring Meeting
The Recurring meeting option allows you to create a pattern of recurring meetings.

Select the recurring tab. You can create a recurring event that meets daily, weekly, monthly, or yearly.

In the example above, the user wanted to schedule a meeting every 2 weeks on a Monday between 10/28 and 12/4. In the meetings area it shows the 3 dates these recurrences meet on.

Click on “Request Rooms” to view the rooms available for the meetings.

Key:
Available: all meetings can be in the same location
Unavailable: the room is not available during this specific date and time.
Conflicts: The room has a conflict on one of the two days selected.
To view what will conflict with the meeting time, you can click on the + in the column header to expand the view.

Once the view is expanded, you can see which meeting date has the conflict. In the example below, it is the second Friday meeting.

Select the rooms you want for the meeting. You can select different rooms for different days in there is a conflict. Once you have made your selection, click on OK at the bottom.
Spanning Meeting
The Spanning option will allow you to create an event that occurs throughout a span of time. In the example below, a single meeting is created. The meeting will begin on November 4, 11:00 AM and continue all the way through November 6, 5:00 PM.

Approval Process
Once you submit the event you will receive an email acknowledging your request. Once the event is approved you will receive another email letting you know the event has been approved. Finally, the approver might send a “receipt” email that will include a PDF attachment with your reservation information on it.

Contact Information
Depending on which request form you use, there will be different people to contact about your event. For an up-to-date list of scheduling contacts, please see our Scheduling Contacts page at http://www.uah.edu/registrar/scheduling/122-es/registrar/1216-scheduling-contact.