Requesting Events in Astra using the guest portal

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

2. Click on Request an Event in the left hand column
3. An event request wizard will appear
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.**

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.
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.

![Meeting Recurrence](image)

![Meeting Information](image)

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.
7. The Assign Room function will automatically populate all results for the University Center. 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).
8. Once you’ve clicked OK, confirm that the room shows up in your meetings box.

9. Fill out “Contact Information” and “Audio Visual” requests fields.

10. Click save at the top of the page

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