

## Requesting Events in Astra using the guest portal

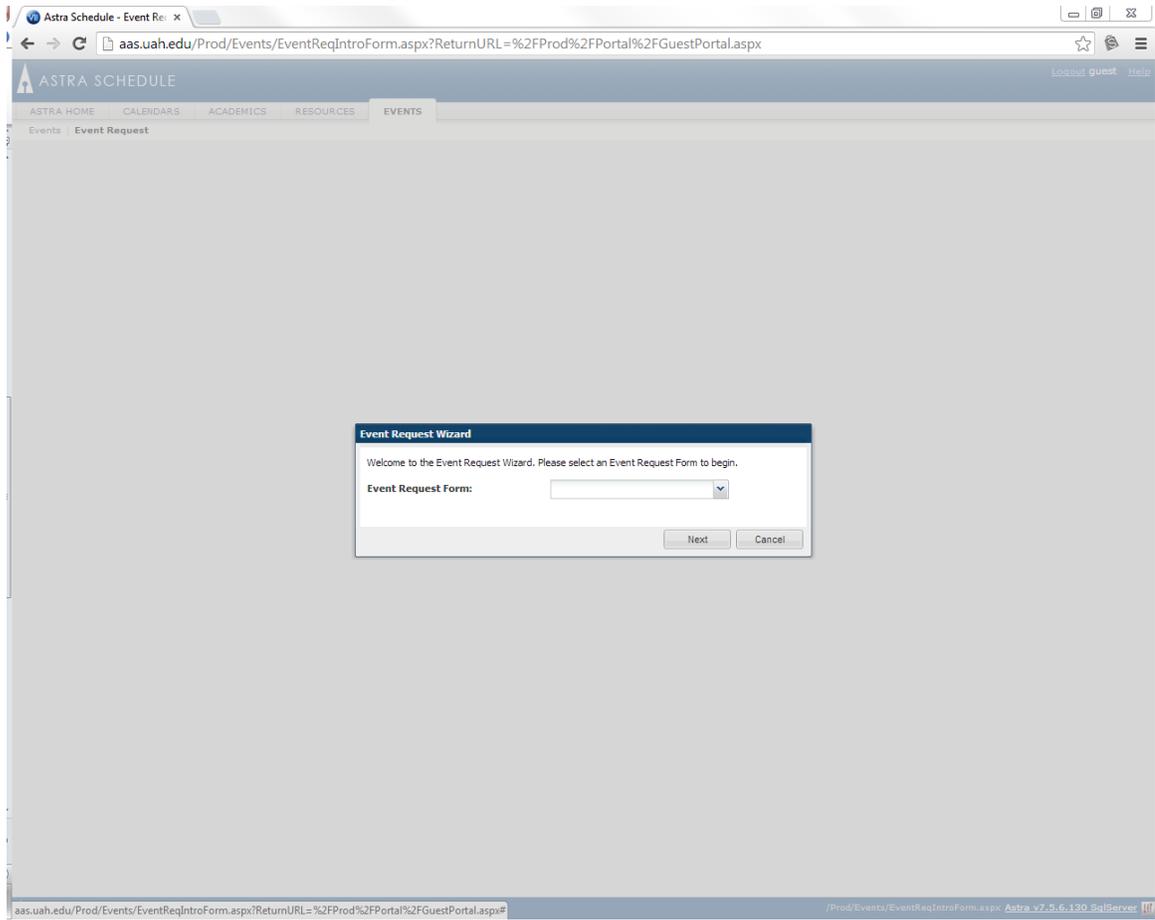
1. Navigate to the guest portal using this link <http://aas.uah.edu/Prod/Portal/GuestPortal.aspx>

The screenshot displays the Astra Schedule website's guest portal. The browser address bar shows the URL <http://aas.uah.edu/Prod/Portal/GuestPortal.aspx>. The page features a navigation menu with 'ASTRA HOME', 'CALENDARS', 'ACADEMICS', and 'RESOURCES'. The main content area is divided into three columns. The left column contains 'Astra Schedule Functions' with links for 'Request an Event' and 'View Rooms', a weather feed for Huntsville, AL, and a forecast. The middle column, titled 'Today's Events', lists various events such as 'ACE', 'ACE Event', 'Advisor's Meeting', 'ATAA Meeting', 'Andrea Word', 'BlueRoom Meeting w/ SOC', 'Calculus A Workshop', 'Career Fair Banner', 'Career Fair Preparation with Northrop Grumman', 'Cycling Club Meeting', 'DL Proctoring', 'Fighter Practice', 'General Body Meeting', 'HCSA Meeting', 'HOBSON-305 Orientation', 'Lecture "Human Trafficking 101"', 'MA class Lenahan', 'Magnuson', 'Marketing Management Club', 'Mertz Reservation', 'Northrop Grumman Career Fair Prep Session', 'Office Hours', 'Office Hours-Patrick', 'OLLI', and 'OLLI - Conversational Spanish'. The right column includes 'External Links' for 'Schedule Adjustment Form', 'Library Lab Information', and 'BAB 207, 211 Lab Request Form', as well as 'Holiday/Announcements' for 'Spring Break 2014', 'Faculty/Staff Spring Break', 'Honor's Day', 'Memorial Day - University Closed', and 'Independence Day - University Closed'. A footer at the bottom left indicates 'Copyright © 2000 - 2012. All Rights Reserved.'

2. Click on Request an Event in the left hand column

This close-up screenshot focuses on the left-hand navigation column of the Astra Schedule website. It shows the 'ASTRA SCHEDULE' header and the navigation menu with 'ASTRA HOME', 'CALENDARS', 'ACADEMICS', and 'RESOURCES'. The 'Astra Schedule Functions' dropdown menu is expanded, highlighting the 'Request an Event' link. Below it, the 'View Rooms' link is visible. The weather feed for Huntsville, AL, is also partially visible at the bottom of the column.

### 3. An event request wizard will appear



4. Click the drop down box and select “University Center Room Request” and then press next.

The screenshot shows a web browser window with the URL `aas.uah.edu/Prod/Events/EventReqIntroForm.aspx?ReturnURL=%2FProd%2FPortal%2FGuestPortal.aspx`. The page header includes the Astra Schedule logo and navigation tabs for HOME, CALENDARS, ACADEMICS, RESOURCES, and EVENTS. The main content area is a large grey rectangle. In the center, an "Event Request Wizard" dialog box is displayed. The dialog box contains the text: "Welcome to the Event Request Wizard. Please select an Event Request Form to begin." Below this text is a label "Event Request Form:" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "Chan Auditorium Request Form", "Charger Union Event Request Form", "Classroom Reservations", "Faculty/Staff Request Form", "Music Department", "Outdoor Event Request", "Student Org Request Form", and "University Center Room Request ...". The "University Center Room Request ..." option is highlighted in yellow. To the right of the dropdown menu is a "Cancel" button. At the bottom of the browser window, the footer text reads: "Copyright © 2000 - 2012. All Rights Reserved. /Prod/Events/EventReqIntroForm.aspx Astra\_v7.5.6.130\_SqlServer".

## 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:

Meeting Type\*:

Description:

Requires Room

## 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

**Meeting Recurrence**

**Single Meeting(s)** Recurring Spanning

Start Time:  End Time:

January 2014							February 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	31	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
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

- 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.

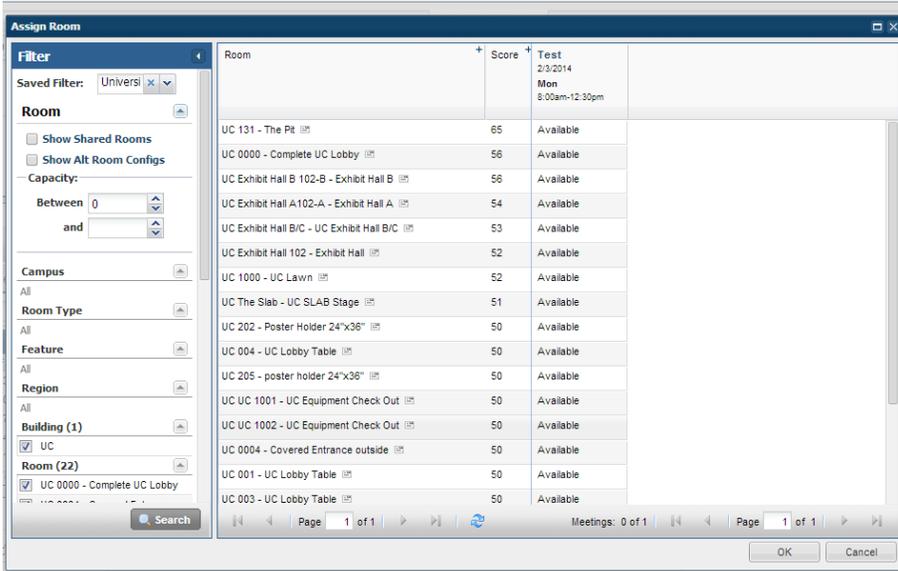
The screenshot shows the 'Meeting Recurrence' configuration window. At the top right is a 'Create' button. Below it are three tabs: 'Single Meeting(s)', 'Recurring' (which is selected), and 'Spanning'. The 'Start Time:\*' is set to '12:00 PM' and the 'End Time:\*' is set to '1:00 PM'. Under the 'Day Pattern' section, there are four options: 'Daily', 'Weekly', 'Monthly', and 'Yearly'. The 'Daily' option is selected, and below it, 'Every' is selected with a frequency of '1 day(s)'. There is also an option for 'Every Weekday'. A 'Date Range' section is visible at the bottom of the configuration area.

- 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.

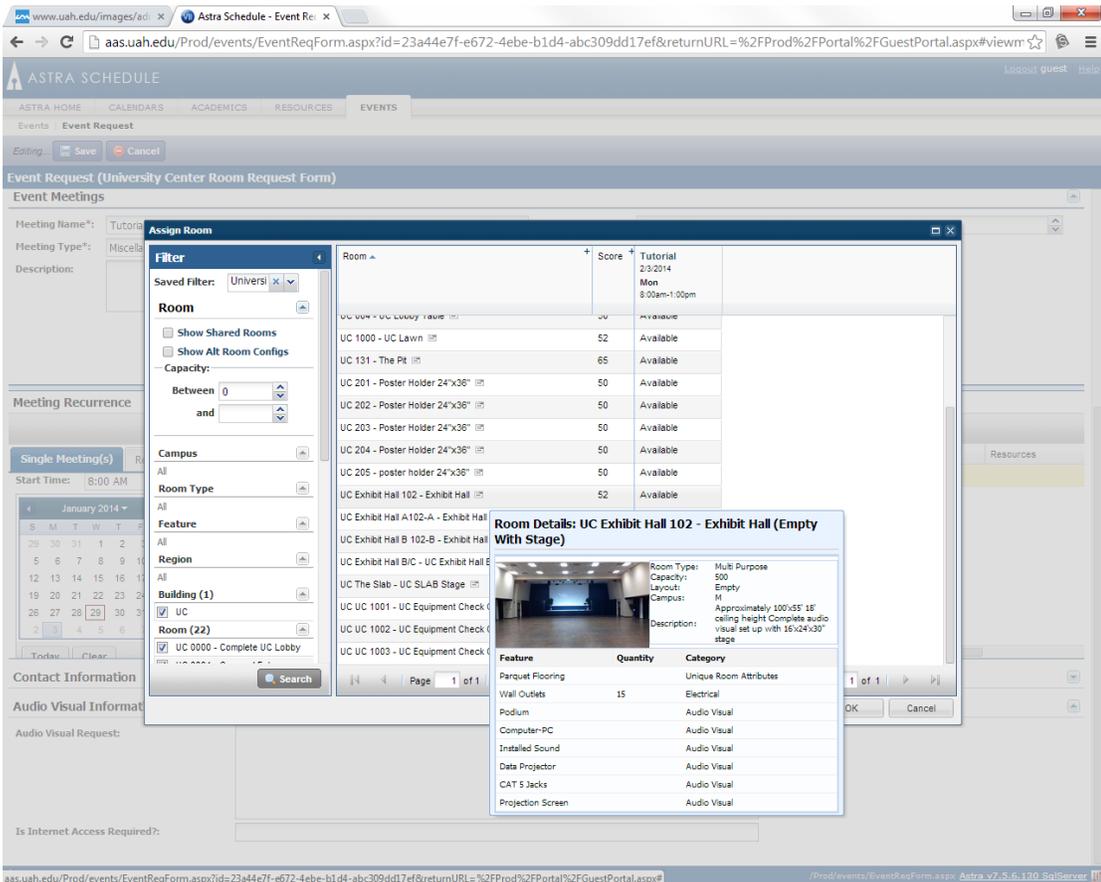
The screenshot shows a table titled 'Meetings'. At the top of the table are two buttons: 'Request Rooms' and 'Delete'. The table has the following columns: Name, Start Date, Start Time, End Time, End Date, Room, and Resources. There is one row of data:

	Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input type="checkbox"/>	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.



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.

<input type="checkbox"/>	Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input checked="" type="checkbox"/>	Test	02/3/2014	8:00 AM	12:30 PM	02/3/2014	UC 131 - The Pit	

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

**Contact Information**

Contact Name:\*

Contact Email:\*

Contact Phone:\*

Organization/Department:\*

Are you representing a Student Group?:

Billing Address:

**Audio Visual Information**

Audio Visual Request:

Is Internet Access Required?:

10. Click save at the top of the page

ASTRA SCHEDULE

Logout guest Help

ASTRA HOME CALENDARS ACADEMICS RESOURCES **EVENTS**

Events | **Event Request**

Editing... **Save** **Cancel**

Event Request (University Center Room Request Form)

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