

# Using Astra Schedule to Request Space on Campus.

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Astra v8.0

## Logging into Astra Schedule

From your browser, go to the following internet address:

<https://www.aaiscloud.com/UALHuntsville>

You should now be at the Astra Schedule login page.

The screenshot shows the Astra Schedule interface. At the top, there is a navigation bar with icons for Home, Calendars, Academics, Events, Reporting, and Settings, along with a 'Sign In' link. Below this, the main content area is divided into two sections. On the left, under the heading 'Default', there is a 'Today's Events' section. This section includes a 'Request Event' dropdown menu and a list of events. The first event is 'Equipment Loan: CTC to Greek Ro...' scheduled for Dec 18, 7:00 AM - 5:00 PM. The second event is 'New Faculty Orientation' scheduled for Dec 19, 9:00 AM - 2:00 PM. On the right, there is a 'Guest Welcome' section featuring the logo of The University of Alabama in Huntsville.

## Login Credentials

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

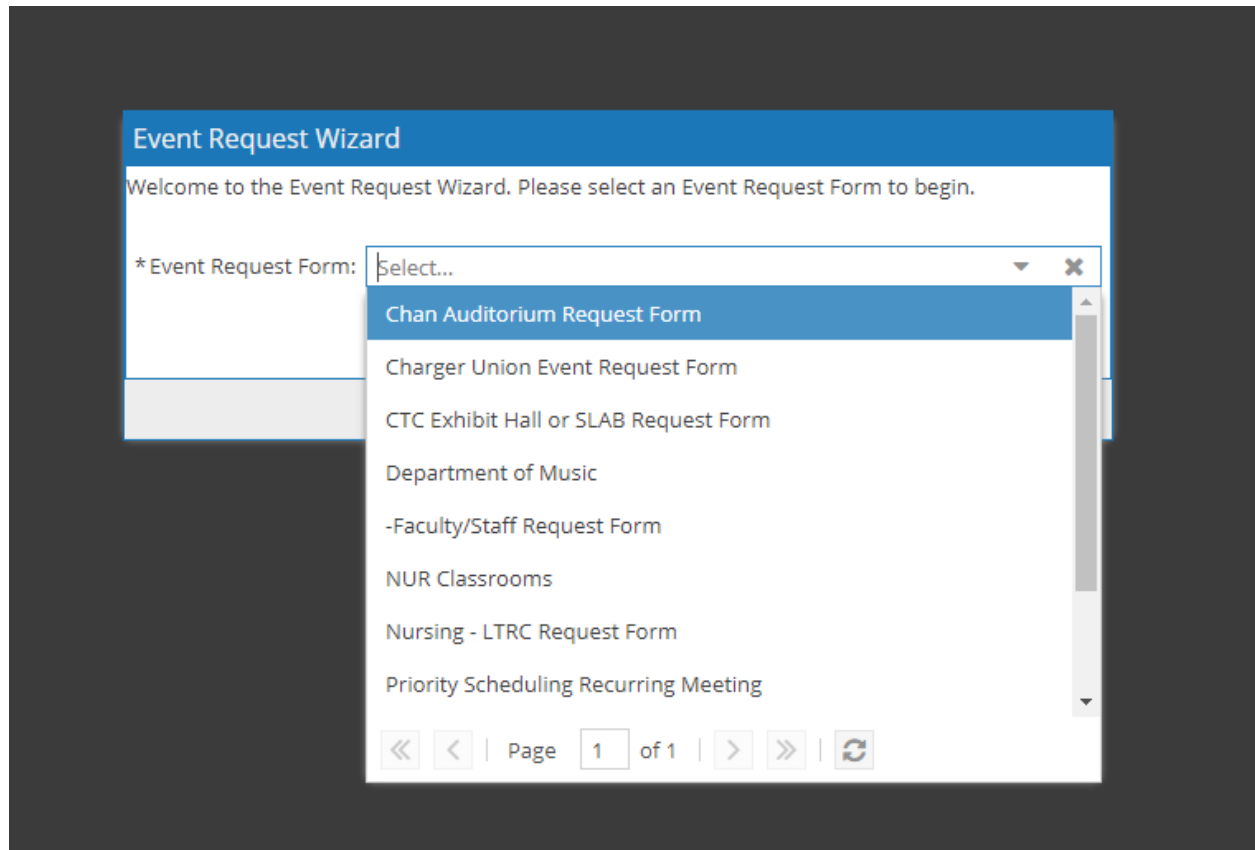
## Requesting a Room for an Event(s)

To request a room for an event, click on the Events Tab at the top of the page, followed by "Request Event."

This screenshot shows the Astra Schedule interface with the 'Events' tab selected in the top navigation bar. A dropdown menu is open over the 'Request Event' button in the 'Today's Events' section. The dropdown menu contains three options: 'Event Management', 'Events', and 'Request Event'. The 'Request Event' option is highlighted. The background shows the 'Today's Events' section with the 'Equipment Loan: CTC to Greek Ro...' event.

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.

Home Calendars Academics Events Reporting Settings Sign In ?

## -Faculty/Staff Request Form



THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

This form is to request all academic space on campus.

***This form will not schedule space in Charger Union (CGU), Conference Training Center (CTC), campus housing, BAB 125 (Chan), Roberts Recital Hall (ROB 100), or Nursing Building (NUR). There are additional forms that you can choose from on the previous screen that will allow you to schedule those facilities.***

If you need help filling out this form please contact Amber Adcock at x6943 or [ana0007@uah.edu](mailto:ana0007@uah.edu). [Tutorials are also available at http://www.uah.edu/registrar/scheduling.](http://www.uah.edu/registrar/scheduling)

This request form requires 1-day lead time.

This is a request to utilize space on the UAH campus. Please be familiar with the basic guidelines for using space on the UAH campus.

\*Requests are not complete until the room/meeting generator is complete.  
 \*All locations on campus are reserved **"as is."**  
 \*Student groups needing additional tables/chairs or audio visual support must complete a request at: <http://www.uah.edu/uc/audio-visual-request-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.

## Event Information

I acknowledge that I have read the above information.

\* Contact Name:

\* Contact Email:

\* Contact Phone:

\* Organization/Department

## Faculty/Staff Request Form

\* Event Name:

\* Event Type:

Event Description:

Once you have entered the required information, click on Add Meeting.

Add a Meeting:

Add Meeting

Request Rooms

No meetings created. [Add Meeting](#)

Submit

You will need to select how often this event/meeting occurs. You have the options of *Single*, *Multiple*, and *Recurring*.

### Single Meeting(s)

The default meeting option when creating meetings is Single Meeting(s).

Select **Single Meeting** and enter 1) Start/End Time, 2) Start/End Date, 3) Meeting Name, and 4) Meeting Type.

Create Meeting(s)
✕

Single  
  Multiple  
  Recurring

Start Time:       End Time:

Start Date:  ✕ 📅      End Date:  ✕ 📅

---

\* Meeting Name:  ✕

Meeting Type:  ✕

Max Attendance:

Featured  
 Private  
 Requires Room

Add Meeting
Cancel

You can add more than one meeting to a request by clicking on Add Meeting, and following the above steps again. Your Meeting Name can be different for each meeting.

Notice in the example below that 2 meetings were added, both with different names and meeting patterns.

Add a Meeting:

Add Meeting
Request Rooms

✕ Registrar Meeting - Thu, 12/20/2018, 09:30 AM to 10:00 AM

✕ Staff Meeting - Fri, 12/21/2018, 10:00 AM to 10:30 AM

Submit

To **select a room**, click on Request Rooms.

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.

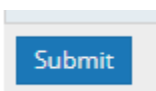
Note: You can click on the Room column header to sort the rooms numerically.

The screenshot shows the 'Assign Room' window with a filter on the left and a table of rooms. The filter is set to 'F/S'. The table lists rooms and their availability for two meetings: Registrar Meeting (12/20/2018, Thu, 9:30-10:00am) and Staff Meeting (12/21/2018, Fri, 10:00-10:30am). Rooms are marked as 'Available' or 'Unavailable'.

| Room     | Registrar Meeting<br>12/20/2018<br>Thu<br>9:30-10:00am | Staff Meeting<br>12/21/2018<br>Fri<br>10:00-10:30am |
|----------|--|---|
| OKT N308 | Available  | Available   |
| OKT N152 | Available  | Available   |
| CTC 126A | Available  | Available   |
| OKT N306 | Available  | Available   |
| LIB 206  | Available  | Available   |
| LIB 211  | Available  | Available   |
| ENG 239  | Available  | Available   |
| ROB 422  | Available  | Available   |
| BAB 228  | Unavailable  | Unavailable   |
| BAB 223  | Unavailable  | Unavailable   |
| OKT N104 | Available  | Available   |
| BAB 224  | Unavailable  | Unavailable   |
| OKT S117 | Available  | Available   |

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 bottom of the request form.



### Multiple Meeting

The Multiple meeting option allows you to create multiple meetings as a group.

Select **Multiple Meeting** and enter 1) Start/End Time, 2) Selected Dates (click blue arrow to move dates into Meetings block), 3) Enter Group Name, 4) Meeting Name, and 5) Meeting Type. Click on Add Meeting.

**Create Meeting(s)**

Single
  Multiple
  Recurring

Start Time: 10:00 AM
 End Time: 10:30 AM

Today Clear

| December 2018 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 25            | 26 | 27 | 28 | 29 | 30 | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            | 31 | 1  | 2  | 3  | 4  | 5  |

**Meetings**

- Staff Meeting
- Wed, 12/19/2018, 10:00 AM to 10:30 AM
- Fri, 12/21/2018, 10:00 AM to 10:30 AM

\* Meeting Name: Registrar Meetings

Meeting Type: Academic

Max Attendance:

Featured  
 Private  
 Requires Room

Add Meeting Cancel

To **select a room**, click on Request Rooms.

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.

### Recurring Meeting

The Recurring meeting option allows you to create a pattern of recurring meetings.

Select **Recurring** meeting. You can create a recurring event that meets **daily, weekly, monthly, or yearly**.

The screenshot shows the 'Create Meeting(s)' dialog box with the following settings:

- Meeting Type:** Recurring (selected)
- Start Time:** 11:00 AM
- End Time:** 11:30 AM
- Recurrence Pattern:**
  - Frequency:** Weekly (selected)
  - Recur every:** 2 week(s) on:
  - Days:** Tuesday (checked), Sunday, Monday, Wednesday, Thursday, Friday, Saturday (unchecked)
- Start:** 01/07/2019
- End after:** 10 occurrences
- End by:** 05/02/2019
- Recurrence Summary:** Every 2 week(s) on Tuesday effective 01/07/2019 until 05/02/2019 from 11:00 AM to 11:30 AM.
- \* Meeting Name:** Registrar Meetings
- Meeting Type:** Academic
- Max Attendance:** (empty)
- Options:**
  - Featured (unchecked)
  - Private (unchecked)
  - Requires Room (checked)
- Buttons:** Add Meeting, Cancel

In the example above, the user wanted to schedule a meeting every 2 weeks on a Tuesday between 01/07 and 05/04..

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

## 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>.