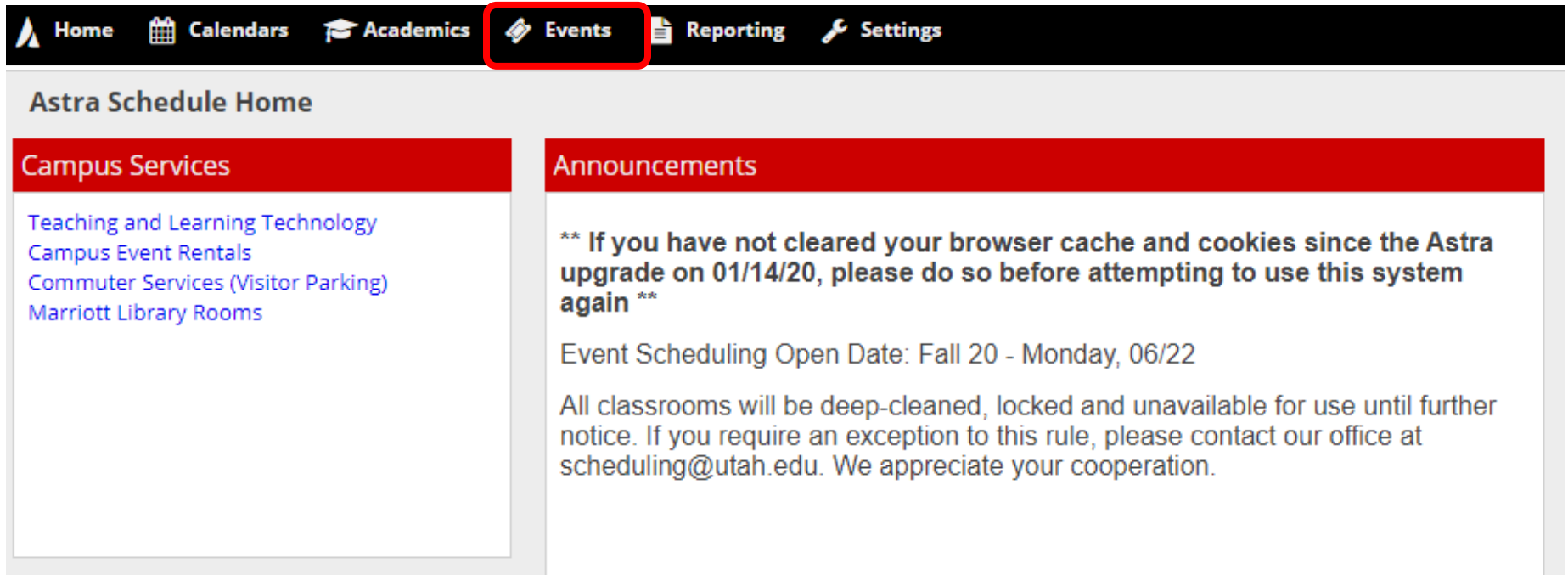
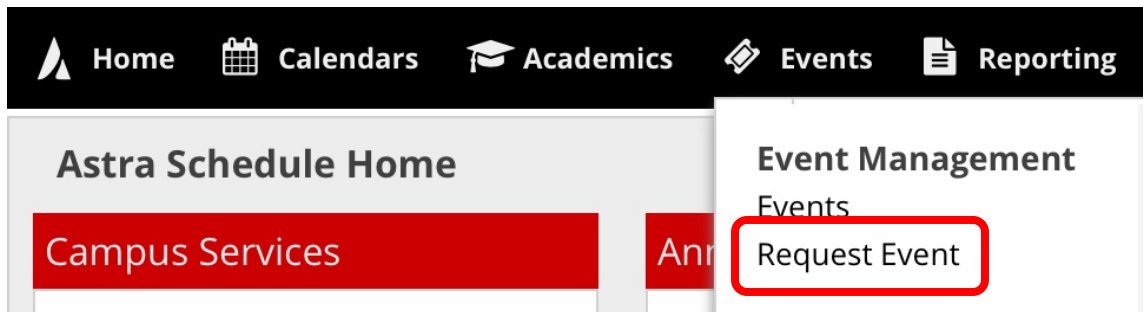


Astra Guide – University Employee Room Request

1. Go to <https://astra.utah.edu>. *You must be logged into Astra* to make an employee request.
2. Click the “Events” tab.



3. Click the “Request Event” link.



4. Select “University Employee Request” in the dropdown menu, and click “Next”.

Event Request Wizard

Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

* Event Request Form: University Employee Request

Next Cancel

5. Read the form instructions, and then complete the form fields. The meeting title should be descriptive and specific. Please review the examples below:

Sufficient Title	Insufficient Title
MATH 1000-001 Exam Review	Exam Review
Anthropology Department Meeting	Team Meeting
PhD Defense – Jackson Thomas	Defense

* Event Title:

Fill in

* Please provide any additional comments or questions regarding your event

6. Click the 'Add Meeting' button.

Add a Meeting:

Add Meeting **Assign Rooms**

No meetings created. [Add Meeting](#)

Submit

7. Complete the 'Meeting Name' and 'Meeting Type' fields. The box next to 'Requires Room' must be checked in order to select a room in the following steps.

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**

8. Depending on the structure of your meeting, click the “Single”, “Multiple”, or “Recurring” button.

The screenshot shows a dialog box titled "Create Meeting(s)" with a red header bar. At the top, there are three radio buttons: "Single" (selected and highlighted with a red box), "Multiple", and "Recurring". Below the radio buttons are two rows of time and date pickers. The first row has "Start Time:" set to "11:30 AM" and "End Time:" set to "12:00 PM". The second row has "Start Date:" set to "03/25/2020" and "End Date:" set to "03/25/2020". Below these are three text input fields: "* Meeting Name:", "Meeting Type:" (with a dropdown menu showing "Select.."), and "Max Attendance:". At the bottom, there are three checkboxes: "Featured" (unchecked), "Private" (unchecked), and "Requires Room" (checked). At the very bottom right, there are two buttons: "Add Meeting" and "Cancel".

a. **Single Meeting:** Use this option to select an individual date. Input the “Start Time” and “End Time”, click on the desired date(s), and then click on the “Add Meeting” button.

This is a close-up screenshot of the "Create Meeting(s)" dialog box, focusing on the time and date pickers. The "Single" radio button is selected. The "Start Time:" is set to "11:30 AM" and the "End Time:" is set to "12:00 PM". The "Start Date:" is set to "03/25/2020" and the "End Date:" is set to "03/25/2020". A red box highlights the entire area containing these four pickers.

b. **Multiple Meetings:** Use this option to reserve a space for multiple days and/or times. For example, the meeting below starts at 1:00pm and ends at 2:00pm on both June 17th and June 25th.

Single Multiple Recurring

Start Time: 1:00 PM End Time: 2:00 PM

Today Clear

June 2020						
S	M	T	W	T	F	S
31	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	1	2	3	4
5	6	7	8	9	10	11

Meetings

Start by selecting the “Start Time” and “End Time”, and then selecting the days on the calendar. Click on the arrow button to combine these into a meeting pattern. You can then add additional dates/times by repeating these steps. When you have finished adding your meeting times, click on the “Add Meeting” button.

- c. **Recurring:** Use this option for consistent daily, weekly and/or monthly selections. Input the “Start Time” and “End Time”, select the “Recurrence Pattern”, input the “Start Date” and “End Date”, and then click “Add Meeting”.

Create Meeting(s) ✕

Single Multiple Recurring

Start Time: 1:00 PM End Time: 2:00 PM

Recurrence Pattern

Daily Weekly Monthly Yearly

Recur every 1 week(s) on:

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Start: 06/03/2020 End after 10 occurrences
 End by 08/05/2020

In the example above, a weekly meeting on Wednesdays from 1:00pm to 2:00pm was created starting on June 3rd, and ending on August 5th.

9. Once you have created a meeting, click on the “Assign Rooms” button.

* Event Title:

Meeting Title

Fill in

* Please provide any additional comments or questions regarding your event

Add a Meeting:

Add Meeting

Assign Rooms

✘ Meeting Title - Wed, 06/10/2020, 01:00 PM to 02:00 PM

Submit

After you click “Assign Rooms”, a window will appear with room options. In this window you will see a list of General Assignment (GA) classrooms and their availability.

The screenshot shows the 'Assign Room' window. On the left, there is a 'Filter' section with a search bar and a dropdown menu set to 'General Assignment Classrooms'. Below this is the 'Room Options' section, which includes a checkbox for 'Show Only Available Rooms' and a 'Capacity' filter with two input fields for 'Between' and 'and'. At the bottom left, there are filters for 'Building 35' and 'Region 1'. The main area is a table with columns for 'Room', 'Capacity', and 'Meeting Title'. The table lists various rooms and their availability status. At the bottom right, there are 'OK' and 'Cancel' buttons.

Room	Capacity	Meeting Title
ST 209	25	Available
WBB 206	25	Unavailable
SW 135	25	Available
SW 136	25	Available
HEB 2010	26	Available
HEB 2002	26	Available
JWB 308	28	Available
WBB 820	28	Available
HPR N 226	28	Unavailable
JWB 208	28	Available
CSC 10	29	Available
CSC 12	29	Available
IS 102	29	Unavailable

On this window, you have two available filters. You can check the box to show only available rooms, and you can set a capacity range to narrow down your options. Once you have chosen one of those filters, click ‘Search’.

To view a thumbnail photo of each room and additional room features (including capacity), hover your cursor over the symbol next to the name of a room.

The screenshot shows the 'Assign Room' interface. On the left, there is a 'Filter' section with a search bar and a dropdown menu set to 'General Assignment Classrooms'. Below that is the 'Room Options' section, which includes a checkbox for 'Show Only Available Rooms' and a 'Capacity' filter with two input fields. At the bottom left, there are filters for 'Building 35' and 'Region 1', each with a 'Clear' button. The main area is a table of rooms. The first row is highlighted, and a tooltip is displayed over the room name 'ST 209'. The tooltip contains a thumbnail photo of a classroom and a table of features. The table has three columns: 'Feature', 'Quantity', and 'Category'. The features listed are: ADA Table (1, Default), Blackout (1, Default), Carpet (1, Default), Data Projection (1, Default), Disabled Access (1, Default), DVD Player (1, Default), and Flat Floor Tablet Arm Chair (1, Default). The room's capacity is 65. The bottom of the interface shows a pagination bar for 'Page 1 of 8' and 'OK' and 'Cancel' buttons.

Room	Capacity	Meeting Title
ST 209	65	6/10/2020 Wed 1:00-2:00pm
WBB 209		
SW 135		
SW 136		
HEB 209		
HEB 209		
JWB 308		
WBB 820		
HPR N 209		
JWB 208	28	Available
CSC 10	29	Available
CSC 12	29	Available
IS 102	29	Unavailable

Feature	Quantity	Category
ADA Table	1	Default
Blackout	1	Default
Carpet	1	Default
Data Projection	1	Default
Disabled Access	1	Default
DVD Player	1	Default
Flat Floor Tablet Arm Chair	1	Default

10. To select a room, click on the box next to the room name and press "OK".

The screenshot shows the 'Assign Room' dialog box. On the left, there is a 'Filter' section with a search bar and a dropdown menu set to 'General Assignment Classrooms'. Below that is the 'Room Options' section, which includes a checkbox for 'Show Only Available Rooms' and a 'Capacity' filter with two input fields. The main area is a table of rooms. The first row, 'ST 209', has a green 'Selected' status, which is highlighted with a red box. Other rooms have 'Unavailable' or 'Available' statuses. At the bottom right, there are 'OK' and 'Cancel' buttons, with the 'OK' button also highlighted by a red box.

Room	Capacity	Meeting Title
ST 209	25	6/10/2020 Wed 1:00-2:00pm
WBB 206	25	Unavailable
SW 135	25	Available
SW 136	25	Available
HEB 2010	26	Available
HEB 2002	26	Available
JWB 308	28	Available
WBB 820	28	Available
HPR N 226	28	Unavailable
JWB 208	28	Available
CSC 10	29	Available
CSC 12	29	Available
IS 102	29	Unavailable

11. When you have finished creating your meetings and selecting rooms, click “Submit” at the bottom left corner of the form.

* Event Title:

Meeting Title

Fill in

* Please provide any additional comments or questions regarding your event

Add a Meeting:

Add Meeting

Assign Rooms

✘ Meeting Title - Wed, 06/10/2020, 01:00 PM to 02:00 PM, WILLIAM STEWART BUILDING 209

Submit

You have now completed the University Employee Request! Requests are monitored during regular business hours. You will receive an Astra event confirmation upon approval of your request.

For questions, please call or email the Scheduling Office at 801.581.7854 and scheduling@utah.edu.