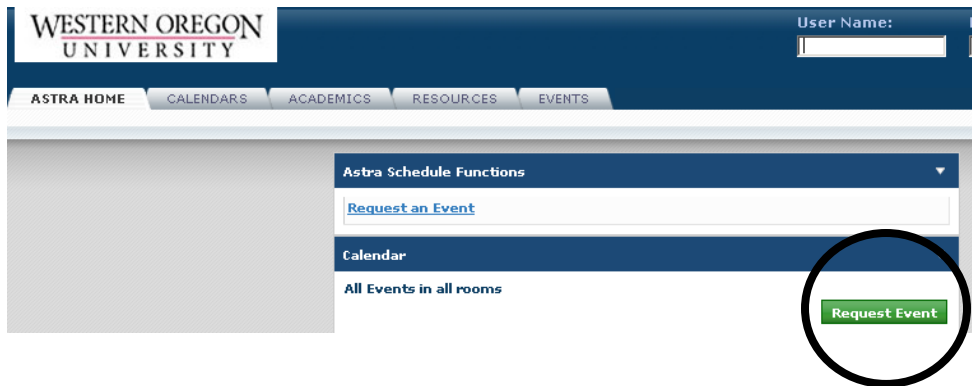


Making a Room Reservation in Astra

1. Go to Astra at <https://lenny.wou.edu/AstraSchedule/Portal/GuestPortal.aspx>
2. Click on the **Request Event** button in the right of your screen



3. Enter a title for the event and make sure the event request form is set to **A Hamersly Library Event Request** in the drop down menu – then click **NEXT**

A screenshot of the 'Welcome to the Event Request Wizard' form. The form has a light blue header with a pencil icon and the text 'Welcome to the Event Request Wizard'. Below the header, there is a text input field labeled 'Enter the title of your Event'. Underneath is a dropdown menu labeled 'Select an Event Request Form' with 'A Hamersly Library Event Request' selected. At the bottom right, there are two green buttons: 'Next' and 'Cancel'. The 'Next' button is highlighted.

4. Fill in the requestor's name, WOU email address, and the number of people in the study group or meeting. Then click the **Add/Remove Meetings** button

A screenshot of the 'A Hamersly Library Event Request' form. The form has a header with a pencil icon and the text 'A Hamersly Library Event Request - jkl;'. Below the header, there is a message: 'Welcome. Your event is as follows; please press Submit Request to confirm.' The main content area is titled 'Event Information' and contains several input fields: 'Your Name', 'Your Email', 'Group or Meeting Name' (with 'Testing' entered), and 'Number of Persons Attending Your Event'. Below these fields is a button labeled 'Add/Remove Meetings'. This button is circled in black. At the bottom of the form, there are three green buttons: 'Back', 'Submit Request', and 'Cancel'.

Making a Room Reservation in Astra

5. The form that comes up will look like this:

The screenshot shows the 'Create Meetings' form in the Astra system. The form includes the following fields and controls:

- Meeting Name:** A text input field containing 'Testing'.
- Description:** A large text area.
- Meeting Type:** A dropdown menu with '1. Student Study' selected. This field is circled in black and labeled 'a.'.
- Max Attendance:** A text input field containing '0'.
- Requires Room:** A checked checkbox.
- Meeting Notes:** A text area.
- Meeting Times:** Two rows of date and time pickers. The first row is 'Start On: 2/16/2010 08:00 AM' and the second is 'Ends On: 2/16/2010 09:00 AM'. This entire section is circled in black and labeled 'b. and c.'.
- Buttons:** 'Add Meeting' and 'Add Recurring Meetings' at the bottom of the form.
- Top Bar:** 'Save and Update Request', 'Request Rooms', and a partially visible 'R' button. The 'Request Rooms' button is circled in black and labeled 'd.'.
- Table Header:** A table with columns: Meeting Name, Start Date, Start Time, End Time, End Date.

- Select the event type – 1. Library Group Study, Meeting, and Class will be the three types most often used. Fill in the attendance if known and make sure the **Requires Room** box is checked.
- Enter a start and end time (including AM or PM) and make certain to adjust the date.
- Click **Add Meeting** for a single event or **Add Recurring Meetings** for repeating events. Recurring meeting set the recurrence pattern and date range and click **OK**.
- After all information is set, click on **Request Rooms** at the top right of your screen.

Making a Room Reservation in Astra

6. The next screen will present you with a list of rooms.
 - a. The room list should default to the library, but if not you'll need to click the **Edit Filter** button and select rooms in **HL**.
 - b. Choose a room of the appropriate size (that shows Available) from the list by clicking on the room.
 - c. Click the **Save and Update Request** button.

Request a Room

Room Selection Filter: All Rooms in HL

25 Rooms

Room	Capacity	Type	Availability
HL 101	12	Study Room	Available
HL 305	10	Conference	Controlled
HL 107	45	Classroom	Available
HL 108	25	Classroom	Available
HL 116	12	Conference	Available
HL 120	4	Study Room	Available
HL 121	4	Study Room	Available

Testing 3/16/2010 8:00 AM - 9:00 AM

Buttons: Save and Update Request, Edit Filter

7. On the next screen, double check the date, time and room and click **Submit Request**.

Welcome. Your event is as follows; please press Submit Request to confirm.

Event Information

Your Name: Lori Hilterbrand
Your Email: l@wou.edu
Group or Meeting Name: Testing

Get a Room Assignment: Add/Remove Meetings | Request Rooms | Request Resources

Meeting Name	Start Date	Start Time	End Time	End Date	Location
Testing	3/16/2010	8:00 AM	9:00 AM	3/16/2010	HL 101

Buttons: Submit Request, Cancel