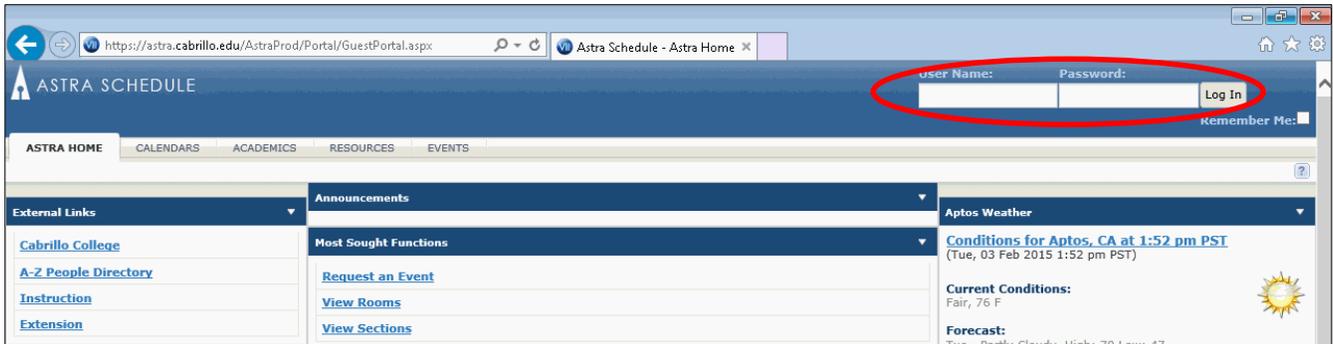


How to Request an Event in Astra

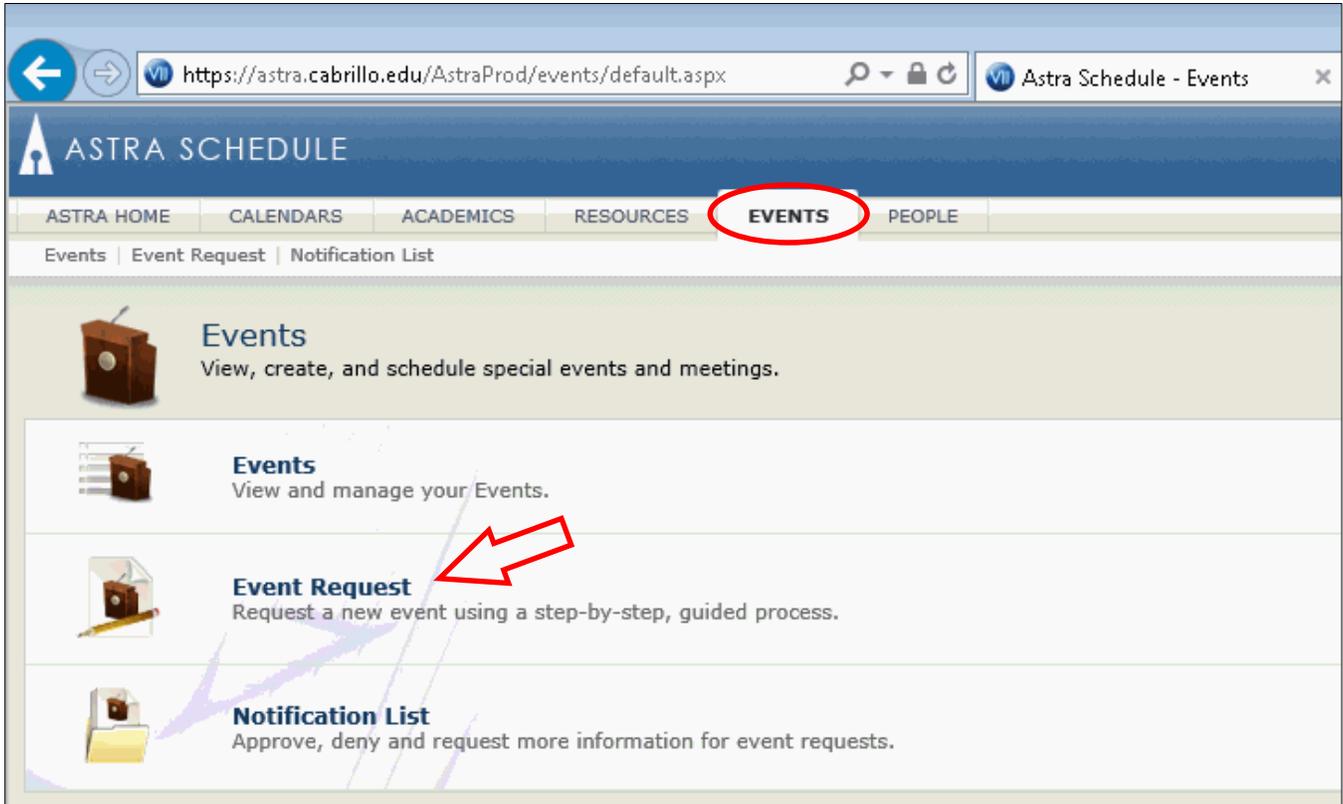
You can access Astra by typing “astra/” into a web browser on campus or by going to <https://astra.cabrillo.edu/> . You can also access Astra from the Faculty and Staff page. If you frequently request rooms, you may find it helpful to bookmark the page.

To Request an Event:

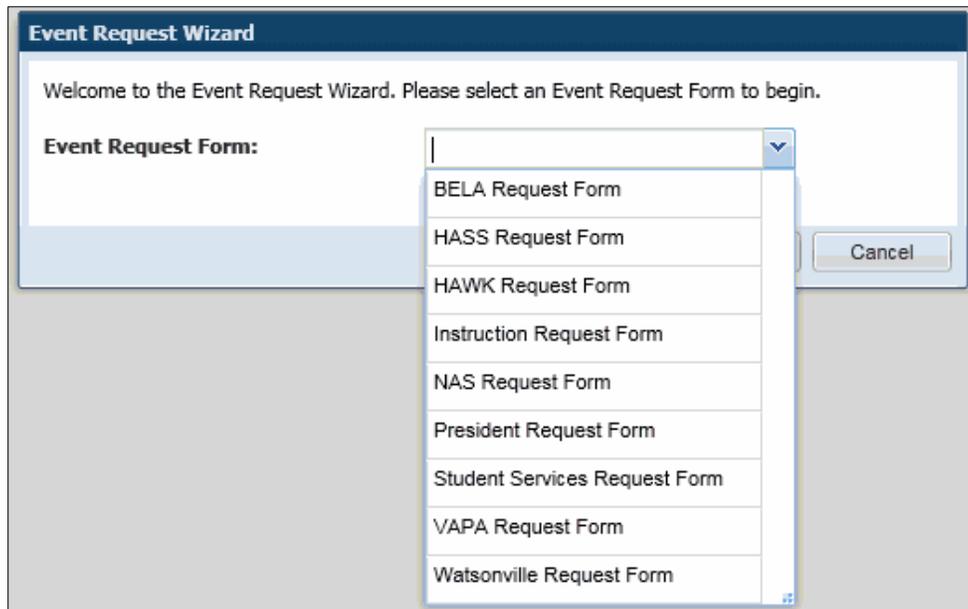
1. Login in to Astra using your network user name and password.



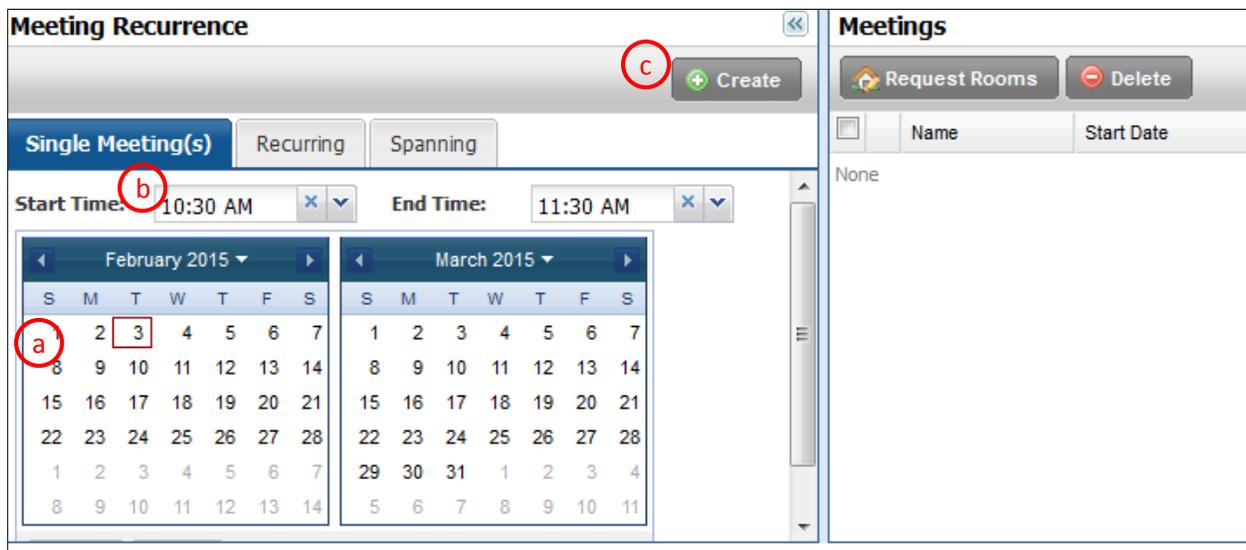
2. To request a room, select the Events tab at the top of the page.
3. Then select Event Request from the Events area.



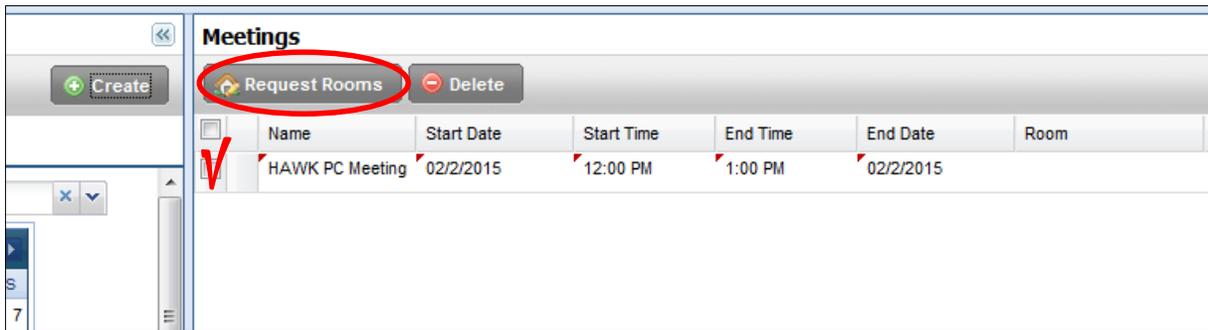
4. From the menu options select the Request Form for the division/component you belong to, then click the Next button. If you don't see your division listed, please contact the employee responsible for scheduling in your division/component.



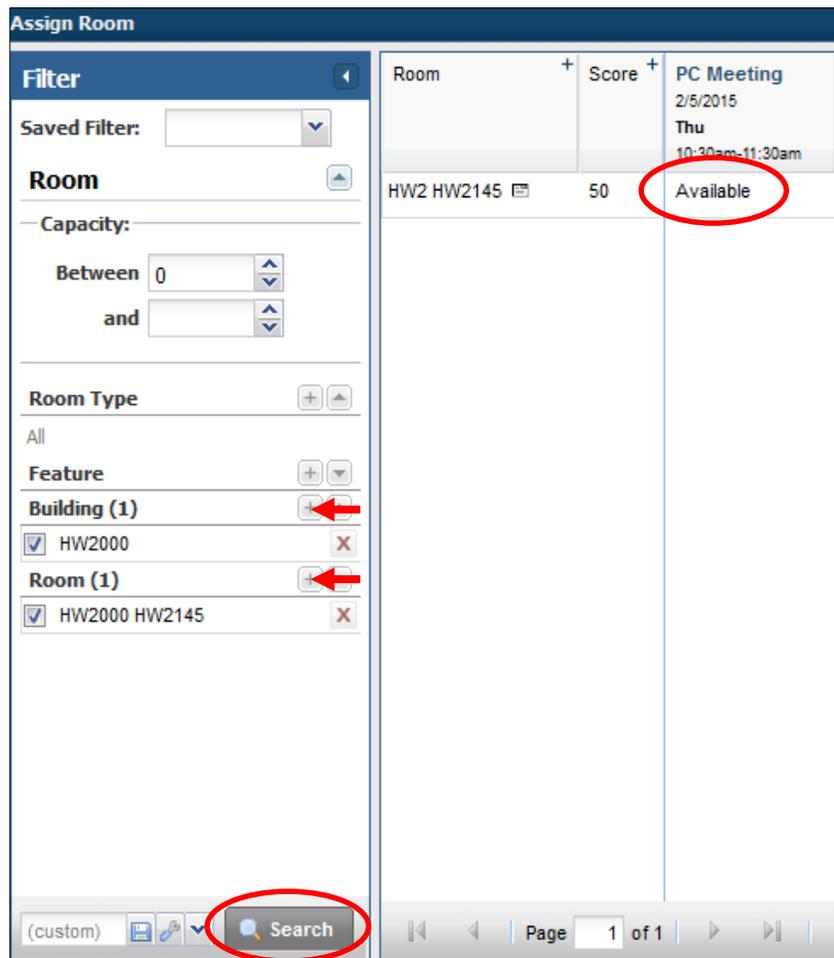
5. Fill out as much information as possible on the Request Form.
6. On the meetings area of the Request Form:
 - a. Select the meeting date
 - b. Start time and end time
 - c. **Then hit the Create button**
 - d. If you are missing any required information, you will be prompted as to what is missing. You can use the description box to enter any information that will assist the scheduler with the room reservation such as specific room requests. There is an option in step 8 to check the availability of the room you would like to reserve. This however will not guarantee confirmation of the room.



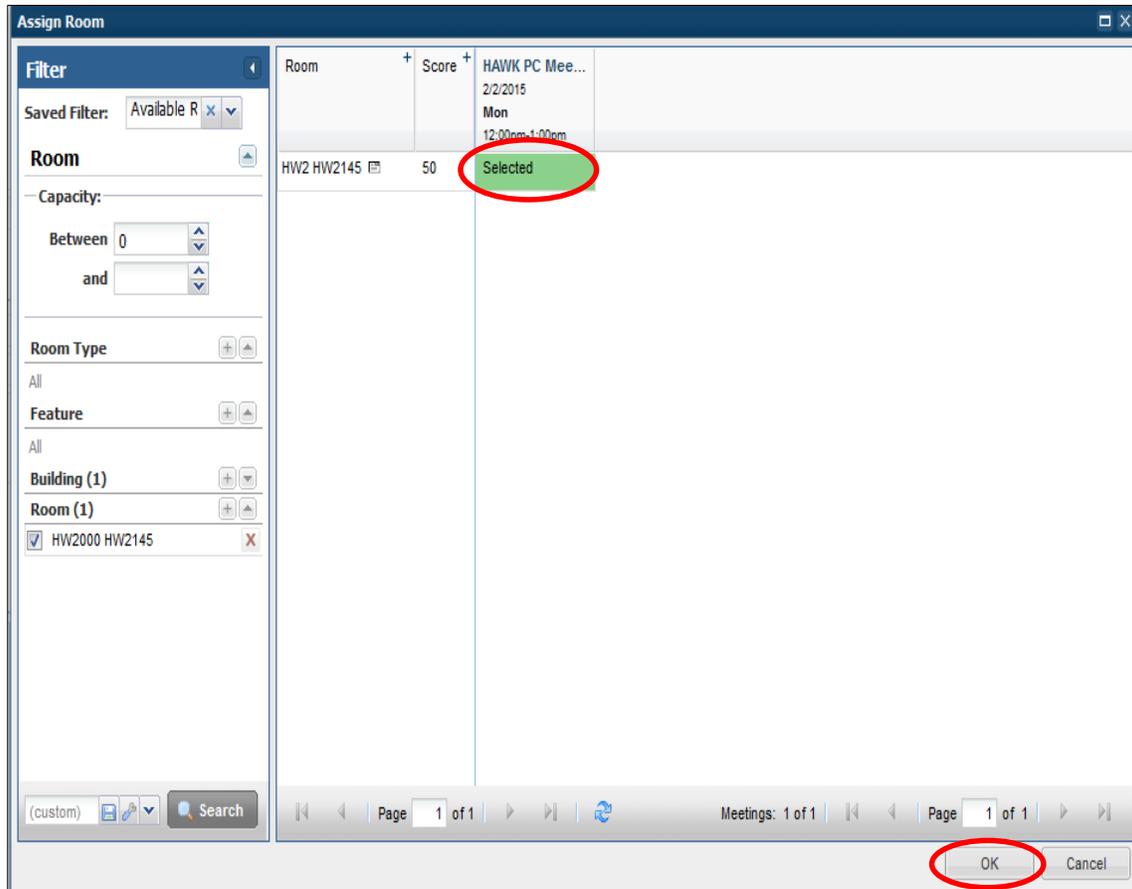
- Once you have hit the Create button, the meeting will show up on the right side of the meetings area. Be sure to review that the dates and times are correct.
- Check the box next to each meeting that needs a room and click Request Rooms.



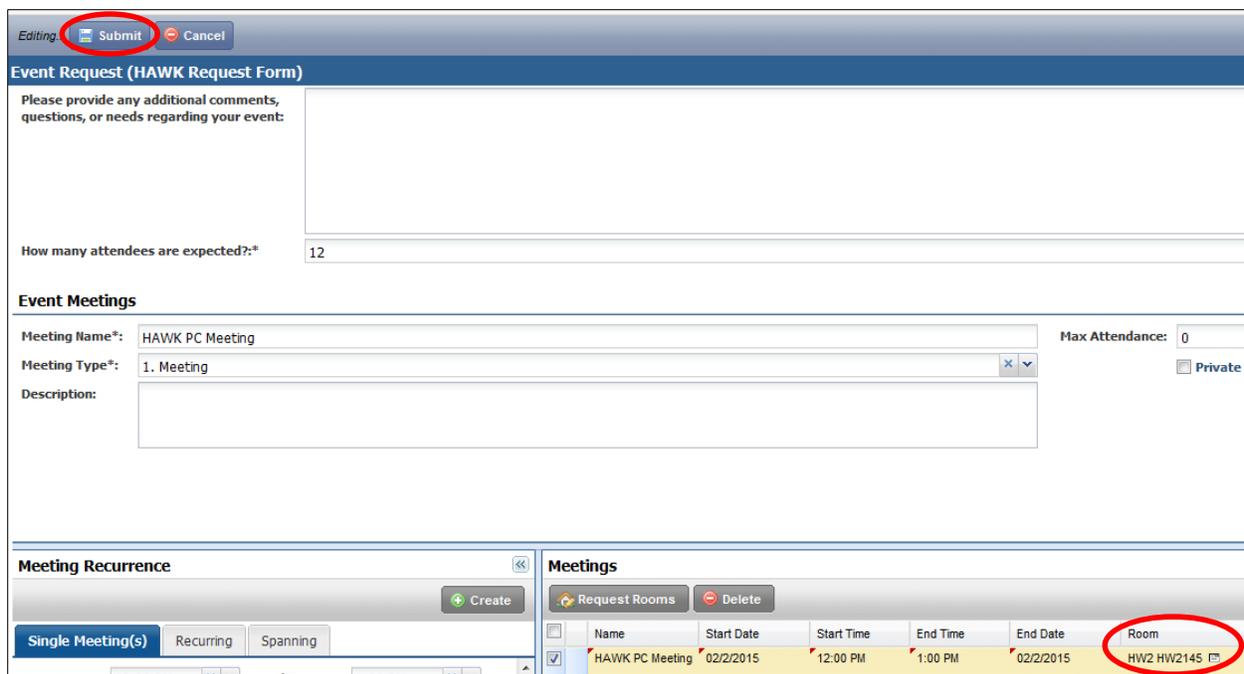
- If you have not set a filter you will see the list of all rooms. **If you know which you would like to reserve, see Step 12.** To select a filter on this page use the filter options on the left of the page. There are dropdown menus. If you always request specific buildings and rooms you can select the rooms then use the saved Filter Option and set it as your default. In this screen Building HW2 and Room HW2145 were selected. You are not required to add capacity or room type. **Once you have entered the required fields hit the search button.** If you are not looking for a specific room, the scheduler will select a room for you based on room availability and the number of attendees.



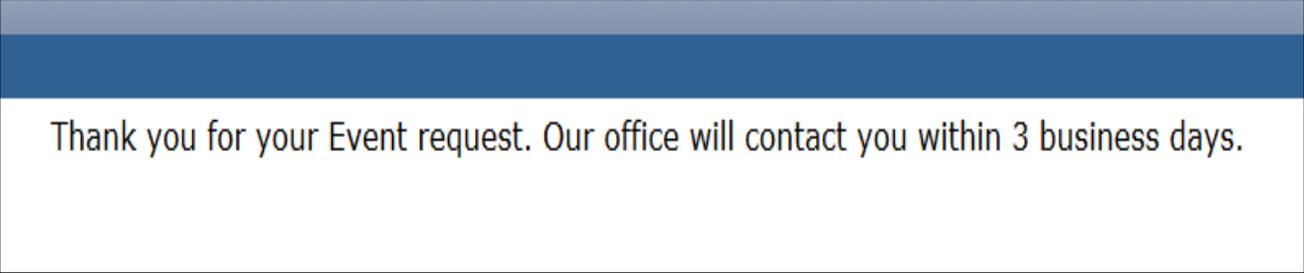
10. Once you've filtered down the rooms to see if the room is available, click on "Available" and it will then show as selected. To continue, click OK at the bottom of the page.



11. The requested room now shows on the right. To complete your request, hit the Submit button.



12. After you submit your request, you will receive the following message



Thank you for your Event request. Our office will contact you within 3 business days.

You will receive an email notification of confirmation either that the room has been reserved for your event, or if there is a conflict. If you have not selected a specific room, the appropriate schedulers will locate a room.